

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

JANUARY 12, 2022

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, Chairman
Neighborhood Watch Committee

NOTE: Due to the increased number of cases of the Delta and Omicron COVID variants in Delaware as of December 2021, President Mike Boyle proposed returning to Zoom video conferences for board meetings starting in January 2022. This was agreed to by a majority of board members.

Opening Remarks:

President Mike Boyle called the Zoom meeting to order at 7:00 PM and stated that there was a time limit of 90 minutes for the conference. If the meeting goes beyond the time limit, members can go back to the link that was emailed to them to return to the meeting.

President Boyle asked all members if they had read the minutes from the last meeting held on November 10, 2021 and asked for a motion to approve. Tom Chilton made a motion to approve the minutes as written and Bob Sheats seconded the motion. All board members were in favor and the minutes will be posted on the HOA's website.

REPORT OF OFFICERS:

President Boyle had nothing new to add other than the trash schedule was changed by the city around the Christmas holiday and some homeowners were not aware of the change. In the Spring Newsletter he would like to include a link for homeowners to go to for information on weather, traffic alerts and the city calendar.

Vice President Bob Sheats had nothing new to report but asked if anyone knew how the white privacy fence on Business 1 was damaged. DELDOT was plowing Business 1 after the recent snowfall and plowed into the fence belonging to a West Bullrush Drive home due to icy conditions. Dan stated that the fence was already being repaired as of today's date. Bob turned the meeting over to Dan Marabello for the Treasurer's report.

Treasurer Dan Marabello reported on the HOA's financial status as of January 12, 2022 as follows:

BALANCE SHEET

Assets: PNC checking account balance is \$21,699.47. The HOA currently holds eight (8) CDs in Artisans' Bank with a total in savings of \$98,109.06. This figure includes interest up to December 31, 2021. Total cash in bank \$119,808.53. Total accounts receivable \$-270.00. **Total Assets: \$119,538.53.**

Liabilities & Equity: Retained earnings \$15,461.40; total temporarily restricted net assets \$97,085.51; net income \$6,991.62. **Total liabilities and equity: \$119,538.53.**

PROFIT & LOSS

Total assessment fee income is \$23,660.00 which represent annual dues payments from 182 homeowners at \$130.00 per household. Assessment fee income from prior years was collected in the amount of \$1,130.00 and property settlement income collected \$124.65. Total income is **\$24,914.65.**

Expenses – collection costs \$105.75, lien filing fees \$49.00, mileage reimbursement \$20.16, office expenses \$140.45, postage \$235.78, taxes and licenses \$459.00, Grounds \$4,840.01, holiday award expense \$328.32, insurance \$2,877.00, pond maintenance \$3,716.40 and legal fees \$210.75. Total expenses \$12,982.62. **Net Ordinary Income: \$11,932.03.**

Total other income: \$1,709.59; Other expense: \$6,650.00 deposited into CD in Artisans' Bank. **Net income: \$6,991.62.**

The HOA is receiving checks every two weeks from the HOA attorney as he collects through a garnishment on a homeowner who did not pay their annual dues for nine (9) years.

Bob Sheats made a motion to accept the Treasurer's accounting as reported and it was seconded by Tom Chilton.

Secretary Linda Steiner reported on the following administrative matters:

Violation letters:

11/12/21 - 2nd notice, East Bullrush Drive, trash receptacles and basketball hoop in driveway.

- Misty Vale Court, overnight street parking
- Meadow Lark Drive, overnight street parking
- Little Pond Drive, dumpster and overnight street parking

11/15/21 – 2nd notice, West Bullrush Drive, overnight street parking.

11/23/21 – East Bullrush Drive, overnight street parking

Welcome Letters:

1/12/22 - Yogin and Jashmina Patel, 6 West Thrush Drive

1/12/22 – Denise M. Matthews, 56 Meadow Lark Drive

1/12/22 – Tyler J. Williams, 39 Meadow Lark Drive

Other matters:

11/28/21 – Five (5) lawn signs ordered from Vista Print for the 2021 Holiday Decorating Contest.

12/4/21 & 12/18/21 – Two notices posted on “NextDoor” website regarding the Holiday Contest.

12/5/21 & 12/22/21 – Two postings on the HOA website regarding the Holiday Contest.

Bob Sheats made a motion to accept the Secretary’s report and it was seconded by Taylor Shunk.

REPORT OF COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported that he had one (1) architectural request approval during the month of November 2021 as follows:

11/17/2021 – 15 Meadow Lark Drive – Solar panels.

