

# MINUTES

## Silver Woods Community Association Quarterly Meeting

September 28, 2021  
7:00-8:00 p.m. via Zoom

### New Business

1. The Silver Woods Community Association (SWCA) meeting opened with Laura introducing John Passwaters, Owner of Passwaters Landscaping. John discussed the contractual obligations of Passwaters and responded to questions and comments. In summary:
  - Passwaters' goal is to have a long-lasting relationship with the homeowners of Silver Woods. To that end, John, acknowledged there have been a few issues relating to property damage that have been addressed by David, the Account Manager.
  - John reminded the homeowners that mowing is done on Wednesdays and Thursdays and that Silver Woods contracted for a 4-step treatment process consisting of two treatments in spring and two in fall. The last application of this 4-step treatment is a granular fertilizer in late October/early November. Saturated lawns will not be mowed if there is a risk that mowing will damage the lawn. Instead, Passwaters will try to weed whack. Sometimes, common ground area grass does not grow as much as regular lawns and does not need to be mowed every week.
  - Homeowner's who signed up for the fall enhancement special will have the second fall application the week of October 4, 2021. Aerating & seeding is scheduled for October 15-16: weather conditions may cause delays and require rescheduling. Prior to aerating & seeding **homeowners must** mark their sprinklers and pop-ups with flags to minimize risk of damage when the lawn is aerated and seeded. After seeding, Passwaters recommends watering 7-days a week for only 2-5 minutes a zone, twice a day. New seed should get frequent amounts of water for 14 days (unless there are heavy rain showers) to saturate/germinate. This frequent watering is not required for existing grass. Typically, homeowners can start to turn off systems at the end of October.
  - Homeowners asked questions about the 4-step application process for weed control and fertilization that is included in the contract between Passwaters and the SWCA. Homeowners were emailed specific information regarding this topic on August 26. Concern was expressed that these treatments were not done. John confirmed the treatments were applied to both front and back lawns. The equipment used to apply these treatments looks like a riding lawn mower and may have been mistaken as a mower. Another homeowner confirmed the first application was done on March 23 and the second application was on May 11.
  - Many homeowners expressed concern over the proliferation of crabgrass. Passwaters recommends additional services to kill the crabgrass then aerate and seed. A lawn thick with grass can help to prevent regrowth of crabgrass during the growing season. John advised that the 4-step process does not kill existing weeds, but the pre-emergent stops future growth. To get rid of existing weeds that grow between seasons, the homeowners must kill them.
  - A homeowner asked about the amount of lime needed for lawns. John responded that it is best to take a soil sample and send it for testing which should tell you what your yard needs. One homeowner tested his lawn and the result was a PH of 5. He applies lime 4x a year and the PH is now 7.2. He also over seeded with four varieties of rye grass.

- Laura asked John to provide a schedule for weed control applications for 2022 that she can pass along to homeowners.
  - Included with the email mentioned above (dated August 26) was a flyer outlining the fall enhancement services. These enhanced services are an additional cost and are outside of the scope of the SWCA contract.
  - Passwaters is accepting irrigation/winterization clients. This additional service will be done between 10/25 and the middle of December. John will discount the service if there are enough Silver Woods clients. Call Passwaters at 302-227-5296 to schedule this service.
2. Laura reminded homeowners to email SWCA questions/comments to [silverwoodsinfo@mediacombb.net](mailto:silverwoodsinfo@mediacombb.net) rather than sending to the personal email addresses of Board members.
3. Budget- see "Budget/Financial Information" section below.
4. Open Forum:
- The tentative agenda for the December Annual Meeting will be to present the final 2021 financial results, to review the 2022 budget, to advise homeowners of the 2022 dues, and to elect Board members for the three open positions. Laura encouraged homeowners to think about running for one of the open positions.
  - A question was asked regarding the silt fence on Luzerne near the cul-de-sac. Laura explained that this fence is required by the Sussex Conservation District during construction, and it will need to remain until the surrounding areas are stabilized.
  - A homeowner asked if a fence will be put up along the road into the cul-de-sac on Luzerne to separate Silver Woods from the neighboring community. Laura explained that at this time it is unknown if a fence will be put in and that first we would need to determine where the property line is in relationship to the tree line.
  - A homeowner mentioned that Marc, formerly with Excel, is available to winterize irrigation systems.
  - A homeowner asked if there was an update regarding Bob Thornton's development plans for the land west of Pittston Avenue (current construction entrance). Laura stated that the latest update she had was that the concept plan was with the town of Ocean View and must pass through a Technical Advisory Committee who will then submit more drawings, etc. It seems as if the project may start during the Spring/Summer 2022. Once Ocean View announces this topic as an agenda item for a future town meeting, homeowners will have an opportunity to voice their opinions at that meeting.
  - A question was asked regarding when the streets/sidewalks/curbs would be repaired. Laura stated that the town of Ocean View has a list of issues that need to be fixed. Sussex County is involved as it pertains to storm water management. Parties must reach agreement on required turnover tasks and completed tasks require approval prior to turnover. The week of October 4,

2021, there will be a pre-construction meeting with the company that is repairing/finishing the roads and sidewalks. Laura requested notification prior to the work starting to ensure homeowners are aware of potential impacts and have time to move cars, etc. Laura anticipates receiving this communication by the end of October.

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## Budget/ Financial Information

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Diane DeVoe reviewed the Silver Woods Community Association Balance Sheet and Profit & Loss Statement (dated August 31, 2021) distributed prior to the meeting. In summary:

- August actuals are trending favorable to budget.
- In response to a homeowner's question regarding an expense of \$2405 for fencing, Diane clarified that behind several homes on the east side of Thornton Drive there is a fence that separates SW from the neighboring community. Several sections of the fence were damaged and required replacement.
- A homeowner questioned why a specific line for community decorations was not included in the budget. Diane explained that seasonal landscaping is budgeted as part of Clubhouse expenses.
- Budget process will start in October and will be presented at the annual meeting in December.
- The Reserve Study will be posted on the SW website. The information/data garnered as part of this study will factor into the 2022 budgeting process.
- The Board engaged a third party to conduct a Certified Construction Review of the Storm Water Management System for the purpose of identifying areas that need to be rectified prior to the community turnover from Bob Thornton. The report identifying all deficiencies uncovered during the review was sent to Ocean View, Sussex County Conservation District, Bob Thornton, and Excel.

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## Action Items

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- Post Reserve Study to website.
- Post minutes to website.

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## Next Meeting

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Silver Woods Community Association Annual Meeting: TBD