

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

January 13, 2021

Directors attending: Bob Shinholt, Dave Markowitz, Dan Marabello, Linda Steiner,
Kate Leith and Tom Chilton

Absent: Ellen Miller

Guest: Architectural Committee Member - Robert Sheats

NOTE: Due to the continuing COVID-19 health threat and Governor Carney's orders that all persons maintain social distancing, the Board of Directors participated in a video conference in lieu of meeting in person at a Board member's home.

President Bob Shinholt hosted the "Zoom" video conference and opened the meeting at 7:06 PM. Bob stated that there was a time limit of 40 minutes for the free conference so the meeting would have to move along quickly.

Bob asked the Board if they had reviewed the minutes from the last board meeting held on October 29, 2020 and asked for a motion to approve. A motion was made by Tom Chilton to approve the minutes as written and it was seconded by Kate Leith. All members were in favor and none were opposed. The minutes will be posted on the HOA's website.

Report of the Officers:

President Bob Shinholt reported that he will be talking about proposed amendments to the restrictions later on in the meeting when we get to the "**Old Business**" section of the Agenda.

Vice President Dave Markowitz had nothing new to report and 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 today's date, January 13, 2021:

- **Balance Sheet** - the balance in the checking account is \$24,214.34. The total amount in reserve in the eleven (11) CD's is \$89,654.59 which includes interest as of December 31, 2020 for total cash amount of \$113,868.93. Total Accounts Receivable (-\$530.00); other current assets \$260.00. Total assets equal **\$113,598.93**.

Total liabilities \$15.00; total Equity \$113,583.93; total liabilities and equity equal **\$113,598.93**.

- **Income & Expenses** – Total assessment fee income received \$23,790.00.

Expenses paid to date: Collection costs, administrative, office and postage \$415.30; Grounds \$4,026.74; Insurance \$2,877.00; Federal income tax \$460.00; deposit to CD for retention ponds \$6,650; Total expenses \$14,429.04.

Other income: property settlement and interest \$68.91 and interest from CD's \$847.71 equals \$916.62 in total other income. **Net Income: \$10,277.58.**

The HOA has one outstanding account with an amount due of \$2,500 plus and will be negotiating with the homeowner to collect the total amount due. A lien has been filed against the property and two judgments have been obtained against the owner.

Federal taxes of \$460.00 were paid in September 2020 for the year ending 6/30/2020 which the IRS applied in error towards an old amount due from 2013. Dan will be calling the IRS to straighten out the mistake. The HOA currently has a total of eleven (11) CD's held in the Discover Bank and Artisans' Bank. The next CD to mature is on February 4, 2021 at Discover Bank. The current interest rate for a 12-month CD is ½ of one (1) percent. Since interest rates are so low, Dan will check Title 25 to see if it is legal to invest excess funds in a low-risk Index Fund.

All bills have been paid to date. There will be some bills for ground work which may cost between \$3,000-\$5,000 leaving about \$5,000.00 left at the end of the fiscal year. Tom Chilton commented that the HOA should wait to see how much the landscaping will cost before projecting the amount of extra cash left at the end of the year.

Secretary Linda Steiner reported on the following administrative matters:

Violation letters sent to homeowners:

11/2/20 – Meadow Lark Drive, prohibited vehicles in driveway
11/12/20 – Kirby Road, prohibited vehicle in driveway
11/13/20 – Meadow Lark Drive, 2nd notice letter re prohibited vehicles in driveway
11/16/20 – W. Thrush Drive, prohibited vehicle in driveway
11/21/20 - Meadow Lark Drive, 3rd notice letter re prohibited vehicles in driveway
12/12/20 – W. Bullrush Drive, 2nd notice letter regarding basketball goals
12/13/20 – Kirby Road, prohibited vehicle in driveway
12/14/20 – Windy Drive, prohibited signs on lawn
1/2/21 – Kirby Road, 2nd notice letter regarding prohibited vehicle in driveway
1/5/21 – Little Pond Drive, prohibited sign on lawn
1/9/21 – Big Pond Drive, trash receptacles in driveway
1/9/21 – Meadow Lark Drive, prohibited sign on lawn

Welcome letters sent to homeowners:

12/4/20 – Wanda Nesbit, 11 E. Bullrush Drive
12/4/20 – Pedro Sevillano & Patricia Yolanda Rivera Sellan, 9 Meadow Lark Drive

12/4/20 – Karen Kopp, 4 W. Thrush Drive

12/4/20 – Molly Joyce & Tyler Yawornicky, 14 W. Thrush Drive

Other matters:

12/4/20 – Message posted on “Next Door” regarding December 2020 Holiday Decorating Contest.

