



Breakwater ESTATES

PO Box 1056
Havre de Grace, MD 21078

Phone: (302) 227-7878
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Breakwater Estates Homeowners Association

Annual Community Meeting Minutes

Saturday, October 8, 2022

9:00 am

Virtual Meeting Due to COVID-19

The Breakwater Estates Board of Directors held the Annual Community Meeting on Saturday, October 8, 2022 at 9:00 am. The meeting was originally scheduled to be held at the Lewes Public Library in Lewes, Delaware but was held virtually due to the continuing COVID pandemic.

The meeting started at 9:00 am with Hector Justiniani from HPS welcoming people and giving instructions on how to navigate the website and helping homeowners join the meeting on the virtual platform.

Call to Order

- The meeting was called to order at 9:04 am by President MJ Melah who declared a quorum of homeowners who were either present or who had sent in a proxy. 32 homeowners need to be present or need to have sent in a signed proxy to establish a quorum in order to hold the meeting. There were 15 homeowners present virtually or on the phone, and 36 proxies for a total of 51 homeowners represented. Board members present at the meeting were: MJ Melah, Bill Bonn, Brian Eichenlaub, Lisa McFate, Lana Warfield, Karen McGavin and Joanne McShalley; also present was Hector Justiniani, BWE Property Manager from Harford Property Services (HPS).
 - MJ started by informing everyone of a quorum and having all the board members introducing themselves.

Review and Acceptance of Minutes from the October 9, 2021 Annual Meeting – Brian Eichenlaub

- The October 9, 2021 draft minutes were posted on the community website earlier in the year for the community members to review and send any revisions to Brian Eichenlaub. No suggested revisions were made.
- Also, the draft minutes were sent in the community meeting announcement packet for property owners to review before the meeting.
- Brian asked if there were any revisions to be made to the minutes. None were made.
- Lana Warfield (24 Rusty Anchor Drive) moved to accept the minutes as presented and Lisa McFate (7 Lightship Drive) seconded. The motion carried unanimously.

President's Report – MJ Melah

- It has been a very active year. At the request of community members at last year's meeting, the Board was asked to revisit the parking of campers on homeowners' property. An interest survey was sent out, an ad hoc committee was formed, meetings were held, and a covenant change was proposed and voted

on by the community. For a covenant change to occur, 47 homeowners need to agree to the new covenant. 70 votes were received. 31 votes were in favor of the covenant change allowing RV's to be parked in driveways and 39 votes against the change. The covenant change did not pass.

- Mosquito Spraying – A community vote was held online shortly after last year's meeting to give all homeowners the opportunity to have input on this issue. An email ballot was sent out to all homeowners and paper ballots were sent out to the handful of owners without email. 46 people voted. 30 voted for the mosquito spraying and 16 voted against it. We moved forward with the community mosquito spraying this past summer.
- Virtual Annual Community Meeting – MJ realizes not all like the community meeting to be held virtually. A number of members expressed that they were looking forward to having the community meeting in person next year if things continue to improve.
- Thank You – MJ thanked Nichole Davick and Cady Bell for their years of service to our community. Nichole was our Treasure for a number of years. Both Nichole and Cady were instrumental in re-starting our community newsletter several years ago and developed the layout of the newsletter, collecting, proofing and compiling the articles. They moved south this past year, and we will miss them greatly.
- Welcome – MJ welcomed Joanne McShalley to the Board. Joanne accepted the position after Nichole Davick left the Board. Welcome Joanne!
- New Treasurer - Lisa McFate has volunteered to be the new treasurer due to Nichole's leaving the Board. THANK YOU, Lisa!

