

Reserve at Pilottown HOA Board of Directors Log 2019 - 2020

September

- 14th - Annual Homeowners Meeting held at Lewes Public Library. Meeting minutes prepared and filed on HOA website.
- 18th - Email notice to two new Board Members Karen Fleck and Ron Oronzio.
- 26th - Conducted short Board Meeting at my residence. All members present and board assignments made.
- 28th - Email notice to community regarding annual meeting minutes and new board members.
- 30th - Met with bookkeeper Cathy Heronemus, turned over Lane Builder checks, signed and mailed checks.

Inspected stormwater pond. Level very low. Emailed Greg Blackham of Solitude.

October

- 11th - Spoke to Joe DeFeo regarding ARC review of 313 Captains Circle. Discussed Attorney Robert Witsil invoice with Ben Calamia.

Inspected stormwater pond levels.

Spoke to Kelly Gabbard of Chesapeake Utilities. Chesapeake has authorized the installation of gas lines and gas service in the Reserves. Will meet with Gabbard next week to receive a better understanding.
- 16th - Met with Kelly Gabbard of Chesapeake Utilities. Chesapeake agreed to bring natural gas service into the Reserve. Gabbard has a meeting tomorrow, 10.17 and afterwards will forward the Board the particulars. He believes infrastructure work can initiate in a few weeks and be completed in 3-4 weeks. Once that takes place individual homes who committed to a conversion will be hooked up at a meter set fee of \$35.00. The monthly customer cost will be \$31.75. Chesapeake will prepare a communication to be sent out via email by the Reserve and will send specific information to every household in the community by U.S mail. For any homeowner who is part of the initial installation, Chesapeake will not charge any other fee for running a line from the street to the home. Chesapeake will most likely install under sidewalks and repairs will be made to any sidewalk or public/private utility that services the specific home. Chesapeake will not repair any damage to irrigation or other non-utility services that might be buried underground during installation of natural gas.

Received email from Kelley Gabbard who reported that another division of Chesapeake Utilities will be in contact with the HOA regarding the installation of the natural gas service lines in the Reserves.

Drafted an outreach letter from the HOA Board to all Reserve owners along New Road that have standing wooden fencing on their property. Steve Gring of the ARC assisted.

Inspected stormwater pond. Levels have risen and it appeared to be functioning well after rains. Also inspected rear of stormwater pond to New Road.

Email notice to Board members requesting to meet on Thursday, November 7th.

Met with Bookkeeper Cathy. Signed checks and discussed financial business

Email communication with Jake Booth of Capstone Homes regarding the need for a construction dumpster at construction site lot #96.

November

- 1st - Email communication with Turnstone Homes regarding information on building at 316 Lightship Lane. Forwarded info to Joe DeFeo for follow-up.
- 7th - Emailed Lewes Library regarding reservations for dates for our 2020 annual meeting. They responded that no reservations will be entertained until 180 days (6 months) prior to the meeting date. Marked calendar.
- Board meeting at my home. All board members present. Discussed annual meeting, natural gas update, architectural review changes, and New Road fence removal plan.
- 8th - Received an email (bcc) from Kelley Gabbard to Chesapeake representatives about natural gas service to the Reserve.
- Telephoned Rick Cornell and advised him that as a result of the problems the HOA encountered with one of the Capstone house plans from the summer, Robert Witsil, the attorney who represented the HOA strongly advised using the services of a registered architect when reviewing future construction house plans in the Reserve. As result Rick's services would not be sought in the future. I reminded Rick that he had assisted us with 4 active construction plans and the board hoped he would see those matters through to completion. Rick was thanked for his assistance, said he would follow up on the 4, but did not have much else to say.
- Karen Fleck sent board meeting minutes and same were posted on the website.
- 11th - Met with Ron Oronzio and we walked the Reserve's stormwater management systems (New Road, Sediment Pond, both Bio-Swales and Highland Acres Tax Ditch). Will connect Solitude with Ron for HOA liaison.
- 12th - Received a text from Ben Calamia indicating someone may be trying to hack into the Reserve's financials via fictitious emails to Ben from me. Advised ben I sent no such email and asked him to contact me if any other were received. Advised Ben that Joe DeFeo received an unusual email purporting to be me during the summer. Will begin to copy all HOA financials from website as the website is not secured.
- 14th - Email communication with Mike Green DR's Lawn Maintenance to set up a meeting with Ben and Joe to go over lawn care for 2020. Meeting to take place 11.21.19.
- 21st - Email communication sent to Greg Blackham of Solitude regarding a meeting with R Oronzio and myself along with the 2020 contract.
- Met with Joe DeFeo, Ben Calamia and Mike Green of DR's Lawn maintenance and went over lot and contract particulars for 2020. Also discussed New Rd fence removal. Hope to have it completed in late January. Price might change to our benefit as result. Mike to get proposals to us.
- 25th - Met with Greg Blackham of Solitude at stormwater pond. Greg gave me an update on pond as he believes it is in very good shape. Again discussed future possibility of dredging pond. He said pond would need dewatering, a machine would be used to scoop out sediment and another used to dump sediment or to remove it. Costs rise in the removal.
- Observed Shore Utilities of East New Market, MD working in the area of 100 Seagull Drive. Spoke to foreman Terry who reported they were in the area to hook up natural gas at the home (Mangione). No other work was on their docket in the neighborhood.

Prepared annual assessment letter, New Road fence owner letter and non-payment lot owner grass cutting letter.

December

3rd - Received deposit request from owner of 314 Captains Circle. Advised what owner needed to do in order to recover their deposit.

4th - Observed Lewes BPW marking utilities on Reserve's streets in preparation of Chesapeake Utilities to start construction. Sent an email communication to Kelley Gabbard of Chesapeake and we spoke in late afternoon. Utility company is preparing to install service line in the Reserve and Chesapeake will be ending out information to all homeowners.

Sent annual assessment letter draft and other communication to bookkeeper Cathy for printing.

5th - Attended a Sussex Conservation seminar on stormwater pond management held at DNREC.

Email communication to members regarding Chesapeake's plans. Spent afternoon responding to neighbor emails.

10th - Received information from Chesapeake Utilities regarding contractor contact information of pipeline installation.

Met with bookkeeper Cathy, gave her mail, and discussed yearly mailings. She will have them ready by 12.11.19.

Received call in evening from bookkeeper Cathy. There was a problem locating documentation for any bank deposit or correspondence associated with 314 Captains Circle. Evidently the lot owners sent Capstone the required HOA deposit of \$2500.00 but we have no record of receiving it or depositing any funds from them. See notes. Checked with Joe Parker, who was the ARC chairperson at the time who said he would have turned over the check to myself or Ben Calamia. After I informed Joe that he did not turn any checks over to me or to Ben, Joe said he had no further recollection of the matter. Spent several hours in an attempt to locate unrecorded checks or deposits for 314 Captains Circle and was not able to locate any evidence that payment was made to the Reserve. Bookkeeper Cathy concurred. Advised Ben Calamia of the matter after he returned from a trip abroad.

11th - Email and voice mail to Jake Booth of Capstone Homes regarding possible discrepancy of escrow and building application funds for 314 Captains Circle. He responded that he would get back with us shortly.

Met with owners of 314 Captains Circle and explained matter to them.

12th - Prepared mailings for 2020 annual assessment. 104 annual assessment letters sent, 21 New Rd owners with HOA fence sent and 3 notices of nonpayment of 2019 grass cutting equaling to no offers for 2020 sent. All items mailed on 12.13.19.

13th - DR's Lawn Maintenance trimmed 12 crepe myrtles at both New Rd entrances and policed the summer grasses and raked both areas and that of the public area next to mailboxes.

14th - Checked stormwater pond after heavy rain and tall summer grass blockage at the outflow. Checked New Road ditch area and parts of bio swales. All appeared working.

Noticed mud sediment had flowed from lot 96 into bio swale from heavy rain. Tacked up sediment fencing as best as possible and took photos of some drainage issues at rear of muddy lot.

16th - Sent follow-up email to 314 Captain Circle owners that I had yet to hear back from Capstone with any information.

Gas line pipe staging observed on University Drive and University Court.

18th - Met with representatives of Utilities Conservation Company (UCC) regarding gas line pipe infrastructure information. Job foreman Jace Granger reported they begin work this AM and hoped to have it completed in 2-3 weeks. Exchange contact information and told Granger we would be in contact if any issues or complaints arose. Emailed board members with contact information.

19th - Email communication sent to Jake Booth reminding him of our request concerning the \$2500.00 building deposit from the lot at 314 Captains Circle.

