

**Silver Woods HOA CA  
Quarterly Meeting**

**Location:**

Millville Fire Company, 35554 Atlantic Avenue, Millville, DE 19967

**Date / Time:**

September 26, 2020 / 1:00 – 2: 30 pm

**Attendees:**

- Silver Woods Board
  - Laura Giorgianni (President)
  - Dave Burrows (Vice President)
  - Lisa Besack (Secretary)
  - Joe Douglass (At-Large Member)
- 66 Homeowners/residents (in-person)
- 5 Homeowners / residents (virtual)
- Excel Property Management
  - Dave Baldo (Owner)
  - Marc Sharp (Property Manager)

**Meeting Agenda:**

<b>Item</b>	<b>Topic</b>	<b>Presenter / Discussion Leader</b>
1	History of Board and Introductions	Laura Giorgianni
2	Covenants / Survey Discussion	Joe Douglass
3	Financial Summary	Laura Giorgianni
4	Development turnover process – Developer to HOA	Dave Baldo
5	2021 Landscaping Contracts – Manager’s Report	Marc Sharp

**Meeting Minutes:**

*Laura Giorgianni (President) – called meeting to order at 1:00 pm and kicked off with agenda Topic 1.*

**History of Board and Introductions (L. Giorgianni):**

- Prior to and throughout 2019, the developer, builder and property management company shared control over various community interests including contracts and financials.
- Communication was limited during that time leaving homeowners generally unaware of what was going on with the community and any planning efforts that might impact the community.
- The community reached a turning point in December 2019 when over 50% of the houses were sold and the HOA was given the opportunity to elect two board members.
  - Laura Giorgianni (President)
  - Dave Burrows (Vice President)
- Homes sales continued to increase throughout the first half of 2020 leading to the election of three additional board members in July.
  - Diane DeVoe (Treasurer)
  - Lisa Besack (Secretary)
  - Joe Douglass (At-Large Member)
- There are HOA committees at this time comprised of volunteers who use their talents to serve the Silver Woods community. Every homeowner with an interest in volunteering their services is invited to join.
  - Social Committee – coordinates community events such as recent golf outing
  - Maintenance Committee – completes minor repairs to reduce community expense for outside contractors

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- Landscaping Committee – maintains common garden areas for community enjoyment, plants flowers, pulls weeds
- Decorating Committee – enhances functionality and aesthetics of shared community space such as recent clubhouse improvements to bathrooms and addition of tables and chairs in back room

**Homeowner Q:** Is there a central place to submit inquiries and concerns other than hammering on Laura?

**Answer:** For now, continue to filter inquiries through the board members directly. In the future, homeowners will submit inquiries through a community website that is currently under development.

*L. Giorgianni – turned meeting over to J. Douglass for agenda Topic 2.*

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Covenants / Survey Discussion (J. Douglass):

- Joe asked how many in the room have read the by-laws and a show of hands indicated approximately 12-15 people.
- Joe explained we all agreed to live by these documents that lay the ground work of how we should operate as a shared community.
- The by-laws require that we aggressively seek community consensus before adding, modifying or removing any rules or covenants (ex. how to allow rental properties in our community).
- Joe was able to obtain a package of individual HOA documents that are easy to follow, search and review and he will email copies to all homeowners.
- Goal is to have rules drafted and ready to implement in about six months

*L. Giorgianni – turned meeting over to D. Baldo for agenda Topic 4.*

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Development turnover process – Developer to HOA (D. Baldo):

- Bob Thornton (developer) will have to go through a transition process to turn over property to HOA and town.
- Bob Thornton has a \$350,000 developer bond that will not be released until various town / county agencies sign off.
- Generally, the process entails engineers surveying different parts of the community with the relevant agencies and, based on specifications that determine what is acceptable, creating a punch list of repairs that must be completed. The process takes about one year and a few examples of what they survey include:
  - typically, begins with an inspection of the roads before the second layer of asphalt goes down and would include a requirement that damaged curbing be replaced;
  - involves an inspection of the community's water distribution system using a camera to ensure there are no dips, valleys, broken pipes or other issues;
  - includes a Sussex County and DNREC (Delaware Department of Natural Resources and Environmental Control) inspection of the ponds to ensure inflows and outflows are sound.

