



Breakwater ESTATES

PO Box 1056
Havre de Grace, MD 21078

Phone: (302) 227-7878
Board Email: bwehoabod@gmail.com

Breakwater Estates

Executive Board of Directors Meeting Minutes
Wednesday, July 26, 2023
6:30 pm

The Breakwater Estates Board of Directors held an in-person Executive Board meeting at MJ Melah's home and also virtually for remote folks on Wednesday, July 26, 2023, at 6:30 pm.

Present at the meeting were Board members: MJ Melah, Brian Eichenlaub, Lana Warfield, Nancy Hewish, Jeff Trigilio, Joanne McShalley and Bill Bonn

Call to Order

- MJ Melah called the meeting to order at 6:30 pm.
- The purpose of this meeting was to review and finalize the budget and review all the documents for the annual meeting before they are printed and mailed out.
- MJ reminded everyone to get their revised bios to her for inclusion of the annual meeting packet.

Review and Finalize 2024 Budget

- Our new Treasurer, Jeff Trigilio, reviewed the budget presented at the July 8, 2023 board meeting. Jeff will be added as a signer on our WSFS and Fulton Bank Accounts.
- Discussed snow removal, Fun Committee, storm water pond, refreshments for annual meeting and other line-item amounts in budget.
- Jeff presented the requirements and needs of the reserve study.
- Adjustments were made to the budget to cover the 6.5% increase of property management fee and other items so that there will be no increase in community dues. Budget was agreed upon and finalized to send out in the community meeting packet.

Document Review for October 7, 2023 Annual Meeting

- Review of documents for October 7, 2023 Annual Meeting.
- This year is an election year so a nomination form will be included in the packet for any homeowners who would like to run to be on the Board.
- Discussion and review of each document was held. Updates were made where needed.

- Documents that will be included in the annual packet:
 - President's Letter
 - Agenda
 - Draft minutes from October 2022 Annual Meeting
 - Proxy – Revised
 - Annual Meeting Board of Directors Nomination Form (Completed forms due by September 29, 2023)
 - Board of Directors Nominations
 - Annual Budget
 - Rental Committee Updates and Information
 - Return envelope for proxies and/or Nomination Form

- **Other items for discussion at the annual meeting:**
 - Brian confirmed that the DelDot folks will be there at the beginning of the meeting.
 - There will be a ballot distributed at the meeting on whether or not to continue with mosquito spraying.
 - Will there be Barb's brownies at the meeting?

Next Meeting – The next Board meeting will be at the annual Community Meeting on Saturday, October 7, 2023 at 9:30 am at the Lewes Library.

Meeting adjourned at 7:30 pm

Respectfully Submitted,

Brian Eichenlaub
Secretary, Breakwater Estates



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EXECUTIVE BOARD MEETING AGENDA

July 26, 2023, 9:00 AM

Google Meets

1. Call to Order
2. Review and finalize 2024 budget
3. Review and discuss all the documents for the annual meeting before they are printed and mailed out
4. Other items to discuss at the annual meeting
5. Adjourn