Emailed Jake Booth regarding silt fence failure at lot #96 and use of dumpster. Received a call from Capstone representative and from property owner. Problem corrected.

Received email from owner of 314 Captains Circle. He is meeting with Capstone representative today or tomorrow regarding the required HOA building deposit being sent to Capstone. Capstone to send \$2500.00 back to homeowner who in turn will send the HOA a check for \$500.00 architectural review.

22nd - Picked up HOA mail and began to collect 2020 dues payments.

January

3rd - Email from owner of 314 Captains Circle who received back payment from Capstone and he will forward a \$500.00 check to the Reserves.

Met with bookkeeper Cathy and turned over several pieces of mail. Signed checks as needed.

4th - Received email from Capstone homes regarding home building plans for 222 University Dr. (lot57)

6th - Requested to attend an ARC review meeting of house plans for 316 Lightship Lane.

9th - Attended a Lewes City Council Meeting on 2020 Priorities. Very disappointing since the public was only allowed to attend but not allowed to voice an opinion. City Council members had their backs turned to the audience during the meeting. Much of the meeting was city administrator going over 2019 priorities and accomplishments. Left the meeting with most of the audience after 2 hours. Not very much learned as there was no agenda to the meeting.

10th - Met with bookkeeper Cathy and Ben Calamia regarding bills, invoices and payments.

16th - Received an email from Karen Fleck concerning an email she received from a former HOA president concerning his displeasure with the digging in neighborhood for natural gas. Responded to Karen's email.

17th - Spoke to Joe DeFeo who updated me on Architectural Review matters.

Met with bookkeeper Cathey regarding yearly payments.

20th - Email communication with DR's Lawn Maintenance. Fence dismantling and removal to begin on Wednesday, 1.22.20. Emailed board on the notice.

21st - Telephone and email communication with resident of University Drive regarding building deposit return.

Russ Palmer stopped by my residence with a building application for new construction on lot 65, 2 University Ct. I accepted his package but informed Russ that Joe DeFeo was the ARC chairperson and that the ARC would be in contact with him if package was incomplete.

- 22nd - Met with Joe DeFeo regarding above new plans. Plans seem incomplete and Joe to contact Palmer. Also discussed our current architect reviewer.

Observed DR's Lawn Maintenance begin fence removal from Forecastle side of New Road.

- 23rd - Received a complaint from a resident of Captains Circle regarding gas line installation, Specific complaint was regarding sidewalk repair being conducted by workmen. Repairs to concrete not even with rest of sidewalk that causes a safety issue. Reached out to UCC fireman and requested he speak to the resident. UCC foreman claimed he spoke to resident but nothing much resolved. Homeowner contacted City Manager and reported city will inspect sidewalks.

- 24th- Met with Joe DeFeo regarding Architectural Review matters. Palmer plans to Mr. Franz. Joe waiting on Ed Fleck but Oronzio fence appears ok. Will give a variance if approved.

Met with Henry Baynum of City Building Department who was aware of the complaint and had taken photos of the sidewalk area in question. Baynum stated he had a call into his contact, Jay, at Chesapeake Utilities. He said Chesapeake is required to attain a city permit when installing gas lines. He agreed the fix was not safe and wondered if it was only temporary since work was still progressing. Mr. Baynum and I to meet on Monday, 1.27 to inspect and mark any sidewalk repairs that might be a safety concern to residents. Advised Captain Circle homeowner by text.

Observed that all wooden fencing along New Road was removed as contracted.

Met with bookkeeper Cathy and gave her checks. There are still at least 10 property owners to yet pay the 2020 assessment. Spoke to her about getting monetary re-imburement to Welcoming Committee for wine they have purchased for welcoming committee to hand out to new residents. I will supply a list of residents that welcoming committee met with since 2019 (\$100.00).

- 25th - Received second complaint regarding sidewalk repair as result of natural gas line installation. Responded by email.

Lightship Lane resident stopped by my home to alert me of fungus on the street trees.

Sara from Capstone Home dropped off 2 sets of plans for new construction for Joe DeFeo. Accepted them for Joe and alerted him of same.

- 26th - ARC recommended approval of a fence in rear of Oronzio new home at 108 Captains Circle. Emailed approval to Mr. & Mrs. Oronzio.

- 27th - Email communication to all regarding organizational change of social committee.

Met with Henry Baynum of City Building Department and we drove through the entire neighborhood inspecting and marking sidewalk safety issues as a result of natural gas installation. Baynum reported that he spoke to Jay, the City's Chesapeake contact who is based in Salisbury MD. Jay reported that the city's email complaint of the issue has traveled up the chain of command at Chesapeake and the city has been assured the sidewalks will be properly repaired by the end of the construction project. Baynum stated that the city was handling the matter and Baynum and I would be in contact with one another. Baynum said Chesapeake is allowed to install natural gas lines under a permit issued by the City.

Email communication to membership regarding the above.

- 28th - Contacted Lewes BPW and reported streetlight outage at the Reserve mailboxes. Repaired.

Met with Joe DeFeo and gave him 2 sets of Capstone Homes plans. They were incomplete. Joe advised Phil Franz is retiring and will likely no longer be able to assist us. Discussed possibilities.

- 29th- Email communication with new homeowner of Marina Drive regarding building deposit return.
- 30th - Assisted a Seagull Drive resident with a delivery made to their property by accident. Delivery was intended for a new home under construction on Seagull in Mariners Retreat. Same taken care of.
Email communication with Captains Circle lot owner regarding natural gas.
- 31st - Met with bookkeeper Cathy. Two property owners yet to pay 2020 assessment. Will send out an email to both property owners

Gave a reimbursement check (\$100.00) to Welcoming Committee for supplies.

Met with Joe DeFeo and Steve Gring regarding ARC consultant. Mr. Franz advised Joe he will no longer be able to assist us. Still discussing possibilities.

February

- 1st - Emailed two property owners regarding annual assessment payments.
- Learned from ARC that Phil Franz was retiring and would not be able to assist the HOA in ARC consultant work any longer. ARC received information regarding a possible replacement who was a construction consultant. Harold Baier, a construction consultant from Millsboro was contacted and agreed to meet with members of ARC.
- 2nd - Email communications with a prospective buyer of a lot at University and Marina.
- 3rd - ARC recommended approval of building plans for 316 Lightship Lane (lot#80).
- 4th - Prepared letter of approval for 316 Lightship construction. Emailed same to Turnstone Homes and sent letter to lot owner by US Mail.
- 7th - Met with Harold Bair with Joe DeFeo, Steve Gring and Karen Fleck. Interviewed him for possible consultant work for ARC. Bair is owner of HB Construction Consultants and said he has been in different aspects of commercial and residential construction for several decades. Currently contracted as a consultant for the Seaside Jewish Community Center on Holland Glade Rd. Bair works for the Community Center and will be performing construction evaluation and a form of quality control for the center during a 1.25 million expansion of the center.
- Email communication with new homeowner on University Drive regarding HOA involvement with landscaping. Advised him that Capstone promised to replant a tree taken down out of necessity during the construction of their home.
- Picked up HOA mail and met with bookkeeper Cathy. All 2020 Annual Assessments paid. Gave Cathy Phil Franz last invoice.
- ARC recommended approval of building plans for Gallo, 2 University Ct. Will send out an approval letter.
- 8th - Prepared letter of approval for Gallo. Emailed same to Russ Palmer Builders and sent letter to owner by US Mail.
- 9th - Email communication with lot owner from University Drive regarding possible building plans. Referred owner to ARC.

