



**LIGHTHOUSE CROSSING HOMEOWNERS ASSOCIATION
BOARD MEETING MINUTES FOR 10/15/2020**

I. President's Welcome and Call to Order: HOA Board of Directors President Lee Himmel welcomed all Homeowners and called the meeting, which was held at the Selbyville Volunteer Fire Department, to order at 6:01 pm.

II. Introduction of Board Members/HOA Officers & Guests: The Board Members introduced themselves. Seascape Community Manager Jonathan Poole was in attendance. No guests attended the meeting.

III. Confirmation of Quorum: Board members Lee Himmel, President; Phil Mustico, Treasurer; Frank Ford, Member at Large; and Nina Paterno, Secretary, were all present and represented a quorum of the HOA Board of Directors (the Board).

IV. Approval of Prior HOA Meeting Minutes:

- A. Minutes of January 8, 2020 HOA Board Meeting: Phil Mustico accepted the meeting minutes into the record.
- B. Minutes of March 18, 2020 HOA Board Meeting: Phil Mustico accepted the meeting minutes into the record.
- C. Draft Minutes of July 25, 2020 Annual Homeowners Meeting: It was the Board's intention to accept a draft of the annual meeting minutes so that there would not be a delay in posting them until the next annual meeting, which is when they can be formally accepted into the record. However, the Board had not yet received the minutes for review. Therefore, the Board plans to accept the draft of these minutes at the next Board meeting.

V. Board Election of Vice President: Lee regretfully announced that due to health concerns, Board Vice President, Dawn Piacine, found it necessary to resign her position. Lee expressed his hope that the entire community would join with the Board in wishing Dawn a speedy recovery to full health, recognized her passion for the community, and thanked her for her service.

As Article IIIA, Section 6 of the Bylaws states that the Board elects the replacement after a resignation, Lee Himmel nominated Frank Ford for Vice President. Phil Mustico seconded the nomination and by a unanimous vote of the Board, Frank Ford was elected Vice President.

VI. Resolution to adopt Community Vision and HOA Mission Statements, and Board of Directors' Guiding Principles

Lee made a motion for approval of the following proposal. Nina Paterno seconded the proposal and by a unanimous vote of the Board, the following proposal was adopted.

BOARD PROPOSAL: The Board hereby adopts the Community Vision and HOA Mission Statements, and Board of Directors' Guiding Principles that are posted on the HOA web page under "Board News".

Lee expressed the current Board's strong feeling that we are one community. Lee extended his thanks to all of the previous Board members for their volunteer services. He thanked Fran Szuba, Debbie Graves, and Janine Hyde, for their leadership and hard work as past Board Presidents, and their willingness to meet with the current Board to offer their assistance, and, most importantly, historical perspectives pertinent to Board responsibilities. The Board looks forward to meeting with them to learn from their experiences in an effort to best serve our Community.

VII. Business:

A) Open Business from previous meetings:

1) Community benches at ponds: Lee first shared that many in the Community have fond memories of Danny Mullaney and have recalled that Danny was very instrumental in the concept of having benches available at all four ponds. Lee

then asked the Board to support the following proposal. Nina Paterno seconded the motion and by a unanimous vote of the Board, the following proposal was adopted. Homeowners in attendance echoed their approval with a loud round of applause.

BOARD PROPOSAL: The HOA Board of Directors will have a plaque installed on the pond # 4 bench “In Memory of Danny Mullaney”.

Lee then reviewed the following detailed criteria for the selection of the locations for the benches at ponds 3 and 4.

- All four ponds/fountains add to the character, appearance and value of our Community. It is undeniable that these ponds/fountains contribute to the resale value of each home in the community.
- All 128 Homeowners pay the same HOA dues and, thereby, contribute proportionally to the upkeep, maintenance, landscape, utilities and any other operational expenses pertaining to all four ponds and fountains.
- Ponds 3 & 4 are uniquely different from Ponds 1 & 2 in as much as the homes were built in very close proximity to grounds surrounding these ponds; in some cases as close as 14 feet to the foundation.
- It is reported that many of the home sites in the area of ponds 3 & 4 commanded a significant premium cost, primarily due to their proximity to the ponds and view of the fountains.
- There exists no implied and/or actual contractual ownership for any individual Homeowner at Lighthouse Crossing over the common grounds, fountains and/or land surrounding any of the four ponds.
- No single Homeowner has the right to override decisions made and approved by the majority vote of all Homeowners and/or those issues governed by the HOA Bylaws and Declaration of Restrictions regardless of the location of their home.
- Due to the closeness of grounds surrounding ponds 3 and 4 to the actual homes around those ponds, we hope that common courtesy and respect for the privacy of those Homeowners as well as in similar situations throughout the entire Lighthouse Crossing Community will govern appropriate behavior while walking in the common grounds between the ponds and those homes.
- Issues regarding the care, maintenance, lighting, landscaping, fountain operations, and others have been topics of discussion at most, if not all, prior Association meetings of the Board and Homeowners. Most of those discussions can be found in the prior minutes of those meetings which are posted in the Lighthouse Crossing web page.
- It had already been agreed upon at the 2019 annual meeting, with majority Homeowner approval, that all four ponds and fountains will be treated equally on all issues, including benches.
- As a courtesy to Homeowners living in close proximity to these ponds, if at all possible, nothing, including benches, should be placed in the direct line of sight that completely inhibits any Homeowner’s view of the ponds and fountains.
- As exemplified at the last HOA Homeowners meeting, the “temporary” location for the bench in question has caused such significant discontentment within our community that its location is referred to as “the bus stop”. We will not create another “bus stop” as resolution to the existing problem.
- Based on these criteria, the Board will move the bench at pond 4 by November 9th and install the donated pavers by Thanksgiving.
- The Board will purchase the fourth bench for pond 3 next year and will locate the bench using the same criteria.

