

Minutes from the Annual HOA Meeting on September 13, 2025

Lewes Public Library

1. The meeting was opened at 12:45 pm by Karen Fleck, Board President.
2. A quorum was reached: 21 households were in attendance with 9 additional proxies naming individuals. An additional 36 proxies were submitted naming the Board of Directors either prior to or at the meeting for a total of 66 household votes.
3. Board VP and Secretary, Beth Wells, called for a motion to approve the 2024 Annual Meeting minutes. It was motioned and seconded. The motion was approved.
4. The HOA Board thanked Kathy McDonough and Kevin O'Neill for their work on the mailbox cluster replacement. The new mailboxes are working well – a big improvement over the old ones. The total cost of the replacement was \$18, 620.55 which came from the capital reserve account.
5. Karen Fleck presented the proposed budget for 2026. The board expects the cost of insurance will increase in 2026. The accountant hired to validate HOA expenses have also indicated they will raise their fees in 2026. They currently charge \$100/month. An estimate of \$200/month is included in the new budget.
 - a. Annual dues for homeowners will remain at \$200/year for 2026, with an additional contribution of \$34 to build the capital reserve account.

6. Board elections:

- a. All three current board members: Karen Fleck, Beth Wells and Larry Firment were re-elected to the board for a two-year term by the following vote:

Name	Yes votes + proxy votes	No votes + proxy votes	Abstained	Total Votes
Karen Fleck	26 + 36	0	4	66
Beth Wells	26 + 36	0	4	66
Larry Firment	29 + 36	0	1	66

- b. Karen Potocki was elected to a 2-year board term by the following vote:

Name	Yes votes + proxy votes	No votes + proxy votes	Abstained	Total Votes
Karen Potocki	24 + 36	3	3	66

7. Karen Fleck will ask D & R Landscaping for a revised quote to trim dead branches off the inkberry bushes as well as other shrubs in the bioretention swales in hopes of generating new growth. A homeowner reported that a local tree expert advised that the inkberrys were stressed by last year's drought with further damage occurring after the heavy snow this past winter. Homeowners can keep the costs of trimming down by pruning out any dead branches.

D & R Landscaping will be hired to prune any remaining dead/dying branches. Homeowners will be notified once D & R has been scheduled if possible.

8. A couple of homeowners requested that trees and bushes that obstruct the sidewalks be pruned by homeowners. Tree branches and bushes have grown over the sidewalk making it difficult to walk without ducking or stepping into the street. If your bushes or trees are hanging down/into the sidewalk, please prune them.
9. Beth Wells gave an update on Glofiber cable installation. The HOA has no information on when the installation is scheduled. The first step, according to our city representative Tim Ritzert, will be marking of existing utility lines on our streets, sidewalks and lawns (within the city easement area). After Glofiber has marked utility lines and created an installation plan they will notify the city who will (hopefully) notify us in turn. We will notify homeowners as soon as we get more information.
 - a. One homeowner asked if Glofiber will take liability for any damage to irrigation systems. We don't know the answer to this. Ed Fleck recommended homeowners mark the irrigation heads and lines nearest the sidewalk with flags once we are notified that the project has begun.
10. Joyce Calamia raised the question as to why the Activity Committee can't be part of the HOA communication. It was explained that the HOA could be liable for any injuries that occurred during a HOA sponsored activity. This information was supported by 2 different homeowners. The Board also can't share personal information such as email addresses and phone numbers. To enable the HOA to communicate social activities, each homeowner would have to sign a waiver allowing their personal information to be shared. Meeting attendees were not interested in this as an option.
11. The meeting was adjourned at 1:40 pm by Karen Fleck.