

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

**October 16, 2019**

Directors present: Bob Shinholt, Dave Markowitz, Dan Marabello, Linda Steiner, Kate Leith, Dick Vehlow, Ellen Miller and Tom Chilton

Meeting was called to order at 7:05 p.m. at 21 Meadow Lark Drive, Milford, DE.

**President Bob Shinholt** opened the meeting and asked all members to review the minutes from the last board meeting held on August 7, 2019. He asked for a motion to approve the minutes as written. A motion was made by Dick Vehlow and it was seconded by Kate Leith. All members were in favor and none opposed. The minutes will be posted on the HOA's website.

**Report of the Officers:**

**President Shinholt** reported on the water flushing being done in the Meadows at Shawnee by the City of Milford due to the ongoing discolored water problem. He sent an email to City Manager Eric Norenberg on September 5, 2019 notifying him of the numerous complaints the HOA has received from homeowners about the nightly flushing and urged him to find a permanent solution to correct the problem. On September 20, 2019, Bob received an email and photos from a homeowner who lives on East Bullrush Drive confirming that the flusher was turning on every night at midnight until 2:00 AM causing staining of the street, discoloration of the concrete curb/gutter and gaps in the seams of the gutter. The concern is how this issue will affect property values. Mark Whitfield, Public Works Director checked into the matter and found that there was a glitch in the programming. He had the manufacturer's representative come out to check the unit and the flusher is now programmed to flush every 30 days for ½ hour. It will not flush during the months of December through March due to cold temperatures and water freezing. The city sealed the seams in the concrete gutter a few months ago.

**Vice President Dave Markowitz** reported that he and Dan Marabello rode around the entire development on Tuesday, October 15th to see which homes had their trash receptacles out and in full view of the street. He handed out a list to members with 26 homes in violation. He and Dan will do a second tour next week to see if the same homes are in violation. Letters will be sent to those homeowners advising them to correct the violation within a certain time limit to avoid fines.

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

- **Balance Sheet** - the balance in the checking account is \$20,755.04. The total amount in reserve in the ten (10) CD's including interest is \$80,931.23. Total cash and assets equal **\$101,686.27**.

Total liability is \$145.00 for a prepaid assessment for the year ending 6/30/21. Total equity is \$101,541.27. Total liabilities and equity equal **\$101,686.27**.

The HOA has 4 CD's in Artisans Bank and 6 CD's in Discover Bank. Dan attached a schedule of the ten CD's detailing the term of each CD, rate of interest, maturity date, current value of each CD and interest earned as of 9/30/19.

- **Income & Expenses** – Assessments received for FYE 6/30/20 are 181 payments @ \$130.00 plus 1 assessment prepaid at \$130.00 for a total of \$23,660.00. Ten years of overdue assessments have been collected from one delinquent homeowner in the sum of \$1,280.27 plus interest, administrative fees for late payments, lien and court costs have been collected in the sum of \$867.33. Interest Income earned on the CDs' is \$408.19. Total income equals **\$26,215.79**.

The following expenses have been paid to date: General Liability, Officers and Directors insurance and Honesty Bond \$2,877.00; office expense \$122.05; postage \$47.50; Grounds expense \$2,468.90; collection related costs \$157.43; Miscellaneous administrative expenses \$279.14; Federal Income Tax paid FYE 6/30/19 \$397.00; Total Expenses **\$6,349.02**. On July 5, 2019, the sum of \$6,650.00 was deposited into a new CD in Artisans Bank. Net income is **\$13,216.77**.

Bob Shinholt asked about the amount of insurance the HOA has. Dan reported that the HOA is insured for \$100,000.00 with Mid-State Insurance Co. This insurance can be bumped up in \$10,000.00 increments as the total cash and assets increase.

A motion was made by Kate Leith to accept the Treasurer's account as reported and it was seconded by Ellen Miller. All members were in favor.