Lee motioned that the Board adopt the following proposal. Frank Ford seconded the motion and by a unanimous vote of the Board, the following proposal was adopted.

BOARD PROPOSAL: The HOA Board of Directors will select the locations for the benches at ponds 3 and 4 based on the criteria presented at the October 15, 2020 HOA Board meeting, and will have both benches installed.

Lee then took the opportunity to address the Homeowners in attendance and asked, by a show of hands, how many supported allowing the Board to select the location for the benches per the criteria that they had just heard. Strong support for the Board selecting the locations was shown by those in attendance, by the overwhelming number of raised hands. The Board intends to have the bench moved from its current location to pond 4 by November 9th, and to install

the donated pavers hopefully around Thanksgiving. Lee then stated the Board's belief that this old business is now closed.

- It shall be noted that one Homeowner in attendance suggested that the one criteria "... home sites in the area of ponds 3 & 4 commanded a significant premium cost ..." be changed to read ".....home sites in the area of all four ponds commanded a significant premium ..."

2) Pool: Lee highlighted some of the following updates:

- Outstanding repairs to Pool pump house: The Board is following up on needed repairs to the pump house that are required to ventilate the room better so that the pump does not overheat. Motors have been replaced twice over the last two years. Also needed are minor repairs to the wooden structure of the pavilion, and replacement of missing siding near the restrooms. Jonathan Poole indicated that he received two bids for the repairs, and based on the Board's choice, he contacted the selected service provider and had them order the materials. The repairs should be completed before Thanksgiving.
- Spraying for bees: The Board arranged for the pool area, especially around the pavilion, to be sprayed for bees after Homeowners' reports of numerous bees at the pool.
- The pool building and bathrooms have been winterized and closed for the year.

3) Irrigation: Lee stated that lawn irrigation will end and the systems will be winterized on October 22, 2020.

4) Open space behind lots 18 and 19: Lee commented that this topic is considered old business per the email archive of homeowner inquiries and Board responses.

- He stated that there is an inaccessible open space parcel behind lots 18 and 19, a portion of which was previously mowed by the builder, while the remainder of the parcel is woods. The area has been recently cleared of debris and he thanked Josh Loose for completing that work. The Board does not intend to have this area mowed at the expense of the HOA, but to allow this area to revert back to woods.
- On behalf of the HOA, Lee entered into a written agreement with the lot 18 Homeowners which in summary states:
 - Whereas lot 18 shares the rear property line with the Common Open Space parcel owned by the Lighthouse Crossing HOA, and whereas there is no public access for the community onto this parcel, and, whereas the lot 18 Homeowners desire to donate landscaping to the community for the previously mowed area on the parcel, the Lighthouse Crossing HOA has given permission to the lot 18 Homeowners to donate landscaping and plant it on the previously mowed area of this Common Open Space parcel.
 - This agreement in no way infers any ownership or other rights to the lot 18 Homeowners regarding this Common Open Space parcel, other than the one time permission to plant the donated landscaping, and if they so choose to do so, permission to maintain the donated landscaping, limited to clearing invasive plant material and pruning for plant health.

Lee made a motion that the following proposal be adopted. Phil Mustico seconded the motion and by a unanimous vote of the Board the following proposal was adopted.

BOARD PROPOSAL: The written agreement between lot 18 Homeowners and Lee Himmel on behalf of the HOA, allowing landscaping to be donated on the inaccessible open space parcel behind lot 18, is hereby approved by the HOA Board of Directors.

