

**MEADOWS AT SHAWNEE HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS - MEETING MINUTES**

January 10, 2024

Directors in attendance: Mike Boyle, Bob Sheats, Dan Marabello, Linda Steiner, Tom Chilton and Taylor Shunk

Absent: Ellen Miller and Bob Shinholt

Also in attendance: Dave Markowitz, Neighborhood Watch Committee Chairman

Place: 38 Meadow Lark Drive

President's Opening Remarks to the Board of Directors:

Mike Boyle opened the meeting at 7:01 PM and wished all board members and their families a happy and prosperous New Year. He also thanked Tom and Henrietta Chilton for hosting tonight's meeting, especially following so closely after the busy holiday season.

As it is each year, the next couple of months will be the busiest for us in 2024. There are some challenging and other ongoing HOA matters to be addressed. Tonight, we will speak to some of those of immediate concern.

REPORT OF OFFICERS:

President Boyle asked board members if they had read the Minutes from the last board meeting held on November 8, 2023 and if so, he asked for a motion to approve them. Tom Chilton made a motion to approve the Minutes and Bob Sheats seconded the motion. The Minutes will be posted on the HOA's website.

Mike first reviewed various matters since the last meeting held on November 8, 2023: The Fall cleanup went well with a fair turnout of residents. There was remarkably little trash and debris to pick up along Kirby Road, the two ponds and the streets in the rear area of MAS. The common grounds looked good after the last cut in October. The wreaths at the front entrance were replaced and the holiday decorating contest went well with about the same level of participation. My thanks go to Dan Marabello for securing the gift certificates, and to Bob Shinholt for organizing the judging and presenting the prizes to the 3 winning homeowners. I believe Linda has the names of all the judges and we should send each a note of thanks for their participation.

On December 9, 2023, Mike and Dan attended the open house at the Southern Delaware Golf Club (formally the Rookery). They took a self-guided tour of the course and were impressed with the amount of renovation to the course and the work being done to the old clubhouse. This is where the "Big Oyster Brewing Co." restaurant will be located which is scheduled to open in late March or April.

Under the “New Business” agenda item, Mike will discuss the overnight street parking situation and explore the possibility of engaging a new attorney for the HOA. He also suggested that a notice should be posted on the HOA website that the Meadows at Shawnee is a “deed-restricted community”.

Vice President Bob Sheats prepared a detailed list of current violations in the development which included 22 owners in violation of the trash receptacles restriction (**Article VI, Section 6**) and one (1) owner in violation of the overnight street parking restriction (**Article VI, Section 7**). Twenty-three (23) letters will be prepared and mailed to all homeowners that are in violation.

Treasurer Dan Marabello reported on the HOA’s financial status as of today’s date as follows:

Balance Sheet as of January 10, 2024:

Assets: The balance in the PNC checking account is \$6,786.90. Total in CDs in Artisans’ Bank as of the end of December 31, 2023 is \$108,653.28. Total cash: \$115,440.18.

Total Assessments Receivable is \$356.19. There are currently four (4) homeowners that are delinquent on a portion of their FY2024 annual assessment, or owe interest charges and lien filing fees. **Total Assets: \$115,796.37.**

Liabilities & Equity: Retained earnings \$2,237.29; Total temporarily restricted net assets \$106,968.55; net income \$6,590.53. **Total liabilities and equity: \$115,796.37.**

Profit & Loss as of January 10, 2024:

Income - Assessment fee income current: \$29,280.00 which represents annual dues payments from 183 homeowners at \$160.00 per household. Administrative income and late payment interest: \$189.22. Total Income \$29,469.22.

Expenses – Total Administration expenses: \$564.02; Insurance: \$3,214.00; Total Common Area Maintenance: \$20,484.00; Holiday award expense: \$301.40; Total expenses: \$24,563.42. **Net Ordinary Income: \$4,905.80.**

Total other Income: Six (6) months of interest on CDs: \$1,684.73. **Net Income \$6,590. 53.**

Dan suggested that a \$5.00 service charge should be added on to the accounts of those people who haven’t paid their annual assessments in full, plus owe interest charges and/or lien filing fees as noted in his report.

Dan projected that expenses for the remaining six (6) months of this fiscal year will amount to approximately \$7,179.00. This will be for grounds maintenance, ponds maintenance, Community Associations Institute (CAI) yearly membership, “Dreamhost” renewal for the HOA website and yearly renewal of the Post Office mailbox.

Secretary Linda Steiner reported on the following administrative matters:

Violation letters:

11/20/23 – Little Pond Dr., 2nd letter sent regarding out of state vehicle immobilized for months in driveway.

12/18/23 – Meadow Lark Dr., 3rd letter sent regarding 2-3 trash cans on side of house in view from street.

Welcome Letter:

1/9/2024 – New homeowners - Jose J. Alcantara Pena and Christian Pena Carmona, 9 Lenape Lane.