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**Question:** Is there a time by which it needs to be completed once it starts?

**Answer:** D. Baldo is unsure but will research and provide an answer. Also noted that the agencies tend to error on the side of the homeowners.

**Question:** Who pays the bill for repairs as part of the transition?

**Answer:** D. Baldo stated the developer pays for the repairs required by the town / county agencies prior to transition.

**Question:** Do the roads get final paving before or after handover?

**Answer:** D. Baldo stated the final paving is done before handover.

**Question:** When will issues with common areas, grading, etc. be resolved?

**Answer:** D. Baldo stated, if issue ties into storm water drainage/management, it will definitely be resolved before transition.

**Question:** Will agencies contact homeowners/HOA to get input as decisions are made during transition?

**Answer:** D. Baldo stated transition does not include any individual's lot but, if there is erosion beyond personal properties (e.g. common areas), it must be stabilized, corrected, fixed before transition.

**Question:** What about safety issues? Major drop off right next to house. If someone gets hurt, who's liable?

**Answer:** D. Baldo stated his experience is that Bob Thornton will fix safety concerns. However, it is important to get specifics to Marc Sharp for review, estimate and correction.

**Question:** What about turnover from developer to HOA?

**Answer:** D. Baldo stated that is a different topic and he was not prepared to discuss at the time.

**Answer:** L. Giorgianni stated that she spoke with B. Thornton on September 25<sup>th</sup> about going through each common area and making a list of what needs to be addressed and prioritizing it.

**Homeowner Statement:** This all needs to be put in writing.

**Response:** D. Baldo suggested the HOA hire an attorney to get it all in writing.

**Homeowner Statement:** There is a drainage problem on Old Forge Drive causing water to pool. Since settlement in December 2019, drainage problem is just getting worse as the rest of the houses are being completed.

**Response:** D. Baldo stated the goal of Excel is to make the homeowners happy, however, it is not their responsibility to chase down developer.

**Homeowner Statement:** Ditch (swale) behind 15 Thornton Drive and neighbors needs regrading.

**Response:** D. Baldo stated that Excel will investigate.

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**Homeowner Statement:** Moved to Brenda Lane about 4 years ago, experiencing some drainage issues and noticed people in neighborhood behind Silver Woods throwing trash into ditch.

**Response:** D. Baldo stated that is not an issue for the developer or for Excel Property Management to handle and suggested it should be handled by a representative of the Silver Woods board reaching out to the other community.

**Response:** Attendee stated there is a no dumping policy in Sussex County but the person who is dumping would need to be caught in the act.

**Question:** Who holds the ball to get stuff done?

**Answer:** D. Baldo stated that, basically, there are three balls – developer (community property), Excel / HOA, Ryan Homes (individual property).

**Response:** Attendee lived in Forest Landing for six years and it took five years from beginning to end to turn over the property but they did an excellent job and all stuff was taken care of nicely.

**Question:** Will Silver Woods get turned over before construction begins on condos?

**Answer:** D. Baldo answered, yes, and stated that it behooves the developer to complete the turnover before the condo construction begins.

**Response:** Attendee explained there will be seven condo buildings to the left of the clubhouse / pool when driving towards Beaver Dam Road, that there is a public hearing to discuss this pending construction and that he will send the information to L. Giorgianni for distribution.

**Response:** Attendee recommended reviewing plans online at [www.Silverstock.com](http://www.Silverstock.com).

**Response:** Attendee noted that, if you read the covenants, it says the condos are part of Silver Woods.

**Response:** J. Douglass stated there are different classes of residents (e.g. homeowners, commercial residents) with different voting rights.

**Question:** Who will take care of common areas once they are fully developed (e.g. watering)?

**Answer:** L. Giorgianni explained that the landscaping company contracted by the community would care for the common areas. We have no sprinklers for common areas. Neighbors can water if they want or rely on the weather.