B) New Business:

1) Financial Stewardship Information: Lee opened this section by first thanking past Board Treasurer, Nancy Mozal, for her offer to support the new Board should they have questions and/or a need for past information. He also thanked Jonathan Poole for his introduction to Amanda O'Brien a member of Seascope's Financial Operations who has proven to be a tremendous resource regarding HOA finances. Jonathan also arranged for the Board to have access to Seascope's Intuit/Quick Books program and the Board will now receive HOA Profit & Loss Statements from Seascope twice a month.

a) HOA Service Contracts: Lee provided the following updates:

- The service contracts have been divided up among the Board members who will be reviewing all HOA service contracts including landscaping, mowing, pool, pond and fountain maintenance, and the Seascope contract for community management. It is the intent of the Board to revise contracts with more specific language detailing the work involved, and with clauses that spell out specific consequences for poor performance by the service providers, as may be appropriate.
- The Board requests that any Homeowner with concerns, or a service provider recommendation, forward that information to the Board by email at: lighthousecrossinghoa@gmail.com.

b) Financial Statements: Lee took the opportunity to begin this discussion by dispelling three concerns that he has heard Homeowners express pertaining to HOA finances.

- It was brought to the Board's attention that an accusation was made pertaining to the use of HOA funds by a prior Board member. It is not the Board's responsibility to intervene or play any role in personal disputes between Homeowners. Those concerns will always be left up to the Homeowners, themselves, to resolve. However, because the accusation involved HOA finances, the Board is going on the record to state that appropriate documentation has been reviewed, the accusation is entirely false, and rumors such as these have no place in our Community.
- Lee noted that, at one time, the HOA did have two checking accounts. For two months in 2017, when the HOA was changing banks from WSFS to PNC, both the WSFS and the PNC checking accounts appeared on the HOA's balance sheet reports. Since switching banks, the HOA has had only one checking account and one long term reserve account with PNC Bank.
- The current Board has also performed a partial comparative analysis of all HOA income, reserve funds and estimated annual operational expenses over the past seven years. While this was not as in depth an analysis as a financial auditor would conduct, the Board believes that the current total of HOA liquid and long term assets is accurate based on 7 years of operational expenditures.

Lee and Treasurer Phil Mustico reviewed an HOA Operational Budget Report and a Balance Report, with all in attendance. These reports have been newly developed for Homeowners by the Board to:

- provide more detail in the expense category;
- reorganize the categories to better define certain functions (For example, Janitorial was moved from stand-alone to Recreational as it only applies to the pool area.);
- add a column marked "Notes/Comments" to better explain exceptional expenditures, significant variances to the budget and/or non-budgeted expenses;
- provide financial updates to Homeowners periodically throughout the year.

Phil and Lee also reviewed the following information:

- The Dry Storage Lot annual fees that appear on reports as part of HOA income, and suggestions that have been made in the past, whereby any lot income, from the fees that exceeds the actual maintenance costs for the lot in any particular year, be kept in a special account to be used for future improvements for the dry storage lot only (i.e. new gravel/crusher run).
- The Board is reviewing all the financial statements for the HOA and is recommending that the HOA pay to have an annual audit performed. This information will be shared with all Homeowners.
- Lee, Phil, and Community Manager, Jonathan Poole met with PNC Bank representative Michael Santabarbara prior to this meeting to switch HOA account authority to the new Board.
- The Board requests that any Homeowners with any accounting/financial experience, who would like to join the Board's efforts as a volunteer for some special committee work, please notify any of the Board members in person, or email the Board at: lighthousecrossinghoa@gmail.com. The Board also requests that Homeowners email the Board with feedback on the format of the revised reports.

c) Level I Replacement Reserve Report: Lee stated that the Board has spent some time in reviewing the Level I Replacement Reserve Report submitted in early March, 2020 by Miller & Dodson, Association, Inc., and all Homeowners should have received a copy of this report. He also reviewed the following information:

- Due to the significance and cost implications of this report on our Homeowners Association, the Board believes that some additional review of the report is warranted.
- Therefore, the Board requests that any Homeowners with any legal/paralegal experience and/or accounting/financial experience, who would like to join the Board's efforts as a volunteer for some special committee work, please notify any of the Board members in person, or email the Board at: lighthousecrossinghoa@gmail.com.
- Lee then highlighted some of the items in the Board's preliminary review of the report, including the cost of the report, how often it should be updated, it's scope, recommended funding vs. current funding, the various methods used to determine appropriate funding, and some other recommendations from Miller & Dodson Association for consideration.

Lee motioned that the Board adopt the following proposals based on a number of the agreed upon recommendations. Frank Ford and Lee Mustico seconded the motions and by a unanimous vote of the Board the following proposals were adopted.

