

LHC – HOA (Lighthouse Crossing – Home Owners Association)

Meeting Minutes

August 17, 2017

Opening

The regular meeting of the LHC – HOA (Lighthouse Crossing – Home Owners Association) was called to order at 9:00 am on June 22, 2017 by Debbie Graves, President.

Present

Debbie Graves (President), Janine Hyde (Vice President), Nancy Melton (Member at Large), Nancy Mozal (Treasure), Jonathan Poole (Seascope, Property Management)

Agenda

This was the first official meeting of the Board since the inception of the newly elected officers. Debbie Graves conducted the meeting and had a list of items that were discussed. They are as follows:

Opening:

The regular meeting of the LHC – HOA (Lighthouse Crossing – Home Owners Association) was called to order at 9:00 am on June 22, 2017 by Debbie Graves.

The regular meeting of the LHC – HOA (Lighthouse Crossing – Home Owners Association) was called to order at 9:00 am on August 17, 2017 with an opening prayer.

Note: Due to vacations there was no meeting held in July of 2017.

Present: Debbie Graves (President), Janine Hyde (Vice President), Nancy Melton (Member at Large), Nancy Mozal (Treasure), Jonathan Poole (Seascope, Property Management), Karen Bryant (Secretary) and Donna McClellan (Welcome Committee – August Meeting Only)

1. **Status - Newsletter** – Jonathan Poole has committed to sending out the newsletter within the next two weeks. Attachments to be included are:

- a. Updated Community contact list of all residents
- b. Updated Architectural Review Committee (ARC) Approval for Construction and/or Improvement Form. (PLEASE MAKE COPIES FOR YOUR USE)

2. **Incident/Accident Report** has been designed and approved for use by the HOA.

3. Maintenance of vacant lots:

- a. We the HOA are currently using Sposato Landscaping. Jonathan Poole, Debbie Graves and Janine Hyde have been in contact with Sposato to rectify the untidy conditions of the common areas, swale areas and the vacant lots. They have also been in touch with the builder and developer regarding the vacant lots. We have seen some improvement but not to our satisfaction and are in constant contact with all to rectify this situation. Please bear with us during this time.
- b. Trees that were to be removed by Pond #1 have not yet been removed and the flower beds are supposed to be weeded. The Property Manager has notified the contractor.
- c. The sprinkler in the common area by the swing is stuck in the on position. There is supposed to be 3 summer inspections. The Property Manager has notified the contractor.

4. POOL:

- a. Hours: The timer has been set by the Property Manager to open at 7:00am and close at 9:00 pm. (Opens Memorial Weekend - Closes after Labor Day Weekend)
- b. The property manager has purchased trash can liners for the pool. Debbie Graves (President) will replace liners if necessary during the week in the event trash cans fill before cleaning company is scheduled.
- c. It was mentioned, not all residents have keys to the pool and the pool bathrooms. The Property Manager is supplying Donna McClellan (Welcome Committee) with access cards to provide to new home owners. Donna also has bathroom keys. Donna will then provide Seascape Management with the card numbers as she gives them out to new residents. Please contact Donna McClellan at 38722 Soft Beach Circle – [302-988-8069](tel:302-988-8069). Thank you for your cooperation regarding this matter.
- d. It was determined that we need additional seating at the pool. We have purchased four (4) lounge chairs, one (1) table and four (4) chairs for the table. The table has been placed in the shaded area.
- e. A rug was purchased to be placed in the pool area to prevent accidents. In addition, we plan to purchase Safety Tape.
- f. One of the residents is gracious enough to assist with spraying the driveway by the pool for weeds and will continue to do so. The board has requested the spraying be done at a time when no one is at the pool.

5. Architectural:

- a. Debbie Graves (President) was notified by Selbyville Town of residents doing improvements, fences and such, without proper permits. The current checklist has been revised and will be provided to all residents with the Newsletter which will be going out this month from the Property Management

Company. If you need one prior to the newsletter please contact Karen Bryant (Secretary) at kares.bryant@gmail.com or 38663 Bright Ocean Way and she can provide you with a copy or email copy.

- b. Architectural Review Committee (ARC) Approval for Construction/Improvement forms are to be submitted in duplicate to Danny Mullaney @dannymullaney@verizon.net or hardcopies to his residence 31882 Two Ponds Road - [443-604-3107](tel:443-604-3107) or Walter Hyde 31895 Two Ponds Road at [302-436-5821](tel:302-436-5821).