**Question:** Are we getting a second Silver Woods sign?

**Answer:** L. Giorgianni explained that the developer paid for the one Silver Woods sign that was installed and it would be the responsibility of the Silver Woods HOA to purchase a second sign.

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*L. Giorgianni – thanked D. Baldo for his contributions and moved to agenda Topic 3.*

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Financial Summary (L. Giorgianni):

- The good news is that we are in a much better position financially because houses sold quickly.
- We have increased reserves that will allow for further development of common areas.
- The HOA board is working on the 2021 budget, which will include expenses related to regular maintenance items as well as proposed common area development projects.

*L. Giorgianni – turned meeting over to M. Sharp for agenda Topic 5.*

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2021 Landscaping Contracts / Manager's Report (M. Sharp):

- Marc introduction:
  - Has been the property manager for Silver Woods for about six months.
  - Homeowners may contact Marc with any concerns or issues and he will respond.
    - Email: [marc@excelpm.llc.com](mailto:marc@excelpm.llc.com)
    - Phone: 302.490.1244
  - Marc is more maintenance oriented than paperwork and works best out in the field.
- Pool
  - Marc is a CPO (Certified Pool & Spa Operator) who had serious concerns about the Silver Woods pool and the pool company used in 2019.
  - Silver Woods has a saltwater pool with auto-fill but the pool company used chlorine and hoses.
  - With Silver Woods HOA board approval Marc brought in a different pool company, Cannon Pools, that spends detailed time going over and taking care of the pool and he coordinated the purchase of a pool cover that will, among other benefits, save a significant amount of water over the years.
  - As a result of these changes, Silver Woods now has a saltwater pool that minimizes skin irritation and the pool is easier to maintain due to the effective use of the auto-fill feature and installation of a pool cover.
  - Marc also worked with the pool developer to resolve an issue with the ADA accessible chair that was purchased but never installed.
- Clubhouse workout equipment:
  - Marc is investigating maintenance options for the workout equipment.
- Landscaping:
  - Marc is working to obtain bids from different landscaping companies and suggests getting a company in then teaching them what we want rather than continuing to try different companies.
- Pool drain on deck:
  - Will be resolved – authorized by Bob Thornton
- Trees
  - Bob Thornton offered to look at some of the issues but also working with Forest Landing to see which community owns which trees and determine what issues Silver Woods can address.

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- Streetlights on Old Forge Drive:
  - Marc will reconnect with the developer the week of September 28<sup>th</sup> and try to get some idea about when the streetlights will be installed.
- Property around pool:
  - Currently, Silver Woods community only owns two feet beyond pool area but Bob Thornton is considering deeding another six feet or so to the community.

**Question:** How do you decide where streetlights go?

**Answer:** M. Sharp explained that the streetlights will be placed in accordance with state and/or county requirements (e.g. every so many feet).

**Question:** Can we get developer to dump gravel onto construction road?

**Answer:** M. Sharp indicated they are working on that.

**Answer:** D. Burrows reminded attendees that residents are not supposed to be driving through the construction entrance but should be using the Thornton Road entrance.

**Question:** What about the trees in jeopardy of falling onto homes or personal property?

**Answer:** M. Sharp stated that an arborist was out looking at the trees and that Marc has been tasked by Bob Thornton with measuring the root balls and following up to help get the dangerous trees on Bob's property addressed and that this is a hot button issue for Bob.

**Question:** Who's on point?

**Answer:** M. Sharp is on point for resolving concerns regarding trees in jeopardy of falling.

*L. Giorgianni – thanked M. Sharp for his contributions and opened the meeting for questions.*

**Question:** What is the status of the walking trails?

**Answer:** L. Giorgianni explained that the Silver Woods HOA board met with Bob Thornton about a month ago and received an update on the walking trails. There will be two access points, one off the new cul-de-sac and one off of Luzerne/Old Forge. Since Bob is an environmentalist, the walking trails will follow a natural path wherever possible and will not be paved. The trails will be limited to walking with biking on the trails discouraged. Bob hopes to have the walking trails open by Thanksgiving.

**Homeowner Statement:** Problems with medicines being delivered to mailbox at property rather than mailbox in cluster.

**Response:** Consensus from attendees was that homeowner must contact post office to resolve delivery issue. Also noted that homeowner may remove mailbox at property.