BOARD PROPOSALS:

The Level I Replacement Reserve Report will be repeated every three to five years and a new category called "non-annual" cost will be added to the HOA budget report as a reminder to budget for this renewal in year 2024.

The Level I Replacement Reserve Report will be included in the HOA annual audit.

The HOA Board of Directors will:

- 1) conduct an annual review of the Level I Replacement Reserve Report, comparing it to projected replacements for that current year and identifying any new impacts to that year's budget;
- 2) identify Capital Expenses as any item costing more than \$1,000 and/or with a life expectancy greater than three years;
- 3) determine the impact of proposed expenditures on the Level I Report, prior to any expenditure of HOA funds for Capital Expenses;
- 4) obtain approval for proposed expenditures by a majority vote of Homeowners, prior to any expenditure of HOA funds for a Capital Expense.

- A brief discussion followed: Karen Bryant asked whether the Report could be sent again. Nina asked Homeowners to make sure that Seascope had their up to date email address. Jonathan Poole stated that he would coordinate with webmaster Matt Noble to have the Report available for download from the HOA web page.

B) New Business:

2) Existing Developer Projects not yet turned over to the HOA: Lee provided the following information:

- The Board is currently gathering information and coordinating with the developer, government agencies, contractors and Seascope's property manager in regard to any and all existing developer projects to be completed prior to the developer turning their ownership over to the HOA or the Town of Selbyville. The Board has already met with developer representative Bill Wallace.
- The list of projects includes completion of roads, swales, ponds, outfalls, storm water management and open space. The Board will continue to update the community on the status of those projects.
- The Board requests that any Homeowner with concerns about any of these existing developer projects forward their concerns to the Board by e-mail at: lighthousecrossinghoa@gmail.com.
- The Board would like to thank Dawn Piacine for her efforts on behalf of the HOA researching the wetlands and obtaining site plan information from the Town of Selbyville Office of Zoning.

- As stormwater management facilities, the ponds are governed by State of Delaware law and fall under the jurisdiction of the Sussex County Soil Conservation District (SCD), which is the agency that inspects and provides final approval for the ponds. The Board has coordinated with Jessica Watson, SCD Program Manager, and will be meeting with her agency representatives on site, when they inspect ponds 3 and 4 in preparation for their final approval.
- A brief discussion followed: Karen Bryant inquired about the status of repairs at the sink hole. Nina related that the sinkhole was caused by a crushed drainage pipe leading to the pond, which has been replaced. The Town of Selbyville approved the repairs and the curb and gutter and asphalt have recently been replaced. There was also an inquiry regarding what the SCD approves at the ponds. Nina related that they will review the approved storm water management plan and “as-built plans” to ensure that the ponds were constructed per the plans, approve any changes to the construction shown on the as-builts if those changes meet approved stormwater management standards, or request revisions to the construction of the ponds if the as-builts show the ponds don’t meet the standards. Donna McClellan made note of erosion on two lots and the Board indicated that they would follow-up with her outside of the meeting regarding that concern.

3) Activation of the Bylaws Review Committee: Lee announced that Frank Ford will be the Board Representative to this committee. Frank provided the following highlights about the proposed committee work.

- Based on past community interest, as documented in prior HOA Board and one Homeowners Annual meeting minutes, the Board is activating the Bylaws Committee to present the Board with recommendations for our Homeowners for improved wording and/or revisions to our Community Bylaws and Declaration of Restrictions.
- This work is anticipated to be a long term project because of legal issues, costs, and necessary compliance with Delaware state law.
- The Board has received inquiries from homeowners expressing interest in volunteering to serve on the Bylaws committee. The Board is appointing the following individuals to the committee with Board Member Frank Ford serving as our Board representative: Homeowners Susan Kirsch, Mary Mitchell, and Fran Szuba.
- Below is a brief overview of the proposed process :
 - i) The Bylaws Committee will review the Bylaws and Declaration of Restrictions and propose changes in the form of a detailed written report. The Committee will interact with the Board representative as necessary to resolve any issues that may impede their progress.
 - ii) During this process, the Committee will also interact with the Lighthouse Crossing attorney to clarify understanding of existing bylaws and to insure that proposed changes are compliant with existing Delaware law.
 - iii) The finalized Committee Report will be forwarded to the Board for review.
 - iv) The Board will write a Recommendations Report offering the Board’s perspective on each of the proposed changes.
 - v) The Committee report and the Board recommendations will be formatted into a ballot for each household to vote to ACCEPT or REJECT the proposed changes to the Bylaws and Declarations.
 - vi) The results of the voting will be posted on the HOA website for review by Homeowners.
- Because of the large number of Bylaws and Declarations of Restrictions, the Board believes that subcommittees should be formed to work on specific sections of the Bylaws and Declaration of Restrictions. The Board requests that homeowners, who are interested in working on this committee, or have specific concerns pertaining to our Bylaws and Declarations of Restrictions that they would like the committee to focus on, please forward their concerns to the Board by email at: lighthousecrossinghoa@gmail.com.
- A brief discussion followed: Karen Bryant noted that the cost of amending the Bylaws may be substantial. The Board indicated that cost estimates will be obtained and that the Community might only be able to amend a few Bylaws if costs are prohibitive.

