

**Reserve at Pilottown Maintenance Corporation  
Annual Shareholders Meeting  
Cape Henlopen State Park Hawk Watch Pavilion  
Monday, September 14, 2020  
11:00 – 1:??**

Board Members Present:

Jim Carroll     Joe DeFeo  
Ban Calamia    Ron Oronzio  
Karen Fleck

34 lot owners were in attendance.

23 valid proxy ballots.

1 invalid proxy. The lot owner, Upman, assigned her vote to Pam Brown & Darnel White.

**Lewes City Manager - Recycling**

HOA President, Jim Carroll, kicked off the meeting with the introduction of Ann Marie Townshend, Lewes City Manager regarding recycling. Ms. Townshend explained the city received a letter 2 weeks ago regarding recycling reducing the contamination percentage allowed from 20% to 10%. If the city's contamination is above 10%, the city will be charged a tipping fee of \$75 per ton. The city is currently at 20% contamination for recycling. We need to get down to 10% immediately. Lewes biggest contamination offenders are as follows:

Plastic bags of any kind, Styrofoam, shredded paper, and pizza boxes. Any food contamination is unacceptable.

**Lewes Chief Tom Spell – Police Department**

New Road radar has been set up recently. Last week in 2 hours the police stopped 47 cars in 2 hours. The HOA is going to have a police representative assigned. An HOA member voiced concerns and a possible solution for the Lewes PD and the DE State Police to work together to stop the overweight and speeding construction trucks along New Road for the new development off of Park Road

2019 HOA Annual Meeting minutes were accepted as read.

**Financials**

Ben Calamia explained in detail each line item of the financials sent with the HOA Meeting notice. HOA dues are our only source of income. Grass cutting fees are collected by the HOA and then paid to DR Lawn Maintenance. Architectural Review fees of \$500 paid by lot owners to the HOA are used to pay the consultant reviewing the plans and conducting building inspections. The \$2,000 deposit paid by lot owners are retained for one year from the Certificate of Occupancy in Escrow to cover the cost of damaged sidewalks and drainage issues. Expenses were also explained in details. The beautification line item covered the tree that fell over during the most recent rain from the hurricane remnants, the spraying of the sidewalks with wet and forget in the Fall, if Chesapeake Natural Gas has completed the sidewalk repairs, and the replanting of the HOA entrances with drought resistant plants. The Board voted that the dues remain at \$200 for 2021.

Concern was voiced regarding the open lots not being cut frequently enough. The HOA pays for 17 cuts per year which is approximately every other week. When we get a lot of rain, the grass grows quickly. Homeowners with open lots do not pay to have the cut grass removed by the lawn company. The HOA has 28 open lots, 6 are cut by the homeowners. The City of

Lewes has been contacted for 2 of the 6 lot owners, who have not cut their grass per the City code.

### **Architectural Review**

Joe Defeo reported 6 homes were built with the last year. This is a new record for the HOA since Joe has been on the Architectural committee. The HOA hired a new consultant to review building plans to ensure compliance of the covenants. The consultant also performs 2/3 inspections while the home is being built to ensure compliance. Steve Gring, Ed Fleck and Glenn Dunnington will remain on the Architectural Review Board. The HOA thanks them for their time and dedication to the process. Joe also explained the process for the \$2,000 deposit held in escrow for new homes. Drainage issues need to be addressed between lot owners. Many times the new homeowner has no idea they are causing drainage issues.

### **New Members – Kathy McDonough**

12 new families have been greeted by Kathy and Ed McDonough, Joan Beck

### **Social Committee – Carol Dunnington**

Jill Gring resigned from Committee. The Pandemic has put a halt to everything social. When we resume, Carol Dunnington and Susan Carroll will be in touch. Mary Marco would like a list of the HOA members posted on a secure Website. Michael stated all HOA members would have to agree to have the information posted and currently our website is not secure.

### **Updates and Old Business**

Jim Carroll discussed the Lewes BPW Easement request to support utilities to move across Canary Creek for new developments. Lewes BPW is requesting a 7,000 Square Foot easement. Tower Hill would be the first development. Lewes BPW met with Board Representatives to explain the need for the easement in May 2020. Jim Carroll, HOA President, explained the request would have to be presented to the HOA members because the Board does not authority grant the request and the HOA would need the request in writing. On Sunday September 13, 2020, Jim Carroll received the request in writing, 2 days prior to our HOA meeting. Jim Carroll read Article 13 - Full Membership Voting to the members, "The Board of Directors must bring all matters relating to membership fee and land use to all members of the corporation for voting thereon, in accordance with the aforesaid declaration and bylaws." Article 13 is not clear regarding voting. Jim stated the new developments will be on the other side of Canary Creek than our HOA and we are not clear why they was the easement on the HOA property. DelDot will not allow any utilities on the New Road Bridge. DNREC feels the utilities in the wetlands are acceptable. Mike Tupman took a quick vote and zero members are in favor of granting BPW an easement. Also noted was that the first development to use the BPW services would be Tower Hill that is outside of the City Limits on New Road. Ron Oronzio stated we have one HOA meeting per year and we could have a vote in September 2021 on the easement if further information was provided to the HOA members. Comment was made that the HOA meeting with BPW was in May 2020 and they did not provide a written request until September 13, 2020 when the meeting agenda had been sent and mailed. The decision was that the new HOA Board would handle the request.

### **Natural Gas and Sidewalks**

Jim Carroll met with the City Manager, provided a document of the damage created by Chesapeake to the sidewalks and curbing in the HOA and discussed the resolution of the issue. The city owns the curbing, the lot owners own the sidewalks and the City has a right of way under the sidewalks.

**Stormwater Pond Update – Ron Oronzio**

The buffer for the pond has been increased to keep the berm from breaking down and falling into the pond. The pond is functioning.

**Bio-Swale – Jim Carroll**

The HOA has an easement of 15 feet on each side of the bio-swale. The lot owners own the property into the bio-swale. To keep the bio-swale functioning, we do not want any trees in the bio-swale where the roots can grow into and clog the drain pipes. The HOA request that homeowners do not plant anything in the bio-swale. Homeowners should be maintaining the bio-swale on their property by weeding, removing dead shrubs etc.

**Nomination for Board of Directors**

Glenn Dunnington was nominated from the floor and his nomination was seconded. After a show of hands, Glen was appointed.

Kevin O’Neill was nominated and declined due other commitments

Michael Tupman volunteered. After a show of hands, Michael was appointed.

**Owner Comments**

Karen Fleck had to depart at 1:05 and did not document the comments.

All in attendance were thanked for their participation. Meeting was adjourned.

Respectfully submitted,

Karen Fleck  
Secretary