

**WEBBS LANDING HOMEOWNERS ASSOCIATION (WLHA)**  
**2018 Annual Meeting Minutes**  
**September 22, 2018**

**1. ATTENDEES**

A. Board Members

Nancy Trunzo, Acting President/Vice President/Treasurer and Bob Stine, Corresponding Secretary

B. Others Present

Velma & Sam Cole, Kathy Ford, Roy & Joyce Fennell, Dan Himmelfarb & Donna Musselman, Bill Moore, Pat Trunzo

**2. CALL TO ORDER**

Nancy Trunzo called the meeting to order at 10:15 a.m. at 202 Waterford Drive.

**3. APPROVAL OF MINUTES**

Upon a motion duly made and seconded, a majority of those present  
**VOTED:** That the minutes of the Board Meeting of September 16, 2017, previously submitted to residents, be approved.

**4. TREASURER REPORT**

Nancy Trunzo distributed copies of the WLHA Financial Report for July 1, 2017 thru June 30, 2018 (ENCLOSED). Each line item in the report was discussed and explained by Nancy Trunzo. A copy of the report is enclosed with these minutes.

Nancy Trunzo distributed copies of the WLHA 2017-2018 and 2018-2019 Budgets (ENCLOSED). Each line item in the report was discussed and explained by Nancy Trunzo. A copy of these budgets is enclosed with these minutes.

There are 2 outstanding assessments remaining.

**5. ROADS**

Nancy Trunzo provided 2 quotes from RC Paving regarding road repair. One quote is for "Commercial Resurface" and the second quote is for "Remove and Replace Asphalt". A copy of each quote is enclosed with these minutes.

Paving versus tar/chip was discussed.

There is a link on the Webbs Landing HOA website with information about the county and HOA roads at <http://webbslanding.org/index.php/links/sussex-county/>.

Residents expressed concern about large heavy trucks on the roads, contributing to the alligator cracks in the road; particularly garbage trucks. Bob Stine will contact garbage disposal companies to obtain quotes for one company to collect for the entire Webbs Landing community. Those quotes will then be submitted to residents to obtain whether or not this would be something the community would be interested in.

## **6. COMMUNITY DOCK**

Nancy Trunzo provided updated information from Hastings Marine regarding the kayak launch (ENCLOSED).

DNREC approval takes time, but is still proceeding.

Kathy Ford mention the possibility of a kayak holder near the pier once the kayak launch is completed and being used.

The fact that planks need to be replaced again was discussed.

The HOA will have Hastings Marine check on the condition of the beams the planks are attached to on the pier when they install the kayak launch.

## **7. BOARD POSITIONS**

Joyce Fennell and Kathy Ford mentioned they may be interested in becoming officers on the board, but nothing official during the meeting.

Roy Fennell agreed to be on the Architectural Review Committee (ARC).

## **8. OTHER BUSINESS**

There was no other business discussed at the meeting.

## **9. MEETING ADJOURNED**

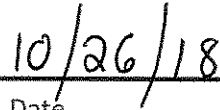
Upon a motion duly made and seconded, a majority of those present  
**VOTED:** To adjourn the meeting.

These minutes were approved by the Board of Directors.



---

Bob Stine, WLHA Corresponding Secretary



---

Date

Webbs Landing Homeowner's Association

Financial Report for July 1, 2017 thru June 30, 2018

<u>Date</u>	<u>Checking Account</u>	<u>Sub-total</u>	<u>Total</u>	<u>Balance</u>
7/1/2017	Opening Balance.....			\$ 997.05
<u>Income:</u>				
11/17/2017	Transfer from Savings	\$1,100.00		
1/8/2018		\$ 800.00		
3/16/2018		\$ 500.00		
6/12/2018		<u>\$3,000.00</u>		
			\$5,400.00	
8/22/2017	Assessments directly into checking:	\$ 600.00		
9/25/2017		\$ 600.00		
10/10/2017		\$ 300.00		
3/16/2018		<u>\$ 481.60</u>		
			<u>\$1,981.60</u>	
Total Checking Acct. Income.....				\$ 7,381.60
<u>Expenses:</u>				
<u>Street Lights</u>				
	Monthly Delaware Electric Co-Op		\$ 608.55	
<u>Taxes:</u>				
8/22/2017	Sussex County..taxes on WLHA lots		\$ 21.08	
<u>Office Expenses/Communications</u>				
8/24/2017	Robert Stine	\$ 196.06		
5/20/2018	" "	<u>\$ 90.43</u>		
			\$ 286.49	
<u>Road Repairs, Maintenance</u>				
7/18/2017	RC Paving...patch on Waterford curve	\$ 200.00		
10/30/2017	Sussex Conservation...drain repair	\$1,137.00		
1/9/2018	Mark Couchman....snow removal	<u>\$1,000.00</u>		
			\$2,337.00	
<u>Insurance</u>				
11/17/2017	L&W Insurance	\$1,039.00		
3/21/2018	terrorism addition	<u>\$ 25.00</u>		
			\$1,064.00	

