



Breakwater ESTATES

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Breakwater Estates

Executive Board of Directors Meeting Minutes
Saturday, July 8, 2023
9:00 am

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

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

Absent: Bill Bonn

Also in attendance were homeowners Mary Newcott (15 Lighthouse Drive), Robert Wood (6 Breakwater Drive), Audry Bawley (13 Lighthouse Drive).

Call to Order

- MJ Melah called the meeting to order at 9:02 am. MJ welcomed our three homeowners joining the meeting also.

Approval of Minutes

- Brian Eichenlaub presented the minutes from the April 8, 2023, Executive Board meeting. There was a grammatical change suggested and made. No other changes were made to the minutes.
 - MJ Melah moved to accept the April 8, 2023 minutes as amended. Lana Warfield seconded. All approved.
- The draft minutes from the October 8, 2022 Annual Meeting were reviewed one last time before being included in the Annual Meeting packet to be sent out in September. There were no changes made and no suggested revisions have been made by homeowners since being posted on the BWE website in January for comment. These minutes will be presented at the community meeting for review and approval.

President's Report

- MJ Melah informed everyone that two contracts were signed for this coming year – one for snow removal and one for wire grass spraying.
- Bill Bonn also was not happy with the quality of work from Maxwell's recent cutting of the grass around the mailboxes and entrances to the community. He called Maxwell's and they were very apologetic and came out and re-cut the grass and did a great job.
- MJ was contacted by a concerned resident that a house on Beacon Drive had a front door that was wide open. MJ rode over there and no answer. The house had a ring doorbell and the owner, from

out of town, answered. The owner was not aware that the door had been left open by renters and thanked MJ, who closed the door for the owner.

- A stop sign was installed at Beacon and Lighthouse to help slow down cars speeding through the intersection.

Treasurer’s Report

- MJ Melah reported the community balances as of 6/30/23:

\$32,059.02	Working (Operating) Fund – HPS – Sea Coast (SC) Bank
\$262,798.29	Reserve Fund – Fulton Bank [\$62,798.29 Cash] and four WSFS CD’s [\$200,000 total – \$50,000 each]
\$294,857.31	Total

- Budget – Hector presented a proposed budget for review.
 - The new budget included an increase of 6.5 % for our property management contract. The HPS contract has stayed the same over the past four years.
 - Hector will get back to us to see what a three-year contract would be as opposed to the presented one year renewal. We locked in the price four years ago to keep the amount the same over the past four years.
 - This proposed budget would increase dues \$5.00/quarter or \$20.00/year. Board members agreed that they did not want the community dues to increase.
 - There was an extensive discussion about the proposed budget and many ideas were discussed to keep the budget in check.
 - Board members decided to meet again about the budget and finalize it. This finalized budget will be presented to the annual meeting for changes/acceptance.
 - It was agreed to meet again on July 26, 2023 at 6:30 pm to come to a final budget and finalize the package documents to be included in the community meeting packet.

Committees

➤ Short Term Rental Committee Update

- Joanne McShalley
 - Joanne reported there were 57 responses to the community survey that was sent out last month.
 - Mixed responses – Responses included: No opinions; unaware of rentals; unaffected by rentals; others - strong opinions against; others - no problems, had rentals near me and everything is fine. People who had complaints were serious and did not want rentals.
 - Results of the survey will be presented at next Tuesday’s (July 11, 2023) meeting of the rental committee.
 - Perhaps the committee will develop several different amendment suggestions.
 - Proposed amendments will be shared with the Board after the meeting.
 - Discussion occurred.

➤ **Fun Committee**

- Joanne McShalley – Updates
 - 4th of July Parade was a success! Thank you everyone who participated. It was a lot of fun!
 - The yard sale in May was good. The weather didn't cooperate, but we had 12 houses participate. Had a small party later with the weather clearing up by then.
 - Outdoor movie night – Date TBA.
 - Block party after Annual Homeowners meeting on October 7, 2023 after the annual meeting.
 - Lending library – A little library kiosk was installed yesterday by the mailboxes. Please help yourself to a book, and leave a book, if you wish.

