

## Reserve at Pilottown HOA Board Minutes

July 28, 2025

Present: Karen Fleck, Beth Wells, Larry Firment

The HOA Board met at Karen Fleck's house to discuss the following:

1. The Foraker accounting firm currently balances our bank accounts and creates Quickbook reports for the HOA. The firm is retained to ensure the appropriate checks and balances are maintained. Foraker has not billed the HOA for 2025 services despite repeated requests for an invoice. Karen will send a letter confirming the monthly fee to ensure the HOA is billed only the amount that was initially agreed.
2. Money is currently in the budget for fall 2025 to prune or remove dead wood on the inkberry bushes that are in the bioretention swales. Karen and Larry will walk the swales in early September to see the extent of work that needs to be done and get an estimate for the work from our landscaper. In addition, an estimate will be sought to maintain the landscaping in the mailbox cluster area.
3. Over the past several years, the HOA did not transfer excess Operating funds to the Capital Reserve account due to the pending legal matter involving the Potocki fence. Now that the issue has been resolved, the Board voted to transfer the excess Operating funds to the Capital Reserve. Based on estimates prepared by the Treasurer, the HOA is projected to have at least six months of operating expenses by the end of 2025 in accordance with an accountant's recommendation.

According to the Capital Reserve Study completed in 2022, the HOA should have \$100,000 in the Capital Reserve by 2026. The account is expected to reach \$90,000 by the end of 2025.

4. The annual meeting has been set for September 13 from 12:45 to 2:30 pm at the Lewes Library.
  - a. An email notice to all homeowners will be sent on August 13. The agenda and financials will be attached.
  - b. Proxies have diminished over time but meeting attendance hasn't increased. A quorum must be present to ensure the membership can vote on key items. A proxy form will be attached to the meeting notice with four ways to return them:
    - i. By US mail to the HOA post office box
    - ii. By emailing a scan of the signed proxy to the Reserve at Pilottown email address
    - iii. By hand delivery to any member of the Board
    - iv. By dropping it into the black mailbox to the left of Beth Wells' garage at 108 Seagull Dr.
  - c. A reminder will be sent 2 weeks prior to the meeting.
  - d. A line calling for nominations to the Board will be put into the first email notice to homeowners. Nominations for Board positions will also be taken from the floor during

the meeting. The bylaws make a provision for up to 8 Board members who are elected for a 2 year term. Voting will take place per the process outlined in the bylaws.

The meeting was adjourned.