12/6/20 – Email to DELDOT regarding “Welcome to the Meadows at Shawnee” damaged sign down on Kirby Road. The sign has since been taken away.

REPORT OF THE COMMITTEES

Architectural Committee

Chairman Tom Chilton reported that he had one (1) Architectural request since the October 2020 meeting as follows: Request dated 12/3/2020, 14 West Thrush Drive, installation of fence, approved 12/5/2020.

At this time, Tom asked Board Members to take a vote to elect Robert Sheats as a member of the Board. All six directors in attendance voted “Yes” and Bob was welcomed in as the new member of the Board of Directors.

Grounds Committee

Chairperson Kate Leith reported that she will prepare a Request for Proposal (RFP) for Groundskeeping and get bids from a number of vendors. She will request the proposals to be returned within 30 days.

Neighborhood Watch Committee

Chairman Dave Markowitz reported that there have been no incidents in the development since our last board meeting on October 29, 2020. As always, he is continually looking for new volunteers. Bob Shinholt asked Dave to let him know how many members were currently serving on the Neighborhood Watch. He will post a notice on “Next Door” stating the need for more volunteers and include Dave’s phone number so members of the community can contact him.

Old Business:

The subject of violations in the development came up for discussion amongst the board. It was noted that a pickup truck in the driveway of a home on Kirby Road has been immobilized for some time due to a flat tire. Bob Shinholt personally spoke with the homeowner and a violation letter was sent. The owner promptly had the flat tire fixed. Dan will check with the city to see if there is a restriction regarding vehicles being kept in a driveway with expired license plates.

The subject of flags came up for discussion. Flags fall under **Section 13** in the Declaration which reads as follows: **Yards & Yard Fixtures**. No statues, sculptures, painted trees, ornaments or

replicas of animals or other like objects larger than 4' high x 30" wide or round may be affixed to or placed on any lot or building. Decorative flags no larger than 3' x 5' are permitted." Kate commented that the "Back the Blue" police flag is decorative in her opinion. Bob Shinholt commented that many of the current restrictions are vague and that he will start to draft proposed changes for better clarification, particularly to restrictions "**Section 7 - Prohibited Vehicles**" and "**Section 8 - Signs**". He will email a draft of the proposed changes to Board Members for review and comments. Once they are finalized, they can be mailed to all homeowners for approval or disapproval.

Newly elected Board Member Bob Sheats commented that he knew of another HOA in Kent County where proposed changes to restrictions were mailed to homeowners and they were advised that if they failed to respond, the ballot would be counted as a "Yes" vote. Bob Shinholt asked Linda to contact the HOA attorney to see if that method would be acceptable or legal.

Linda gave an update on real estate listings and home sales. There were 5 homes that sold during the months of November and December 2020 as follows: 3 E. Bullrush Drive, 11 E. Bullrush Drive, 9 Meadow Lark Drive, 4 W. Thrush Drive and 14 W. Thrush Drive. As of today's date, there are no other homes for sale in the development.

The winners of the December 2020 Holiday Decorating Contest were as follows:

- 1st Place - The Cinque Family at 5 Lenape Lane;
- 2nd Place - The Eichenberg Family at 5 East Bullrush Drive;
- 3rd Place - The Carlisle Family at 17 West Bullrush Drive.

Each homeowner was given a yard sign to post on their front lawn and the winners' names were posted on the HOA website. In addition, each family received a gift certificate to local Italian restaurant, "Mama Maria's".

New Business:

Dan and Dave drove around the community in January to check on restriction violations. Bob Sheats said he walks every day and saw nothing major.

The next two (2) Zoom Board Meetings will be held on Wednesday, March 10, 2021 and May 12, 2021. The traditional annual meeting is held in mid-June each year on a Wednesday evening. This year that date would fall on June 16, 2021. Due to ongoing COVID-19 restrictions and the limit on large gatherings, the HOA will conduct the annual meeting by mail again as it was handled in 2020.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 8:35 PM.

Submitted by:
Linda Steiner, Secretary