Website Postings:

12/8/23 – Postings on Home and Community pages for the Holiday Decorating Contest and next Board meeting on January 10, 2024.

1/3/24 – Postings on Home, Minutes and Community pages for winners of Holiday Contest and approved Minutes from September 13, 2023.

Other matters:

In the Fall 2023 Newsletter, a notice was added about the HOA establishing a directory of email addresses so announcements or items of interest could be sent to homeowners and residents when necessary. As a result of that notice, four (4) homeowners replied with their email addresses and signed up to be in the directory.

REPORT OF COMMITTEES:

Architectural Committee:

Chairman Tom Chilton reported that he had not received any architectural review requests since the last board meeting held on November 8, 2023.

Grounds Committee:

Chairwoman Taylor Shunk reported that she had received a proposed new two-year contract from Armstrong's Lawn Service in November 2023. The new contract runs from April 15, 2024 to October 31, 2024 and April 15, 2025 to October 31, 2025. The new cost is \$700 per cut or total of \$1,400 per month. Mike requested that Armstrong's provide a copy of a Certificate of Insurance for the company and he will sign the contract as the representative of the HOA.

Taylor reported that she also received the new two-year stormwater management contract from Tributaries, LLC on January 3, 2024 and asked that it be approved. The new contract begins on March 1, 2024 and will end on February 28, 2026. The yearly price remains the same as in the

last contract at \$3,716.40 with two (2) payments of \$1,858.20 to be paid per year. Mike will sign this contract also on behalf of the HOA.

Service reports for October and November 2023 were received from Tributaries. During the months of November and December, the contractor cleared and sprayed the riprap area and took out saplings in the meadow and swale.

Taylor is still looking for a new ice cream vendor for the Summer 2024 season that doesn't charge a fee. The vendors she has contacted so far want to charge a fee to come into the development.

Neighborhood Watch Committee

Chairman Dave Markowitz reported that he checks the "Crime Map" on the City of Milford Police Department website to check where crime is occurring in the area. As of late, there have not been many incidents showing on that site. He did see a message on "NextDoor" recently posted by a resident of Shawnee Acres. They reported that they saw a car speeding off the ramp from Route 1 and almost caused a major accident with someone that was pulling out of the Meadows at Shawnee at the front entrance.

Taylor ordered four (4) new magnetic signs for the Neighborhood Watch Committee from a local merchant at a cost of \$139.98. Dan gave Taylor a check to cover the cost of the signs. The two teams that oversee the Neighborhood Watch are managed by Dave Markowitz and Richard Prince and Carole and Joe Palermo.

OLD BUSINESS

Holiday Decorating Contest

Linda reported on the names of the homeowners who won the 2023 Holiday Decorating Contest in December. The names of the winners were also posted on the HOA website in January.

- 1st Prize went to the Carlisle Family at 17 W. Bullrush Drive;
- 2nd Prize went to the Boyle Family at 43 Meadow Lark Drive;
- 3rd Prize went to the Newberry Family at 7 Meadow Lark Drive.

Future Pond Repairs

As reported at the last meeting in November 2023, more repairs will soon be necessary in both the Little Pond and Big Pond. The small inlet pipe on the Meadow Lark Drive side of the Little Pond will need new riprap installed. In the Big Pond, the riprap channel that runs from the inlet area feeding the big pond from the little pond at Meadow Lark Drive and runs to the outflow near Kirby Road will need to be rebuilt. It will need to be dug out, sediment removed, a new liner installed and then filled with new stone. The cost of the repairs for the Big Pond could amount to \$20,000. The Sussex Conservation District cost share will be \$5,000.00 per project.

Update on RE listings and home sales:

As of today's date, January 10, 2024, there are no homes for sale in the development. There was one home that sold in December 2023 in the Meadows at Shawnee at 9 Lenape Lane.

NEW BUSINESS:

Spring 2024 Newsletter

Taylor will be handling the publication of the Spring 2024 Newsletter. She will be conferring with Jim Mandelblatt about creating a program that will enable online editing for changes and updates.

Spring 2024 Cleanup date

Taylor proposed Saturday, April 6, 2024, as the date for the Spring cleanup and the rain date will be on April 13, 2024.

Venue for the 2024 Annual Meeting

Dan will be reserving the Community Room at the new Milford Police Department building located at 401 NE Front Street. The date for this year's annual meeting will be on **Wednesday, June 19, 2024 at 7:00 PM.**

Overnight Street Parking

Mike Boyle handed out a copy of a violation letter that he drafted to send to those homeowners that continually repeat the same violations. Violations that reoccur within a year will be deemed to be a continuation of the original violation and fines will be imposed without further notification.

Bob Sheats made a motion to accept the four (4) Officers' reports and the three (3) Committee reports and it was seconded by Taylor Shunk.

A motion was made to adjourn and the meeting ended at 9:05 PM.

Respectfully submitted by:
Linda Steiner, Secretary