

**RESERVE AT PILOTTOWN BOARD OF DIRECTORS
MINUTES OF MEETING**

Date: **January 7, 2022**

Time: **10:00 p.m.**

Place: **227 University Drive**

Attendees: Ron Oronzio
 Karen Fleck
 Michael Tupman
 Glenn Dunnington

The Board resolved to call a special meeting of the owners on February 26, 2022 to discuss the Capital Reserve Study and the independent accounting review.

The Board has retained the professional services of TaxChicks, located in Milford, Delaware, for office management, bookkeeping, and accounting services. This will incur an increase in the operating budget which will have to be reflected in future assessment of annual dues. New HOA stationary will be ordered and owners, contractors, and other interested parties will be notified about the change in mailing address. Over time, it is hoped the HOA can retire the Lewes post office box (442) and all mail will be sent directly to TaxChicks. The Board continues to update and verify contact information for owners using tax records with the ultimate goal of going paperless for all communications with the owners.

The Board will contact D&R to renew the landscaping contract and make sure that snow removal of the postal box cluster is included within the scope of services.

It has come to the Board's attention that several owners may not have requested the return of their security deposits. The Board will contact them and, if they provide the requisite documentation and inspection of the property does not reveal any discrepancies (like cracked sidewalks), will return their deposits from the escrow account.

The Board discussed the continuing problem of lack of owner willingness to serve on the Board but holds out hope that it will not become necessary to pay for a professional property manager at significant expense.