4) Architectural Guidelines: Lee provided the following updates:

- As the Community is also aware, Architectural Guidelines have also been established to maintain a high quality of improvements to homes and lots. These guidelines have been amended over time, and therefore, the Board wants to alert Homeowners that they should check the most up to date version of the guidelines that are posted on the Community webpage, because the version that they received at closing may be out of date.

- In the past, some variances to these guidelines have been allowed which may have created exceptions, to not just following an Architectural Guideline, but also exceptions to following a Bylaw or Declaration of Restrictions. Therefore, at this time, the Board will not be allowing any variances from the Architectural Guidelines while the Board obtains more information about this issue.

Lee made a motion that the Board adopt the following proposal. Phil Mustico seconded the motion and by a unanimous vote of the Board the following proposal was adopted.

BOARD PROPOSAL: In order to uphold the Community Architectural Guidelines through a fair, ethical, objective approach, representing the interests of all Association members, any future amendments to the Lighthouse Crossing Architectural Guidelines by the Board must first be approved by majority vote of Homeowners.

- A brief discussion followed: John Dorsey inquired why the Community has architectural guidelines since in the past not all Homeowners followed them. Walter Hyde, ARC Review Committee Chairperson, shared that he believed that only five variances were given in the past by the Board of Directors. Debbie Graves noted that Homeowners need to read the Bylaws and Declaration of Restrictions. Chris Pearson thought that better compliance might be handled through the Bylaws. Phil clarified that it would technically have to be through the Declaration of Restrictions and not the Bylaws. Lee stated that the Community may want to consider adding some language to the Improvement Request form that is submitted to the ARC Review Committee. A Homeowner could be required to sign a statement that if they don't follow the approval, they accept that they can be sued and also accept the costs of any renovations required to comply with the approval. It was noted that while the past can't be changed, the Community could possibly make some changes to increase future Homeowner compliance.

5) HOA Web page: Lee highlighted the following:

- The Board plans to provide information on a variety of HOA topics via the HOA webpage, and, therefore, recommends that Homeowners check the webpage for updates much more frequently than they may have done in the past.
- The Board would like to extend a huge thank you to Matt Noble for all of his excellent volunteer work as the webmaster for the HOA webpage.

6) HOA Board Meetings: Lee highlighted the following:

- The covid-19 pandemic complicates the issue of meetings and will continue to do so for some time into the future. Prior to rescheduling this meeting here at the VFD, several meeting options were discussed by the Board and included:
 - i) An outside venue- HOA pool parking lot
 - ii) Use of the on-line media
 - iii) Selbyville Middle School
 - iv) Selbyville Volunteer Fire Department (VFD)
 - v) The Board also discussed the possibility of adding additional detail to our meeting agenda and sending it to all Homeowners via email, in place of an actual meeting. The Board discussed some form of acknowledgement of receiving the information, in order for the exchange of information to formally count as an actual meeting. However, this format may prove to be too complicated.
- The outside venue was considered too risky due to uncertainty with the weather. The Board felt that use of on-line media has proven to be a bit troublesome to manage everyone trying to speak at once, focusing on any one particular point of interest, controlling technical difficulties, wasting valuable time getting started, and not being able to tell who is speaking. The Town of Selbyville and the Selbyville Middle School are not allowing the use of their facilities at this time. The Board decided to pay the \$250 fee for use of the Selbyville Volunteer Fire Department (VFD) meeting room, for two main reasons: i) The longer the delay before holding Board meetings, the less the Board can accomplish in their year of service, and ii) as a new Board, the Directors felt it was important at this time to have one live meeting with Homeowners.

- The Board anticipates quarterly HOA Board meetings, and needs to determine with the Community, the best format and location for future meetings. Therefore, the Board is requesting that Homeowners provide feedback to the Board on meeting formats and locations by email as soon as possible at: lighthousecrossinghoa@gmail.com. The Board is setting a two week deadline, or October 30th, for receipt of this feedback. The Board will review the feedback and follow-up with Homeowners regarding the best way to proceed for future HOA Board meetings. The Board anticipates scheduling the next HOA Board meeting for mid-January 2021.

