

MEMORANDUM

TO: The Owners
Reserve at Pilottown

FROM: W. Michael Tupman
President & Secretary

RE: **New Road Improvement Project**

DATE: March 1, 2024

On July 8, 2023, the Homeowners Association (HOA) received a check for \$322,100 from the Delaware Department of Transportation (DelDot) to purchase a portion of the HOA common area along New Road. The HOA's outside accountant has advised that the HOA must pay \$73,433 in taxes on that income for Fiscal Year 2023.

Before making a pro rata distribution to the owners, the HOA will further deduct legal and accounting expenses incurred during the negotiations with DelDot, and administrative expenses for the special meeting to approve the settlement and process claims. At this time, the estimated final payout should be around \$2,237 per lot owner.

In order to qualify for a distribution, an owner must provide the following documentation: (1) a copy of a government-issued photo ID; (2) proof of ownership as of the July 8, 2023 record date (e.g., a copy of your deed or other official property record on file with the Sussex County Recorder of Deeds); and (3) complete and accurate contact information (mailing address, email address(es), and telephone number(s)).

You should mail these documents to: **Reserve at Pilottown, c/o The Godwin Firm, P.A., 110 W. Pine Street, Georgetown, DE 19947.** Please do not send the documents piece-meal. To minimize administrative costs, HOA will batch claims before processing, starting with claims received by April 1, 2024, then by May 1, 2024 and so forth. For approved claims, the HOA will send the check by First Class U.S. Mail postage prepaid to the mailing address provided with your documents.

Please do not call The Godwin Firm with questions about the claims process and direct any questions you may have to the Board of Directors at the HOA website reserveatpilottown@gmail.com.