- 10th - Spoke to Joe DeFeo, Steve Gring and Karen Fleck who all believed Harold Bair would be a good choice to serve as an ARC consultant. Joe and I spoke to Bair on phone. Joe to meet with Bair on Tuesday, 2.11.to go over forms.
- Gas line installation still taking place. Steve Gring reported on Friday 2.7, that a homeowner from University Dr. advised damage to his brick sidewalk as a result of the construction activities.
- Inspected stormwater pond from heavy rainfalls. Pond up to the outfall spillway but appears to have drained properly. No evidence of water ponding in bio swales.
- 11th - Met with homeowners at 214 University Drive concerning damage done to their brick walkway as a result of UCC digging sidewalk for natural gas lines. Homeowner spoke to UCC foreman and was informed they would repair their walkway. Sent homeowner contact list of UCC personnel associated with the project. Also discussed homeowner's interests in installing about 40 ft of fencing in their rear yard near where the New Road fencing stood to match the fencing of their immediate neighbor. Advised to put information together and send it to Joe DeFeo so ARC could review and approve.
- Advised by Joe DeFeo that he met with Harold Bair and they went over the review process of building plans. Harold took the two pending Capstone plans to review and will get back with Joe.
- 17th - Advised by Joe DeFeo that ARC met this date and were pleased with Harold Bair's review of two homes under consideration. Both sets of plans needed further clarification until they would be approved by ARC. Joe said fence application for 214 University Drive was approved and asked that homeowners be notified. Joe sent Capstone Homes an email concerning the pending but not yet approved building plans.
- Sent fence approval email to owners of 214 University Drive.
- 19th - Met with Bookkeeper Cathy and signed checks, turned over Bair invoice.
- Attended Solitude Lake Management Webinar on Proactive Pond Management. Wrote Greg Blackham of Solitude requesting to meet at his next opportunity when he is in the area.
- Received email complaint about the amount of dog droppings in the neighborhood. A neighbor stepped in on sidewalks and counted 10 different areas. Sent out a neighborhood reminder about picking up after dogs.
- Received email from Karen Fleck requesting to ask Solitude about buffer trimming and aquatic plants around stormwater pond. Emailed Greg Blackham and requested to set up a meeting to discuss.
- Received an email from lot owner of 222 University Dr. (lot#57) informing us he had severed a contract with Capstone Homes and will not have the build on his lot. As result, lot owner is requesting his 2k deposit returned. Answered owner by email and will work on same for him. Advised Joe DeFeo on the matter. Emailed Ben Calamia and Bookkeeper Cathy. Asked Cathy to prepare a check for 2k deposit return and \$150.00 of unexpended architectural review.
- 20th - Received email from resident on Seagull Drive requesting information if HOA authorized phragmite cutting on far side of the pond. Responded to email
- 21st - No gas line installation observed. It appears gas line contractor is now installing gas lines on New Road from Captains Circle to the area of 4th St.
- Met with Ben and Cathy. Ben signed refund checks for lot 57. I prepared a letter to the homeowner and letter and checks were sent to homeowner on 2.22.20.
- 24th - Set up a meeting with Solitude Lake Management on their next scheduled pond inspection on Wed. 03.11.

26th - Natural gas installers in the neighborhood.

Received email from resident of University Dr. who was dissatisfied with natural gas infrastructure installation and his belief that HOA board allowed for destruction of easement areas (sidewalks). Responded to the email.

27th - Went to City Hall to meet with building inspector Henry Baynum. Baynum in training all week until tomorrow. The other building inspector was not in nor was the city manager. Made contact with Chesapeake Utilities and set up a meeting on Friday at 2PM. Reached out to UCC and met with foreman Jeff Haley. I informed Haley that UCC informed me on December 18th they would have the job completed in 2 to 3 weeks. Haley reported some of the following: UCC did not plan for such a lengthy stay in the Reserves. The company doing the boring of the lines had a setback with the boring equipment which forced work slowdown for at least 1.5 weeks. The Reserve's was dissected into two sections: Captains Circle south to Seagull and Marina Drive and University Drive. When the lines were pressurized with air for testing a leak was discovered. That leak has yet to be identified. The area north was pressurized with no leaks discovered. Haley said gas would be introduced into those lines next week sometime. Assuming all went well, the sidewalks in that area would be backfilled and new concrete walks poured. Haley acknowledged the damage they caused to the walkway of 214 University Dr. and attempted to assure me it would be repaired. As far as the construction of the Lightship and Captains Circle side, the leak needs to be identified and repaired before any sidewalks are repaired. I informed Haley that although I understood what he said it was not acceptable that our sidewalks and area were disturbed for more than a month. Residents are having difficulty getting in and out of their driveways and cannot walk on sidewalks. He was also informed the repairs to some of the sidewalks that already took place were deficient and unsafe. Haley did not seem to realize the City of Lewes identified poor sidewalk repairs and disruptions caused by UCC one month ago with almost nothing changing. I made it clear the HOA and residents of the community were dissatisfied with the infrastructure construction and I personally looked forward to his company leaving the neighborhood. I thanked Haley for his time and advised him we would be in touch. Resident from Marina Drive stopped by to report his belief utility contractor cut his underground electric dog fence line in front of his home at the sidewalk.

Sent email to Henry Baynum, City Building Dept requesting to meet regarding Chesapeake Utilities and Gas line installation.

Checked HOA bulletin board. Plexiglass needs to be replaced from front panel. Will speak to Joe DeFeo.

28th - No natural gas installers observed in neighborhood.

Email communication with attorney office representing prospective buyer of lot#66, 234 University Dr. Closing at the end of March. Gave out website information for new construction and HOA declarations.

Joe DeFeo and I met with Kelley Gabbard of Chesapeake Utilities. Mr. Gabbard was informed of ongoing issues regarding natural gas infrastructure installation in the Reserves:

1. Length of time crews have been on site.
2. Sidewalk or curbing replacement has not been adequate. Some concrete repairs were made without the use of proper smoothing tools or equipment.
3. Lack of proper safety barriers around sidewalk construction.
4. Damage to private property at two homeowner locations (214 University and 235 Marina Drives).
5. Informed the boring company broke equipment that caused a delay and it wasn't reported to us.
6. A leak detected in the air-pressurized system on the Lightship Lane and Captains Circle but it has yet to be pinpointed.
7. Contractor workers are scattered about. There have been weeks when they were very scarce in the neighborhood and we do not understand why so much is left unattended.
8. Gabbard has not responded to emails or phone calls from homeowners who had questions about natural gas.

Informed Gabbard that I have received several complaints about the apparent lackluster effort of the installation and sidewalk disruption. Homeowners have had large holes in front of their homes, along their

driveway edge for 5 to 6 weeks with little end in sight. Gabbard was informed that I previously met with Utility Conservation Company during the third week of December and they claimed the job would be completed in two to three weeks. Also advised I met with them yesterday when I learned of equipment breakage and a leak in the underground line that was pressurized with air.

Gabbard apologized for the length of time that their subcontractors have been in the Reserve. He was very aware of some of the complaints that have been stated but not all of them. He tried to explain that Chesapeake's Operations Division oversees the type of installation that is taking place in the Reserves and he meets with them on a regular basis. Gabbard said he converses with Mayor Becker every month and gives an update on area progress.

Gabbard assured us that the work would be completed soon, although he could not put a specific date on it. He assured us that Chesapeake would return the sidewalk and curbing back to the condition they were found in. He said he and Chesapeake's Operations manager would do the inspection. He stated safety is Chesapeake's # 1 priority and it is evident several construction areas are not properly cordoned off. We informed him it only became bit better than it was previous after complaints were made. Gabbard stated he would be meeting with the Operations manager tomorrow and report our complaints and concerns to him. He admitted that the work has taken longer than expected and again apologized, but only speculated that it would still take a good few weeks to finish, particularly since there is an apparent leak in a line.

Gabbard reminded us that more disruption will take place when homeowners who signed up for gas are actually converted. He admitted that the installers had large issues with converting three homes on Seagull and Captain Circle.

Gabbard asked to have any persons with complaints to reach out to him. He was advised the City of Lewes Building Department was involved with marking sidewalk slabs and the City was reporting issues to a Jay Trott of Chesapeake in Salisbury. Gabbard stated Trott is an engineer who is involved in securing permits for the construction work in easements in the City and else ware.

Gabbard was thanked for his time in meeting with us.

Joe DeFeo and I checked the bulletin board. Joe will remove the cover and attempt to repair the current piece of plexiglass.

Met with Karen Fleck regarding her concerns of the buffer area and aquatic plants in the stormwater pond. Checked the pond with Karen. Also spoke to her and her husband about meeting with Chesapeake Utilities as they have a construction hole at the end of their driveway.

March

- 1st - Prepared and sent out community email on DelDOT workshop of Canary Creek Bridge and Natural Gas Update.
- 2nd - Gas line installers in neighborhood.
- 3rd - Observed several Chesapeake Utilities crews in the Reserves working. Received voice message from Kelley Gabbard of Chesapeake Utilities that installation unit was working to locate any leak in the line and he was confident the job would be completed in a couple of weeks. Called him to say I received his message and left him a voice message.

Received information that former HOA board member was attempting to call for a special HOA meeting regarding natural gas as it was his belief HOA board had acted improperly.

Prepared HOA letter for grass cutting of empty lots. Reached out to Ben and will discuss same in next day or so. Emailed bookkeeper Cathy.

- 4th - Spoke to Henry Baynum of Lewes Building Department. Scheduled to meet with him on Monday, 3.9 at 2PM. Baynum is meeting with UCC head earlier in the day regarding the sidewalk issues in the Reserve from natural gas installation. Said the repairs being made were temporary and I questioned UCC's comments to that. Baynum was confident the area would be put back correctly. He said the City Council

and Chesapeake had agreed to the installation of gas throughout the City a few years ago and he had nothing to do with it. Learned Lewes and Chesapeake engaged in an agreement in 2011 to service the City with natural gas.