Kayak Launch

3/15/2018 Hastings Marine.....permit fee \$ 585.00

Sign Area

4/12/2018 DR Enterprises..clean up, trim \$ 125.00

4/19/2018 " ".....put down lining, mulch \$ 250.00

\$ 375.00

Dock

6/30/2018 Sam Cole....materials-decking repair \$ 14.32

7/1/2017-

6/30/2018 Bank fees \$ 40.00

Total Checking Expenses..... \$ 5,331.44

6/30/2018 Closing Balance..... \$ 3,047.21

Date Savings Account

Sub-total

Total

Balance

7/1/2017 Opening Balance

\$ 77,431.44

7/1/2017-

6/30/2018 Transferred to Checking \$5,400.00

7/1/2017-

6/30/2018 Bank Fees \$ 15.00

7/1/2017-

6/30/2018 Bank Interest \$ 71.83

6/30/2018 Closing Balance

\$ 77,494.96

Webbs Landing Homeowner's Association....2017-2018 and 2018-2019 Budgets

	2017 Budget	2017 Actual	Under/ (Over)	2018 Budget
<b>Income</b>				
Assessments	\$10,500.00	\$10,381.60 *	\$ 118.40	\$10,500.00
Refunds				
Interest	\$ 75.00	\$ 71.83	\$ 3.17	\$ 75.00
<b>Total</b>	<b>\$10,575.00</b>	<b>\$10,453.43</b>	<b>\$ 121.57</b>	<b>\$10,575.00</b>
<b>Expenses</b>				
Insurance	\$ 1,200.00	\$ 1,064.00	\$ 121.57	\$ 1,400.00
Legal	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
Maintenance**	\$ 2,000.00	\$ 2,736.32	\$ (736.32)	\$ 3,000.00
Office	\$ 200.00	\$ 286.49	\$ (86.49)	\$ 300.00
Property Taxes	\$ 26.00	\$ 21.08	\$ 4.92	\$ 30.00
Electricity	\$ 650.00	\$ 608.55	\$ 41.45	\$ 650.00
Bank Credit	\$ -	\$ (40.00)	\$ (40.00)	\$ -
Special Expenses***	\$ 5,000.00	\$ 585.00	\$ 4,415.00	\$ 8,665.00 ****
<b>Total</b>	<b>\$10,076.00</b>	<b>\$ 5,261.44</b>	<b>\$ 4,814.56</b>	<b>\$15,045.00</b>
			Under budget	
<b>Income-Expenses</b>				
<b>Banking</b>				
Checking	\$ 1,300.00	\$ 3,047.21	\$ 1,747.21	
Money Market	\$73,000.00	\$77,494.96	\$ 4,494.96	
<b>Total Change</b>				

\*This is the total money collected for the 2017-2018 budget year. Two homeowners have not paid. One homeowners paid some past due assessment.

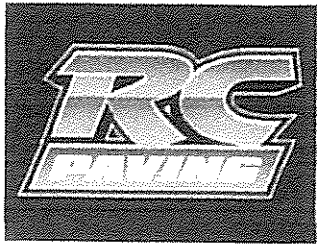
\*\*Maintenance includes road and drainage repair, sign area fix up, snow removal, and dock repair.

\*\*\*Special expenses 2017 is kayak launch expenses paid.

\*\*\*\*Special expenses 2018 is the remaining balance on the kayak launch.

\$ 5685 of that paid in Sept 2018 for launch

\$ 2980 is still remaining to be paid when work is completed.



**Webb Landing Development**  
Webb's Landing Rd  
Lewes, Delaware  
(302) 745-8144

**R C Paving & Sealcoating**

Lincoln, Delaware 19960

Phone: (844) 344-8795

Email: rcpaving8795@gmail.com

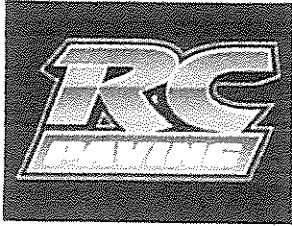
Estimate # 003320  
Date 09/21/2018

<b>Description</b>	<b>Total</b>
Commercial Resurface	\$77,400.00
1. Clean surface of all debris	
2. Mill asphalt at entrance of driveways for proper tie in	
3. Apply Tack coat for proper adhesion	
4. Install 2" of hot mix asphalt	
6. Compact to finish surface	

