

**Reserve at Pilottown HOA Board of Directors Log
2018 - 2019**

September

15th Annual Homeowners Meeting. Minutes filed on the HOA website.

October

1st Emailed Solitude in a request to meet with them at stormwater retention pond in October.

8th Prepared and sent out by US Mail requests for proposals to nine (9) landscaping businesses for HOA landscape Maintenance.

9th Met with Jim Sleasman, Pilottown Village HOA president regarding matters of mutual concern. Was placed on their email list.

Attended short City of Lewes Council Meeting on rescheduling of public hearing on annexation of Brittingham Farm property on New Rd. New public hearing scheduled for October 30th at 6PM.

Emailed Jessica Watson of Sussex Conversation to request a meeting regarding our stormwater management.

12th Met with Greg Blackman, Solitude Lake Management, at the stormwater retention pond. Greg gave an assessment of the pond in that it was his belief that pond was functioning as it was supposed to, especially 15 hours or so after the early morning large storm. We spoke about algae silt and sediment, pond depth, inflows and we inspected the outflow. Greg did not believe Lewes BPW would be involved with the piping leading from the street stormwater catch basins to the pond. For a fee, Solitude can do a visual inspection of the inflow pipes and clean the immediate area with shovels. Other large scale efforts such as viewing the pipes with an internal camera or cleaning the pipes with high pressure water could also be performed. He though the pond was in very good shape and with the proper maintenance should last several years. The area of the outflow into the wetlands was inspected and water was freely flowing. Greg to send information to me regarding costs associated with visual inspection. Karen Fleck joined us near the end of our discussion.

13th Observed a large section of fencing knocked over behind 326 Lightship Lane. No one at home. Conferred with Ben Calamia and wrote the homeowner an email, with photos. Had a phone conversation with homeowner and advised her of the fencing. She requested we remove the fence from her property and she gave the board suggestions as to a fence replacement, Ben Calamia and I removed nearly 60 feet of fallen fencing from rear of property and placed the fencing in the rear of the undeveloped HOA lot to the left of 326 Lightship.

Checked stormwater retention pond with Ben.

17th Met with Jessica Watson, Sussex Conservation, at their office in Georgetown. Scheduled a walk-through with Ms. Watson on Wednesday, October 24, 2018 at 0900.

Received and reviewed bid proposal from Bella Terra Landscaping.

18th Met with Brian Scott, field manager, Herker Property Management regarding HOA landscape proposal. He will send bid proposal.

20th Participated in a fall clean-up event with several Reserve neighbors at both Captains Circle and Forecastle Lane entrances to the Reserve. Very successful 2 hour plus event.

23rd Received and reviewed bid proposal from D.R.'s Lawn Maintenance.

24th Board met with Jessica Watson, Sussex Conservation District and inspected elements of New Road Swale Ditch, Reserve bio-swales, and the stormwater retention pond. (see field notes)

Attended a New Road Corridor Master Plan Meeting with Steve Gring at Rollins Center. Arranged by City of Lewes, DeIDot, Lewes Greenway and others. Presentation given with a Q & A regarding possible plans for vehicular Traffic, flooding and environmental on New Road from Nassau Rd to Pilottown Rd.

30th Attended City of Lewes Council Public Hearing on proposed Annexation and rezoning of Brittingham property along New Road and Canary Creek into the city.

November

2nd Conducted a short Board Meeting along with Architectural Review Committee. Discussed process in architectural review and any current issues or pending applications. Only active review was new home Lot #103 on Captains Circle.

- 5th- Sent in request to book a meeting room at Lewes Public Library for annual meeting to be held on Saturday, September 14, 2019 at 1000hrs. Request accepted and booked.
- 7th Sent email to Jason McCluskey, DeIDOT, requesting to meet and discuss possible assistance from the state with clearing the swale ditch on New Road.
- 8th Checked stormwater pond, some of the bio-swale and New Road ditch for both drainage and landscape. Both appeared ok.
Met with Cathy and checked the PO Box for any other landscape proposals. Bella Terra and DR Landscape only two companies that responded to our RFP. Will meet with board to discuss proposals.
- 9th Spoke to Matt Schlitter (DeIDOT) regarding New Rd Ditch. Schlitter stated he had a letter document that stated City of Lewes was to maintain New Rd Ditch. He will send me a photo copy of letter. Received 32 pages of historic documents from DeIDOT regarding correspondence with the City.
- 10th Met with Joe DeFeo & Ben Calamia regarding landscaper proposals. Of the nine letters sent out, one was returned undeliverable. We received proposals from Bella Terra and DR Lawn Maintenance. Although I previously met with Herker, they submitted no proposal. Total Package wrote us that they declined to offer a proposal. Bella Terra proposal put the yearly cost in the 25K range. DR's proposal was under 16k but did not appear complete as per our requirements. I called DR and left a message.
- 13th Called BPW and reported two street light outages on Marina Drive.

Wrote email to Jason McCluskey of DeIDOT requesting a meeting regarding New Rd. Ditch.

Joe DeFeo and I met with Mike Green of DR Lawn Maintenance. We went over the particulars of DR's proposal. Mike Green to resubmit their proposal with items broken down.

Attended Lewes City Council Meeting where the city council voted unanimously to annex the Brittingham property into the city and to zone it AX-Res.
- 15th Received updated proposal from D.R.'s. Still needed wording to include specific common areas. Communicated back and forth with Devin Rice.
- 20th Received complete D.R. proposal. Reviewed same and passed it on to all Board members for their review. Proposal accepted by Board.
- 21st Received email from Jason McCluskey, DeIDOT. Said they were still researching our request for maintenance responsibility of New Road ditch. DeIDot still believed City of Lewes was responsible for the maintenance of the swale ditch. He said someone from his office would be in contact with me after Thanksgiving week.

26th Emailed D.R. lawn to advise the acceptance of proposal. Signed contract and mailed it to them.

Attended an open workshop at Lewes Library hosted by Joseph Setting, developer of Brittingham property. He introduced himself and Ron Sutton, site plan engineer. The preliminary plan is to erect 90 attached villas on the property to be called Lewes Waterfront Preserve. Several questions raised by the more than 50 people in attendance. It was evident that developer could not or would not be very specific on his plans. Many questions were left unanswered and audience was reminded the project was in preliminary stage. When I asked about a time frame, developer's attorney Fuqua guessed it would be 2-3 years before construction began.