Spoke to Joe DeFeo and Ben Calamia regarding the above. Also spoke to Karen Fleck on above.

Called City Manager Office and left a message for Ann Marie Townshend requesting a call back.

Met with Ben Calamia regarding HOA finances and grass cutting letter. As of this date, 30 empty lots. One lot closing on March 24th. Four lot owners self-cut in past. Three lot owners have not paid in the past. At least two lot owners are planning to build very soon. Basically 20 empty lot owners. DR's will charge HOA \$21.00 per lot for 17 cuts = \$357.00 yearly fee per lot owned.

6th - Met with bookkeeper Cathy regarding grass letters. She assisted with letter and labels.

8th - Mailed out 27 letters to lot owners, including 4 lot owners who self-cut and including the 3 lot owners who have not paid in 2 years without response back to the board.

9th - Spoke to Lewes City Manager Ann Marie Townshend who was aware of the issue the Reserves was having with Chesapeake and subcontractors. I informed her that the entire neighborhood is displeased that the construction has stalled on different days and that this past weekend I personally restrung some of the safety netting around open sidewalks that blew open, Also advised her we have big issue with sidewalk repairs that have taken place this far. The franchise agreement between Lewes and Chesapeake from 2011 authorized the utility to deliver natural gas through the City. Ms. Townshend agreed it was unacceptable to leave portions of the construction project in the condition it was in. She was going to call Mike Clemons of Chesapeake construction unit whom is a point of contact with the city. I advised her I was meeting with Henry Baynum of building dept this afternoon after he met with a representative of Utilities Conservation Company (UCC). She reported that the City does not require Chesapeake to put up a bond in order to perform work in the City but believed it will be changing in the future. She reported the City had no previous issues like ours with Chesapeake in the past and also believed that if the work was being done on a DeIDOT Road the issue would not have presented itself. Advised Ms. Townshend that I and another board recently met with Kelley Gabbard and with UCC and voiced our strong displeasure and dissatisfaction with the construction.

Met with Henry Baynum of City Building Department regarding sidewalk and gas line infrastructure. Baynum met with representative of UCC this morning who admitted and confirmed there were some problems with the installation in Reserve at Pilottown. Baynum stated he informed the contractor the explanation and work were unacceptable. UCC reported that installers had a line leak that was supposedly repaired and air is now inside the line. Assuming the lines hold, crews will be in place later this week or next to fill in sidewalks and pour concrete walkways. I advised that no crews were present on Friday, 3. 6 nor were they present today, 3. 9. Advised Baynum that I personally repaired some safety netting that dislodged on Saturday. Baynum reported he will keep up on Chesapeake and the subcontractor and will be in touch.

10th - Gas installers in neighborhood.

Spoke to Joe DeFeo. The ARC has approved Capstone Homes plans of March 4, 2020 for Melson, Lot # 64. Prepared and mailed out letter of approval to homeowner and emailed builder.

11th - Met with Greg Blackham of Solitude Lake Management during his bi-monthly inspection of the stormwater pond and had an opportunity to ask him about several matters concerning the healthiness of the pond. See Report on Reserve website, under stormwater pond.

Gas installers observed in the neighborhood.

Observed that UCC removed several sections of their new gas line from under Captains Circle and Lightship Lane.

- Drafted a letter to Mayor and City Council.
- 12th - Sent Letter to Mayor Becker and City Council on behalf of HOA voicing frustration with gas line work. Mayor Becker and Councilperson Morgan responded. Becker said he passed letter to execs at Chesapeake Utilities and will get back to me when they respond to him.
- 13th - Emailed Jessica Watson of Sussex Conservation District about possible District inspection of stormwater pond.
- Observed UCC crews in neighborhood later afternoon working on sidewalks.
- 14th - Emailed board members with updates from this past week.
- Received email from Captains Circle resident about contacting group associated with assisting local schools since system is shut down due to COVID-19. Forwarded the email to Janet DeFeo and Joyce Calamia for possible follow-up to see if we can offer assistance
- 17th - Observed UCC crews in the neighborhood.
- Email from Janet DeFeo who made contact with person associated with school superintendent. No assistance needs at this time but will reach out if that changes.
- Email sent to DR's regarding possible start week for weeding and mulching.
- 18th - UCC in neighborhood. Appears they have backfilled most to all open sidewalk holes. Bison's walk not yet repaired.
- DR's emailed. They hope to begin work in Reserve next week.
- Worked on securing a meeting room for HOA annual meeting.
- Joe DeFeo and I checked on 316 Lightship Lane where Turnstone will begin construction. A fairly large street oak tree is the subject of Turnstone email. Joe emailed them that if the tree was removed out of necessity a good-sized replacement would have to be planted in its place.
- 19th- UCC in the neighborhood.
- Emailed board members for assistance in determining a date for annual meeting. Tentatively booked Monday, September 14th from 4 – 6PM. Will wait for confirmation invoice from Lewes Library.
- Spoke to Kelley Gabbard of Chesapeake Utilities after he sent an email to the Reserve email system regarding the natural gas lines. Gabbard stated the lines are live and that he emailed 31 or so Reserve at Pilottown residents to let them know the main line was in place and that lateral installation was to start in April. When I asked him about sidewalk and street restoration, Gabbard stated that it would be completed at the end of the first round of lateral installations since several opened sidewalks will be used in the process to private homes. Gabbard was aware of the letter sent to City of Lewes elected officials and attempted to refute the date I met with UCC (Dec 18th). Chesapeake claimed UCC did not start installation until first week of January. I informed Gabbard his information was incorrect. He apologized for inconveniences caused by the installation but it appeared Chesapeake's mission was clear in that natural gas service was being installed in the City as planned. Said he would forward me Chesapeake's reply to the City from our letter.
- Answered resident of University Drive regarding ARC approval of rear yard hardscape and also bio-swale information.

20th - Spoke to lot owner of 224 University Drive regarding his plans to build in the Reserve. (black window request) Advised him to submit plans as suggested by a previous email from Joe DeFeo of the ARC. Owner asked questions about required sod placement and irrigation. Advised that a landscape plan was required for submission, sod not irrigation are requirements. Owner seemed to be having an issue with prospective builder. Also answered his questions regarding construction deposit escrows and sidewalk damage during construction. Chesapeake Utilities will repair what they opened. Owner to send check for half of grass cutting (Apr- July) that we agreed to this week (\$175.00). Claims he was sending construction applications to HOA by the end of March.

Received from Joe DeFeo plans for patio construction at 211 University and for patio and fencing at rear of 308 Lightship Lane. Read emails from ARC members to Joe DeFeo.

21st - Conducted research regarding landscape buffer and drainage easement along New Road. Inspected the area behind 308 Lightship and other fences along New Rd by vehicle.

Physically inspected sidewalk along property frontage of 224 University Dr. Only damage was open sidewalk from Chesapeake Utilities. All other sidewalk intact.

Met with owner of 221 University Drive and measured the 15 ft easement from center of bio-swale. Also measured area of proposed patio from his residence and found same to closely match the plans he submitted. Spoke with owner about bio swale.

23rd - After receiving notice from ARC, emailed owner of 221 University authorization to proceed with patio plans.

24th - Received email from Lewes Library. Looks good for annual meeting request of 9.14.20 at 1600hrs. When Library re-opens they will email us confirmation and invoice.

Spoke to Joe DeFeo who requested permission be granted to owners Of 308 Lightship Lane to erect a larger rear patio and fencing. Please remind owners fencing can only be 5 ft tall and of easement. Emailed owners.

Observed DR's Landscape begin preparing Reserve entrances for weeding and mulching.

26th - DR's crews weeding, cleaning and mulching bio swale #1.

27th - Went to Post Office and picked up mail. Met with bookkeeper Cathy and went over receipts and signed checks. 12 owner made payments for grass cutting.

Bio-swale #1 finished. Crews began on bio swale #2.

29th - Email to community regarding City of Lewes information on refuse pickup.

Updated owner and grass cutting lists.

April

3rd - Email to community regarding City of Lewes information on COVID.

5th - Email to community regarding City of Lewes information on COVID.

6th - Email communication with owner of 305 Captains Circle regarding proposed fencing. Owner given info to contact Joe DeFeo.

DR's lawn Maintenance cutting lots and common areas. Showed and went over the 4 self-cuts with a DR employee.

