

LHC 2020-2021 HOA BOARD EXECUTIVE MEETING MINUTES FOR 8/10/2020

Call to Order: Meeting called to order at 4 pm; Location: Home of Phil Mustico

Attendees: Newly elected Board members: Lee Himmel, Frank Ford, Phil Mustico, Dawn Piacine, and Nina Paterno

1) The Board elected the following members as HOA Officers:

Lee Himmel: President

Dawn Piacine: Vice President

Phil Mustico: Treasurer

Frank Ford: Member At Large

Nina Paterno: Secretary

2) In an effort to help prioritize our focus for the New Board Year, the board discussed key topics that they believe themselves and/or several homeowners have openly expressed a genuine concern about and the need for significant improvement in those areas. Those topics were summarized in the following key categories as a need for improved a) Transparency b) Communication c) Financial Stewardship and d) Follow-up.

3) The Board reviewed a Community Vision statement, an HOA Mission statement and a list of Board of Directors' Guiding Principles and the possibility of adopting that through a resolution of the Board at an association meeting.

4) The Board discussed posting of budget information on the association webpage in order to shorten time spent on budget information at association meetings.

5) The Board discussed that Bylaws Article III C Section 20 states that the Board can borrow money for repairs without prior approval of the community as long as the amount doesn't exceed a cap which is 20% of the budgeted gross expenses for that fiscal year. The Board questioned whether that means 20% by line item or overall budget and whether it means individual repair expenses or multiple repair expenses grouped together.

6) The board discussed the need to better understand "The Level 1 - Reserve Report" so that it can be included on an Agenda for discussion at a future official board meeting with homeowner involvement; at which time, our board can provide any recommendations for adoption, changes particularly in regard to annual funding and frequency for review and updating.

7) The Board discussed the need for an annual audit.

8) The Board discussed that establishing a Bylaws Committee be on the list of agenda items that will be communicated to the homeowners and discussed at the first official HOA Board Meeting. The Board also discussed the possibility of Frank serving as the board representative on the committee and that the following association members expressed an interest in volunteering as members of the committee: Fran Szuba, Chris Person, Mary Mitchell.

9) The Board discussed that establishing a Covenants Committee, which is the hearing tribunal for the association, be on the list of agenda items that will be communicated to the homeowners and discussed

at the first official HOA Board Meeting. The Board also discussed whether to have the same committee members as the Bylaws Committee, as those committee members would be most familiar with the Bylaws and Declaration of Restrictions.

10) The Board discussed the fact that the association has an attorney and needs to know whether or not he/she is on retainer or hourly fee.

11) The Board discussed requesting a copy of all contracts from Jonathan Poole in order to begin a detailed review of all existing association contracts.

12) The Board discussed Delaware Law Title 25 Subchapter III: Management of the Common Interest Community which states that a community Board of Directors can meet in closed session for four reasons only and that otherwise all meetings of the Board must be open to all association members.

13) The Board discussed issues that need to be addressed before the developer turns over all the Open Space deeds to the HOA, turns the roads over to the city and leaves the community. The list includes SWM issues such as the ponds, standing water, road storm drains, and dead trees in open space.

14) The Board discussed the repairs to pond 3 and the sinkhole.

15) The Board discussed the capabilities of the webpage and registering the community in "Next Door" a free on-line community social forum.

16) The Board discussed the cost of mailing meeting notices to the association members and whether there is an opportunity to post/distribute meeting notices and community flyers to better disseminate information by way of a community bulletin board, for example, at the pool, or by attaching a plastic tube for flyers at the dog kiosks.

17) The Board discussed the importance of setting a new tone with the community and the possibility of going door to door to introduce ourselves, invite association members to the next meeting, distribute the next meeting notice and agenda, HOA officers list, updated HOA financial statement and the Community vision, HOA mission statements and Board of Directors' guiding principles.

18) The Board discussed the date time and location of the next association meeting and the preference to meet in person following Covid-19 guidelines rather than meeting on-line. A church meeting room may be available with the cost being a donation to the church. The tentative date, time and location of the next Association meeting is September 23, 2020 at 6 or 7 pm at the Salem United Methodist Church, 29 Church Street, Selbyville, DE 19975.

19) The next organizational meeting of the Board is proposed for September 2 at 4pm at Phil's house.

20) In order to create a master of list of items for the Board's attention to be reviewed and prioritized at the next organizational meeting on the 2nd, members will submit their list of items via e-mail to Nina, and she will compile a master list.

21) Lee will submit Level I Replacement Reserve Report questions to Community Manager Jonathan Poole.

22) Lee will work on updated HOA financial statements to be distributed to the community prior to the next Association meeting on the 23rd.

23) Lee will submit agenda items for the next organizational meeting of the Board and the next Association meeting. Nina will draft the agendas for those meetings.

24) Dawn will follow-up with association member Josh Loose to determine if the church meeting room is available.

25) Dawn will follow-up with homeowners concerned about changes in lot grading and drainage from their neighbor's in-ground pool and advise them that the Board has no authority to address this issue, and recommends that, as the Town of Selbyville does the final pool inspection, the homeowners should contact the town with their concerns.

26) Phil will contact the HOA webmaster to update the webpage with the HOA Officers information and will notify the Community Manager.

27) The Board agreed that the President, Lee Himmel, and the Treasurer, Phil Mustico, would have signature authority for HOA accounts with the PNC Bank.

28) Frank will meet with Matt, the community volunteer webmaster, to determine the capabilities of the Community HOA webpage.

29) Nina will contact Jonathan about hazardous storm damaged trees on HOA Open Space and determine if the developer will remove those trees if on land not yet turned over to the HOA.

Meeting Adjournment: Meeting adjourned by President, Lee Himmel at 6:30 pm.