27th Attended public workshop for New Road Corridor Master Plan at Cape Henlopen HS.

December

7th - Meeting with Architectural Review Committee regarding proposed fence installation at new home at 314 Captains Circle.

8th - Prepared and emailed a communication from the HOA Board to owner of 314 Captain Circle, giving permission to erect a fence on their property based upon the plans they submitted to the architectural review board.

10th - Prepared annual assessment letter. Emailed it to bookkeeper Cathy.

14th - Sent a follow-up email communication to Jason McCluskey of DelDOT. No response from DelDOT regarding New Rd ditch.

17th- Met with bookkeeper Cathy and went over annual assessment mailing list and other HOA business.

20th - Met with Solitude Lake Management and we inspected the inflow pipes of the HOA Stormwater Pond. Report placed on website.

January

4th - Spoke to Captains Circle resident regarding a conversation she had this date with Kelley Gabbard of Chesapeake Utilities. Homeowner was given information that some limited natural gas service might become available on Seagull Drive. Gabbard asked for someone from the HOA board to contact him.

5th - Sent an email to Kelley Gabbard requesting information as to the above.

7th- Received emails regarding issues concerning Lewes Waterfront Preserve (LWP). Emailed community regarding information

Attended Lewes Parks and Recreation Commission meeting where some aspects of LWP were discussed by commission to be forwarded to Planning Commission. Some new information learned.

15th - Emailed owner of 305 Captains Circle regarding ARC information. Advised her to contact Joe Parker for further information.

18th - Met with bookkeeper Cathy regarding annual assessments. As of this date approximately 92 have been received. Will check next week before sending reminder notices.

21st - Received email correspondence from owner of 326 Lightship Lane to various state & local governmental agencies regarding the area of New Rd. that continues to flood.

Sent welcome emails to new residents of 308 Lightship and 321 Captains Circle and answered questions regarding HOA matters. Advised both to contact Joe Parker for info on ARC.

24th - Sent an email to attorney Robert Witsil's office regarding the property lien that had been taken out against Zahid Aslam, 321 Captains Circle in 2018. Aslam transferred ownership of property to another person before the lien was filed. Lien was not satisfied and will eventually vacate.

29th - Received emails from Joe Parker regarding three ARC requests. Sent email back to Joe. Will follow up on two requests from 321 & 305 Captains Circle, Joe to handle request from 222 Marina Dr.

Sent a second email to Kelley Gabbard, Chesapeake Utilities.

30th - Spoke to Kelley Gabbard, Chesapeake Utilities. CU is in process of signing an agreement with developers of Harbor Point on Park Rd to bring natural gas to that development. The gas line proposed would initiate on Seagull Drive at the existing line in Pilottown Village. The new line will run along Seagull to Lightship to Forecastle to New Rd. It would cross under New Rd and follow Park Rd to the development.

Gabbard said that nothing was yet definite, but it might be possible to offer service to those Reserve homeowners who reside along Seagull Drive or the path to New Rd.

Gabbard could not promise service to anyone in the Reserve, but was hopeful that service might be initiated at some point soon. He thought there would be little issues in offering service to Reserve residents who live along the path of the gas line.

It remained evident that financial considerations on the part of Chesapeake plays a role in their gas line projects. Gabbard said the company would like to see the entire city serviced in the future.

Mr. Gabbard to contact the HOA when the above referenced agreement is signed. He would like to revisit prospects for servicing the entire Reserve. Will send info to community when more information is given to the board.

31st - Met with bookkeeper Cathy regarding annual assessments. Cathy will compile a list of residents that have yet to pay the 2019 assessment. Once the list is compiled, a second letter will be sent out.

February

1st - Sent approval emails to owners of 305 Captains Circle and 321 Captains Circle for renovation and fencing recommendations from ARC.

Cleared area of mailboxes on Captains Circle after snowfall.

13th - Observed flow pipes on New Rd at Forecastle to be blocked. Spent several hours with Susan Carroll clearing the pipes at Forecastle, Captains Circle, and along New Rd. See short report with photos.

14th - Met bookkeeper Cathy with Ben Calamia. As of this date, two lot owners have yet to pay their annual assessment. Will send each an email (3rd notice) before sending certified letter. Went to M&T Bank and began to make arrangements for updating bank account signature cards.

Ben and I located bio-swale drain pipe to New Road that was not visible on the 13th. Cleared the area of that pipe as well. Extremely blocked.

Attended a Solitude Webinar on pond and lake erosion.

15th - Sent out emails to 2 lot owners (3rd request) who have yet to pay the 2019 annual assessment and requested prompt payment.

18th - Sent a letter to Senator Ernie Lopez requesting assistance in identifying maintenance responsibility for the New Road ditch. Senator Lopez responded by telephone to the letter. He spoke to DeIDOT who advised DeIDOT and Lewes came to an agreement that Lewes would handle maintenance. Senator Lopez was thanked for his assistance.

Received an email from DeIDOT. They stated DeIDOT would be cutting and clearing the New Rd ditch in the spring and that City of Lewes and DeIDOT entered into a non-formal agreement that Lewes would maintain the ditch from then on.

22nd - Met with bookkeeper Cathy. All 2019 annual assessments received and posted. Will send Cathy the annual letter to empty lot owners regarding lawn care around March 1st.

Met with Joe Parker regarding Architectural review matter concerning 222 Marina Drive. Joe to meet with owner after February 25th.

26th - Email communication with law offices regarding new lot owners at 108 Captains Circle (lot 96).