7) Fountains: Lee reviewed the following information:

- 2020 has been a test year for running the fountain aerators here at Lighthouse Crossing for all 12 months of the year.
- Therefore, the Board is proposing to forward to all Homeowners an electronic survey, created by a program called "Election Buddy" that the Board is interested in testing out, so that Homeowners can vote between several different options regarding the length of time the fountains will be run in 2021 and future years.
- In order for Homeowners to make an informed decision when they receive the survey, Lee reviewed the following information about the fountain aerators.
 - i) It is undeniable that the fountain aerators and ponds add character and beauty to the community, and contribute to the resale value of each home.
 - ii) While fountain aerators provide visual beauty, one of their main functions is to oxygenate the water which improves water quality and pond cleanliness. The longer the aerators run, the better the water quality.
 - iii) However, once the water temperature falls below 50 degrees, the aeration no longer contributes to water quality or pond cleanliness, but continues to provide visual appeal.
 - iv) After the warranty period, the fountain aerators require routine preventative maintenance every two years. Based on their age and service records, the pond 1 and 2 aerators are scheduled for this service on alternate years from the pond 3 and 4 aerators.
 - v) Envirotech uses the winter months to service aerators, which includes removal from the pond, cleaning and pressure washing, and off-site storage at a cost of \$75 per aerator if they are not run every month of the year. However, the storage fee is waived for those aerators undergoing preventative maintenance.
 - vi) The Miller & Dodson 2020 Level I Replacement Reserve Report indicates that the aerator replacement cost is \$12,000, and that their normal life expectancy is 30 years. The Board believes that the report based the life expectancy estimate on a 9 month run cycle rather than 12 months because 2020 was only seen as a test year for a 12 month run cycle.
 - vii) Seascope reports that their experience has been that aerators last well over 15 years and that 20 years is achievable unless problems such as electrical surges or certain other power issues occur which can decrease their life span.
 - viii) Envirotech has reported that they have clients with aerators over 10 years old.
 - ix) Running the aerators in the winter (12 month run cycle) does not necessarily shorten their life expectancy unless the recommended preventative maintenance, such as replacing gaskets and seals, is foregone as part of the 12 month run cycle.
 - x) Currently, the Lighthouse Crossing pond aerators run 18 hours per day from 7 am through 12 midnight.
 - xi) The recommendation of one pond maintenance company is to run aerators 24 hours a day in the winter when the weather goes below freezing so that ice does not form near the units; and, in certain winter conditions, recommends turning the aerators off to prevent ice from damaging the propellers.
- The proposed options to be presented to Homeowners in the survey are:
 - i) No change from the past year, the test year: operate the fountains on a 12 month run cycle and have preventative maintenance performed as per their current schedule.
 - ii) Operate the fountains on an 8 month run cycle, removing them from mid- December through April 1st for routine cleaning and storage. Estimated cost savings: \$2,700 for year 2021.
 - iii) Operate the fountains on a 9 month run cycle, removing them from January 2nd through April 1st for routine cleaning and storage. This options means that the aerators would be on Thanksgiving, Christmas and New Year's Day. Estimated cost savings: \$1,900 for year 2021.

- A brief discussion followed: Cindy Miller indicated that she felt that there were more mosquitoes this year which increases Homeowner risks of acquiring mosquito-borne diseases. She stated that it was her understanding that having the fountains on through November could help control the mosquito population. Jonathan Poole indicated that it was his understanding that the majority of mosquitoes came from the wetland conservation area, especially since the ponds are stocked with fish that eat mosquito larvae. Jonathan also noted that Seascope Communities that are on a shorter run cycle than 12 months don't remove the fountain aerators until December 15th.

8) Ponds:

- Jonathan Poole reported that he met with Envirotech and that they have recently completed some invasive control measures and have pruned some of the growth in the buffer area for the winter. Jonathan also noted that Envirotech commented that the overall condition of ponds 3 and 4 has improved especially since the erosion into the ponds has decreased due to measures taken to stabilize the banks.
- Lee noted that he has taken the lead for the Envirotech contract and that he and Phil will be meeting with Envirotech to coordinate on the maintenance of the ponds.
- A brief discussion followed: It was brought to the attention of the current Board that there were several issues with the services provided by Envirotech in the past. The pond 1 aerator stopped working at one time and it took a concerted effort for Envirotech to determine what repair was needed. The expensive repair was necessary because the wrong type of screws were used for the screen; they rusted and the screen fell off, allowing an eel to get inside the aerator. Another year, one of the aerators was returned without the LED lights. The Board had to produce the receipt for the LED lights before Envirotech would agree that the aerator had LED lights when they removed it, and return the lights.

VIII. Committee Reports: The Board made a request to all homeowners, that anyone with legal/paralegal, finance/accounting, or landscaping/gardening experience who would be interested in volunteering for some special committee work please contact the Board at: lighthousecrossinghoa@gmail.com.

