

Board Meeting for the Reserve at Pilottown

November 7, 2019 – 4:00 PM

Attendees: Jim Carroll, Ben Calamia, Joe DeFeo, Ron Oronzio and Karen Fleck

Meeting Location: Home of Jim Carroll

1. The library has changed their meeting room policy regarding scheduling of rooms. We cannot schedule our HOA meeting until 180 days prior to the meeting. Jim looked at the Rollins Center and the Lewes Senior Center as alternates. Our goal is to secure the library for our 2020 HOA meeting.
2. Chesapeake Natural Gas (CNG) has committed to bring Natural Gas to our Community. The question has always been and continues to be “when”. Currently, Mr. Kelley Gabbard is meeting with the conversion and construction group. In an email from Mr. Gabbard to our HOA President on October 25, Mr. Gabbard is working on a letter to the Reserve at Pilottown residents with the following information.
 - a. The gas line will be installed under the sidewalk. Damages from the installation under the sidewalk will be corrected by CNG.
 - b. No repairs to the homeowners irrigation or private utilities will be paid by CNG
 - c. The monthly impact fee for CNG users will be \$31.75 per month.
 - d. 1 line hook up fee of \$35.00 (gas meter) will be for any homeowner subscribing to CNG during the initial install. Any later hookups after the initial installation will be charged additional fees of running gas lines.
3. The Architectural Review committee has been busy with the following:
 - a. Creating a form that clearly outlines the restrictions in Exhibit B to be used by the homeowner, builder and designer. Both the homeowner and Builder must sign off on the form when submitting the plans to acknowledge the restrictions and to reduce the problems with plan submission.
 - b. The committee also updated the documents that outline the required paper work to submit with the building plans
 - c. Based on recommendation from our attorney, Joe DeFeo has located and hired a licensed Architect on behalf of the HOA to review building plans to ensure conformity to Exhibit B. Once the building plans are reviewed by the Architect, he will provide us with a report regarding the results of the review.
 - d. The architect will conduct periodic visits of the home construction to review compliance.
 - e. Rick Cornell, who currently reviews the building plans for compliance, has been informed that our attorney recommend we hire a licensed architect for plan review. Rick will complete the 5 houses currently under review. Any “new” plan review is going to the Architect.
 - f. Building plans and samples will be retained by the HOA until one year after Certificate of Occupancy when the Homeowner request the return of the deposit. When the deposit is returned, the HOA is also returning the building plans and samples.

- g. The exhibit document that was signed by the builder and homeowner will be retained in perpetuity.
- 4. The board is looking into what we can do if the plan review amount exceeds the amount submitted by the homeowner based on the covenants. The amount was set in 2004 when the corporation was established.
- 5. At the HOA Meeting in September 2019, the members decided the HOA would remove the fence along New Road because it is deteriorating and in 2 places fallen down. The board will be contacting the 20 lot owners impacted by the fence removal. Note: 25 lots are impacted by the New Road fence; on 2 lots the fence fell down and the HOA paid to have the fence removed. 3 lot owners have already removed the fence. Hence, 20 lot owners to be contacted. The board will meet again to discuss the results of the letters sent to the New Road lot owners impacted by the fence. As a reminder the fence boards will be removed and the post cut down. Capital Reserve funds will be used to pay for the expense of removing the fence.
- 6. Karen Fleck was concerned about the working capital at the end of the year. The treasurer, Ben Calamia stated if at any time there are insufficient funds to the working capital, the HOA would transfer money from the Capital Reserve to pay for the expense shortfall.
- 7. 12 crape myrtles on HOA Open space will be trimmed

The meeting was concluded approximately at 5:15-5:30 PM on November 7, 2019.