March

- 1st - Email communication with law office regarding sale of 318 Captains Circle.
Email communication with realtor regarding the listing of 313 Captains Circle.
- 2nd - Prepared and sent Information email to community.
Spoke with realtor McVey from Mann & Son regarding pending offer and building On lot # 58, 224 University Drive. Gave information to realtor.
- 6th - Prepared lawn maintenance letter for empty lot owners. Met with bookkeeper Cathy and she to send letters out to owners by March 11th.
Email communication with attorneys representing new owners (4.5.19) of lot 49, 221 University Dr.
- 14th - Attended special Lewes City Council Meeting on future Annexation zoning district amendments. Very lively meeting as it all pertained to Lewes Waterfront Preserve and recommendations from DE AG's Office to reconsider a new vote. Board voted 3 to 1 in favor of allowing Setting Development the waiver of the newly defined and approved zoning density changes.
Met with bookkeeper Cathy regarding checks. Received three checks for Ben Calamia to sign. Same completed. 2K deposit given back to Gene & Lina Thomas.
- 21st - Email communication with Kathy McDonough regarding new neighbors. Kathy and committee visited 321 Captains Circle and is attempting to make contact with other new neighbors.
- 22nd - Owner of 224 Marina Drive dropped off request and plans to erect fencing in rear of his home on Marina. Took information from him and informed him I would pass same to Joe Parker and ARC. Same given to Joe Parker for follow-up.
- 26th - Received info from Karen Fleck from State Representative Smyk regarding a bill concerning HOA covenants and use of roof and ground mounted solar panels being presented for a vote later this date. I read the proposed bill and wrote an email to Rep. Smyk that more time is needed to discuss pros or cons of the bill. Informed Smyk the bill would be problematic to our HOA regarding ground mount solar systems as our average lot sizes do not exceed .25 of an acre. Smyk thanked us for sending him the information.
- 27th - Attended a Lewes By Way and New Road Corridor Meeting. Karen Fleck & Bill Cro in attendance also. Learned and discussed several components of New Rd master plan. Not all acceptable. Some ideas presented seem undoable and rather far reaching. See Notes. Spoke to Mayor Becker at meeting regarding New Road and our contacts with DeIDOT and being informed the City would take over the responsibilities of the ditch after DeIDOT clears and cleans it in the spring. Mayor did not seem aware of such agreement but did not commit. Asked me to follow up with him in a week or so. Said the City has money in the budget to spray phragmites. He agreed they must be sprayed in the spring time. Will follow up with Mayor Becker within next two weeks.

28th - Observed contractors installing gas lines on the western side of Park Rd towards Harbor Point development. Emailed Kelley Gabbard of Chesapeake Gas regarding an update to a previous conversation regarding natural gas service in Reserve. Gabbard replied that the company was still looking into it, and hoped to have a better response soon. Not very confident. Need to follow up.

Met Mike Green of DR's Lawn Maintenance with Joe DeFeo and we showed him all of the Reserve common areas (mailboxes, stormwater pond, small lot at end of Lightship and Reserve entrances). Also went over cutting requirements along New Road, weeding at curbside and empty lots. Informed DR's that we might instruct them not to cut certain lots if those lot owners do not participate in the lot cutting program. They gave us orange flags to mark the lots not to cut. Cutting should begin during the first week of April, or the start of week 2. DR's informed us that City of Lewes does inspect and take action against persons who refuse to maintain the grass on their lots.

29th - Removed sunken cans and plastic container debris from the stormwater pond.

30th - Spoke with lot owner of 221 University Drive regarding lawn maintenance letter. Owner stated he will be closing on the lot on 4/2 and plans to build asap and did not think it was necessary for him to pay entire year of maintenance fee. Informed owner he could pay half the yearly total (\$170) and his lot would be cut through July. I advised the HOA was giving all lot owners to April 15th to pay for maintenance and it would be extended a small amount after that. He asked for the name of our landscape company as he would like to negotiate service with them directly. I advised owner that lot would be cut during the beginning of April but not further unless he paid the maintenance fee. Sent him name of landscape and a link to HOA website so he understands process about building in the Reserve.

April

2nd - Met bookkeeper Cathy regarding payments for empty lots and signed checks for DR Lawn maintenance, HOA Insurance, bookkeeper fees.

4th - Cleaned garbage and debris from swamp area of New Rd / Tax Ditch from Forecastle Lane south with Susan Carroll. Two large garbage bags filled. Almost impossible to navigate even at the low water level.

5th - Sent email to Lewes Mayor Becker regarding our conversation on spraying the phragmites along and in the New Road ditch. Received a response from the mayor who stated the city was working with DeIDOT on the maintenance and hoped the same would be brought up at a City Mitigation Meeting on April 9th.

6th - Received email from Joe Parker regarding ARC approval on fencing application for owners of 323 Lightship and 224 Marina. Variance need to be given to 224 Marina as part of their fence will be aluminum. Conferred with Ben Calamia who agreed that approvals be granted. Wrote emails to both owners notifying them of approvals.

9th - Attended a Lewes Mitigation Planning meeting at Rollins Center. During the meeting Mayor Becker spoke of our communication with the City regarding the

New Road Swale Ditch. Mayor stated that DNREC has promised to cut down the phragmites in the ditch and DeIDOT will clean it out. From there the City will be involved in a long-term maintenance plan for the ditch and other areas of Lewes where phragmites have become a huge concern.

The mayor was thanked for his interest and assistance. Tom West, city planner, cited possible future ordinances to the City Code that mandate a plan to address phragmite control by developers who want to build. It was apparent that the phragmites problem has caused water flow and drainage issues throughout the Lewes.

- 10th - Engaged in correspondence with law office representing new buyers of 222 University Drive. Sent law office information and links to HOA website for new owners.
- 12th - Emailed Kelley Gabbard, Chesapeake Utilities, requesting an update on their natural gas plans for the Reserve. Several residents spoke to me about the gas utilities plans to install gas pipe line in the Reserve and question when service might be afforded the community.
- 15th - Received email from Kelley Gabbard who also sent an overlay of the proposed Pipe installation route along Seagull Drive to Lightship Lane to Forecastle Lane to New Road. He said Chesapeake was still formulating plans for the possible service to both the Reserves and to Pilottown Park. Passed the information on to the neighbors who spoke to me.
- 17th - Received a request to have Solitude remove or spray tagged saplings around the Stormwater pond. Information was sent to Greg Blackham of Solitude.
- 23rd - Received request to have area around stormwater pond cut. Advised owner that DR's was scheduled this date. Same was completed to all satisfaction.
- 25th - Observed several gas line piping lengths along Reserve side of New Rd just north of Forecastle in apparent anticipation of installation.
- 29th - Had a short Board meeting with Joe DeFeo and Ben Calamia regarding unpaid balances for lot grass cutting. Advised board I would meet with bookkeeper tomorrow to receive a full accounting. It appears that 4 to 5 lot owners had not paid or notified the HOA of their intentions. All were in agreement that a short letter would be sent on May 1st to any unpaid lot owner that the HOA would no longer cut grass on their lot and that maintenance responsibilities were their sole responsibility. Also discussed natural gas communications that I had with Chesapeake Utilities and the planned laying of piping along New Rd and into the Reserves. Will continue to follow up on the progress. Ben asked that bookkeeper forward financial data to him.
- 30th - Observed grass cutting along New Rd ditch by either DeIDOT or Lewes. Only grasses were cut.