Treasurer's Report and Approval of Budget for 2022-2023 – Lisa McFate

- Treasurer Lisa McFate and Hector Justiniani presented the budget for 2022-2023 referring to the financial documents that were sent out previously.
- Due to cost increases this past year with snow removal, annual maintenance bills, and the community reserve study, it is necessary to raise the community dues \$10/quarter or \$40/year. If approved, the HOA dues will be \$130/quarter or \$520/year. This is the first increase in over 10 years.
- After the budget was presented, community discussion and questions were answered. MJ Melah (9 Breakwater Drive) moved to accept the budget as presented and Brian Eichenlaub (17 Rusty Anchor Drive) seconded the budget. All voted to accept the annual budget as presented. HOA dues will be \$130/quarter or \$520/year for 2023.

Open Discussion – All

- John Simmons (8 Breakwater Drive) asked the community to revisit short-term rentals. John presented a proposal to use as a starting point to revise the community covenants to ban short-term rentals.
 - Discussion occurred with pros and cons. The community tried to form a committee last year, and 3 homeowners offered to be members and only one person joined the meeting. We will again attempt to form a short-term ad hoc committee to work on a possible covenant change and see if there is more interest this year.
- Deb Daniels/John Daniels (10 Breakwater Drive) – John wanted to have next year's community meeting occur virtually or to have hybrid meetings.
 - Discussion occurred regarding in-person, virtual or hybrid meetings. Concerns about health issues with in-person meetings, greater participation by community members who are not full time, community connections being fostered with in-person meetings, costs associated with in-person meetings, equipment costs with hybrid meetings, technical issues, and so on were discussed.
 - Joanne McShalley (5 Lightship Drive) and John Daniels volunteered to work on what is needed to facilitate the community meeting in the hybrid format for next year.

- Deb Daniels – Asked about displaying financials at meetings just in case folks do not have their paper statements available during the meeting.
- Joanne McShalley – Joanne would like to form a Fun Committee or social committee. Joanne will compose an email for the community to help outline the goals of the committee and ask for suggestions and volunteers. Keep an eye out for Joanne's email!
- Sharon Jann (18 Rusty Anchor Drive) – Sharon asked about a community yard sale. If the community is not sponsoring one, can residents just have their own yard sale? Or does it need to be approved by the Board? MJ asked that folks just inform the Board of the sale so everyone can be made aware of it. Also, if the homeowner wants to post something about it on the community bulletin board, please let MJ know and she will work with you to unlock the bulletin board.
- Jill Tjossem (17 Lighthouse Drive) – Proxy revision change. The proxy now in use is different from the version used years ago. Jill would like to have us go back to the old proxy since she feels it is clearer about how one can assign their vote to another person. Jill said she had a copy of the old proxy and was asked to send the proxy of which she is referring to MJ. Thanks, Jill.

Property Management Report – Hector Justiniani

- Hector Justiniani – If you need to reach Hector, the best way to reach him is by email at hector.justiniani@hpsmanagement.com or admin@infohoa.com .
- HPS phone number: (302) 227-7878
- All community members should be registered on the HPS portal. The site address is: www.infohoa.com . Homeowners can check their account at that site.
- Community gmail address is bwehoabod@gmail.com for residents to email the Board with news or questions.
- If you have any renovations to the exteriors of your homes, please fill out the ARC application which you can find at the portal or on the Breakwater Estates website at www.bwehoa.com
- Maintenance of home with the same colors and materials do not need an application, but a courtesy ARC application would be wise to have so the Board knows what is planned.
- Any exterior color change – painting or new color siding – needs to have an ARC application.
- Please remember to take in your trash/recycle bins after the trash/recycling has been picked up. Thank you!

MJ Melah moved to adjourn, and it was seconded by Brian Eichenlaub. All approved.

Meeting adjourned at 10:34 am.

Respectfully Submitted,

Brian E. Eichenlaub
Secretary, Breakwater Estates



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2022 Annual Meeting Agenda

Saturday, October 8, 2022

9:00 am

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1. Call to Order
2. Proof of Notice
3. Verification of Quorum
4. Approval of 2021 Minutes
5. Property Manager's Report
6. President's Report
7. Treasurer's Report
8. Ratification of 2023 Budget
9. Open Discussion
10. Adjournment