- 7th - Email communication with owner of 228 Marina Drive for insurance information.
- Went to Post Office and picked up mail.
- 11th - Went to Post Office and picked up mail.
- Worked on grass cutting list of lot owners.
- 13th - Email communication from Glenn Dunnington, ARC member, who reported silt fencing failure on two construction projects on University Court. Inspected all construction projects in the Reserve (5) and located three toppled portable toilets and failure of silt fence on all. After speaking with Joe DeFeo, each contractor / owner was contacted by email and requested they correct conditions immediately. Heard back from all with exception of Capstone Homes, although their toilet was up righted.
- 14th - Observed Chesapeake Utilities and Chesapeake Trenching in the neighborhood (Lightship Lane) working on natural gas service for individual homeowners.
- Emailed a report to HOA Board on storm damage, gas service contractors and of shortfall with payment by lot owners for grass cutting. As of today, 15 owners paid, 10 are non-pays and 4 are self-cut. Will send an email to non-pays in very near future.
- 15th - Picked up mail and brought checks to bookkeeper Cathy. As of this date, 19 lot owners paid, 7 are non-pays.
- Called Clean Delaware and requested they remove or upright their portable toilet facility located at Captains Circle and New Road. They said they would handle. Portable toilet removed later in the day.
- Spoke to Kelley Gabbard of Chesapeake Utilities who advised workers are now in the neighborhood readying the area for individual residential hookups. Because of the virus, conversions will not place until June.
- Received email from Captains Circle resident concerning unleashed dogs. Responded to email.
- 16th - Responded to homeowner regarding dog concerns. Emailed neighborhood with a pet reminder.
- 18th - Checked mail at PO.
- 19th - Prepared an email to four lot owners that had not informed HOA their intentions or paid into the grass cutting service. Two additional non-payers had previously been notified. The list is in an Excel Spreadsheet.
- 20th - Received an email request from a resident to update the community on Chesapeake Utilities progress in the Reserve.
- Sent out emails to four lot owners who had yet to send in grass cutting fee. Advised owners we would no longer cut the grass on their lot. Heard back from each owner and all wished to participate in the grass cutting. Each of the four stated they would send a check to the HOA immediately. Advised Ben Calamia and bookkeeper Cathy.
- Observed DR's Lawn Maintenance cutting lots.
- 21st - Emailed neighborhood as to what progress could be reported on Chesapeake Utilities. Heard back from a few residents.

Checked neighborhood for grass cutting and also checked the stormwater pond. Pond appeared to be in good shape and grass area around it had been cut.

Received a call from builder Russ Palmer, who reported that unknown persons had illegally dumped vinyl siding and other materials into his rented dumpster on University Court sometime in the last day or over the weekend Palmer stated the materials had nearly filled up the dumpster and were blowing about in the neighborhood as a result of wind. He also advised of some issues he had with Capstone Homes, who is erecting a home next to the one he is building. Palmer reported that the City of Lewes Building Dept had responded to the jobsite today to witness the issue. Checked University Ct, University and Marina Drives and picked up several pieces of cut vinyl siding and soffit that came from the dumpster. Dumpster contained large amounts of old siding.

- 23rd - Received text message from Russ Palmer, who reported that Capstone used his lift equipment without permission after hours, leaving the equipment without fuel. I informed Palmer there was not much the HOA could do about it. I gave Palmer Capstone's cell phone number for him to complain.
- 24th - Check PO Box and met with bookkeeper Cathy. Three more grass cutting payments received and I signed checks. Advised Cathy I would be contacting DR's Lawn Maintenance regarding our yearly contract with them as the company is now cutting more lots than we contracted with them. 30 lots: 4 self-cuts, 2 no pays, 24 owners paid.
- 25th - Met with Ben Calamia and discussed grass cutting receipts with him. Both in agreement DR's be notified of discrepancy in our yearly contract for correction. Will flag two non-pay lots so no further cutting takes place. Discussed issues that builder Palmer reported with Capstone and with illegal dumping in the dumpster located on University Ct for his client's construction.

Received a text with photo of unauthorized dumping by Capstone taking place in Palmer's dumpster. Texted Palmer and suggested he respond to area to check on his dumpster. Received a second text about the dumping. Palmer responded to handle.

- 28th - Email communication with DR's Lawn Maintenance regarding up-change to the Reserve 2020 contract due to more lot owners joined to have their lots cut. Will meet with DR's on Friday 5.1.20.
- 29th - Attended a Solitude Lake Management webinar on pond erosion.

MAY

- 1st - Met with Devin Rice of DR's Lawn Maintenance regarding the amount of lots HOA originally contracted with versus the amount we they are cutting. DR's will add additional 4 lots into the remaining invoices for the year. Asked DR's for a quote to reseed the top part of the berm around the sides and back of the stormwater pond. Also inquired as to any arborist they have pertaining to possible invasive trees in bio-swales. DR's does business with Arbor Care, who could mark invasive trees in the swales and HOA could decide next actions.
- 2nd - Received 2 checks (500.00 and 2,000.00) from Joe DeFeo for preliminary review and escrow deposit from Zacharias, lot # 58, 224 University Dr. Will turn over to bookkeeper Cathy next week.
- 6th - Met with owner from 110 Seagull Drive regarding DR's personnel scalping the grass behind their home near storm water pond. Inspected area with homeowner and also inspected area around pond. Crews not to cut grass behind homes and it appears they cut too close to side and rear pond buffer. Will notify DR's.
- 7th - Received an email from Charles O'Donnell of GMB Engineers (City Engineer) who requested my presence on a Zoom meeting between him and Darrin Gordon of Lewes BPW. O'Donnell wrote that BPW was seeking consideration from the Reserve at Pilottown to grant a 30-foot-wide permanent utility easement on

Reserve owned property in our wetlands area along New Road to Canary Creek. Along with a short email O'Donnell sent a .pdf file named Draft Easement Layout Tower Hill that was a sectional map of New Road from an area known as Groome Church Property (future Tower Hill) north to an area north of Captains Circle. In particular was a highlighted section of New Road at the Canary Creek, where such proposed easement would be located. I informed O'Donnell that I would be willing to meet with him and BPW, but that I had no authority in my HOA role to grant any easements of any property owned by the Reserve at Pilottown Maintenance Corporation. O'Donnell was informed I would listen to their requests and take information to our HOA Board of Directors for review. Meeting scheduled for 1:00PM on Monday, May 11, 2020.

8th - Advised VP Joe DeFeo in person of the above email and request. Also asked Joe to sit in on the meeting so we could both hear out the parties and report back to our Board.

9th - Advised Ben Calamia and Karen Fleck by phone regarding the above and advised I would be in contact with them after any meeting. Ron Oronzio was advised by phone on May 10th.

Received a request from Eileen Baker regarding a food drive Elizabeth Fields and she are organizing in the Reserve to assist Food Bank of Delaware. A prepared flyer was emailed to all Reserve neighbors.

11th - Joe DeFeo and I attended video meeting via zoom with Charles O'Donnell, bean Hearns of GMB and Darrin Gordon of Lewes BPW regarding their request of RAP to grant them a permanent utility easement of some of our wetland property near Canary Creek. See Carroll's report on the meeting.

12th - Called DNREC Watershed division and left a voice message.

Spoke to Jessica Watson of Sussex Conservation District on BPW's request. They have no impact on request. She gave me contact information for Tyler Brown, DNREC's Wetlands and Subaqueous Lands.

Received email with aerial mapping of the requested easement from GMB. I advised them we would get back with them.

Prepared video Zoom meeting request for RAP board. Sent out requests. Meeting to be held on Thursday, 5.14.20 at 4PM. Spoke to Joe DeFeo on the above.

13th - Wrote DNREC Tyler Brown an email and we spoke on the phone. See Carroll's notes.

Called then wrote an email to Jason Hastings, DelDOT Chief of Bridges. We spoke a few hours later on subject. See Carroll's notes.

Prepared information and conducted research on BPW and City powers and duties for board meeting.

14th - Wrote an email to Lewes Code Enforcement Officer (Steve Barrow) regarding lots not being properly maintained at 310 and 322 Lightship Lane. Spoke with Mr. Barrow who was aware of the matter and stated he drove by both lots and they appeared to be in violation. Code officer had left a phone message for owner of 310 and was attempting to contact 322 owner. Assisted as best as possible.

Conducted a video board meeting with Board Members DeFeo, Calamia, Fleck and Oronzio. Board was fully informed of the BPW request of a 30ft wide permanent utility easement in our wetlands adjacent to New Rd to our property line at Canary Creek. Engineer map, aerial photo with overlay and Carroll's report on a meeting that DeFeo and Carroll had with city engineer and BPW.