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

- 8/14/19 – prepared renewal of lien for delinquent homeowner who owes 10 years of dues. On 8/15/19, Dan Marabello hand delivered the document to the Recorder of Deeds office in Georgetown, DE
- 8/24/19 – prepared 8 final late notice letters for nonpayment of dues. Bob Shinholt and Dan Marabello hand delivered the letters to 8 homeowners.
- 8/27/19 – prepared and emailed a paid-in-full dues letter to homeowner on E. Bullrush Drive who is refinancing their mortgage.
- August & September 2019 – prepared five (5) welcome packages for new homeowners at 11 Misty Vale Court, 7 West Bullrush Drive, 15 West Bullrush Drive, 14 Meadow Lark Drive and 6189 Kirby Road.
- August & September 2019 – prepared three (3) architectural approval packages for two homeowners and Dick Vehlow will report on the specifics of these in his Architectural Committee report.
- 9/1/19 – emailed Jim Mandelblatt regarding 3 postings for the HOA website
- 9/14/19 – prepared letter for certified mailing to delinquent homeowner requesting remaining balance due to HOA.
- 10/16/19 - Gave legal update to Board Members on two (2) delinquent accounts. Delinquent homeowner #1 made a payment to the HOA attorney in August based on the

amount owed on the judgment. A certified letter has been mailed to the homeowner for the remaining balance due to the HOA.

Re delinquent homeowner #2, a wage attachment request was filed in JP court by the HOA's attorney to be served on the Registered Agent for the out of state employer.

## **REPORT OF THE COMMITTEES**

### **Architectural Committee**

**Chairperson Dick Vehlow** reported that he had three (3) architectural requests in August 2019:

8/25/19 – 4 Meadow Lark Drive, request for new siding with color change, approved 8/30/19

8/30/19 – 4 Meadow Lark Drive, request for new roof with color change, approved 9/2/19

8/30/19 – 14 W. Bullrush Drive, request for new fence, approved 9/1/19

On October 4, 2019, Dick also reported that he discussed types of fences and fence heights with the new homeowner at 11 Misty Vale Court who plans to install a fence in the rear of the house.

On October 13, 2019, Dick discussed the re-painting of shutters and front door with the homeowner at 17 Meadow Lark Drive and informed owner that no approval was required since the items are being painted with the same original color.

The subject of yard fixtures came up for discussion and Bob Shinholt referred to Article VI, Section 13 of the Declaration of Restrictions which reads as follows: "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'x5" are permitted." Bob also referred to Section 21, Review of Plans in the restrictions where the wording "harmony of the proposed change" should be considered by the Board when approving architectural requests.

### **Grounds Committee**

**Chairperson Kate Leith** reported that Grounds Committee member Bob Rodenberg cleaned out the Zinnias from the two beds at the front entrance. Preen has been purchased and will be applied to prevent weeds from growing. Kate will look into getting plants that are native to the east coast and Delaware and plant some perennials in the Spring. Many of the stray trees in the ponds have been removed by Tributaries. Staking will be taken off the trees planted on the banks of the Big Pond and the trees will be fertilized.

Dan Marabello inquired about the overgrowth of weeds around the spillways in the Little Pond and the Big Pond by Kirby Road and when they will be removed by the contractor. He also asked when the next payment is due to Tributaries and Kate will check on that.

Kate will draft a flyer to deliver to homes that surround both the Big and Little Ponds to inform homeowners not to put any grass cuttings into the ponds because it will cause more algae.

Bob Shinholt brought up the subject of the lighting at the front entrance. He feels that brighter bulbs, like LED's, should be used for more light. He will also check into purchasing two solar lights to be placed at the front entrance. Dan will check again with the city about installing a lamppost on the left side of the entrance.

### **Neighborhood Watch Committee**

**Chairperson Dave Markowitz** reported that there were no incidents that occurred in the community since the last board meeting held on August 7, 2019. He did state that he can always use more volunteers on the neighborhood watch.

### **Old Business:**

Dave handed out a list of the current homes for sale in the development which was prepared by Gloria Markowitz. There are presently 5 homes for sale in the community: 6 E. Thrush Drive, 21 W. Bullrush Drive, 15 Big Pond Drive, 41 Meadow Lark Drive and 8 Briar Court.

### **New Business:**

Linda reported that former board member Mike Boyle has agreed to draft the Fall 2019 Newsletter. Mike has requested that Bob Shinholt prepare a President's message and each Committee chairperson prepare an article to be included in the Newsletter as well. These articles can be emailed to Mike Boyle directly and he plans to complete the Newsletter by the end of October for mailing.

Bob advised the Board that Dick Vehlow has sold his home and would be moving out of the Meadows at Shawnee at the beginning of November. Therefore, Dick is stepping down from his position on the Board. Bob asked Tom Chilton to fill in as Acting Architectural Committee Chairman until a new homeowner/member can be recruited to fill the position.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 9:40 pm.

Submitted by:  
Linda Steiner, Secretary