

**Reserve at Pilottown Maintenance Corporation
Annual Shareholders Meeting
Lewes Public Library
Saturday, September 14, 2019**

Board Members Present:

Joe DeFeo Ben Calamia
Joe Parker Jim Carroll

Thirty-nine shareholders present
Eighteen lot owners in proxy

HOA President Jim Carroll called the meeting to order at 10:00 AM. In introducing the board, it was announced Joe Parker had served a two year term as the Architectural Review chairperson and he would be stepping down from the position. Joe was thanked for his service to the board and to the community. All attending were welcomed and informed that eleven properties had exchanged ownership since January and a twelfth was changing in late September.

Joan Beck reported on behalf of the welcoming committee regarding new residents who had moved into the Reserve at Pilottown over the past year:

Clover and Mark Belluz - Captains Circle
Heather and Thomas Gerth - Captains Circle
Michele and Kevin O'Neill - Captains Circle
Wendy Reynolds & Robert Gallagher - Lightship lane

2018 HOA Annual Meeting minutes were accepted as read.

The Reserve at Pilottown yearly Financial Statement report was available to each owner and a report was given by Ben Calamia. Ben stated that a surplus of approximately \$6000.00 was expected by December 2019 and that he expected the funds to be transferred to the HOA capital reserve. A motion to accept the report was made. The motion was seconded and passed.

Annual Assessment (Dues)

Ben Calamia gave an assessment of the Reserve's finances and dues. Membership was reminded that monthly assessments can be found on the HOA website. The 2019 yearly dues were \$200.00 per lot.

Various elements of yearly Reserve revenues were outlined (dues received, funds collected for lot cutting) and operating expenses (landscaping, stormwater & bio-swales, administrative) and the need to maintain an operating balance before transferring funds to the capital reserve account. The report indicated that all property owners paid their 2019 assessment on time, believed to be a first for the HOA. The Board also negotiated a favorable contract with DR's Lawn Maintenance and the HOA expenses to date have been in check, even though there will be further landscape expenses.

As a result of the treasurer's review, the HOA appeared to have ample funding in capital reserve based upon its current needs. The checking account used for operations contained sufficient funding through year's end. Revenue from yearly dues will commence in January 2020.

As result, it was the treasurer's recommendation to maintain the current yearly assessment of \$200.00 for 2020. The Board had voted unanimously to keep the 2020 assessment at \$200.00 per lot.

A motion from the floor was made to follow the Board's recommendation to keep the annual assessment the 2020 dues, which was seconded. After a show of hands and voice vote, the motion passed. The Reserve at Pilottown annual assessment for 2020 was set at \$200.00 per lot owner.

Board reported 2018 lien against Zahid Aslam, former owner of 321 Captains Circle was not satisfied due to time lapse of filing to when Aslam transferred ownership to Mohammed Zubair, Aslam's brother in law on 12.31.2017, but the deed was not recorded in Sussex County until 6.7.2018, fifteen days before our lien was filed (6.22.18). A question was asked about the lien against the property and of payments to our attorney. Board explained the lien was against Aslam and the board spent much time trying to track down Aslam or Zubair. Board sent an email to attorney Robert Witsil's office 01.23.19 stating it would expend no further resources pursuing the lien of \$270.00. The email went unanswered and the Board reported the lien would vacate in time.

Architectural Review

Joe Parker gave a presentation on current architectural reviews in the neighborhood, including the types of requests and projects taking place in the community. Joe thanked the members of the committee, Steve Gring, Glenn Dunnington and Ed Fleck for the hours they put in reviewing plans for the association and thanked all who sent requests for review to the Architectural Review Board.