A) Architectural Review Committee: Chairperson: Walter Hyde

In the past 9 months the ARC Review Committee has received and approved 85 requests from Homeowners and no variances have been given to date this year.

B) Bylaws Review Committee: Board Representative: Frank Ford

See Activation of the Bylaws Review Committee under New Business

C) Social Activities Committee: Board Representative, Nina Paterno

Community Yard Sale: The Board is proposing that the next Community yard sale be held in Spring of 2021 rather than having a yard sale this fall, especially because of existing COVID-19 social distancing restrictions.

The Board requests that anyone who is interested in volunteering to serve as Chairperson or member of this committee contact the Board by email at: lighthousecrossinghoa@gmail.com.

D) Welcoming Committee: Chairperson: Donna McClellan

Donna made two welcome visits to new Homeowners since the July 25th HOA meeting. Some Homeowners are uncomfortable with a welcoming visit at this time because of covid-19 concerns. Donna also shared that she is currently in physical therapy as she had knee replacement surgery on August 4th.

The Board hopes that the entire Community will join them in wishing Donna a speedy recovery and complete success with her physical therapy program. The Board would also like to recognize her dedication as she is committed to increasing her visits, within the limitations of covid-19 concerns, as soon as her therapy is completed.

IX: Open Forum:

A) Scheduled Homeowners

1) Homeowner Elizabeth Bruette: Topics: felled trees blocking construction road and recommendation to keep garage doors closed. The Board stated that Ms. Bruette, who is a State Trooper and lives in the Community with her husband who is a Selbyville Police Officer, was apparently unable to attend the meeting.

- Lee indicated that the temporary construction road, which is currently blocked by two large felled trees, has been used in the past by officers for a quicker way to respond to calls. Officer Bruette contacted the Board requesting that the road be opened up again for the police to use. Lee contacted the developer, Mr. Kleinpaste, who indicated that the approved record plat for that parcel of land does not show any type of emergency access road and that he is obligated to keep his commitment to the Town of Selbyville, the County and Homeowners to remove the road completely. The Board will follow-up with Officer Bruette regarding her concerns.
- A brief discussion followed: Bill Graves inquired about the time frame for removal of the road. Lee stated that he has already sent a follow up email to the developer requesting that information. Donna Szuba stated that there was an emergency access to the Community at the pool but that it was removed and the area was landscaped. Past Board President, Debbie Graves, indicated that the Board sought and was given permission to remove that access area by the Selbyville Fire Chief.
- Nina advised Homeowners that there is no intent to create any type of rule for having garage doors remain closed. As an officer, Ms. Bruette wanted to alert Homeowners that they may want to consider keeping their garage doors closed more frequently as a possible crime deterrent. Robbers are known to drive through neighborhoods, to identify the contents of garages with open doors, so they can determine which houses to return to and rob.

2) Homeowner Linda Daly: Topic: that the HOA Homeowner meeting be quarterly instead of annually.

- The Board stated that apparently Ms. Daly was unable to attend the meeting, and the Board did not have any details about her open forum request. The Board will follow-up with her to determine if she would like to be rescheduled for the next HOA Board meeting.

B) Additional Homeowners requesting to address the Board

1) Homeowner Janine Hyde: Janine inquired whether the Board was going to remain at four members rather than five.

- Lee stated that the Board was comfortable with having four members. However, the Board would also be interested in filling the vacancy should someone be willing to join the team. Homeowners interested in serving on the Board may forward their interest and qualifications to the Board.

2) Homeowner Debbie Graves: Debbie thanked the current Board members for stepping up and volunteering to serve the Community.

- The Board appreciates very much Debbie's comment and was pleased to see so many Homeowners at the meeting playing an active role in their HOA. According to the meeting roster, 26 households were in attendance.

3) Homeowner Donna Knepp: Donna expressed her concern that there seem to be a lot of Homeowners parking their cars against the flow of traffic on the streets which creates a hazard for pedestrians and cyclists, especially children.

- A brief discussion followed: It was noted that the law in Delaware requires that cars park in the same direction as the flow of traffic and that the Community Bylaws indicate that the primary parking area for each residence is the driveway and not the street. It was also noted that the Town of Selbyville police would enforce that law. It was also noted that the police will only enforce traffic laws on dedicated streets and the incomplete roads in the Community have not yet been dedicated to the Town of Selbyville.

**At the request of concerned Homeowners, the Board hereby includes
the following reminder to all Homeowners:**

Per the Community Bylaws, whenever possible, all Homeowners should utilize driveways as their primary parking area. To provide a safe environment for all pedestrians and cyclists, especially children, when it is necessary to park

on the street, Homeowners should park their vehicles in the same direction as the flow of traffic, per Delaware Law.

