

## **LHC 2020-2021 HOA BOARD EXECUTIVE MEETING MINUTES FOR 9/02/2020**

**Call to Order:** Meeting called to order by President Lee Himmel at 4 pm; Location: Home of Treasurer Phil Mustico

**Attendees:** Lee Himmel, President; Dawn Piacine, Vice President; Phil Mustico, Treasurer; Frank Ford, Member-At-Large; Nina Paterno, Secretary

**Guest:** Fran Szuba prior LHC HOA President 2013 - 2017

1) Discussion with past HOA President Fran Szuba:

In an effort to gain some historical perspective, obtain recommendations for improvement and to avoid making mistakes, Lee thought it would be of value and reached out to the former Board Presidents about meeting with the current Board. All agreed to meet with the Board, and Fran Szuba, the original Board President, decided to meet with the Board today. The Board discussed a number of Association topics with him including:

a) Contract with Sposato for mowing.

b) Contract with Seascope which was strongly recommended by Alan Halle and was lowest bid by \$5-\$6,000.

c) HOA collected dues prior to Seascope.

d) No violations were noted by board members for phases 1 and 2, then Seascope tracked violations and homeowners contact Community Manager J. Poole at Seascope if they believe there may be a violation.

e) Fran's opinion is that \$9600 per year is insufficient and his recommendation is that \$15,000 per year be deposited into the reserve account.

f) Fran was asked to identify any challenges he sees for the current Board and he mentioned to avoid any favoritism, and lack of consistency - for example, the myriad of roof pitches, and variations to original architectural guidelines such as wood fences and solar panels. He also mentioned having complete, accurate meeting minutes.

g) The Board discussed that the pond fountains have very expensive pumps to replace when they burn out. Life expectancy is 3 – 5 years but may be shortened by running fountains year-round which is expensive but voted for previously by homeowners. Pond 1 = \$7500 to replace pump; ponds 2, 3, & 4 about \$5,500 to replace.

h) Pond concrete pipe outfall on Soft Beach Circle collapsed, was repaired, apparently is collapsing again and also homeowner paid for bio logs to reinforce banks to prevent on lot flooding. Nearby homeowner installed a concrete pipe which also seems to have affected storm water management in that area.

i) Fran mentioned that Millpond has a new environmental company providing pond maintenance and he will reach out and get the name of that company.

j) Fran is interested in being on the Bylaws Committee and is willing to meet again with the current board.

2) The developers' rep will be on-site next week to look at the swale between lots 40 and 41 (? "Terry's House") and possibly drainage issues from the new in-ground pool.

3) The Board discussed reviewing the approved SWM plans for the ponds to see if the outfalls are included and would fall under the jurisdiction of the Soil Conservation District. If so, would the Developer be responsible for all four pond outfalls?

4) As past meeting minutes confirm the community's interest in clarifications and revisions to the Community Bylaws and Declaration of Restrictions, the Board discussed activation of the Bylaws

Committee. Several homeowners have already expressed an interest to volunteer to serve on that committee. Frank will follow-up with those individuals and more details will be provided at the 9/24 meeting.

5) Frank reported back on his meeting with volunteer webmaster Matt Noble and provided a copy of Matt's written responses. Would be good to ask community what they want to see on web page. Lee and Phil have access to the webpage e-mails, and Nina will get access. It's proposed that the Secretary check for e-mails and send a generic response to homeowner that email has been forwarded to board member best able to address concerns. Nina gave Lee a draft generic e-mail response for his approval. Web site says community members should email Board of Directors with any concerns and not J. Poole at Seascope. But concerns re violations are supposed to go to J. Poole at Seascope and not the Board.

6) Roles for Board of Directors were discussed to divide up email inquiries from the community and service contracts.

a) Budget/Expenses/Level I Reserves: Lee and Phil

b) Bylaws Committee: Frank

c) Community emails to Board initial responses and distribution to appropriate Board member: Nina

d) Dry Storage Facility: Phil

e) Minutes: Nina

f) Ponds/Fountains/Envirotech: Phil (3&4); Nina (1&2)

g) Pool: Dawn

h) Seascope: Lee and Dawn

i) Trees/Landscape/Mowing/Sposato: Dawn and Nina

j) Webpage: Frank

7) The board discussed that J. Poole will send a community e-mail to announce pool closure.

8) Dawn reviewed past minutes to identify open topics that were never resolved.

9) Board reviewed 9/02/20 meeting notes in order to provide to PNC bank for switching account authorizations.

10) The Board discussed how to format periodic financial statements for the community.

11) The Board discussed methods of notification for the upcoming HOA meeting including handout and welcoming members, postings on the webpage and mass email from J. Poole/Seascope (direct mailing to those who indicated they did not want to be emailed).

12) The Board discussed a confidential issue with a small field behind lots 18 and 19 that is technically HOA open space but with no access. Lot 19 will be asked to have contractor remove pile of dirt and Lot 18 will be advised that HOA will not pay for the mowing of the field area, but they can have it mowed if they would like to.

13) Reports on information obtained from Town of Selbyville Zoning and the Soil Conservation District were tabled until the next organizational meeting.

14) Action Items Review

a) Lee and Phil will coordinate with PNC bank to switch HOA account authority.

- b) Phil will follow-up with Fran Szuba for the name of the Millpond environmental company.
- c) Frank will follow-up with proposed Bylaws Committee members.
- d) Lee, Frank and Phil will develop the format for the periodic financial update for the community and a handout for the 9/24/2020 HOA meeting.
- e) Nina will draft the meeting notes for today's meeting.
- f) Nina will draft the revisions for the 9/24/2020 meeting notice and the Preliminary Agenda for the meeting.
- g) Frank will coordinate with Matt Noble to have the 9/24/2020 meeting notice and preliminary agenda published and to remove the "oversees" section from the current board information. Deadline for posting information is ten days prior to the 9/24/2020 HOA meeting.
- h) Nina will follow-up with J. Poole to get an up-to-date mailing list for meeting notices and to identify homeowner's not on the published roster.
- i) Nina will get a cost estimate for printing handouts and, if the cost is not prohibitive, Nina and Dawn will divide the lots in half and handout the meeting notices door to door with the deadline being no later than ten days prior to 9/24/2020.
- j) Lee will follow-up with Matt Noble to get Nina a password for board emails. Lee will provide revisions to the generic email response so Nina can start responding to community emails and distributing them to the appropriate board member(s).
- k) Lee and Phil are meeting with J. Poole 9/3/2020 to discuss items including finances and budget, relationship with developer, seascape role.
- l) Frank will sort the community roster by lot.
- m) Board members will meet up as necessary prior to the 24<sup>th</sup> in preparation for the 9/24/2020 HOA meeting.

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