Board was unanimous in that any decision on a matter such as this would require the HOA membership's voting response. Carroll to write a letter to BPW and to send an informational email to Reserve residents.

15th - Observed that 310 Lightship lot grass had been cut but 322 had not.

Mr. McIlvaine (320 Lightship) at my house and asked why lot had not been cut at 322 Lightship. Explained to him the process the board was taking in an attempt to get two lots owner in compliance of cutting their lots. He disagreed with the process and stated he would cut the lot himself as he was having a birthday celebration. He was asked not to cut the lot. Nothing was resolved.

Spoke to Joe DeFeo about improper windows at home under construction by R Palmer Builders on University Ct. Reached out to Mr. Palmer who will meet at lot on 5.16.20.

Prepared and sent correspondence by mail and email to Darrin Gordon of Lewes BPW that informing them our HOA board could not grant the easement request without the approval of the HOA membership.

16th - With Joe DeFeo met with Russ Palmer at his construction project on University Court. Advised him of the two window discrepancies and he said he would correct them. Said he had ordered fixed windows for the two locations but inadvertently changed them out after they were originally installed. Palmer asked out the 8 to 9 bales of hay that were left in front of his client's property by Chesapeake Utilities contractors. He was informed it was my first knowledge of it as I thought they had been placed there for his project. I advised Mr. Palmer I would contact Chesapeake Utilities to remove the hay.

Prepared and sent an informational community-wide email regarding the BPW easement request.

Prepared and sent an email to Kelley Gabbard with photograph attachment on hay from building construction site on University Ct.

Prepared and sent email to DR's Lawn Maintenance regarding upcoming service during week of 5.17. Need for weeding at entrances and not to cut directly behind the Seagull Dr. homes as crews cut around stormwater pond.

18th - Sent follow-up email to City Code Enforcement Officer Barrow for update and advised him of my interaction with homeowner next to 322 Lightship. He mailed back to report he had been in contact with both lot owners who informed the city they had hired lawn cutting service to cut their yards. They are now self-cutting.

Email from Kelley Gabbard Chesapeake Utilities who stated he contacted Chesapeake's operations to remove the hay bales. Info passed on to Russ Palmer Builders.

Attended Lewes City Council meeting via Zoom.

Sent letters concerning Lewes BPW to non-email Reserve property owners Dolly, Ingenito, Jorgensen, Maurmeyer, McIlvaine, Melson, Napolitano, and Upman.

Email communication with Daniel Waters, owner of lot 83 at 322 Lightship La. He acknowledged receiving a call from City of Lewes. Said he planned to self-cut lot but for some reason was unable to get to it for a few weeks. Advised him we would not cut his lot without payment for lawn cutting service. Advised him his next-door neighbor likely cut his lot on Friday and it caused tension between neighbor and myself. Gave him option to pay us for the service or to get someone on his own. He said he would handle and they are now self-cut.

Notification from Russ Palmer that windows had been changed out. Passed info on to Joe DeFeo.

21st - Per request, sent out a prepared thank you flyer regarding food drive.

22nd - Checked mail and gave same to bookkeeper Cathy. Received notice from lot owner Maurmeyer 312 Lightship that her lot is now self-cut. All lots accounted for in order.

- 29th - Email communication from new owner of 233 Marina regarding natural gas service. Advised them to read information on Reserve public website and I forwarded information that Chesapeake sent to residents in April.
- 30th - Email communication from owner of 105 Captains Circle regarding their request to erect a fence in their rear property. They also complained their back yard flooded during heavy rains as result of the Capstone home under construction on University Court. Forwarded Joe DeFeo the email and advised them to document any such flooding. Joe sent information to them concerning ARC rules on fencing.

JUNE

- 1st - Sent email to Lewes Mayor Becker and City Council concerning Chesapeake Utilities. Requested an update to sidewalk & street repairs as a result of CU infrastructure installation. Requested the City take action.

Sent email to Steve Barrow, Lewes Code Enforcement Officer regarding lot at 322 Lightship Lane. It has not been cut since neighbor cut it on May 15th. Requested assistance from City.
- 2nd - Noticed that grass was cut on lot 322 Lightship. Unknown who cut the lot.

Checked grass cutting in area and around stormwater pond.

Second complaint from R Palmer Builders regarding Chesapeake hay bales in front of his construction site on University CT.
- 3rd - Sent text to Kelley Gabbard regarding the hay bales on University Court. He got back to me a short time later stating Chesapeake contacted their contractors and they were informed the bales were not left by their contractors. Responded to Chesapeake. Hay removed at 1330hrs by Utilities CC. R Palmer notified.

Checked Post Office box, met with bookkeeper Cathy and signed two checks.

Received phone call from Dave Detrick, Sales manager of Chesapeake Utilities in Dover regarding hay bales. Apologized for issues from the bales and informed me bales had been removed. Kelley Gabbard out of town. Advised Detrick I was aware that Utilities CC removed bales at 1:30 PM. Thanked him for the call.
- 5th - Met with Paul Jefferson, a contractor for Chesapeake Utilities. Mr. Jefferson was inspecting and measuring disrupted sidewalks from gas line infrastructure installation. He said he was working with City of Lewes Building Department (Henry Baynum). Said the restoration of the sidewalks will begin soon and he felt Chesapeake wanted to make sure the job was done correctly. We chatted about some of the issues and he agreed, stating that an earlier contractor did a very sloppy job at the little restoration they did. I gave Jefferson my name and contact information.

Sent email to Henry Baynum on the above and he acknowledged same.

Email communication with owners of home on Captains Circle for sale regarding confirmation of annual assessment payment.
- 7th - HOA email update sent out to the community on natural gas sidewalk repair, no news from BPW, Lewes elections.
- 11th - Confirmed with Russ Palmer Builders that 2 University Court had been approved to erect a 4 ft aluminum fence as part of their home construction.
- 12th - Picked up mail at PO and met with bookkeeper Cathy. Signed checks.

- 15th - HOA email update to community regarding absentee ballot voting in Lewes elections and of DeIDOT virtual meeting on New Road Bridge over Canary Creek.
- 16th - Received email from Palmer Builders. Owner of 2 University Ct seeking to install a 5' white vinyl fencing instead of approved 4' aluminum. Spoke to Joe DeFeo on same.
- 18th - Met with Joe DeFeo after he held an ARC meeting. Fence issue resolved although ARC members preferred homeowner to install 4' aluminum fencing over 5' white vinyl. ARC issue with construction plans for 224 University Drive. ARC referred matter to HOA Board. Scheduled a board meeting for Wednesday, June 24th at 3pm.
- 19th - Confirmed approval by email of white vinyl fencing at 2 University Ct after lot owner supplied additional information on fence specifics. Conferred with Joe DeFeo on same.
- Email communication with Captains Circle resident regarding their boat. Evidently Lewes PD was contacted as a result of a complaint. Boat removed but trailer disabled and will be parked in driveway for a couple of weeks.
- 21st - Telephone communication with Captain Circle resident regarding DeIDOT virtual meeting on New Road bridge.
- 24th - Conducted a Board meeting. Joe DeFeo ran the meeting regarding requests for variances to construction plans for a home to be erected on 224 University Drive. Joe DeFeo to advise lot owner that HOA is requesting a clean set of building plans. Pavers were approved but door system not approved.
- Listened in on Lewes BPW meeting. Although Lewes Waterfront Preserve and Tower Hill developments were briefly spoken about, no comments concerning any request for easement of Reserve owned property.
- 25th - Attended DeIDOT Virtual meeting regarding bridge replacement over Canary Creek and elevation of New Road roadway surface. Sent in several questions to DeIDOT in hopes for clarification.
- 26th - Observed that sidewalk restoration framing began to take place on University Drive. Chesapeake still in the neighborhood making lateral and hookups to homes. Wrote an email to Townshend, Baynum, no response.
- Emailed DR's Lawn Maintenance to remind them that weeds are growing in both entrances and along sidewalks & curbs. They will handle on Monday 6.29.
- 30th - Trimmed low hanging limbs and branches on community tree at mailbox as it was getting in way of safely walking on sidewalk at mailboxes.
- Went to Post Office and checked mailbox. No mail.
- Met with Joe DeFeo regarding an ARC issue at 2 University Court. Evidently the homeowner authorized the installation of a significantly sized (10ft) outdoor fireplace without approval. Emailed the lot owners and their builder regarding same and requested that work cease until they submit a plan for review. Joe met with builder Russ Palmer and is following up.
- Observed sidewalks on University Drive being restored by a Chesapeake contractor T&J Concrete Works. Chesapeake busy on Seagull Drive performing lateral installations. Problems in front of Davison residence.

