

**RESERVE AT PILOTTOWN
HOMEOWNERS ASSOCIATION ANNUAL MEETING
September 16, 2017
Lewes Public Library
1:00 p.m.**

Present: 26 Lot Owners in person
22 Lot Owners by proxy

A. 2018 Dues

The Board of Directors recommended that the dues remain the same for next year: \$270.00 per lot (\$220.00 for the operating budget, \$50.00 for the capital reserve). Letters will go out to all owners in December, dues to be paid by January 15, 2018.

B. Architectural Review

For any owner planning to build, the owner or builder must send the building plans to the HOA by post or hand-delivery, together with two checks, one for \$2,000 as a security deposit, the other for \$500.00 which is non-refundable to pay for the cost of architectural review. To make the review simpler, the builder must complete “List A–Builder Specifications” and “Lot Use Standards Form” (both posted on the HOA’s website). The plans are initially reviewed by the HOA’s independent building consultant, Rick Cornell. Rick’s checklist (“Drawing and List A Review”) is then reviewed by the Architectural Review Committee. The owner/builder will be advised of any discrepancies which must be corrected, unless the owner requests and the Board of Directors approves a variance. After approval of the building plans, Rick Cornell will conduct two site visits (in the middle and at the end) to make sure the building is constructed according to the approved plans. For any subsequent improvement or addition (like a porch or fence), the plans should be submitted directly to the Architectural Review Committee (there is no cost for that review). The \$2,000 security deposit may be returned one year after the City of Lewes issues a certificate of occupancy, upon presentation of a copy of the check and the certificate of occupancy, less any deductions the Board may make for sidewalk repairs, grading, and the like.

C. Nominations for the Board of Directors

Three of the current Board members (Karen Fleck, Michael Tupman, and Joe Defeo) are not running for re-election. Board member Bill Cro has one year remaining on his term. Three owners volunteered to serve on the Board for the next year: Ben Calamia, Jim Carroll, and Joe Parker. Thank you! The new Board will meet in the near future to elect the officers of the HOA (President, Vice President, Treasurer, and Secretary).

The owners expressed their sincere thanks and appreciation to Karen Fleck for all her hard work and dedication to the HOA as President during the last three years.

D. Owner Comments

There was discussion about the status of the Chesapeake Natural Gas hook-up. The Board of Directors believes this is an individual homeowner issue, not an HOA issue, other than for the HOA to help facilitate information. Interested owners should contact Chesapeake Natural Gas directly.

A question was raised about the New Road fence, which is deteriorating. Michael Tupman advised that the Board obtained a consulting report from Zando in 2012 which concluded that the HOA had three options: do nothing; repair the fence as best as possible; or remove and replace the fence (estimated cost: at least \$50,000). The Board opted to repair sections of the fence and repaint the entire fence at a cost of \$4,500. Since then, the Board has decided it is no longer cost effective to try to repair the fence. The HOA has an easement across the lots abutting New Road for the fence, but the Board has taken the position that owners are responsible for any maintenance of their portion of the fence. Alternatively, the Board has granted a variance to allow an owner to remove the fence on their property.

One owner expressed concern about the foliage around the Captains Circle entrance which blocks the view of New Road. Another owner expressed concern that Sposato is not mowing between the New Road fence and the drainage ditch. The Board will contact Sposato to remedy those issues.