



Breakwater ESTATES

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Breakwater Estates

Executive Board of Directors Meeting Minutes
Saturday, July 9, 2022
9:00 am

The Breakwater Estates Board of Directors held an Executive Board meeting virtually, due to the pandemic, on Saturday, July 9, 2022 at 9:00 am.

Present at the meeting were Board members: MJ Melah, Brian Eichenlaub, Lana Warfield, Karen McGavin, Bill Bonn, Lisa McFate, Joanne McShalley, and Hector Justiniani, HPS Property Manager for Breakwater Estates.

Call to Order

- MJ Melah called the meeting to order at 9:07 am.

Approval of Minutes

- Minutes from the April 9, 2022 Executive Board meeting were presented and reviewed. One change was suggested.
 - Lana Warfield moved to accept the April 9, 2022 minutes as amended. Karen McGavin seconded. All approved.
- Draft minutes from the October 8, 2021 Annual Meeting were reviewed again to make sure they are complete for inclusion in the annual meeting packet for the October 2022 annual meeting. They have been posted on the BWE website for months so community members can review them. At this point, there have been no suggested revisions. The minutes will be presented at the community meeting for approval.

President's Report

- Welcome to Joanne McShalley to the Board. Joanne accepted the position after Nichole Davick left the Board due to moving out of the neighborhood. We want to thank Nichole for her many years of service to the community as a Board member and as the Treasurer and also we thank both her and Cady Bell for all of their work on the Community's quarterly newsletter.
- We are now in need a treasurer with Nichole's departure. MJ will temporarily take over as treasurer until one is found. MJ previously had been the community treasurer before becoming President.
- House on Breakwater Drive has four to five vehicles parked in their yard and on their lawn. Hector will send the resident a note to remind them of the Covenant requirement that allows parking only in the driveway.
- Number 6 Breakwater Drive is for sale.
- Stop sign at the corner of Lighthouse and Beacon is covered by trees. Trees need to be trimmed.

- Email was received asking the board not to approve chain link fences. The community member does not approve of the appearance. The Board explained that we cannot disallow fences that are in fact in compliance with our Covenants.
- Discussion occurred as to whether to have the October 8, 2022 annual Community meeting as a virtual meeting or in-person meeting. Bill Bonn motioned to have the meeting as a virtual meeting. Lana Warfield seconded the motion. Five members voted for the virtual meeting and two members voted for an in-person meeting.
- This year's annual meeting on October 8, 2022 will be held virtually.

Treasurer's Report

- MJ Melah and Hector Justiniani reported the community balances as of 6/30/22:

\$20,656.65	Working (Operating) Fund – HPS – Sea Coast (SC) Bank
\$247,152.15	Reserve Fund – Fulton Bank
\$ 267,808.80	Total

- Discussion took place about this year's budget and the community dues. To fund the budget properly owing to rising costs for annual maintenance bills and as a result of our proposed community reserve study, it is necessary to raise the yearly dues \$10/quarter or \$40/year. This will be presented at the annual community meeting in October. If approved, the HOA dues will be \$130/quarter or \$520/year.
- Four homeowners are behind in community dues. Three of the accounts are \$700 or more in arrears. Notices have been sent out and reminders will soon follow. Also, late fees are once again being assessed for late accounts, and they are being applied as of last quarter. One of the accounts will be referred to our lawyer for a lien to be put on the house due to inaction over a long period of time.
- Interest rates on CD's – MJ will check to see if there are better interest rates available when our community CD's come due.

Old Business

- **RV Vote** – It is occurring right now. The deadline to vote is July 31, 2022.
- **Reserve Study** – Discussion took place over the three bids secured for the reserve study. The three companies were Reserve Advisors, Becht Engineering, and Miller Dodson. It was decided to move forward with the Reserve Advisors bid. They were chosen due to their expertise in community reserve studies. They were the middle bid.
- **Storm Drains** – Weeds growing out of several of our street and berm drains. They need to be weeded before they become too established and stop the flow of the water runoff.
- **Mosquito Spraying** – Discussion occurred. Will continue with the Delaware spraying this coming year based on the community survey with the majority of respondents voting for it - 30 voted for and 16 voted against.
- **Wire Grass Spraying** – It was agreed that the company did a good job this year.

New Business

- **Documents Needed for Annual Meeting Packet** – Minutes from October 2021 Annual Meeting, President’s Letter, Proxy, Annual Budget, letter about electronic documents to be used in the future in order to save money on the printing and mailing of documents and the return envelope for proxies.
- **Third Quarter Newsletter** – Any articles or contributions, please send to MJ or Bill. We want to try to publish in mid-August.
- **Welcome Emails** – MJ sent welcome-to-the-neighborhood emails to the new members of our community. Welcome to Breakwater Estates!!!

Next Meeting – The next Executive Board meeting will be August 20, 2022 at 9:00 am in preparation for the October 8, 2022 annual meeting.

Meeting adjourned at 11:47 am – Brian Eichenlaub moved to adjourn, and Lisa McFate seconded the motion. All approved.

Respectfully Submitted,

Brian Eichenlaub
Secretary, Breakwater Estates



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BOARD MEETING AGENDA

July 9, 2022, 9:00 AM

Google Meets

1. Call to Order
2. Approval of Prior Meeting Minutes (4/9/2022)
3. President's Report
 - a. New Residents
4. Treasurer's Report
 - a. June Preliminary Financials
 - b. Accounts Receivable
 - c. Interest Rates
5. Old Business
 - a. RV Amendment Status
 - b. Reserve Study
 - c. Mosquito Spraying
 - d. Wire Grass Spraying
6. New Business
 - a. Annual Meeting
 - b. 2023 Budget Planning
 - c. Third Quarter Newsletter
7. Adjourn