Met with bookkeeper Cathy. As of this date, 27 lot owners paid into grass cutting services, 5 lot owners to self-cut and 5 lot owners did not pay. A letter to 5 lot owners ending HOA grass cutting on their lots will go out on May 1st.

Observed contractor for Chesapeake Utilities laying gas line pipe on Reserve's side of New Road.

Went to Lewes BPW and inquired as to whether Chesapeake is required to request permission from BPW before placing pipe under city streets or right of ways. Was advised that Chesapeake sends requests to BPW when such plans are made so BPW can approve and monitor, No such approval as of this date. BPW said they have a good relationship with Chesapeake Utilities.

May

1st - Prepared and sent non-payment grass letters by US Mail to 5 lot owners for non-payment of grass cutting services.

6th - Sent an email to DR's Lawn Maintenance regarding sidewalk and curbing cutting.

7th - Received two complaints regarding lawn maintenance, weeding and bio-swale weeding. All addressed. All lots and areas inspected early evening. All ok.

Emailed Marina Drive resident regarding to her request to widen their driveway as a result of a community tree dying.

Emailed Darren Gordon, Lewes BPW, regarding if any permissions were given to contractor for Chesapeake Utilities to install underground gas line piping in parts of the Reserve.

Attended New Road corridor master plan meeting at Rollins Center. The group is nearing an end to planning different aesthetic and quality issues to the roadway and will present a final draft plan to DelDOT, Sussex County and the City sometime near the end of June.

9th - Received email from Capstone Homes regarding looking for approval to build a new home on University Drive. Met with Joe Parker who wrote back to Capstone and made arrangements to receive info. Reminded Joe that Capstone and property own must comply with all rules pertaining to building.

14th - Email communication with new owner of 222 University Drive regarding lawn care. Owner to send payment in.

Email communication with owner of 309 Lightship regarding lawn care and building plans.

16th - Email communication with bookkeeper Cathy regarding another lawn care payment. Cathy on vacation until 5.25.19. Capstone delivered one check of \$2500.00 instead of the required 2 for 221 University Drive. Contacted Joe Parker and requested he reach out to Capstone and property owner to correct.

20th - Spoke to Ms. Archino of Susan Pittard Weldman, P.A. regarding sale of 224 University from. Information supplied to law office by email along with links to HOA website.

Email communication with Ms. Nardi of Baird Mandalas Brockstedt regarding sale of 313 Captains Circle. Information supplied to law office along with links to the HOA website.

Updated owner directory.

- 21st - Had email communication with a resident on Captains Circle regarding mulching of bio-swale. Observed what the resident referred to behind their home and informed her swale was mulched during first week of March.

Observed Chesapeake Utilities contractors in the Reserves preparing to install gas line Forecastle, Lightship and Seagull.

Observed DeIDOT cutting and clearing the swale ditch on New Road. Unsure if it was in preparation of roadway construction for week of May 27th or as a result of continued HOA requests for assistance. Need to follow up with DeIDOT.

Met with Joe Parker regarding Architectural review of Lot #49 221 University Drive. Joe just received notes and review of submitted plans from Rick Cornell and there are a few matters that need to be addressed. Joe leaving the state for nearly a week tomorrow and requested that I see the material gets to ARC. Will give to Steve Gring on 5.22. for corrective follow-up.

- 22nd - Took photographs of New Rd ditch after half was cut and cleared by DeIDOT. During early morning DeIDOT back on New Rd cutting and clearing the remainder of the ditch.

Took photographs of sidewalk displacement by Chesapeake contractors on Forecastle and Lightship. Sent an email to Kelley Gabbard of Chesapeake Utilities in a request for an update on their plans to bring natural gas into the Reserves.

Received telephone call from Kelley Gabbard, Chesapeake Utilities. Gabbard calling from Florida and in response to my email. Said he appreciated our patience with the matter and had some information to give. Said their office had completed an assessment of the amount of owners needed to contract with Chesapeake for gas. Said thirty-eight (38) owners needed to commit to services for the company to move ahead.

We had a discussion regarding previous inquiries, applications and surveys over an approximate five year time period. Gabbard claimed he did not have much data on the previous owners who wanted service. He began to explain the entire process again about completing surveys of cost estimates to each homeowner. I advised him that many owners had already had estimates given to them, Gabbard did not readily have that information. He would like to meet with the HOA at a meeting so he could describe what changing from propane to natural gas entailed. When he was informed the next HOA meeting was mid-September, Gabbard said that did not give much time to install infrastructure for next heating season. He said he was very willing to meet with the HOA at a meeting if a special one was called. I advised Gabbard I would get back to him in a week or so.

Also informed Gabbard that Chesapeake's contractors were breaking and removing several pieces of sidewalk that belonged to the HOA or individual

homeowners. Gabbard assured me several that any disturbed areas in the Reserve would be repaired or replaced to their original condition as a result of pipe installation.

Attended a Lewes BPW meeting and had an opportunity to speak to Darren Gordon, BPW general manager. I advised Gordon that Chesapeake was in the Reserves and was preparing to install underground gas lines in under sidewalks, that are privately owned but in the city's right of way. Gordon suggested that all areas disturbed by Chesapeake be documented in the event their promise to repair or replace was not honored.

- 23rd - Met with Board members Joe DeFeo and Ben Calamia for a brief board meeting. Advised them of my concerns with Chesapeake Utilities and of my conversations with Chesapeake and with Lewes BPW. Spoke further of my conversation with Kelley Gabbard of Chesapeake. Advised board Chesapeake is requiring at minimum signed contracts from thirty-eight (38) Reserve. Board believes asking that an ad hoc committee be formed with community members very interested in converting to gas so they can act more directly with Chesapeake Utilities.
- 25th - Sent an email to eight community members and cc'd board on setting up an ad hoc committee to deal with Chesapeake Utilities. Received positive input and will set up an informal meeting to address concerns.
- 29th - Attended Lewes Planning Commission Public hearing regarding Lewes Waterfront Preserve along with several Reserve neighbors. Counsel for developer insisted on presenting responses to certain items of concern. Several area residents voiced their concerns against the development. Planning commission will make recommendations to city council within a few months. Hydrology study report is due in June.
- 31st - Gave Joe Parker additional building plans from Capstone for Lot # 49. Joe advised the owners of 5 University CT were planning to build an addition on their home.

