

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

**January 15, 2025**

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

Absent: Bob Shinholt

Also in attendance: Dave Markowitz, Neighborhood Watch Committee Chairman

Place of Meeting: 8 E. Thrush Drive

**OPENING: CALL TO ORDER**

President, Tom Chilton, opened the meeting at 7:00 PM and thanked Taylor Shunk for hosting tonight's meeting. Tonight, the Board will have a closed session to discuss how to respond to those owners with excessive violations.

**APPROVAL OF THE MINUTES**

Tom asked if everyone read the Minutes of the last meeting held on November 20, 2024 and if there were any comments or changes necessary before they are posted on the website? There were no comments and Tom asked for a motion to accept the Minutes as written. Mike Boyle made a motion to accept the Minutes and it was seconded by Bob Sheats. The Minutes will be posted on the HOA Website.

**REPORT OF OFFICERS**

**-- President's Report:** Tom Chilton stated that with all the activities the Board has to take on, the most time consuming is the monitoring of violations. Since July 1, 2024 through December 31, 2024, the HOA has sent out over 42 letters to various homeowners regarding violations. Some were courtesy letters reminding them of the violation, while others were warnings of fines and the possibility of liens being put on their property. In two instances, invoices were sent to two homeowners who have not paid their fines. This will be discussed at our closed session. Since July of 2024, there were approximately 80 violations in August, 98 in September, 111 in October, 48 in November and well over 100 in December with 94 from just 3 properties. There are two lot owners who blatantly violate the restrictions on a continuous basis.

President Chilton sent an email to the HOA attorney in December requesting him to look at the HOA's Enforcement Policy, the governing documents, and some violations letters that have been written to lot owners. He recommended some changes to our letters and gave us legal advice on collection methods.

Tom asked all Board Members to report any violations they see in the development to both him and Jacob so they can be logged onto the monthly Violation Sheets. As a Board, we have to be consistent in reporting violations and Tom's goal as President is to get the violations under control.

On a positive note, the HOA received a "Buy-In" fee of \$150.00 from the closing of a home on East Bullrush Drive in January 2025.

**-- Vice President's Report:** Bob Sheats reported on yard waste receptacle violations at three (3) properties for the period of January 1 to January 13. The violations were reported to Jacob Feist who maintains a Violation Log for each month. Bob has also noticed untagged vehicles in some driveways which may be a violation of the City of Milford Municipal Code. He has also noticed that many people are running stop signs in the development. Dan suggested that the Milford Police Department could be requested to drive through the development to check on that problem.

**-- Treasurer's Report:** Dan Marabello reported on the HOA's financial status as follows:

**Projected Expenses – for the period 1/15/2025 to 6/30/2025**

Grounds, Delaware Franchise Tax, CAI Membership, Incserv Registered Agent, Dream Host website, Annual Meeting, P.O. Box, Legal (estimated), 1120H Federal Taxes, Compilation Report (estimated) and Unknown. Projected amount: \$9,845.00.

PNC Checking Balance: \$13,482.00; balance to carry over to year ending 6/30/2026 - \$3,637.00.

**Cash Position as of January 15, 2025:**

**Assets:**

PNC checking account as of today is **\$13,481.57**

The total in the three (3) Artisans' Bank CDs as of 12/31/2024 is \$112,173.60 (**See Note A**)

Total cash in bank: **\$125,655.17**

**Note A:**

- 1) CD accrued interest for period 1-1-2025 to 1-15-2025 was \$169.00;
- 2) Projected additional interest for period 1-1-2025 to 6-30-2025 is \$2,028.00.

Estimated unpaid assessments - \$400.00; (2 properties: one full assessment and one partial assessment). No unpaid bills as of 1-15-2025.

**Secretary's Report:** Linda Steiner reported on the following administrative matters:

**Violation letters:**

Between the period of 11/20/24 to 1/15/25, six (6) violation letters were mailed out to homeowners for various restriction violations: trash receptacles, prohibited vehicles, overnight street parking and political signs.

**Welcome letters:** Two (2) “Welcome Packages” were hand delivered to new owners on Big Pond Drive and East Bullrush Drive.

**Other matters:**

Emailed copies of the HOA’s governing documents to a Real Estate agent who had listed a home in the development.

Posted the new Enforcement Policy dated November 20, 2024 on the HOA Website.

**Update on RE listings and home sales:**

There is currently one (1) home for sale in the Meadows at Shawnee on East Thrush Drive. In December 2024 and January 2025, two (2) homes were sold on Big Pond Drive and East Bullrush Drive.

Mike Boyle made a motion to accept the four (4) Officers’ reports and Taylor Shunk seconded the motion. All board members were in favor and none opposed.

