



Deep Branch Woods Homeowners Association, Inc.

DEEP BRANCH WOODS HOA COMMUNITY MEETING
Milton Public Library Green Room, 121 Union St, Milton, DE 19968
April 25, 2026 10:55 a.m. - 11:48 a.m.

I. CALL TO ORDER

Board President, Mike Arena, called the meeting to order at 10:55 a.m.

Board Members in attendance: Mike Arena (President)
Leah Jones
Dan Klopp (Treasurer)
Kelly Roberts (Secretary)
Joe Smith

Community Members in attendance in-person & via Zoom: Sign-in sheet attached.

II. Board President Opening Filled

Mike Arena stepped down from the board and from his role as HOA president, effective as of the close of the meeting. Mike nominated Kelly Roberts, the acting Secretary, to serve as President and polled the community for any objections. No objections were raised, all in attendance agreed, and Kelly will now serve as President.

III. Board Secretary Opening Filled

The HOA secretary position needed to be filled since Kelly Roberts vacated the position to take on the role of President. Mike nominated Leah Jones to be Secretary, and she agreed to accept the position. Kelly will work with Leah to ensure a smooth transition.

IV. Broker Post Contract

The community has historically used Broker Post because they are consistently the cheapest bidder and one of the few service providers that performs both yard maintenance and snow plowing. However, the quality of their service continues to decline and the number of issues we have with them continues to increase. The Deep Branch Woods HOA is in a contract with Broker Post for 2026 & 2027 monthly HOA common area maintenance (April 1 - Oct 31 weekly service).

Mike opened the floor to the community to offer suggestion or candidates to replace Broker Post once our contract term with them expires. Billy Tarr previously researched the yard service landscape and will send his prior research to the Board. The Board will revisit this issue with the community in the future as the window to find a replacement services opens. Ideally, we will be able to find a service that provides both landscaping and plow service, but we are willing to use separate services to achieve better and more reliable results that do not regularly cause property damage and frustration to the community.

V. Annual Yard Sale

Nancy Stec spoke to the community about having a community spring yard sale on May 23rd with a start time of 9:00 a.m. with a rain day contingency on May 24th. Nancy is in the process of making signs that can be placed on local roads to help draw traffic. Please let Nancy know if you plan to participate (or not) and if you are willing to assist at nancystec@comcast.net.



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VI. Community Roundabouts

Concerns were raised about the condition of our common area roundabouts. Jennie Baver circulated a survey to find a community solution around this time last year. The community was split evenly at that time: ten houses voted that we did not need to address the issue and ten voted to move forward with a solution. To refresh everyone's memory of that survey, here is a brief summary of the results:

- The households seeking to change the roundabouts were evenly divided between planting fescue and turning the roundabouts into perennial meadows.
- The largest objection to changing the roundabouts at that time was due to the fact that roundabouts have no irrigation to water them.

George Clair has offered a solution to the watering problem. He has a contact at the Milton Fire Department who is willing to use watering the roundabouts as a training exercise for his team, on the condition that all the households provide a small donation to the MFD. George volunteered to speak to his contact again to see if that offer still stands, and if so, what would be required to move forward.

This would enable us to have the MFD water the roundabouts after tilling and seeding native plants that would not require watering once established. There would likely be expenses incurred to remove the existing weeds and grass, for tilling, and to add top soil in preparation for planting.

Pam Eaton also suggested that grants may be available from DNREC to establish a pollinator garden. More research will be needed to determine our community's eligibility for these or other grants for planting native wildflowers.

Jennie volunteered to resend the survey again to see if the community remains divided on addressing the condition of the roundabouts, or whether folks want to move forward.

VII. Community Roads

A concern was raised about the numerous cracks appearing on both Branch Lane and Deep Pond Road. Rain penetration combined with freezing conditions will expand these cracks and further deteriorate the road. The road would likely have to substantially worsen before a request for repairs would be approved through the Community Transportation Fund based on the roads' status under our "dedicated for public use agreement."

The community agreed that the best option to address the cracks at this time is to perform temporary maintenance to slow further deterioration. Using cold patch on larger cracks was suggested, and Curt Eaton agreed to look into the issue and suggest a maintenance repair plan. There are sufficient funds in our reserves to cover the materials required to make the repairs, but we may want volunteers to assist with the work to keep costs down. The Board will work with Curt and update the community on this project.



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VIII. Financials

The Green Room of the library lacked the necessary inputs to display documents, so Dan Klopp was unable to display the financials at the meeting. The Deep Branch Woods' 2025 Profit & Loss and Balance Sheet statements are attached for review. There was no YOY increase in dues for 2026.

IX. Next Community Meeting

Depending on community needs and ongoing roundabout and road projects (described above), the next community meeting will likely be set for sometime in September or October. Notice will be sent in advance, and Zoom-participation will be enabled. To satisfy the Board's document retention requirements, please send any interim communications to dbwboard@gmail.com if you have any questions, comments, or concerns in the meantime.

X. ADJOURNMENT

The meeting adjourned at 11:48 a.m.