June

- 1st - Had short meeting with Ben Calamia and Joe DeFeo regarding HOA business.
Sent out HOA email regarding some updates in the neighborhood and area.
- 3rd - Emailed two new lot owners regarding information that was requested concerning lot grass cutting, surveying, etc.
- 4th - Attended at Lewes Mitigation meeting. City is planning to take a more aggressive stance with phragmites. The New Road ditch and areas along New Road and Canary Creek (wetlands) are going to be treated. City is meeting with state on 6.5.19 to inspect all areas where phragmites are causing a problem. Cutting, spraying and burning the phragmites are three remedies being considered by city. Burning can only occur in the fall.
- 6th - Met with Joe Parker regarding plans for 5 University Ct. The ARC believed the plans were extensive and somewhat incomplete. Joe agreed to email homeowner to advise they would be required to file an application for building and Joe to

advise the HOA contracted architect will be contacted to review the plans submitted. The owners will be required to pay for the additional architect review. Joe to keep the Board apprised.

11th - Received email from DeIDOT regarding New Road ditch. They will conduct no further cleaning of the ditch until the fall, when they will spray phragmites. DeIDOT said they will cut the ditch one last time in the spring of 2020, at which time maintenance responsibilities for the area will be turned over to the City. Sent a response to DeIDOT.

12th - Met with Joe Parker regarding plans for lot # 49 on University Dr.. Capstone Homes made changes to the plans for the proposed home in satisfaction of the Architectural Review Committee. Also checked with Steve Gring and Joe DeFeo regarding any other concerns with the submitted plans. All good.

Received a set of construction plans from builder Russ Palmer who represents lot owner at 231 Marina Drive. Two construction checks from lot owner were given to HOA bookkeeper. Plans were given to Joe Parker for ARC review.

13th - Sent email to Capstone Homes and to property owner regarding HOA approval of construction at 221 University Drive based on ARC approval.

14th - Received email from resident of 235 Marina requesting construction deposit return for their home. Sent an email directing owner how to proceed.

16th - Received a complaint from a Captains Circle resident regarding a boat trailer that apparently has been parked on Captains Circle for the several weeks. Caller said a boat had previously been on the trailer but now it is parked in the street. Caller did not claim to know who owns the trailer.

17th - Joe DeFeo and I went to 323 Captains Circle and observed trailer parked in street. Same had been parked for a few weeks. No one answered door. Emailed owners of 323 Captains Circle regarding placement of trailer and of Lewes City Code. Heard back from owner who stated trailer would be moved very soon. Resident who initially spoke to me was notified.

18th - Boat trailer removed from in front of 323 Captains Circle.

Observed that concrete contractor was repairing sidewalks disturbed by Chesapeake Utilities.

Top coat paving observed on New Road and Park at area of ditch.

19th - Spoke with surveyors from WRA who are conducting operations on Lightship Captains Circle Forecastle New and Park Rds. They are contractors for DeIDOT and surveying area for New Road elevation change when DeIDOT replaces bridge over Canary Creek. Sent email with information out to community.

Concrete sidewalk repairs continued by Chesapeake contractor.

- 20th - Observed ground hog and/or muskrat holes in the top part of the berm around the stormwater pond. Emailed Solitude of same for their input and to inspect the area at their next scheduled maintenance in late June.

Attended the final New Road Corridor Master Plan meeting. Had an opportunity to speak to DeIDOT representatives concerning several of the concepts. It was evident that the concepts displayed are just that, and not necessarily have been designed or approved by DeIDOT. It was clear that the realignment of Old Orchard Road at Savannah and Westcoats Roads would take place before any work on New Road begins. Also appeared clear that new developments will begin or possibly finish before New Road corridor really changes. Discussed height of the bridge replacement over Canary Creek along with roadway approach elevations. Received mixed messages from DeIDOT regarding necessary height of bridge, minimum 3ft, possibly 8 to 10 ft. DeIDOT would like to see the ditch area on New Rd. adjacent to the Reserves piped and flowing into Canary Creek. A possible pervious blacktop would be placed onto of the ditch for a shared us path.

Spoke to Frosty McDaniel (Pilottown Park HOA) at the above meeting who invited me to a meeting with Kelley Gabbard of Chesapeake Utilities at his home on Friday 6.21.19 at 2:30 PM. Also asked McDaniel about continued cleanup of the Highland Acres Tax Ditch. I was informed further cleanup would partially continue after July 5th and when more funds become available , the cleanup continue towards Seagull. We had a difference of opinion as to whether the waters were flowing correctly nearer the Seagull Drive side of the tax ditch.

- 21st - Met with bookkeeper Cathy regarding HOA business.

Met with Kelley Gabbard of Chesapeake Utilities (CU) and Frosty McDaniel at the McDaniel's residence on Marina Drive in Pilottown Park. Gabbard presented printed Power Point presentation on the possibility of Chesapeake providing natural gas service to the Reserves and to the Park. CU would like to initiate installation of natural gas in the neighborhood. They require thirty-eight (38) Reserve homeowners to commit to a conversion. Several questions were asked of Gabbard. He claimed to have 30 prior survey reports taken place during 2016 and 2017. Gabbard was going to reach out to each of the previous surveyed families in an attempt to secure applications. As of the meeting, Gabbard had five (5) signed applications.

Gabbard stated CU would set piping and meter at home for a \$35.00 fee. After initial setup the fee to provide would probably be more. There will be a ready to serve charge of \$31.50 for any homeowner serviced by natural gas. Homeowner would be responsible for costs associated with conversion due to the varying amount of conversion appliances one had. Obvious additional expense of propane tank removal and repair would be on the homeowner.

Mr. Gabbard to send me a spreadsheet with information before he contacts residents. Will put out an email alert over the weekend.

