

# MINUTES

## Silver Woods Community Association Quarterly Meeting

*September 27, 2022  
6:30 p.m. – 7:30 p.m. via Zoom*

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### Old Business

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1. The pool is closed for the season as of today, September 27. If you are not aware, our order of new pool furniture is now complete.
2. AED- Trish coordinated, with the State of DE, to obtain an AED at no cost. We are required to train individual on its' use. Doug Scott will conduct the training and the date is forthcoming. However, ANYONE can use the AED, if needed, in an emergency. Delaware has a Good Samaritan law which minimizes liability to individuals who are acting in good faith.
3. Tree Study: the developer will not hire an Arborist for a second opinion. We will continue to monitor trees. Some of the suspect trees are on Forest Landing property and Laura provided their Board with the information.
4. MaryJane Volk- the Silver Woods yard sale is being held on 10/15 from 8:00 am to noon. MaryJane requests volunteers to help with the signage. Signs will be assembled and placed around the neighborhood on 10/1. Advertisement will include The Coastal Point and various social media sites.
5. Reminder for homeowners to send their updated email addresses to Excel to ensure timely communication.

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### New Business

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1. **Financial Review:** see "Budget/Financial Information" section below.
2. **Solicitation Discussion** (Laura Giorgianni): (a) Permit required per Town Code, Chapter 163. (b) Hours for soliciting are 10:00 am – 7:00 pm. A few weeks ago, solicitors were seen in the development. A few homeowners questioned whether solicitation should be prohibited. Laura discovered that the town of Ocean View permits solicitation, with a permit, between the hours of 10:00am to 7:00pm. As a homeowner you may asked to see a permit, and if the solicitors do not have it, you can call the police and have them removed. In the future, questions about new/unusual activity, should be directed to the Board, in lieu of posting on social media.

3. **Silver Wood Architectural Review (SWARC) Discussion** (Laura Giorgianni): When, why, & how? ARC = Architectural Review Committee. Laura discussed the parameters that require the completion and submission of an architectural review committee application to be any exterior change to include, but not limited to:
- a. Changes to the exterior of a home: paint color, siding, steps, railings, shutters, add/change window(s), etc.
  - b. Changes to the exterior grounds: fence, patio, shower, solar panels, hot tubs, pavers, trash can enclosures, pergola, etc.
  - c. The ARC application form can be found in AppFolio or by calling Excel for the application. After completing, it should be sent with all requested documentation to Excel. Excel will review the ARC application and respond to the homeowner. Questions regarding the need for an ARC should be directed to Excel.
  - d. If approved, the homeowner is responsible for securing all applicable permits (town, county).

The purpose of completing an ARC application is to understand the scope and design of any change that impacts the house and the community. The intent is to ensure the aesthetics of the community remain consistent to retain property values. It is advantageous to group items on the same ARC, when possible, to reduce cost.

Answer to homeowner question: Excel's role is to take a holistic look at the aspects of what you are doing aesthetically (color, appearance, structure), side yard/back yard to ensure compliance with Community Association rules and guidelines. The town of Ocean View looks at property line, building restrictions, lot coverage (not to exceed 45%), etc.

Answer to homeowner question: Certain changes do not require a building permit. If you have a question about the need for an ARC application, call Excel.

Answer to homeowner question: The specifics for a pre-approved garbage enclosure can be found on the SW website under CA Documents, SWCA Trash Can Enclosure Permit by Rule. If you follow the "Permit by Rule" guidelines, then an ARC application is not needed, and Excel will provide a generic approval letter for homeowners to include with their permit application to the town of Ocean View. The pre-approved garbage enclosure does not pertain to walkways to and from the enclosure. A contractor does not need to install enclosure if the homeowner is able to install it in accordance to established guidelines. Laura will send the information to Excel so they can draft an approval letter.

**Action item.**

4. **Silver Woods CA Elections:** (Laura Giorgianni): (a) Three board positions open. (b) Potential candidates should draft a one-paragraph biography and send it to Excel by 11/9/2022. The bio may be emailed to [Jodi@excelpmllc.com](mailto:Jodi@excelpmllc.com) or delivered to Excel's office. (c) Voting will be online or by mail. The annual meeting is scheduled for December and homeowners will elect three Board positions. Board members whose terms are up include Diane DeVoe, Diane Seeger, and Lisa Besack. In addition to the elections, the agenda will include 2023 Budget and 2023 dues.

5. **Open Forum/Community Questions (All):**

- a. Clarification on the Passwaters fertilizing email from Excel: The email pertains to fertilization which is included in our contract/dues. It does not pertain to contracts between individual homeowners and Passwaters. The CA contract includes 28 cuts, and the cut of September 28 will be cut 22. Our last cut of the season is tentatively scheduled for November. However, if it is not needed, we will get a credit which can use for snow removal.
- b. Clarification on road turnover: The town of Ocean View does not take over roads until developer paves the part of the road from the bump (by the pond) which connects to Beaver Dam Road. The Board has asked our attorney to help move this task along so that the homeowners are not responsible for the cost of snow removal. There is still too much the developer must do before turnover will occur.
- c. Laura spoke to Ken Cimino (planning and zoning) today about the landscaping plan for our development. This includes walking paths and street tree placement. The developer is working with the town to resolve an issue with the amount of green space on new development and will then submit another plan. The developer is still working with Beazer and who wants to develop the next phase. If the developer does not finish the landscaping plan by the time 30% of the CO's are issues for the townhomes, the town will not issue additional Certificates of Occupancy.
- d. Question regarding common area grass: Common areas/easement/swale on Luzerne grass is not watered enough which results in the grass dying or an abundance of crabgrass. Unfortunately, most common areas are having the same issue because there is no irrigation, and the grass is not watered unless the homeowner assumes responsibility. The developer owns the common areas and until turnover occurs there is not much we can do as we do not own the land.
- e. A question was asked about grub control: Laura will reach out to Passwaters and will present information to Board. Opinions and costs will be presented to homeowners at the annual meeting. **Action item.**
- f. Clarification on fence approval: See New Business #3. Homeowners may choose to extend their fence to their property lines. However, the town of OV will take out the fence if they need to get into the easement. If you want to put a fence up to your neighbor's fence, you should speak to your neighbor and work out a compromise.

6. **Excel Property Management report:** (Greg Burnshaw and Dave Baldo)

Excel request that homeowners not put undue weight on the new asphalt to reduce the chance of causing a "dip" in the road. The broken treadmills and bike are scheduled to be fixed on Thursday, September 29. Should homeowners find algae on the exterior of the home, they can call Excel for assistance with remediation or seek a private contractor.

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## Budget/ Financial Information

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Diane DeVoe reviewed the Silver Woods Community Association Balance Sheet and Profit & Loss Statements for Jan-August 31, 2022, which were distributed prior to the meeting. In summary:

Positive variance to budget on the revenue line due primarily to receipt of initial contributions from houses that turned over during the year. Negative variance to budget for total expenses due primarily to final pool furniture payment, snow removal, tree service and legal fees that were not included in the current year budget. These amounts will be covered by the excess reserves on our balance sheet, as discussed at our budget meeting in Dec. 2021.

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## Meeting Attachments

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- Agenda
- Financial Statements

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## Action Items

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- Post minutes to website.
- Send pre-approved garbage enclosure to Excel. (Laura)
- Contact PassWaters for information on grub control. (Laura)

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## Next Meeting

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SW Community Association Q4 meeting: TBD- December 2022.