6. Ponds:

- ~ Janine Hyde (Vice President) has been working with Jonathan Poole (Property Manager) to correct the lighting in Pond #2. They are hoping to have this resolved within the next few weeks. Janine advised Jonathan that the new light in Pond #2 is not white but amber.
- ~ Jonathan checked into it with the contractor and he advised it was the same. *It is not the same,* and Janine/Debbie will see if they can locate the paperwork regarding the lighting. ***THIS REMAINS AN OUTSTANDING ISSUE. (If you ride by Pond #1 & 2 at night it is very obvious the lighting in Pond #1 is much brighter and the affect is much nicer.) Jonathan please advise contractor of this again, please.***
- ~ Ponds # 3 & 4 are still maintained by the builder and have not been turned over to the HOA.
- ~ Debbie brought up flag pole. Apparently it is state law that a flag pole flying American Flag cannot be removed. By-Laws need to be amended. ***Jonathan will amend.***

7. RV Lot:

A resident has offered to take care of weeds, grass, checking the locks. Thank you!

8. Other:

- a. We are currently reviewing the By-laws and the Architectural Guidelines, and if necessary we will look at modifying and/or changing where we can better accommodate all. Please bear with us as we are all new to our positions and want to work toward a lovely and peace filled community. Note: Changes to the By-laws must be voted on by residents and recorded with Sussex County, changes to the Architectural Guidelines can be changed by the board.
- b. The speed limit in the Community is 20 mph and is especially important due to children in the development. The township has provided a Speed Machine to assist in residents maintaining a safe speed in the development. We have noticed a difference and are most grateful for your cooperation in this matter. THANK YOU SO VERY MUCH!

- c. Some have expressed a desire to have a community yard sale. We are looking into joining with two (2) other neighboring communities that hold an annual yard sale on the same date this way folks can plan on visiting each community on that given day. The way it works is each resident wishing to join in the yard sale would simply bring their items out to their garage/driveway on said date and time to sell their items. That's it!
- d. We are reviewing our current "Welcome Packet" which is presented to new residents. Upon completion we will update accordingly.
- e. We are looking into expanding the colors on the front entry and storm doors. We will provide this information upon completion.
- f. FYI - You can receive a reduction in the school tax; if you have been a resident of the county for 3 years or more and over 65. You have to contact the county yourself, they will not contact you.

9. Meeting with Bob Kleinpaste (developer) and Alan Halle (builder):

- a. Pond #2 (on Two Ponds Road) area and all green space around the pond went out to bid. Bob has sent back pictures (not real clear due to fax) and work should begin around September, 2017.
- b. Suggested HOA Board prepare a welcome letter for Builder to give new residents at closing. Karen Bryant will be drafting a letter for Board's approval.
- c. Suggested HOA Board create a procedure (with Property Manager) to follow when a violation occurs. (Example: Two letters sent from Seascape Property Management, then a fine, then a letter from Attorney.)

Review/Approval of Monthly Expenses

Debbie had a list of expenses which Jonathan had provided. The board reviewed and approved the payment of said expenses.

- **Other**

- ~ The township has provided a Speed Machine to assist in residents maintain a safe speed in development. It was put in the wrong place (should be on Two Ponds road as this is where there seems to be an issue). **However, it is not working and Debbie will contact the township to have it fixed and placed on Two Ponds.**
- ~ A resident is not in compliance with the by-laws regarding storm door. **Jonathan will send letter to said resident.**
- ~ Jonathan brought up the fact that the state requires a Reserve Report and Reserve Account be maintained for xxx amount of dollars be set aside annually for items such as: pool, entrance ways, common areas, etc.. The current Operating Account has \$82,045.29 and the Reserve Account has \$79,142.87 as of 6/22/17. **There was something else mentioned about Reserve Advisors. I did not have any additional information in my notes, we will need to add this to the next meeting minutes in the area of “Changes to Last Month’s Minutes”.**

Jonathan to include in the July, 2017 Newsletter the following:

- **Board Members and their positions:**

- Debbie Graves – President
- Janine Hyde – Vice President
- Nancy Mozal – Treasurer
- Nancy Melton – Member at Large
- Karen Bryant - Secretary

- **Architectual Committee** - Danny Mullaney – dannymullaney@verizon.net or 31882 Two Ponds Road
- **Pool** - Nancy Melton nancyandtom_1@msn.com (the space in nancy’s email is actually an underscore) & Debbie Graves dgraves16@yahoo.com
- **Ponds** - Janine Hyde janiehyde24@gmail.com & Karen Bryant kare.bryant@gmail.com
- **Welcoming Committee** - Donna McClellan – donnabgd@aol.com
- **Lot for RV's, etc.,** - Nancy Melton - nancyandtom_1@msn.com
- **Lawn Maintenance** – Debbie Graves - dgraves16@yahoo.com

Note: Any of the above Board Members may be contacted for any reason and they will ensure that the issue/concern is directed/addressed accordingly.

Adjournment – The meeting adjourned at 11:00 am. **The next meeting is scheduled for Thursday, August 17th @ 9:00 am at Karen Bryant’s house 38663 Bright Ocean Way.**