Linda Steiner made a motion to approve the Architectural report and Bob Sheats seconded the motion.

Grounds Committee:

Chairwoman Taylor Shunk reported that she will be getting another quote for the landscaping work to be done at the front entrance. One quote has been obtained so far from Sussex Tree, Inc. for the planting, mulch and edging at the main entrance. Tom Chilton asked what kind of edging was being considered since the wood curbing had deteriorated. Taylor will get a quote on stone edging.

The grass cutting of all the common areas in the development will be handled by Armstrong’s Lawn Service who is under a two-year contract that ends in July 2023.

The HOA is under a 2-year contract with Tributaries LLC which began on January 1, 2022 for the monthly maintenance of the two ponds. The yearly fee is \$3,912.00 and a 5% discount was offered if payments are made twice a year instead of monthly. A check will be sent to Tributaries for the first 6 months of service.

Taylor proposed the date of **Saturday, April 30, 2022** for the Spring cleanup and a rain date of May 7, 2022.

Neighborhood Watch Committee

Chairman Dave Markowitz stated that there was only one incident that occurred in the development since the last board meeting held in November 2021. A few youngsters were causing

mischievous in the neighborhood and a homeowner on West Bullrush called the police. The police answered the call and checked around the development but the children were gone.

Bob Sheats made a motion to approve the Neighborhood Watch Committee's report and it was seconded by Tom Chilton.

OLD BUSINESS

Linda reported that there were three (3) homes sold in the development during the months of November and December 2021 as follows: 39 Meadow Lark Drive, 56 Meadow Lark Drive and 6 West Thrush Drive. There is currently one home for sale at 6199 Kirby Road and that is scheduled to close on January 21, 2022.

The winners of this year's Holiday Decorating Contest were as follows: **First Place** - the Carlisle Family at 17 West Bullrush Drive; **Second Place** - the Newberry Family at 7 Meadow Lark Drive and **Third Place** - the Genco Family at 17 West Thrush Drive. First, Second and Third Place lawn signs were given to each winner as well as gift certificates to Mama Maria's Italian restaurant.

Dan Marabello will contact the City of Milford Public Works Department and request that they proceed with the installation of the new lamppost on the left side of the front entrance. The City's charge to install the new light is \$4,284.14 which includes the cost of the light fixture and pole, the boring of the holes for electric and installing the pipes and wiring. The new light should be installed within a month. Regarding the irrigation system, Dan will speak to City Manager Mark Whitfield about recommending a well digger so a quote can be obtained. The contractor that installs the irrigation system will hire the electrician and a plumber will install the meter pit. One quote has been obtained so far from Sussex Tree, Inc. for the installation of the irrigation system.

Dan, Mike and Taylor agreed to meet on Monday, January 17th at 10:30 AM at the front entrance to further discuss the plans for the landscaping of the entrance beds, center island and installation of the irrigation system.

NEW BUSINESS:

Mike Boyle referred board members to the latest draft policy for amending governing documents that he emailed prior to the meeting. Tom Chilton made a motion to accept the new "Policy and Procedural Guidance for Conducting Referendums" document and it was seconded by Bob Sheats. All members were in favor. Tom asked when the new Policy documents will be sent to homeowners. Mike said they will be mailed in March so members have time to submit applications at least 60 days prior to the annual meeting.

For now, Mike will hold off on mailing out the overnight parking letter to homeowners. The HOA can impose more restrictive rules regarding street parking than the City of Milford's rule. Mike will check with the HOA lawyer about drafting a policy regarding fines for violating restrictions.

Taylor is working on the new Spring Newsletter and details of the annual meeting which is scheduled for June 15, 2022 will be included. Board members should send their committee reports and items of interest to Taylor to be included in the publication.

Mike reported that the owner of an ice cream truck called “Cup ‘R Cone” contacted him by email in December inquiring if he could set up an ice cream night in the development during the 2022 spring/summer season. Board members discussed the matter and agreed it would be a nice community event. Mike suggested that the truck park in a convenient spot in the development and can come in once a month during the months of May through August. He will call the vendor to get more details and set up a schedule.

Dan will contact the Milford Senior Center to reserve the date of Wednesday, June 15, 2022 for the annual meeting.

The next board meeting will be a Zoom video conference and will be held on **Wednesday, March 9, 2022 at 7:00 PM.**

A motion was made to adjourn by Mike Boyle and the meeting ended at 8:35 PM.

Respectfully submitted by:
Linda Steiner, Secretary