

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

October 12, 2016

Directors present: Daniel Marabello, Dave Markowitz, Ellen Miller, Bob Shinholt,
Linda Steiner and Barry Zeigler

Absent: Madeleine Mandelblatt and Michael Boyle

Meeting was called to order at 7:11 p.m. at 8 E. Thrush Drive, Milford, Delaware.

Due to the absence of President Madeleine Mandelblatt and Vice President Michael Boyle, Treasurer Dan Marabello opened the meeting and began with his Treasurer's report.

Report of the Officers:

Dan Marabello, Treasurer, reported on the HOA's financial status as of today's date.

- Balance Sheet – The current balance in the checking account is \$17,232.12 and total amount in the six (6) CD's is \$50,598.62. Total assets equal \$67,830.74. All bills are paid and the balances in the six CD's includes interest earned through September 30, 2016. Each year, \$6,650.00 is deposited into a CD savings account. Discover Bank is no longer opening new CD business accounts and a new bank will have to be selected. Artisans' Bank is offering 1% interest for a 2-year CD. The rates at County Bank and Del One Bank will also be checked.
- Profit & Loss - The current assessment fee income is \$22,750.00 which consists of 175 payments made at \$130.00 per homeowner for the 2017 fiscal year. \$21.21 has been collected for services for a total income of \$22,771.21. There was a \$12.00 bank charge for a bounced check from one homeowner. Office expenses total \$278.85 so far for paper and refilling of toner cartridges for HOA printer. Grounds maintenance totals \$2,250.00 for the last 3 months at \$750.00 per month. Liability insurance for the year has been paid at \$2,775.00. The quarterly interest earned on the CD savings accounts was \$251.80. Federal Income Tax paid on interest earned was \$294.00. Net income is \$14,274.64.
- Aging Summary - There are currently 8 homeowners that are outstanding in the payment of their dues. Liens have been filed against all 8 homeowners and Judgments have been obtained against 3 owners so far who owe for past years. Two (2) delinquent owners who owe this year's dues have made partial payments. If liens are not paid in full by the end of this month, debt action complaints will be filed in Justice of the Peace Court No. 17 against the remaining five (5) owners to obtain judgments.

A Motion was made to approve the Treasurer's report and it was seconded.

Linda Steiner, Secretary, reported on the following administrative matters:

- Late notice letters were mailed to thirty-five (35) homeowners on August 1, 2016 who were delinquent on paying their FY2017 annual dues.
- On August 16, 2016, a lien was renewed for another 3 years against a homeowner delinquent on annual dues for the past eight (8) years.
- “Welcome” letters were hand delivered to two (2) new homeowners on Meadow Lark Drive and Lenape Lane in August and September.
- On August 20, 2016, violation letters for overnight parking were mailed to two (2) homeowners on Little Pond Drive and Meadow Lark Drive.
- Liens were filed against five (5) delinquent homeowners on September 2, 2016 for non-payment of this year’s annual dues.
- Eight (8) architectural approval packages were hand delivered to homeowners during the months of July, August and October 2016. Architectural Committee Chairman Bob Shinholt will give the specifics of those requests in his report.

A motion was made to accept the Secretary’s report and it was seconded.

Report of the Committees:

Bob Shinholt, Architectural Review Chairman, reported that there were eight (8) architectural requests received and approved during the months of July, August and October 2016, as follows:

- 7/12/16 – 2 Briar Court, installation of solar panels, approved on 7/19/16;
- 7/15/16 – 8 Little Pond Drive, installation of fence, approved on 7/18/16;
- 7/18/16 – 2 Briar Court, installation of shed, approved on 7/28/16;
- 7/26/16 – 9 West Bullrush Drive, expansion of existing deck, approved on 7/27/16;
- 7/28/16 – 32 Meadow Lark Drive, installation of shed, approved on 8/17/16;
- 8/5/16 – 7 Little Pond Drive, installation of solar panels, approved on 8/8/16;
- 10/4/16 – 9 West Thrush Drive, installation of solar panels, approved on 10/5/16;
- 10/10/16 – 23 Meadow Lark Drive, installation of satellite dish, approved on 10/11/16.

A motion was made to approve the Architectural Committee report and it was seconded.

At this time, Dan Marabello asked if the minutes from the last board meeting on July 13, 2016 had been approved yet. Copies of the minutes had been previously emailed to all board members for their review on September 13, 2016. A motion was made to approve the minutes and it was seconded. None opposed.

Barry Zeigler, Grounds Committee Chairman, reported that he was in contact with Lou’s Landscaping and meeting with him on Saturday, October 15th to discuss the maintenance on the

ponds. The landscaper will be cutting the grass and shrubs, trimming trees and spraying the weeds. The two ponds are landscaped once a year and the charge is \$1,875.00.

The fall cleanup is scheduled for Saturday, November 5, 2016 at 9:00 AM and the rain date is Saturday, November 12th. This information should be posted on the HOA website and the “Next Door” website so the entire development is aware of the date should they want to volunteer.

A motion was made to approve the Grounds Committee report and it was seconded.

Dave Markowitz, Neighborhood Watch, reported that he had no new matters to report on since the last board meeting in July.

Linda Steiner reported that Vice President Mike Boyle asked her, in his absence, to remind board members of the HOA’s objectives for this year that he spoke about at the annual meeting. The three objectives are: 1) implementing on line credit card payments; 2) expansion of the HOA website and 3) more tree planting around the big pond. He also asked that the pond landscaping and the dates for the fall cleanup be discussed at the meeting.

Linda Steiner reported that she had received complaints from homeowners about various violations in the development. Board Member Ellen Miller volunteered to visit each homeowner first to notify them of the violation before a letter is sent out. She requested that a list of the homes and violations be emailed to her.

Dan Marabello commented that if the HOA accepts credit card payments for annual dues, there would have to be an extra fee of \$5.00. He would look into setting up a “Square” account so that homeowners can pay by credit card. If this account is set up, people would be able to pay their dues at the annual meeting.

The Board discussed proceeding with a Constable Sale against the one homeowner in the development who owes 8 years of dues. A judgment has been obtained against this homeowner in JP Court No. 17 and a levy has been placed on the owner’s automobile. It was decided by the members that a constable sale should be requested with the court and the sale handled by the HOA without the assistance of the attorney at this time.

The next board meeting is scheduled for **Wednesday, December 14, 2016** and the place, to be determined.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 8:08 PM.

Submitted by:
Linda Steiner, Secretary