- 22nd - Conducted a short board meeting with Joe DeFeo and Ben Calamia. Discussed Chesapeake Utility meeting and natural gas prospects, current Architectural Review matters and potential board membership for next year. Also discussed the possibility of

outsourcing day to day HOA responsibilities. Ben received check from 5 University Ct resident and will drop off to bookkeeper during the week.

Sent out a community email regarding the information learned from Chesapeake Utilities.

24th - Met with two residents from Lightship Lane regarding a small unwanted oak tree that is growing in the bio-swale behind the area of 317 Lightship. Advised I would look into matter but DR's was not scheduled in bio-swale again until September.

25th - Met with Joe Parker regarding issues to plans for lot # 35 on Marina. Joe reported meeting with Steve Barrow from the City Building Dept who stated the City allows for such bump outs as shown in the plan. The plan suggests side setbacks at 8ft 6 in and the fireplace bump out will extend 1 foot on one side. When asked about issues as to the height of the proposed home, Joe said he was not clear what issues still existed. I requested to review the plans for further research .

Spoke to Rick Cornell, the HOA architectural review consultant regarding the above plans. Advised Rick that the City Building dept ok the bump out drawn in the plans. As far as the height of the proposed home, Rick thought he observed two elevation heights, one being at 30.5 ft and one at 31.5 ft. Rick stated he wanted to make sure the builder was aware he was at the maximum height allowed by the City and he reported the City will enforce the elevation and will require a builder trim off the roof line after it is erected when they check elevations and setbacks on their own. He said he was giving the builder a courtesy and reported the City previously forced a builder to change a height of a roof line on a home that was constructed on University Drive or near there.

Sent email to Architectural Review Committee and Board.

26th - Sent email to Russ Palmer Builders giving HOA approval for construction plans at 223 Marina Dr.

27th - Attempted to meet with Greg Blackham of Solitude after discovering that an animal (probable muskrat) is boring holes into the berm of the stormwater pond. I noticed the holes about a week or so prior. Greg unable to meet before I left out of town but did inspect the area during his monthly maintenance. He confirmed the holes to be from muskrat and informed me he would send an estimate for repair of the holes. He gave me name of an individual to traps muskrats but said January and February are the proper times to track. [Bill Russell and his phone number is \(302\) 500-018](#) email bayareawildlife@gmail.com.

28th - Received an email from a resident who observed Sposato Landscaping take grass clippings from a private residence they cut on University Drive and dump the clippings in an empty lot on University. Responded to the email and will follow up.

July

3rd - Showed two residents of Seagull Drive the muskrat holes around the stormwater pond.

Emailed resident of Captains Circle regarding questions to possible repair of the fence along New Road.

Emailed University Drive lot owner information concerning natural gas prospects as owner plans construction of a new home.

Gave permission to Seagull Drive resident to repaint his front door from white to blue. Advised Joe Parker by email.

Received email from Capstone regarding their proposed plans for construction at 221 University Dr. City of Lewes requirements necessitated them to change plans again. Advised Capstone they were required to submit a new application to HOA for Architectural review. Joe Parker was aware and will follow up on his end with committee.

Inspected empty Lot # 48, 223 University Drive and observed that someone dumped grass clippings in the center of the lot. Advised Joe DeFeo and Ben Calamia.

5th - Received another email regarding Sposato and the dumping of cut grass clippings on an empty lot on University. Responded to the email.

Met with Ben Calamia regarding HOA updates and general business. Also met with owner of 5 University Ct regarding his plans to construct an addition onto his home. He had not applied for a building permit from the city yet.

8th - Spoke by phone to lot owner #48, 223 University Dr. about someone dumping grass clippings on her property. Owner reported that no one had permission to dump anything onto her lot and appreciated the HOA concerns. Advised owner we would follow up and would advise her of our findings.

Received email correspondence and spoke to Kelley Gabbards of Chesapeake Utilities. Mr. Gabbard sent the HOA a spreadsheet of homeowners who filed a signed agreement with Chesapeake for natural gas service. Worked on the spreadsheet, made corrections and updated owner information along with listing known property owners who want to be served by natural gas. Sent an updated spreadsheet back to Chesapeake for their action.

9th - Emailed Solitude regarding pricing to repair muskrat damage around the stormwater pond. Solitude will repair damage per our contract with them during August.

Emailed DR's Lawn Maintenance about securing a quote from them for removing all of the wooden fencing along New Road so a possible proposal can be presented to the association at the HOA meeting in September.

Emailed resident of University Drive information concerning his questions on maintenance responsibility of the fence along New Road.

12th - Spoke to Sposato grass cutting crew as they finished dumping grass clippings on empty lot #48. Crew claimed they thought it was ok since Sposato previously cut all the lots. Advised the crew to stop their practice immediately. They stated Julio was their supervisor. Emailed Julio Vega and Jason Powell at Sposato about the incident. HOA

expects Sposato to remove the grass clippings from the empty lot. As short time later I received a response from Julio Vega who apologized and promised no further dumping Sposato's crews would take place.

Met with Mike Green of DR Lawn Maintenance regarding a quote for removal of fencing, a quote for possible sidewalk cleaning. Asked him to direct crews to weed area of Reserve entrances and around mail boxes.

- 14th - Received an email from Paul Griffith from the Pilottown Village (PV) HOA Architectural Review. PV was looking for information regarding the allowance of sheds in the Reserves. Gave Mr. Griffiths information to assist the PV HOA.
- 16th - Met with Henry Baynum, City of Lewes Assistant Building Official, and inquired of regulations and definitions of a one and on-half story home versus a two story home. It was Baynum's professional opinion that the difference was not very difficult. According to Baynum, a 1 and ½ story home shows a roof line from the peak to the first floor ceiling height while a 2 story home's roof line begins at the roof peak and ends at the ceiling height of the second floor. Baynum considered a 1 and ½ story home a Cape Cod style or a Salt Box style that has gables or dormers. Baynum cited a few examples of each in the Reserves from his computer using Google Maps. Most homes in the Reserves are a 1 and ½ story but several 2 story homes are represented.
- 19th - Participated in a dual ARC and HOA board meeting regarding Capstone's plans to build a home at 221 University Drive. The Board and ARC unanimously agreed that Capstone's assessment that the plans were that of a 2 story residence were incorrect and were also unanimous in that roof pitch requirements per the Architectural and Lot Use Standards remained in effect for that of a 1 and ½ story residence. Another set of plans were reviewed for a Capstone proposal to build at 108 Captains Circle. Jim to notify Capstone regarding the rejection / no variance for the plans at 221 University and Joe Parker to contact Rick Cornell and request he re-review the plans as A 1 and ½ story. Joe will then report back to the ARC and Board. No decision on the second set of plans until Cornell gets back to the ARC.

