

**Reserve at Pilottown Home Owners Association
Board Meeting, July 14, 2016
110 Seagull Drive, Lewes, DE**

Call to Order:

The President, Karen Fleck, called the meeting to order at 6:30 p.m.

Quorum:

A quorum was present with the following Board members in attendance:
Karen Fleck, Ed McDonough, Judy Henriksen, Tim MacMillan,
Jack Leshner

Business:

The Board met to finalize the agenda for the September 17, 2016 HOA meeting.

It was decided that Chesapeake Utilites would discuss the gas conversion process during the first hour of the September meeting, as trying to hold a meeting on a separate date is too difficult for most owners. The Sept. meeting will begin at 9 AM to accommodate the time required for this discussion.

Karen Fleck announced she would run for re-election in September, for a one year term. No other current board members are running for re-election. Joyce Calamia, Acting Secretary, will be nominated to a Board position. The HOA must have a minimum of 3 Board members.

Action: Email will be sent to the HOA requesting owners consider running for the Board. Preference is given to full time residents because we have several meetings throughout the year, some requiring short notice.

Nominations to and Elections of the Board of Directors will require votes. Acceptance of the newly proposed Home Owners Documents will require votes.

Action: Vote Counters at the HOA meeting - Ed and Kathy McDonough will count each half of the room. Tim MacMillan and Jim Henriksen will validate the vote count at the same time. Reminder one vote per lot.

Discussed letter received from lot 32 regarding television antennas and Sussex County. Documentation was passed to Michael Tupman for review and comment.

Action: Update corporate documents if necessary. Send lot 32 letter.

Karen Fleck provided an update on Lot 41 easement issue.

Action: Attorney Witsil has been notified and has communicated regarding the issue. Michael Tupman is also involved. The Board is waiting to hear from the attorney.

Lot 20 has not completed landscaping. Owner has been contacted via email.

Action: Karen will follow up and request a completion date no later than September 30, 2016

Announcement:

The Annual HOA Meeting will be held on September 17, 2016 at the Lewes Public Library from 9:00 – 12:00.

Adjournment:

There being no additional business, the meeting was adjourned by the President at 8:00 p.m.

Respectfully submitted:

Karen Fleck and Judy Henriksen

July 18, 2016