Note that this traffic law is enforceable by the Town of Selbyville Police Department.

4) Homeowner Jerry Kisamore: Jerry reminded those present that the 50 mph speed limit signs on route 54 are still located at the Community entrance which creates a danger for those pulling into, or out of, our community.

- A brief discussion followed: It was noted that the Town of Selbyville approved relocating those speed limit signs outside the area of the entrance turn lanes. However, the Town has never moved the signs. It was noted that the contact person for having the signs moved would be the Selbyville Town Administrator.

Jerry also indicated that he still has drainage problems on his lot and that both Developer Representative Bill Wallace, and Seascape Community Manager, Jonathan Poole have seen this problem area on his lot.

- The Board noted that this is the lot drainage problem where a fence may be located in the swale and directly over the drain which might be contributing to the problem. The Board will follow-up with Jerry outside of this meeting.

5) Homeowner Connie Schaffer: Connie commented that the front entrance of the Community has no color and could be improved with additional landscaping.

- A brief discussion followed: It was noted that the summer annuals planted by Sposato were not supposed to be removed when the new landscaping was installed. However, Sposato does not provide winter annuals. Therefore, Jonathan Poole has contacted another landscape company that may have some winter annuals available at a possible discount. Jonathan and Nina will review that proposal to determine whether to have winter annuals planted at the front entrance at this time.
- Board member, Nina Paterno indicated that she is interested in volunteering to prepare drawings of the front entrance and present two or three landscape design concepts to the Community for their consideration. The designs would likely include some regrading of the planting areas in front of the signs and would build on the existing landscaping and not replace it. Homeowners interested in working on those designs, especially those with landscaping/gardening experience, are encouraged contact the Board at lighthousecrossinghoa@gmail.com.

X. Action Items Review

1) The Board will relocate the bench at pond 4 and have the donated pavers installed by the end of this November. The Board hopes to install the plaque and dedicate the bench to the memory of Danny Mullaney before the end of January 2021. The Board will also purchase the 4th bench and have it installed at pond 3 next year.

2) Board Treasurer, Phil Mustico, will check for completion of the repairs for the pool pump house, pavilion and siding which are scheduled for completion by the end of this November.

3) Homeowners will contact the Board with concerns, or recommendations for service contract providers. Management of the service contracts is an ongoing responsibility of the Board of Directors.

4) Homeowners who have legal/paralegal or financial/accounting experience, and are interested in volunteering to assist the Board with the management of HOA finances, including review of the Level I Replacement Reserve report, will contact the Board. Management of HOA finances is an ongoing responsibility of the Board of Directors.

5) Homeowners with concerns about any existing developer projects not yet turned over to the HOA will contact the Board. The Board will meet with SCD in the next 6 to 8 weeks at the inspection of ponds 3 and 4. The Board will also coordinate with additional agencies and/or the developer, as may be appropriate, to monitor the completion and agency approval of the final developer projects.

6) Homeowners interested in volunteering for Bylaws Review Committee work, and those who have a concern about any specific bylaw, will contact the Board. Committee Board Representative, Frank Ford will assist committee members, Susan Kirsch, Mary Mitchell and Fran Szuba, in their reviews and report preparation. This is an ongoing long-term HOA project.

7) The Board will obtain more information regarding ARC/Board variances and provide an update at a future HOA Board meeting.

8) Homeowners will contact the Board by October 30th with feedback on HOA Board meeting formats and locations. The Board will review the feedback, select the format and location, and schedule the next HOA Board meeting for mid-January 2021.

9) Homeowners interested in being Social Activities Committee Chairperson, or who would like to volunteer to serve on this committee, will contact the Board. Committee Board Representative, Nina Paterno, will assist the committee in planning community activities and preparing routine committee reports for future HOA Board meeting. This is an on-going HOA Committee.

10) The Board will follow-up with Donna McClellan, Officer Bruette, Linda Daly and Jerry Kisamore regarding their separate, individual concerns.

11) The Board will contact the Selbyville Town Administrator to ensure that the 50mph speed limit signs are relocated per the previous agreement.

12) Homeowners interested in volunteering to work on landscape designs for the front entrance will contact the Board. Board member, Nina Paterno, will coordinate the design work, with the hope of presenting designs to the Community next spring.

XI. Community Announcements

There were no Community Announcements.

XII. Set date, time and location of next HOA Board meeting

As the Board has requested Homeowner feedback regarding the format and location of future HOA Board meetings, the Board will review the community feedback and then follow-up with Homeowners as soon as possible regarding the format, date, time, and location of the next meeting. The Board anticipates scheduling the next HOA Board meeting for mid-January, 2021.

XIII. Adjournment

Board President Lee Himmel adjourned the meeting at 8:08 pm.