**REPORT OF COMMITTEES:**

**Architectural Committee:**

**Chairman Tom Chilton** reported on two (2) Architectural Requests that were received and approved by his committee during the month of December as follows:

12/02/2024 – 26 Meadow Lark Drive – Installation of six new windows and front door

12/29/2024 – 18 West Bullrush Drive – Replacement of siding

**Grounds Committee:**

**Chairwoman Taylor Shunk** reported that she had received an Invoice from Tributaries in the amount of \$1,858.20. This covers six (6) months of stormwater maintenance in the two (2) ponds. Dan has paid the bill.

Armstrong’s Lawn Service does the lawn cutting in all the common areas and his contract runs from April to October.

Taylor proposed the date for the MAS neighborhood Spring Cleanup to be held on Saturday, April 26, 2025 at 9:00 am and the rain date would be the following Saturday, on May 3.

Taylor will set up meetings in February with the two (2) property management companies she searched out in Delaware (Premier Community Association Management and Investment Property Services) to discuss their management services and fees. The meetings can be held at the Milford Police Station in the Community Room.

### **Neighborhood Watch Committee:**

**Chairman Dave Markowitz** reported on three (3) incidents that occurred in the MAS during the months of December 2024 and January 2025. This information was found on the Milford Police Department website who partners with CrimeMapping.com to keep residents of Milford informed of crimes in their areas.

12/19/24 – West Bullrush Drive, Vandalism (damage/private property)

12/28/24 – Little Pond Drive, theft/larceny from yards

1/2/2025 - West Thrush Drive, Assault (Intimidation/terroristic threat/harassment)

Linda Steiner made a motion to accept the three (3) Committee reports and it was seconded by Mike Boyle. All in favor.

### **OLD BUSINESS:**

1. Linda received an email from the Community Associations Institute on December 4, 2024 stating that as of December 3, 2024, the Corporate Transparency Act (CTA) has been blocked nationwide by a Texas Federal Judge. The court granted a preliminary injunction halting enforcement and reporting requirements of the CTA across the entire United States.

2. Jacob has been logging all violations that are reported to him on spreadsheets and monthly reports are being emailed to all board members at the end of each month. The January 2025 report will be emailed to all members at the end of January.

3. Jacob has been evaluating the different payment portal options to be set up on the HOA website. He has been comparing the Helcim and Stripe options and has found Stripe to be easier to work with. The HOA's bank account will have to be linked to the Stripe website. The payment portal can be set up on the website to accept payments for the annual dues and invoices. Homeowners paying on the portal will input their property address, phone number, email address when paying their annual dues and there will be a processing fee to use the portal.

4. The update on real estate listings and home sales was reported by Linda Steiner in her Secretary's Report on Pages 2-3.

### **NEW BUSINESS:**

1. Dan reported that he will arrange for a compilation to be prepared of the HOA's financial statements by a local accounting firm. He is estimating that the fee would be around \$1,500.

2. Taylor reported on setting up meetings with the two (2) property management companies (PCAM and IPS) in her Grounds Committee Report on Page 3.

3. Dan will reserve the date of **Tuesday, June 17, 2025** for the Meadows at Shawnee HOA's 2025 Annual Meeting. The meeting will be held in the Community Meeting Room at the Milford Police Station located at 401 NE Front Street, Milford, DE.

4. The Board will work on drafting a proposed new amendment to the Declaration of Restrictions to include a maintenance clause. This can be voted on at the Annual Meeting in June 2025. Dan will check the City of Milford's laws regarding property maintenance also.

5. Mike Boyle did some research on the curb weights of various minivans and pickup trucks. He found a chart on the DELDOT website that he can use in developing a guidance policy for **Article VI, Section 7, Prohibited Vehicles** in the Declaration of Restrictions. A boundary could be set based on the curb weight of the vehicles and number of axles.

### **EXECUTIVE SESSION**

Board member Mike Boyle made a motion to go into Executive Session, reference the below statute. Linda Steiner seconded.

Pursuant to Del. C. "**Title 25, Chapter 81, §81-308A (c)(i), Executive board meeting.** (c) After the period of declarant control ends, all meetings of the executive board shall be open to the unit owners except for executive sessions held for purposes of: (i) Consulting with the association's lawyer regarding, or board discussion of, litigation, mediation, arbitration or administrative proceedings or any contract matters."

Motion carried.

At 9:15 pm, President Tom Chilton paused the Board Meeting to enter into a closed session discussion.

### **Return to Open Session**

At 9:29 pm, board member Taylor Shunk made a motion to return to Open Session and member Dan Marabello seconded the motion. Motion carried.

A motion was made by Mike Boyle to adjourn the board meeting and it was seconded by Linda Steiner. All in favor.

President Chilton adjourned the meeting at 9:30 PM.

Respectfully submitted by:  
Linda Steiner, Secretary