Emailed Capstone and lot owner regarding the HOA decision on 221 University.

- 20th - Spoke to the property owner of 221 University Drive regarding the above. Attempted to answer his questions pertaining to the Boards decision to reject Capstone's July 2, 1019 plans.

Received an email from Jake Booth of Capstone requesting a meeting to discuss the 221 University plans and how to move forward. Declined the invitation after speaking with the lot owner, who had advised he was going to meet with Capstone. Advised owner that HOA was not attempting to prevent him from building the home he wished, but were bound by the HOA declarations and covenants.

- 22nd - Received email from lot 96 owners requesting clarification of what constituted a 1 ½ story home from a 2 story home. Joe Parker sent them an email that indicated a re-review of their home plans were going to take place.

Checked stormwater pond. Appears ok, water level low.

Spoke by telephone to lot 96 owners. They requested assistance in understanding the difference between a 1 ½ story home versus a 2 story home as it was their assertion there was no clear definition for them in the Architectural and Lot Use Standards. Attempted to give them an understanding of the declarations. We discussed different standards used to classify whether a home is a 1 ½ story and 2 story, such as roof lines, continuous walls on both levels, windows and knee walls. The owners stated they wished to conform to the regulations of the HOA but they also believed their home should be classified as a 2 story. I advised them no decision had been made and the plans were still under review.

23rd- Met with Rick Cornell, HOA's architectural review consultant, regarding plans for lot 96. He originally reviewed plans as it was labeled a 2 story on the lot owner's application. When asked if it met standards of a two story, Cornell opined that appeared to in the rear, since the plans contained a dormer that brought a continuous wall for much of the rear, however the front of the home had the cape cod look with the front roof line ending at of the first floor, which was consistent with a 1 ½ story. The issue remained the classification of the home plan. The plans as a 1 ½ story do not meet the roof pitch requirements of the Architectural and Lot use Standards. The plans as a 2 story did, with a minor exception of the pitch of a front gable. Rick stated it was up to the HOA Board whether the plans satisfied the Architectural Standards and he pointed out the inconsistencies based upon our request to re-review the plans. Rick gave to me his original notes, revised notes and the plans.

24th- Emailed Jake Booth of Capstone and a meeting was set for Wednesday 7.31.19 at noon at Capstone Offices in an attempt to resolve issues. Joe DeFeo, Ben Calamia and Steve Gring to attend.

Observed fencing installation at 222 Marina Dr. Contacted Joe Parker and requested he follow up since the Board had no knowledge of a request for approval. Back and forth emails took place.

Met briefly with Henry Baynum of Lewes Building Dept. He reported the City was in process of issuing a building permit for Capstone to build at 108 Captains Circle but no new plans were submitted for 221 University Drive.

25th - Emailed lot #96 owners after receiving an email requesting further assistance and clarification on their building plans.

27th - Emailed owners of 222 Marina Dr. regarding ARC architectural standards.

Scheduled board meeting for Monday 7.29.19. Joe Parker cannot attend. Will meet with Joe later in the week.

29th - Conducted Board meeting with DeFeo and Calamia and primarily discussed the financial information needed to prepare for yearly homeowners meeting. (See meeting minutes)

31st - Met with Greg Blackham of Solitude Lake Management at the stormwater pond. Solitude will repair muskrat holes in the berm in the next two weeks or so. Asked Solitude to give an assessment concerning sediment removal from inflow pipes or pond itself. Greg recalled our physical inspection of the inflow pipes that took place in December 2018. Although some sediment was discovered in the underwater pipes, he found no indication

they were in immediate need of sediment removal. In the event the HOA wanted the pipes flushed and vacuumed, Solitude would refer us to Harry Caswell Plumbing. Caswell has the large equipment to flush the pipes and vacuum the sediment. Since the piping was under the water line Solitude believed that some of the pond would require de-watering.

As far as excavating the pond to remove sediment, Solitude said it saw no evidence the pond was in need of such repair at this time. If the HOA wanted such to be done, Solitude could provide the necessary assistance. It would require a total de-watering of the pond that would likely kill all wildlife in it. An excavation of the pond would then take place. Solitude stated it would be a challenge to bring excavation equipment and pumping equipment to the pond's edge. It was Solitude's opinion that the pond was functioning as it should with little sign of sediment on the bottom. We discussed the outflow area which he said appeared to be in good shape. Also discussed were invasive phragmites that cover our rear wetlands and creep to the back are of the pond. Solitude said the optimum time to spray phragmite is late August to very early October and he will keep a check on them.

Met with Jake Booth of Capstone Homes along with DeFeo, Calamia and Gring. Capstone had requested a meeting with the HOA in an attempt to resolve issues and to seek guidance regarding two sets of home construction plans that have been submitted to the HOA. Meeting was productive and lasted for an hour and one-half. Capstone to contact respective lot owners and will get back to us.

August

1st - Met with Joe Parker and updated him on the board meeting he was unable to attend.

2nd - Received email request from resident of 224 Marina about installation of a hot-tub. Responded to their inquiry and alerted the ARC for follow-up.

Emailed Jessica Watson of Sussex Conservation District regarding bio-swale easements.

Emailed Joe Parker regarding a fence request install we discussed in rear of 227 Marina Drive. ARC needs to follow up on request.

Spoke to owner of lot 96. Advised him the Board met with Jake Booth of Capstone during the week. Booth asked for some time to work on lot 96 plans in an attempt to satisfy the customer while complying with the HOA restrictions. Owner was advised the meeting was productive board left Capstone with optimism issues could be resolved.

3rd - Prepared HOA annual meeting letter and meeting agenda.

5th - Met with Ben Calamia regarding annual meeting and HOA financials. Copies of the HOA financial report will be available at the meeting.

6th - With Ben Calamia, met with bookkeeper Cathy regarding HOA financial reports and annual meeting notice mailings.