Social Committee Update

Joyce Calamia gave a report on the events that she and Maddy Coss put together to encourage social participation in the neighborhood. The Reserve at Pilottown community participates in the following:

Ladies Breakfast - first Friday of the month at Honey's on Savannah Road

Men's Breakfast - each Thursday at the Ocean Grill

Men's Bicycle Ride - weekday mornings / contact Joe DeFeo to be put on email list

Happy Hour - third Thursday of the month

Book Club - third Friday of the month

Cookie Exchange - annually in December

Community Outreach - throughout the year

Updates and Old Business

The Board gave updates on the following:

Natural Gas - A gas line had been installed under sidewalks along Forecastle, to Lightship cul-de-sac to Seagull where it was connected to an existing line in Pilottown Village. Chesapeake Utilities reported they had 32 of a required 38 signed commitments needed to begin construction. Board advised that lines would be placed under the sidewalks along the exterior sides of the streets. Discussions took place regarding costs to bring lines to a home, actual conversion, existing propane tank removals and monthly ready to serve charges. Several residents have been in contact with Kelley Gabbard, CU's representative. As new home construction continues, it appears that the Reserve will be offered natural gas in the near future.

New Road Swale Ditch – The southern side of the ditch is part of the Highland Acres tax ditch. Board reported on efforts to cut overgrowth in the ditch and requests to the City and DelDOT to help with phragmite invasion. Board reported that DelDOT cut down the ditch in early summer and stated they will do so again in fall or spring, before turning responsibility of maintenance to the City. Board in contact with city mayor who reported they had initiated a city-wide phragmite control plan by spraying a herbicide, but ceased after receiving several complaints. City was in the process of re-evaluating their options and would alert any residents by email who

signed up for notifications on the City website before spraying resumes. Further discussion took place concerning the future changes to New Road as a result of planned development, the replacement of the bridge over Canary Creek and re-engineering of the roadway.

Stormwater Pond – Board reported on its continued efforts in maintaining the pond as it was intended. A brief explanation of the inflow piping system and outflow into the HOA owned wetlands then into Canary Creek was given. Solitude Lake Management performs monthly assessments and treatment of the pond. Sussex Conservation inspected the pond with the board last fall. Both entities agreed the pond was functioning as it should and with proper maintenance and diligence it should perform for many years ahead. A partial physical inspection of the inflow pipes were performed in December which revealed some layers of sediment and it was Solitude’s opinion there was not enough sediment to take any action except to recheck in a year or two. Sussex Conservation reported that issues could become present if sink holes developed in areas above the pipes or if water flowed out of street stormwater catch basins during heavy rains. A question was asked about the need for eventual dredging of the pond. Board reported meeting with Solitude 7.31.19 for an additional assessment in preparation of the HOA meeting. Solitude gave information on dredging and pipe clearing for HOA considerations, which were discussed today, but Solitude believed the pond did not need either to take place at this time. Board was informed by Sussex Conservation that our pond differs from most in the area as ours is a sediment and filtration pond while many others are holding ponds. A shelf life was initially placed on the pond and our other stormwater systems as they were relatively new to the area when initially installed and it was not known how long the system would last.

Board also reported Solitude repaired sections of the rear berm where muskrats had burrowed. Discussion took place regarding future development of the Lewes Waterfront Preserve and any impact on our pond and the need to stay vigilant with it’s function.

Bio-Swales - Board reported inspecting areas of our two bio-swales last fall with Sussex Conservation who believed they were also functioning as intended. The swales were identified as extensions of back yard gardens with a system to collect and filter water runoff away from homes. The membership was reminded that the bio-swales are unique as they contain a perforated pipe under the soil to carry water into the ditch along New Road and of the importance of keeping the swales operational. Mulching will take place yearly along with trimming and weed whacking. No trees are allowed to be planted or to grow in the swale. There is a 30 foot stormwater easement (15 feet for each rear property owner) and anyone owning at a swale’s end might have a slightly different easement distance. Reminders also included the easement being an owner’s property and owners should not expect the swales to be cared for solely by our contracted lawn maintenance company. Discussions regarding weeds, plants, and herbicides took place. Membership was informed the landscape contractor does not apply a herbicide in the swales, so more weeds may be prevalent. A question asked about its shelf life was answered with the belief that the entire bio-swale would not likely need replacing all at one time but any sections that failed would need repair. Anyone residing in front of one of the swales may see water buildup during a rain storm but such waters should dissipate within 48 hours of the storm.