JULY

- 1st - Spoke to Joe DeFeo. Statera Homes resubmitted plans for 224 University Dr. in satisfaction of the ARC.

Walkway, front door, and trim issues were all addressed by the builder. ARC requested letter of approval be issued to lot owner.

Joe said serious issues remained on outdoor fireplace installation at 2 University Court. The ARC members were contacted, and all agreed that fireplace was unauthorized and should be dismantled. We will schedule a board meeting asap to address the ARC's recommendations and next steps.

Spoke to Henry Baynum of Lewes Building Dept. Advised him that sidewalk restoration was actively taking place and requested the City begin their inspection process. He was aware of sidewalk restoration and stated the building dept would follow-up. Asked Baynum about city code pertaining to outdoor fireplaces. Henry reported that all outdoor fireplaces larger than a small portable unit are considered accessory use structures that require a building permit. When he was informed of the approximate size of the unit, he stated the city would consider it an accessory use structure and it would need to be inspected. When he was informed it was being installed at a home under construction, he said it would be inspected before a certificate of occupancy was issued for the premise. Advised Joe DeFeo of the conversation.

Emailed Board members regarding meeting request for Thursday, 7.2 at 4:PM at Joe DeFeo's back patio.

T&J Concrete Works working in neighborhood on sidewalk repair.

2nd - Sent an email to lot owner of 224 University Drive and Statera Homes regarding approval of building plans. Sent hard copy of letter to owner by US Mail.

Sent out community wide email regarding yard waste pickup per the City's request.

Conducted Board meeting at Joe DeFeo's. All board members were present, and Joe advised of situation at 2 University CT. Much discussion regarding response to lot owner. All members in agreement, as well as the ARC that the fireplace system was installed without authorization and likely needs to be dismantled. Drafted a letter to homeowner. Met with Joe DeFeo and Steve Gring of ARC over holiday weekend. ARC needed to deny

6th - Sent letter on behalf of ARC to property owners of 2 University Ct and to Russ Palmer Builders informing them the fireplace system installed on their property was denied. Received a call from Total Package Landscaping who erected the fireplace and met with contractor Chris Jeffris. Advised that little could be done to rectify the situation while unit was as tall as it was. It would not be approved. He was already putting together a landscape plan for property owner. Asked if chimney could be lowered to an acceptable height. He was going to investigate as well as giving a price to the builder to dismantle the structure.

7th - Checked mail at Post Office. Met with bookkeeper Cathy and signed checks.

Received email from Lightship Lane resident regarding the DeIDOT proposed New Rd bridge replacement over Canary Creek and raising of New Road.

8th - Emailed and then spoke to Scott Walls, DeIDOT engineer regarding video presentation of virtual workshop and project itself. Advised him that several Reserve residents still had questions pertaining to the bridge and to the raising of New Road. Mr. Walls asked that people fill out the feedback / survey monkey on the DeIDOT project site. DeIDOT will get answers to individuals and will post questions and comments on the website in a couple of months. We discussed some other issues such as most people were not engineers or hydrologists and parts of the program were difficult to follow. Walls acknowledged same and said the team also became aware of their audience for the future. Walls said the team was very appreciative of the questions and comments and understood they had much work to do, particularly with water displacement. He said another meeting will be scheduled approximately a year from now. Sent out a community wide email regarding the virtual meeting and a request for feedback.

Spoke at length with Lightship Lane resident regarding virtual workshop and DeIDOT plans on New Road. Advised owner of my communications with DeIDOT recently as well as New Road Master Plan.

- T&J Concrete working in neighborhood on sidewalk restoration.
- 9th - Received email from owners of 2 University Court requesting to meet with Joe DeFeo and I regarding their outdoor fireplace. Communications placed into file folder. Meeting will take place on Saturday, 7.11 at 2:00PM
- Email communication with Seagull Drive resident regarding a request to post to all members information from Sussex Alliance for Responsible Growth (SARG). After reviewing the material and conducting further research on the matter the request was denied.
- T & J Concrete working in neighborhood on sidewalk repairs.
- Telephone conversation with Jim Sleasman, HOA president for Pilottown Village regarding their need for a bookkeeper. Contacted bookkeeper Cathy for permission to give her contact info to Pilottown Village. She gave permission and same conveyed to Sleasman.
- 10th - Began to investigate other potential open meeting places to conduct the HOA annual meeting.
- Spoke to Ben Calamia regarding HOA financials and outlook for next year. Asked for opinions on any HOA meeting sites.
- Spoke to Karen Fleck regarding possible annual meeting locations instead of Lewes Library and outlook for next year.
- 11th - Inspected storm water pond approximately 12 hours after severe rain event. Cleared out a very small amount of vegetation from the outflow and pond was draining as intended. Checked segments of both bioswales and each junction box that flows towards New Road. Bioswales dry and only a trickle of water observed in junction boxes from swale pipes to main.
- Joe DeFeo and I met with property owners of 2 University Court. Russ Palmer also present and gave Joe plans to remove height from fireplace and a landscape plan to cover the fireplace. Had a discussion with owners regarding architectural review and need to follow covenants. Total Package can remove 28 plus inches from the top of the unit and we measure the net which equaled approximately 90-inch height instead of the approximate 120-inch height. We will conduct a review and get back to them.
- 12th - Email received from a resident regarding above ground propane tanks visible from the street. Responded to email.
- 13th - ARC reported on their meeting regarding 2 University Ct landscape modification plans. ARC requests 28 inches top removal plus an additional 2 arborvitaes planted around fireplace. ARC suggests wording to include no approval but allowance of the unit without contesting it. Spoke to Karen Fleck who wanted any agreement to include a legal document for homeowner to pay for and sign.
- Requested a board meeting on the above.
- Went to Cape Henlopen State Park, spoke to camp office and inspected main beach pavilion for possible annual meeting.
- 14th - Conducted a board meeting at Joe DeFeo's rear patio. See board meeting minutes on website. Board in agreement to reserve pavilion at state park for Monday, Sept 14th.
- Prepared a letter to owners of 2 University Ct. regarding the fireplace system
- 15th - Sent letter to owners of 2 University Court. Received email that they would fully comply with ARC recommendations.

Sent approval email to owners of 4 University Ct regarding fence installation.

Observed J&T Concrete restoring sidewalks on Captains Circle.

Retrieved mail at PO and purchased stamps for HOA mailings.

Reserved main beach pavilion at Cape Henlopen State park for annual HOA meeting on Monday 9.14.20.

Emailed City regarding no yard waste pick-up today. Was informed they will come tomorrow morning. Neighborhood advised by email.

16th - Observed Chesapeake concrete sidewalk contractor working on Captains Circle.

17th - Ben Calamia and I met with bookkeeper Cathy and went over information and bord reports for annual meeting. Gave Cathy mail and two receipts from me totaling \$190.00 (stamp purchase and park reservation)

Observed Chesapeake concrete sidewalk contractor working on Captains Circle.

20th - Email communication with new owner of Captains Circle regarding tax ditch and garbage cans.

Email to Reserve welcoming committee regarding new owner at 107 Captains Circle.

Email communication with Greg Blackham of Solitude. Requested to meet on his next visit to discuss the health of the stormwater pond. He will email me.

21st - Observed Chesapeake concrete sidewalk contractor working on Captains Circle.

24th - Observed Chesapeake concrete sidewalk contractor working on Captains Circle.

Sent out community email regarding annual meeting at Cape Henlopen State Park on Monday, September 14th.

Sent email to board requesting to meet on Friday, July 31st at 4:00 PM at DeFeo's patio.

25th - Worked on annual meeting letter and agenda for board.

27th - Received a complaint from a Marina Drive resident about lawn contractor blowing grass clippings into his rear yard pool. Emailed lawn contractor who will speak to the crews.

30th - With Ron Oronzio, we met with Greg Blackham of Solitude who inspected the stormwater pond with us and gave an assessment of the pond's health. Report on same placed on the website under stormwater pond.

31st - Met with bookkeeper Cathy. Signed checks and discussed annual meeting information.

Conducted Board meeting at Joe DeFeo's rear patio / porch. See board minutes.

Received a request to send out annual information on school supplies donations. Sent out community wide email.

August

3rd - Met with Ben Calamia regarding HOA financials and capital reserve transfers.