<b>Subtotal</b>	\$77,400.00
<b>Total</b>	<b>\$77,400.00</b>
<b>Deposit Due</b>	<b>\$43,000.00</b>

---

Webb Landing Development



**Webb Landing Development**

Webb's Landing Rd

Lewes, Delaware

(302) 745-8144

**R C Paving & Sealcoating**

Lincoln, Delaware 19960

Phone: (844) 344-8795

Email: rcpaving8795@gmail.com

Estimate #

003322

Date

09/22/2018

Description	Total
Remove and Replace Asphalt	\$150,000.00
1. Mill and remove existing Asphalt over entire project 2. Rebase with asphalt milling and grade for proper water drainage 3. Compact base surface 4. Install 3.5" of 9mm hot mix asphalt through commercial road paver 5. Compact to 3" for finish surface	

<b>Subtotal</b>	\$150,000.00
<b>Total</b>	<b>\$150,000.00</b>
<b>Deposit Due</b>	<b>\$75,000.00</b>

**Notes:**

All work guaranteed one year, except for tire marks, vegetation, oil spillage or stress crack from driving off edges

Material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alterations or deviations from able specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. \*80% water drainage and no guarantee against any vegetation growth or fungus growth \* No guarantee against undermining \* no guarantee against separation of asphalt due to soft ground \* no guarantee against showing of stone aggregate in asphalt due to blend of material \* no guarantee against showing of seam due to blend of material





*Delmarva's Leader in Quality  
Marine Construction & Landscaping*

August 28, 2018

## UPDATED QUOTE

Webbs Landing Homeowner's Association  
202 Waterford Drive  
Lewes, DE 19958

RE: Pier Extension & Kayak Launch System

Due to restrictions placed on the project specifications by DNREC, the proposed Kayak Launch System design has been modified and is reflected in a modified plan (attached). At this time, the permit is awaiting a final authorization signature before being issued.

The new Kayak Launch System will feature the SportPort 512 dock (5' wide x 12' long) and a SportPort 2510 Deck (2.5' wide by 10' long) with a Kayak Rail Kit. The overall structure dimensions (including mounting hardware, trim caps, connectors, and post supports) are 7.5' wide and 12' long.

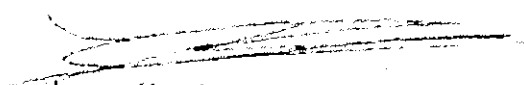
Fortunately, the reduction in size as required for DNREC approval has resulted in a cost savings for this part of the project. The new cost of the SportPort Kayak System is \$5,685.00. The remaining prices for the project remain the same.

Please let me know if you have any questions and/or concerns regarding this change to the project.