7th - Attended ARC meeting with Ben Calamia. Request proposals for hot tub installation at 224 Marina and fencing at 227 Marina were reviewed, discussed and approved by ARC. Board to email approval notifications. Discussion on re-submission of building plans by Capstone for lot #49 took place. Capstone was in process of supplying a full size set of plans. Previous roof pitch issues appeared to have been rectified. One page on plans did not reflect new changes and capstone will be notified. If full set is in compliance, approval will be given for lot 49. Capstone was contacted.

Met with owner of lot 96 regarding prospective house plans. Re-submission received.

Emailed approval notifications to owners of 224 and 227 Marina Dr.

8th - Received full size set of lot 49 plans from Capstone. A revised copy was sent to Rick Cornell for inspection purposes. All changes appeared to be in order. ARC and board advised.

Called Robert Witsil's office and left a message with his assistant for a return call.

9th - Emailed Capstone Homes giving HOA approval for construction plans at 221 University.

Email communication with law office regarding owner transfer of 323 Captains Circle.

Picked up annual meeting information from bookkeeper Cathy.

Received building plans from Russ Palmer Builders for lot #31, 231 Marina Dr. Advised Joe Parker and will get them to Rick Cornell for review.

Received email from Solitude. Muskrat holes repaired around stormwater pond and area was re-seeded.

10th - Worked on HOA Annual meeting mailings.

Prepared email for DR's Lawn Maintenance regarding the lack of weeding that has taken place around the reserve entrances and around the mulched area near the mailboxes.

11th - Sent email to Lewes Mayor Ted Becker and to city administrator Townshend requesting an update on phragmite spraying in Lewes.

Met with Joe DeFeo regarding lots 96 and 31 plans.

Email communication with a Lightship Lane resident regarding lack of weeding at Reserve entrances and the deplorable condition of the wooden fence along New Road.

12th - Email communication with Kelley Gabbard, Chesapeake Utilities seeking an update on natural gas prospects in the Reserve.

Observed DR's Lawn Maintenance weeding at the Reserve entrances. Follow-up email communication with DR's took place.

Met with Rick Cornell and gave him a new plan submission for Lot 31, 231 Marina Drive.

Spoke with Jessica Watson, Sussex Conservation District.

Received email and phone call from Todd Davis, Delaware Department of Agriculture, regarding observations he made about a variety of invasive weeds in the swale ditch along New Road. Met with Mr. Davis at the Forecastle entrance. (See Notes)

Mailed out HOA annual meeting notices.

Spoke to Kelley Gabbard, Chesapeake Utilities(CU) . It was his belief the Reserves would be offered natural gas service in the next couple of weeks. Gabbard to contact me by week's end.

Received email from Russ Palmer Builders regarding existing sidewalk cracking at 231 Marina Drive prior to any construction efforts taking place.

- 13th - Email communications with Todd Davis, DE Dept. of Agriculture and Greg Blackham of Solitude Lake regarding invasive species.

DR's completed weeding around mail box area.

Attended an ARC meeting to review lot 96 re-submitted construction plans.

- 14th - Community wide email regarding state's plans to control weed in New Road Ditch.

Email communication with Mayor Becker regarding a requested update on City and State plans to spray phragmites in Lewes.

Emailed lot 96 owner regarding construction plans with a request to correct and resubmit them.

- 15th - Assisted a Lightship Rd resident with the removal of an invasive shrub that was growing in the bio-swale.

Met with Todd Davis of State Ag, who advised he completed his treatment of spotted water hemlock along both sides of New Rd. He will return in 7-10 days to cut down the weeds.

- 17th - Met with Joe DeFeo and Ben Calamia. Updated both on the events that took place during the week.

- 19th - Assisted Lightship Lane resident in making contact with state or city agency to remove a dead deer in ditch on New Road about 75' south of Forecastle Lane.

- 22nd - Email from State Ag that they were cutting the treated spotted water hemlock weeds in swale ditch along New Rd this morning.

Attended combined ARC and HOA Board meeting on construction plans for lot # 96 and lot #31. ARC to email builder regarding some issues that need correction. Board to advise lot owner #96 of plan disapproval.

- 23rd - Met with bookkeeper Cathy regarding finances, supplies, mail, files.

24th - Observed large section of HOA fencing south of Forecastle on the ground. Took photos of same, posts rotten. Ben Calamia and I went to the area and inspected the fence. Met with and spoke to owners of 324 Lightship regarding same and they requested assistance in its removal. Eleven (11) sections approximately 80ft. must be removed. Will contact DR landscape on Monday in attempt to have them remove that portion of fencing along with the 60ft. that Ben and I placed in a HOA common area after toppling over in October 2018. Advised board members of fence.

26th - Sent request to DR lawn Maintenance regarding downed fence.

Spoke with Robert Witsil, Esq. regarding HOA and Architectural Review matters. Information was given to each ARC and Board member.

27th - With Ben Calamia, met with Mike Green of DR's Lawn Maintenance. Showed him about 88 feet of fencing that was knocked over Friday evening along with another 60 feet of fencing that Ben and I removed to an HOA owned lot last October, both after wind and rain storms. The posts were again inspected and found to be rotted throughout. DR will give us an estimate to remove and trash the fencing.

Met with Robert Rollins of Moonlight Architecture, Inc.

Met with Lightship Lane resident regarding fence along New Road.

28th - Sent owners of 5 University Court ARC and HOA authorization on plans for an addition.

29th - Received quote from DR's to remove downed fence referenced above. Quote accepted. Fence will be removed during week of 9.1.19.

30th - Met with board members regarding shower stall matter on lot #31.

31st - Sent builder of lot #31 HOA authorization to proceed with construction.

Received a call from and spoke to owner of lot #96 regarding matters concerning his proposed home plans.

September

5th- Telephone conversation with attorney Robert Witsil.

9th - Fallen fencing along New Road and Lightship Lane cul-de-sac removed by DR Lawn Maintenance. Area inspected.

Set up appointment to meet with Mr. Witsil with board members.

Email communication with Jim Sleasman of Pilottown Village regarding state agriculture department.

10th - Met Robert Witsil with Joe DeFeo and Steve Gring regarding construction plans for Lot 96.

- 11th - Met with bookkeeper Cathy. She will prepare HOA sign in sheet for annual meeting.
- 13th - Attended a combined ARC and Board meeting regarding construction plans for Lot 96. Board approved plans dated 8.14.19. Approval email sent to lot owners and Capstone Homes.