Owners Comments / New Business

Discussion took place regarding the cleanup of the Highland Acres Tax Ditch that runs behind properties along Marina Drive and Captains Circle, crossing under Seagull Drive and eventually into the wetlands and Canary Creek. Partial ditch cleanup took place in 2018 to accommodate drainage from Mariners Retreat. Board advised that a another small section was cleared this past summer, but a vast amount from Marina and all of Captains Circle have yet to be cleaned. Board reported that tax ditch authority always suggests that adequate funding prevents the entire ditch from cleanup. Board reminded all who are taxed by Sussex County were welcomed to voice their opinions to the tax ditch authority and through DNREC. Board members will attend the next annual tax ditch meeting to demand further cleanup.

New Road Fence - Board reported on the continued deterioration of the fencing along New Road. In the past 11 months alone, approximately 150 feet of rotted fencing had fallen over during rainy wind storms and those sections were recently removed. The board gave members a brief timeline of the fence, including a 2012 assessment that the fence was deteriorating and the Board had the fence painted and tacked in place, but no further maintenance was to be performed on it and each lot owner with fencing was given a variance to remove it at their cost. The approximate 2000 ft. of wooden fence was erected by the developer sometime in 2004 as aesthetic appeal to the neighborhood and a potential landscape & easement buffer. This year the Board sought information on costs associated with its complete removal to present at the HOA meeting for consideration. The Board reported twenty-five properties along New Road were attached with the fence. Three owners previously elected to remove it and two owners lost the fence due to it falling over. The Board reported that not all property owners wanted the fence removed from the rear of their properties, although the fence was the property of the HOA and located inside of a 25 foot rear easement.

DR's Lawn Maintenance gave a quote of \$9,000.00 to cut the fencing at the ground and remove it. That price needed minor adjustment as it included some of the fencing just removed. The Board will seek to contact each property owner along New Road with a one-time offer to remove the fencing behind their property at no cost to them. Additionally, those owners would be notified that once they passed on the offer, the HOA would assume no further responsibilities when additional fencing fell over and the burden of its removal would fall with the property owner who declined the initial offer.

Several comments and questions were generated as result. Former Board member Tim McMillan stained the fence several years ago and reported the fenceposts were never treated before their placement in the ground so they rotted sooner than expected. The membership agreed that outreach be conducted with the property owners. Other comments included keeping the fencing up around the stone entrance monuments and the Board should attain more bids for the work. A motion was made from the floor authorizing the removal of the fencing after conducting an outreach of owners and it was seconded. After a show of hands and voice vote, the motion passed.

Landscaper Contract – Board reported that there were still several empty lots in the community although the number was dwindling as a result of new construction. The board plans to continue the HOA contract with DR's Lawn Maintenance.

Joe DeFeo presented a proposal to have DR's spray the sidewalks with Wet & Forget, a liquid product that removes mold off surfaces over time. Joe had fact sheets on the product for anyone to inspect. The proposal was to invest in a one time effort to assess how the product worked on the sidewalks. The product is believed to be safe, but contains warnings about keeping pets off an area while it is being sprayed. The quote given to the Board for the spraying was \$1420.00. Questions and comments were presented regarding the poor condition of the sidewalks, some residents have power washed the concrete with little success, sidewalk cracking and chipping. Discussion also took place regarding the ownership of the sidewalks. Although street dedication to Lewes suggests the width included the sidewalks, the sidewalks are specifically excluded from the deed and included ownership falling on the HOA or owner. A motion from the floor was made to authorize a one-time spraying of the product on the sidewalks and it was seconded. After a show of hands and voice vote, the motion passed.

Nominations for Board of Directors

Jim Carroll has served two years on the Board and agreed to serve one last year.

Ben Calamia has served two years on the Board and agreed to serve one last year.

Joe DeFeo has served one year on the Board and agreed to serve another year.

As far as new nominations to the Board:

Karen Fleck was nominated from the floor and her nomination was seconded. After a show of hands and voice vote, Karen was appointed to the Board.

Ron Oronzio, owner of lot 96, volunteered to serve on the board. His nomination was seconded and after a show of hands and voice vote, Ron was appointed to the Board.

All in attendance were thanked for their participation.
Without further business the meeting adjourned at 12:10 P.M.

Respectfully submitted,

Jim Carroll
President