**Breakwater Estates**

Executive Board of Directors Meeting Minutes

Saturday, April 8, 2023

9:00 am

The Breakwater Estates Board of Directors held an Executive Board meeting virtually, due to the pandemic, on Saturday, April 8, 2023, at 9:00 am.

Present at the meeting were Board members: MJ Melah, Brian Eichenlaub, Nancy Hewish, Joanne McShalley, Lana Warfield, Bill Bonn, Jeff Trigilio, and Hector Justiniani, HPS Property Manager for Breakwater Estates.

Also present was homeowner Lisa Durrant (4 Beacon Drive)

**Call to Order**

* MJ Melah called the meeting to order at 9:04 am. MJ welcomed our new board members Nancy Hewish and Jeff Trigilio as well as homeowner Lisa Durrant. Thank you for joining the Board Nancy and Jeff!

**Approval of Minutes**

* Brian Eichenlaub presented the minutes from the January 14, 2023, Executive Board meeting. MJ Melah suggested three changes to the minutes.
* Jonanne McShalley moved to accept the January 14, 2023, minutes as amended. MJ Melah seconded. All approved.

**President’s Report**

* MJ Melah thanked long time board member Karen McGavin for her years of service and hard work for our community and Board. MJ also thanked Lisa McFate for her service. She was not on the Board very long, but her help and input were very helpful and appreciated. Thank you both!!!
* A resident wrote and requested that the Board and community revisit the RV amendment that was developed and voted on by the community last year. Since it has been a year, it was decided not to take it up again for at least a couple of years if there is community interest. Hector will respond to the resident with the answer.
* In March, vehicles were broken into at one property boarding Munch Branch and Wolf Neck Road. Apparently, other residences in other communities were also targeted along the Munchy Branch corridor. MJ sent out an email blast to the community and posted a sign at the mailboxes informing the community of what happened and advised residents to lock their cars.

* Letters were sent to two residents about their properties being out of community compliance. The residents were asked to address the issues or violation letters would be sent and fees would be applied. One resident responded and promised to correct the issues by the end of March. There has been no response from the other homeowner. Since none of the issues were corrected as of this meeting in April, violation letters and fines were issued to the two homeowners.

**Treasurer’s Report**

* MJ Melah reported the community balances as of 3/31/23:

|  |  |
| --- | --- |
| $23,776.09 | Working (Operating) Fund – HPS – Sea Coast (SC) Bank |
| $262,632.39 | Reserve Fund – Fulton Bank [ $62,630.39 Cash ] and four WSFS CD’s [$200,000 total – $50,000 each] |
| $286,408.48 | Total |

* Earlier this year, four 11-month CDs were opened at 5.00% to take advantage of the higher interest rates. Each CD was $50,000.00 for a total of $200,000.00. The remaining reserve amount ($62,632.39) was left in cash in Fulton Bank.
* Bill Bonn has been added as an account signer along with MJ, since we currently do not have a treasurer owing to Lisa’s departure. MJ and Bill constitute the two signers on the financial accounts.

**Committees**

* **Short Term Rental Committee Update**
  + - Joanne McShalley – Joanne took over the Chair of the committee from Lisa McFate.
      * The committee had its first meeting last month.
      * The committee decided to get information from the community about rentals. Joanne will create a survey to send out to community members to get community input via email and regular mail (for those who do not have email accounts).
      * Questions include: Who rents their properties? Short-term rentals or long-term rentals? Do you live next to a rental? How do you feel about rentals in the community? And so on.
* **Fun Committee**
* Joanne McShalley – Updates
  + Yard sale – May 20, 2023, from 8 am – 12 Noon. A reminder email will be sent out to the community the week before! A block party will be held that evening! Details will be forthcoming.
  + Block party after Annual Homeowners meeting on October 7, 2023.
  + Book library – a little library kiosk will be established in the community – details to follow.

**Old Business**

* **Email Authorization Form**
  + - * All homeowners were sent an “Authorization to Send Association Notices by Email” form and were encouraged to complete the form and send it back to the address listed at the bottom of the form.
      * 35 completed forms were received out of 92 homeowners. We will keep reminding folks to return them.
* **Facebook Page** - The first Breakwater Estates Facebook page about to go live in the next week!
* **Book Club** – Lisa Durrant is willing to head it up and is happy to host the group. Lisa sent an email out to the community and is awaiting responses.
* **October Homeowners Meeting** – Will be held in person at the Lewis Library on Saturday, October 7, 2023, at 9:30 am.
* **Bike Trail** – No updates from DelDOT as of this date. Brian will check into it and see what information he can find and share with the community.

**Next Meeting –** The next Executive Board meeting will be July 8, 2023 at 9:00 am and will be held virtually.

Meeting adjourned at 10:35 am – Lana Warfield moved to adjourn, and Brian Eichenlaub seconded the motion. All approved.

Respectfully Submitted,

Brian Eichenlaub

Secretary, Breakwater Estates



**BOARD MEETING AGENDA**

**April 8, 2023, 9:00 AM**

**Google Meets**

1. Call to Order

2. Approval of Prior Meeting Minutes (01/14/2023)

3. President’s Report

4. Treasurer’s Report

a. March Financials

5. Short Term Rental Committee

6. Old Business

a. Email Authorization Form  
b. Breakwater Facebook Page  
c. Book Club

7. New Business

a. New Board Members (2)  
b. October Annual Meeting

8. Adjourn