Old Business

- **Mosquito Spraying** – Have had complaints again from people who do not like the spraying. It has already been voted on several times; the majority of votes are for continued mosquito spraying.
 - **Stats on voting and community responses out of 92 homes:**
 - 2020 – Amendment on Stick Built Homes – 75 total votes
 - 2021 – Mosquito Spraying – 46 total votes
 - 2022 – RV Amendment – 70 total votes
 - 2023 – Rental Committee Survey – 57 total responses
 - 2023 – Email Authorization Forms – 38 completed and returned forms

Discussion occurred. It was agreed to have another vote at the community meeting about continuing with mosquito spraying or not. The majority of votes cast for or against continuing mosquito spraying will decide the outcome of the issue. This information will be included in the upcoming newsletter to give folks time to become aware of the upcoming vote.

- **Newsletter** – 3rd Quarter Newsletter will be sent out in mid-August. Any submissions are appreciated.

New Business

- **Annual Community Meeting** – Will be in person for the first time since the pandemic started. It will be held at the Lewes Library on October 7, 2023 starting at 9:30 am. Doors will be open by 9 am.
 - Will we be serving refreshments again?
 - Hector will check and confirm the Lewes Library is available and will book the room
 - Brian will contact and schedule the DelDot folks, if they can attend the meeting and make a brief presentation, as they did earlier this summer at Cape HS, and inform the community about the next phase of the bike trail, which will be built across the street from Breakwater Estates.
 - Will finalize the community meeting plans at the next meeting on July 26, 2023.
- **Munchy Branch Road Entrance** – The arborvitae at the main entrance are dead. We now know that the bike trail will be on the opposite side of the road from BWE. We are looking for suggestions as to the new replacement plants or something else. We will need heat resistant and

drought tolerant plants. We have no water connection at the entrance, so we need to look at the cost of hiring a landscaping company to water weekly until the new plants are established, or see if homeowners adjacent to the entrance could help, or determine if there are other watering solutions. A BWE resident who is a landscaper offered to help and suggest replacement plantings.

- **Board Elections** – This is an election year. Anyone interested in running for the Board needs to submit a short form and bio, as has been done for past elections; the form will be included in the community packets.
- **Proxies** – Please review them one more time to make sure the changes are correct. There are three choices on the proxy – one for meeting attendance only, one to assign the voting proxy to another named homeowner, or one to assign the proxy to a designated Board member.
- **Annual Community Meeting** – Need to check on times of library opening before next meeting so we know when we could enter to set up.
- **Replacement of Damaged Traffic Signs** – Hector informed us that the money for the replacement signs could come from the reserve fund to replace the signs.
- **Next Meeting** – The next Executive Board meeting will be July 26, 2023 at 6:30 pm to review the budget and also the packet items in preparation for the October 7, 2023 annual meeting.

Meeting adjourned at 10:33 am – MJ Melah moved to adjourn, and Brian Eichenlaub seconded the motion. All approved.

Respectfully Submitted,

Brian Eichenlaub
Secretary, Breakwater Estates



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BOARD MEETING AGENDA

July 8, 2023, 9:00 AM

Google Meets

1. Call to Order
2. Approval of Prior Meeting Minutes (04/08/2023)
3. President's Report
4. Treasurer's Report
 - A. June Financials
 - B. 2024 Budget
5. Short Term Rental Committee
6. Fun Committee
7. Old Business
 - A. Mosquito Spraying
 - B. Third Quarter Newsletter
8. New Business
 - A. Annual Meeting Preparation
 - I. DelDot Rep Speaking at the Annual Meeting
 - a. Munchy Branch Entrance Trees
 - b. Munchy Branch Bike Trail
 - B. Board Elections – Bios
 - C. Community Voting
 - D. New Proxy Form
 - E. October Annual Meeting
 - F. Replacement of Damaged Signs
9. Adjourn