BOARD CERTIFICATION & APPROVAL OF MINUTES: This is to certify that the Deep Branch Woods Homeowners Association, Inc. is a Delaware Non-Profit Corporation; that the Board is duly constituted; has made all decisions based on reasonable investigation, in good faith, and with regard to the best interests of the community and its members; has exercised discretion within the scope of its authority under relevant statutes, covenants, and restrictions in discharging its obligations; and hereby approves the authenticity of actions reported in the above minutes of this meeting.

SO APPROVED

Kelly Roberts, President

Deep Branch Woods Homeowners Association, Inc.

April 26, 2026

Balance Sheet

Deep Branch Wood Homeowners Association

As of Apr 25, 2026

	TOTAL
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Assets	
Current Assets	
Bank Accounts	
Petty Cash	0.00
WSFS Checking Account	11,235.62
WSFS Savings Account	17,511.71
Total for Bank Accounts	\$28,747.33
Accounts Receivable	
Accounts Receivable	4,330.25
Total for Accounts Receivable	\$4,330.25
Other Current Assets	
Prepaid - Franchise Fee	105.00
Suspense	0.00
Uncategorized Asset	-725.00
*Undeposited Funds	28,094.50
Undeposited Funds	0.00
Total for Other Current Assets	\$27,474.50
Total for Current Assets	\$60,552.08
Other Assets	
DEC - Membership	25.00
Total for Other Assets	\$25.00
Total for Assets	\$60,577.08
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Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-32.00
Total for Accounts Payable	-\$32.00
Other Current Liabilities	
Clearing	0.00
Deferred Revenue	0.00
Developer Subsidy	1,240.67
Loan From Malmberg Property	0.00
Total for Other Current Liabilities	\$1,240.67
Total for Current Liabilities	\$1,208.67
Total for Liabilities	\$1,208.67
Equity	
Dividends Paid	-28.30
Opening Balance Equity	-16,956.57
Reserved Funds	\$9,751.40
Capital Contributions	14,000.00
(Under)/Over Reserved	-2,800.90
Total for Reserved Funds	\$20,950.50

Balance Sheet

Deep Branch Wood Homeowners Association

As of Apr 25, 2026

	TOTAL
Retained Earnings	37,670.00
Net Income	17,732.78
Total for Equity	\$59,368.41
Total for Liabilities and Equity	\$60,577.08

Profit and Loss

Deep Branch Wood Homeowners Association

January 1-December 31, 2025

	TOTAL
Income	
HOA Dues	4,350.00
Sales	18,955.29
Total for Income	\$23,305.29
Gross Profit	\$23,305.29
Expenses	
Insurance Expense	1,575.00
Landscaping and Groundskeeping	8,860.00
Management Fees	222.60
Permits & Licenses	32.00
QuickBooks Payments Fees	511.06
Taxes - Franchise	25.00
Utilities	1,208.90
Total for Expenses	\$12,434.56
Net Operating Income	\$10,870.73
Other Income	
Interest Income	5.66
Total for Other Income	\$5.66
Other Expenses	
Reconciliation Discrepancies	-17,506.05
Total for Other Expenses	-\$17,506.05
Net Other Income	\$17,511.71
Net Income	\$28,382.44

Deep Branch Woods Homeowners List sign in sheet

April 25, 2026 community meeting

Lot #	Address	Name
Lot 1	25345 Branch Lane, Milton, DE 19968	
Lot 2	25349 Branch Lane, Milton, DE 19968	
Lot 3	25353 Branch Lane, Milton, DE 19968	George + Beth Clair
Lot 4	25357 Branch Lane, Milton, DE 19968	
Lot 5	25361 Branch Lane, Milton, DE 19968	
Lot 6	25365 Branch Lane, Milton, DE 19968	Seah A Jones
		Kelly & Lauren Roberts
Lot 7	25371 Branch Lane, Milton, DE 19968	
Lot 8	25375 Branch Lane, Milton, DE 19968	Mario + Maria Maceren
Lot 9	25379 Branch Lane, Milton, DE 19968	Zoom
Lot 10	25387 Branch Lane, Milton, DE 19968	Zoom

Lot 11	25391 Branch Lane, Milton, DE 19968	Jennifer Baver
Lot 12	25395 Branch lane, Milton, DE 19968	
Lot 13	13091 Deep Pond Road, Milton, DE 19968	Don & Curt Oak
Lot 14	13095 Deep Pond Road, Milton, DE 19968	sm
Lot 15	13099 Deep Pond Road, Milton, DE 19968	Aue & Dan Klopp
Lot 16	13103 Deep Pond Road, Milton, DE 19968	Zoom
Lot 17	25394 Branch Lane, Milton, DE 19968	
Lot 18	25390 Branch Lane, Milton, DE 19968	
Lot 19	25386 Branch Lane, Milton, DE 19968	
Lot 20	25370 Branch Lane, Milton, DE 19968	T.G. Tim Gallagher
Lot 21	25366 Branch Lane, Milton, DE 19968	JOHN TEAL NANCY STEC John Teal / Nancy Stec

Lot 22	25362 Branch Lane, Milton, DE 19968	Mike Arena + Barbara Maden
Lot 23	25358 Branch Lane, Milton, DE 19968	Zoom
Lot 24	25354 Branch Lane, Milton, DE 19968	Diane Gibson
Lot 25	25350 Branch Lane, Milton, DE 19968	Conn. Traylor
Lot 26	25346 Branch Lane, Milton, DE 19968	