- Passed along City email on garbage collection for Tuesday to Wednesday as result of storm.
- 4th - Email communication with DR's Lawn Maintenance. Ben and I to meet with them on Friday at 1PM
- Spoke to Cathy Heronemus regarding preparing HOA financials to 8.15.20 for mailing.
- Karen Fleck reported a tree down in area of the stormwater pond from storm. Inspected the area and photographed a good-sized tree that toppled in the rear side of pond landing on top of berm. Also photographed damaged limbs of other trees in the area. Contacted Ben and advised we would confer with DR's on its removal on Friday. DR's emailed on same.
- 7th Met with Ben and Mike Green of DR's Lawn Maintenance regarding previously approved wet & forget application to sidewalks, some beautification efforts to the two Reserve entrances and an inspection of downed trees and broken limbs around the stormwater pond. Mike took an assessment and stated he would get back to the board with a cost proposal. Said it might take a couple of weeks for storm damage cleanup. Also looked at two owned trees in wooded area near tax ditch and Pilottown village. Will not remove at this time. Informed Mike about the widening of the buffer area and the best start would be not to a 4ft swath cut anymore. Mike suggested to install small marking flags around the area we did not want his crews to cut.
- Met with bookkeeper Cathy and gave her originals for annual meeting mailings. She will work on the 8.15 financials and get back to ben and I.
- Emailed community regarding damage to trees, expansion of buffer around pond and City picking up yard waste debris.
- 8th - Emailed community on behalf of Joyce Calamia and Janet DeFeo regarding an update to school supply donations.
- Installed several small marking flags approximately 4ft from the edge of the current buffer around the rear and side of the stormwater pond with Ron Oronzio.
- 10th - Chesapeake contractor Peterson repairing black top on streets and community mailbox area.
- 11th - Received landscape proposal from DR's regarding *tree* and limb removal around stormwater pond, Wet & Forget of sidewalks and replanting around the two Reserve entrances. Total proposal at \$5391.00. Conferred with Ben Calamia and we both agreed proposal was good value and should proceed. Emailed Board members with the information regarding the proposal and fund encumbrances and all favored to proceed with proposal. Informed bookkeeper Cathy and requested she adjust financials.
- 12th - Soke to Mike Green of DR's Landscape regarding a missed lot cutting on Lightship Lane by the crews. Same was corrected in the afternoon.
- Black top repair of streets continuing.
- 13th - Black top repair of streets continuing.
- 14th - Checked mail at PO Box. With Ben Calamia met with bookkeeper Cathy and went over financial statement. Ben to transfer funds from checking account into capital reserve. Cathy gave me the prepared information for mailing annual meeting package to membership.
- 15th - Mailed out annual meeting package to all residents.
- 18th - Observed some landscape work being done at repaired sidewalk slabs on Lightship Lane. It appeared the homeowner side of sidewalk was getting readied for sod installation.

Email communication with City Counsel Rob Morgan regarding sidewalk repairs in the Reserves from Chesapeake.

21st - Observed partial dismantling taking place of fireplace chimney on 2 University Court.

Picked up mail at PO and gave it to bookkeeper Cathy. Sent email to DR's regarding a non-cashed check.

Met with Lightship Lane resident about a dead shrub in her portion of the bioswale. She will cut dead shrub off at ground level Also discussed plantings allowed in swale and she had a copy of allowed plantings.

24th - Learned that Calamia's at 3 University Ct had an electrical voltage problem that was believed to have been caused by Chesapeake Utilities contractors when they dug under sidewalks for natural gas. Met with Ben Calamia and BPW employees who were finishing repairing electrical line under sidewalk in area of 230 University DR. According to BPW, it appeared contractor nicked the wire when boring under sidewalk. Water began to seep into cable and corroded to the point of voltage loss. Same was repaired by BPW.

With Joe DeFeo checked the height of outdoor fireplace system at 2 University Ct with contractor. Same recorded at 88- 90 inches, in satisfaction of the agreement between the HOA and homeowner.

Prepared and sent email to Mayor Becker, Lewes City Council and BPW about the electric line incident. Requested that City/BPW make voltage readings under all sidewalks that Chesapeake dug under. Mayor Becker acknowledged the mail and passed our complaint to Chesapeake Utilities. City Manager Townshend and I to meet on Friday to inspect all unfinished Chesapeake Utilities repairs in the Reserves.

Inspected stormwater pond. Fallen tree totally removed from rear of pond and limbs cut as per our agreement with DR's Lawn Maintenance.

27th - Inspected all sidewalks for tomorrow's meeting with city manager. Six sidewalk slabs, two on Seagull, four on University Dr. were replaced today with new cement. Inspected and wrote down areas of curb damage as well as two cracks in new cement, one in front on 2 University Ct and one in front of 4 University Ct. One sidewalk uneven and is trip hazard. Several curb areas chipped in neighborhood.

28th - Met with Ann Marie Townshend, City Manager and discussed sidewalk and curbing that was repaired and still needs repair work from Chesapeake Utilities. Gave Townshend a list I compiled from yesterday's inspection. She was aware that Chesapeake poured new cement. No open sidewalks as of this morning. She took photos for reference and observed some of the concrete chipping damage to the curbing. Ms. Townshend agreed that Chesapeake had poor supervision of their subcontractors and that some of their work was unacceptable. I remarked there was little or no quality control performance of the project and as a result it was laden with issues. Ms. Townshend will follow up with Mayor Becker and with Chesapeake and get back to the HOA. She said Chesapeake was giving a presentation to City Council on Monday September 14th City Council meeting. She was thanked for meeting with me and for her assistance. A copy of the list of sidewalk issues that I gave to Ms. Townshend were placed in the electronic file (natural gas folder).

Picked up mail at post office. Met with bookkeeper Cathy and signed checks.

31st - Email correspondence with Lewes Police Chief Spell regarding a request to have him or an assigned officer at our annual meeting to introduce themselves a type of lesion with the community. I canvassed the board regarding the request and all were in favor.

SEPTEMBER

1st - Received a call from Darrin Gordon of Lewes BPW. He asked if the HOA had met and voted on BPW's proposal for an easement in our property. I refreshed Gordon's recollection that we sent him a letter in May requesting BPW send the HOA a formal request of exactly what they wanted so it could be shared with our

membership for appropriate action. I advised that we could not simply vote on any proposal even if he sent it immediately since we have already received proxy ballots from residents who will not attend the meeting and which does not address the formal proposal. I advised that if BPW sent a formal proposal it would need to be mailed to all of our residents with an opportunity for them to vote on it. Gordon offered to pay for postage. I reminded him it was up to the membership to grant or deny any request for an easement. Mailed Board members of my telephone call.

4th - Picked up mail and met with bookkeeper Cathy. Discussed updated owner list and sign in sheet for annual meeting. Also advised of BPW's apparent plan to formally ask HOA for easement along our property on New Rd.

9th - Request by email from Lewes City Manager to speak on recycling program at HOA annual meeting. Board had already approved police chief to speak at meeting for a few minutes. Amended meeting agenda and emailed it out to community.

Learned that new owners of 107 Captains Circle removed a street tree from in front of their home yesterday during landscape work. Unsure if they had full knowledge of HOA covenants. Emailed homeowner and sent them a link to HOA website and sent them files of declarations. Asked them to explain why they removed the tree and to offer a plan to replace it. Received email back from homeowner and Joe DeFeo spoke to homeowner. Tree was uprooting walkway and their drive. They are planning to replace it with a crepe myrtle.

Emailed owners of 321 Captains Circle regarding the removal of a street tree from in front of their home during landscape work on their property in the summer. Asked them to offer a plan to replace the tree they removed.

Chesapeake Trenching working natural gas on Marina Drive area.

11th - Checked mail and met with bookkeeper Cathy. Went over list of proxy ballots and sign in sheet for the Annual HOA meeting.

Emailed community with a link to DelDOT's responses to questions posed from their virtual meetings of June & July on the replacement of bridge 3-714 over Canary Creek and New Road construction.

Texted Mike Green of DR's Lawn Maintenance as crews missed cutting an empty lot on Marina Lane this week.

Received email from 221 University Drive resident about landscape plans. Responded to email on 9.12.20 reminding homeowner of 15ft easement in rear of property. Owner to comply.

Chesapeake Trenching working on Marina Drive. Concrete contractor in neighborhood inspecting/marketing sidewalks

13th - Received email with attachment from Darrin Gordon of Lewes BPW regarding their request of a permanent utility easement of Reserve property along New Road. Acknowledged email from Gordon and forward the message and attachment to HOA board members.

Received email from prospective buyer of a lot for sale at 222 University Drive. Both Joe DeFeo and I responded to email.

Emailed DR's lawn maintenance regarding empty lot on Marina Drive that was missed by crews last week. Asked to have cut the lot as soon as possible. Previously texted Mike Green on Friday but received no response.