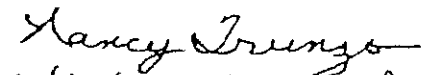
**PAID**

8/30/18 #556

Best Regards,

  
Lucas Hastings

8/30/2018 Approved

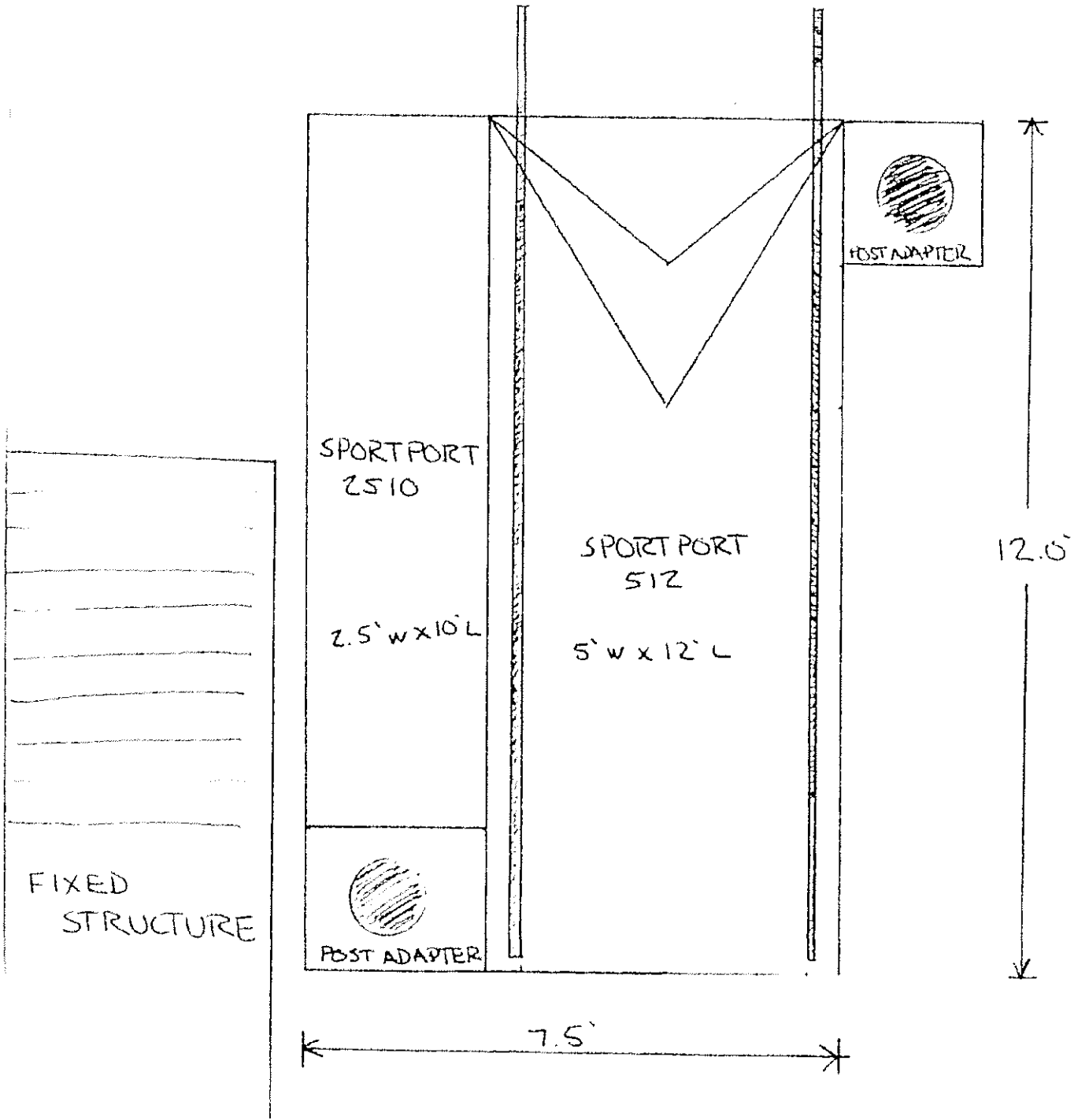
  
Nancy Bruno  
WLHA Vice-President

[www.HastingsMarineConstruction.com](http://www.HastingsMarineConstruction.com)

10372 Old Furnace Rd.,  
Scaford, DE  
19973

888-519-2253 Main  
302-629-0749 Tele  
302-536-7677 Fax

MODIFIED PLAN



**HASTINGS** 

**MANHATTAN CONSTRUCTION**

10377 (N) TURNPIKE RD., SEAFORD, DE 19973  
 1-800-541-7253 (TOLL FREE) 1-302-679-0744 (OFFICE) 1-302-638-7677 (FAX)  
 WWW.HASTINGSMANHATTANCONSTRUCTION.COM

WEBBS LANDING KAYAK SYSTEM

WEBBS LANDING LUCAS HASTINGS

LOVE CREEK - LEWES, DE

SCALE	PAGE	SIGNATURE
6/1	NOTED 1/1	



10372 OLD FURNACE ROAD  
SEAFORD, DE 19973  
888-519-2253 (MAIN)  
302-629-0749 (OFFICE)  
302-536-7677 (FAX)

July 6, 2016

## QUOTE

Attn: Webbs Landing Homeowner's Association  
Love Creek – Lewes, DE

RE: Pier Extension & Kayak Launch System

1. Construction of a 4' wide by 5' long pier extension onto existing pier at an elevation of approximately 11" below current deck level – Extension to be accessed by installed (included in price) gate (SEE ATTACHED PLAN)

COST: \$2,980.00

2. Installation of a SportPort 512 Kayak Launch system (purchase price included in quote) with a SportPort 510 Deck and SportPort 512 Deck to create a total overall structure size of 12' long by 10' wide – Including cost of all trim caps, connectors, and post supports (SEE ATTACHED PLAN)

\$ 5685

COST: \$6,040.00

3. DNREC Permit Application through service agreement with Hastings Marine Construction LLC for design, application, fee, and follow-up

\$ 535

COST: \$500.00

Revised \$9250.

TOTAL PROJECT COST: \$9,520.00

This price is valid for 30 days from the date issued. If you have any question, concerns, or would like additional information, please feel free to contact us at your convenience to discuss this project in greater detail.

QUOTE BY: Lucas Hastings, Project Consultant

WWW.HASTINGSMARINECONSTRUCTION.COM