**Question:** Are kids allowed to fish in the pond?

**Answer:** J. Douglass indicated there are no rules against fishing in the pond.

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**Question:** What are rules with trash cans (e.g. enclosures, lattice)?

**Answer:** L. Giorgianni and J. Douglass explained that trash cans should be in the garage but there is an exception that allows trash cans to be stored outside in an “approved” enclosure. Approval is obtained through the Architectural (ARC) App process.

**Question:** What about planting smaller bushes?

**Answer:** J. Douglass explained that landscaping plans require ARC App approval.

**Homeowner Statement:** Let’s get rid of the rules.

**Response:** J. Douglass explained that we are starting with a standard set of rules but will be following the formal process to introduce changes that work for our community.

**Question:** Unable to get rid of water spots on windows and wondering do we use a different reservoir during peak season?

**Answer:** M. Sharp stated that it is the same reservoir, city water, year round.

**Question:** What about signs, decorations?

**Answer:** L. Giorgianni and J. Douglass explained that the rules currently prohibit signs, lawn ornaments, etc. but we will be reviewing the rules over the next six months and introducing changes that work for our community.

**Homeowner Statement:** Doug Scott who lives at 22 Luzerne introduced himself and stated that he has been a member of the firehouse since he was 15 years old. Doug stated that county paramedics is funded by county taxes and that Ocean View town taxes pay for ambulance service. However, the fire department relies strictly on donations, it is not a county or state provided service, and it has a mix of career and volunteer service. Soon a mailing will go out looking for donations. Please consider supporting the fire services.

**Question:** Any thoughts about a dog park or where one is located nearby?

**Answer:** L. Giorgianni and J. Douglass indicated that we will be working on an overall plan for all common areas and can consider a dog park on the list of potential improvements.

**Response:** Attendees were unaware of any local dog parks.

**Question:** Does Silver Woods have a position regarding well water versus city water?

**Answer:** J. Douglass explained that Ocean View and the Silver Woods HOA covenants prohibit wells on private property and that wells for use in maintaining common areas would incur a variety of costs including installation of wells, electricity and pipes to pump water out of the wells.

**Homeowner Statement:** Homeowners should be aware of plans to install huge windmills offshore and research “save our beach view”.

*L. Giorgianni – adjourned meeting at 2:36 pm.*

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### **Open Items:**

- Board:
  - Second Silver Woods entrance sign
  - 2021 budget
  - Install or sell ADA accessible chair for pool
- Excel Property Management:
  - Explain process for turnover from developer to HOA
- Bob Thornton:
  - Transition process requiring sign off from various city / county agencies
  - Deed additional six feet or more beyond pool to the Silver Woods community
  - Fill potholes of construction entrance near pool / clubhouse with gravel
  - Finalize and open walking trails

### **Action Items:**

- HOA Board
  - Email HOA documents to all residents
  - Compile and administer surveys to obtain community feedback regarding
    - existing by-laws and rules
    - proposed rule changes
    - community development options
  - Consider hiring an attorney on behalf of Silver Woods community for turnover from developer to HOA
  - Reach out to leaders of community behind Brenda Lane to discuss dumping issue that is impacting drainage
  - Distribute information regarding pending plans for construction of condos
  - Draft and distribute meeting minutes
- Community
  - Reviewing by-laws and rules
  - Participate in surveys
  - Provide specifics of any safety concerns related to common areas to Marc Sharp directly for follow up with Bob Thornton
  - View pending plans for construction of condos at [www.Silverstock.com](http://www.Silverstock.com) and participate in public hearing to discuss
- Excel Property Management:
  - Research to determine if there is a specific time by which the developer transition process needs to be completed once it starts
  - Investigate swale behind 15 Thornton Drive for possible regrading
  - Obtain landscaping bids
  - Identify maintenance options for workout equipment
  - Resolve issue with pool drain on deck
  - Coordinate pruning or removal of trees that are in jeopardy of falling onto Silver Woods homes or personal property
  - Provide update on Old Forge Drive streetlight installation