

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

November 8, 2023

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

Also in attendance: Dave Markowitz, Neighborhood Watch Committee Chairman

Absent: Ellen Miller and Bob Shinholt

Place: 8 East Thrush Drive

Opening Remarks:

President Mike Boyle opened the meeting by thanking Dave and Gloria Markowitz for hosting tonight's meeting on short notice. Approaching the holiday season, the HOA is in an excellent posture and a strong position for 2024. There is a lot to address tonight and with that, he called the meeting to order at 7:03 PM. Board members Ellen Miller and Bob Shinholt are absent this evening but there is a quorum with six (6) board members in attendance and the meeting can proceed.

REPORT OF OFFICERS:

President Mike Boyle stated that tonight's agenda is a busy one. The Board has accomplished a few major objectives since the last meeting held in September, including the completion of the front entrance, publishing of the Fall Newsletter and conducting the Fall Cleanup.

Mike and Dan Marabello attended the Community Associations Institute (CAI) "Board Leadership Development Workshop" in Dover, DE on November 3, 2023. It was very informative and instructive. Mike brought back materials that were handed out at the workshop which the Board can keep as a reference and resource for current and new Board members.

Mike and Dan learned that the Delaware's Common Interest Community Ombudsman's Office is an excellent source of information and advice for questions the HOA may encounter. Mike gave a handout to the board which included Ombudsman Christopher Curtin's contact information plus a list of areas that the Board should review in 2024. The Declaration of Restrictions trump the By-Laws. Buy-in contributions can be charged to new homeowners at closings. The HOA can revamp rules and this can be discussed at our next meeting in January.

After attending the conference, Dan and Mike concluded that our HOA is pretty well managed and meeting all of the indicators that were discussed at the workshop for a well-run HOA. There are some areas where we can improve our current programs and policies and they should be implemented in the coming new year. All in all, our HOA is in excellent shape.

Mike asked all members if they had read the Minutes from the last board meeting held on September 13, 2023 and asked for an approval. 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.

Vice President Bob Sheats reported on a few violations in the development regarding trash receptacles being kept in the front or sides of homes on a regular basis. The violations were on Big Pond Drive, Misty Vale Court and Meadow Lark Drive.

Treasurer Dan Marabello handed out copies of his Balance Sheet and reported on the HOA's financial status as follows:

BALANCE SHEET as of November 8, 2023:

Assets: The balance in the PNC checking account is \$7,169.30. Total in CDs in Artisans' Bank as of the end of October 2023 is \$108,082.90. Total in checking and savings: \$115,252.20.

Total Assessments Receivable is \$356.19. **Total Assets: \$115,608.39.**

Liabilities & Equity: Retained earnings \$2,237.29; total temporarily restricted net assets \$106,968.55; interest accrued \$6,402.55. **Total liabilities and equity: \$115,608.39.**

Attached to the Balance Sheet, Dan included a copy of the PNC Online Banking Checking Account transactions report for the period 08/15/2023 to 11/03/2023. The statement included a description of all withdrawals and deposits for the aforementioned period. With the balance of \$7,169.30 in the checking account now, Dan reported that there may be a shortfall. Future expenses for the remainder of the fiscal year could amount to approximately \$8,500. Some expenses will include the Post Office box renewal, holiday contest signs and gift cards, rental of the space for the annual meeting and increases in contract renewals for the maintenance of the ponds and common area landscaping. It was suggested that the HOA consider "Buy-in" contributions to be charged at closings for new home buyers effective as of January 2024.

PROFIT & LOSS as of November 8, 2023:

Income - Assessment fee income current: \$29,280.00 which represents annual dues payments from 183 homeowners at \$160.00 per household. Administrative income and late payment interest: \$189.22. Total Income \$29,469.22.

Expenses – Total Administration expenses: \$514.94; Insurance: \$3,214.00; Total Common Area Maintenance: \$20,452.08; Total expenses: \$24,181.02. **Net Ordinary Income: \$5,288.20**

Total other Income: Property Settlement and Interest: \$1,114.35. **Net Income \$6,402.55.**

Dan also provided board members with a copy of a "Transaction Detail by Account" which gave a detail accounting of all deposits made and checks drawn from the PNC Checking Account for the period July 1, 2023 through November 8, 2023

Secretary Linda Steiner reported on the following administrative matters:

Violation letters:

10/16/23 – Kirby Road, yard waste receptacle in front of garage in driveway
10/18/23 – West Thrush Dr., dumpster in driveway
10/18/23 – West Thrush Dr., trash receptacles on side of house in view from street
10/20/23 – Briar Court, 3rd notice letter certified, trailer in driveway
11/2/23 – West Bullrush Dr., 4th notice letter sent certified, trailer in driveway
11/2/23 – Little Pond Dr., unregistered out of state vehicle (van) in driveway
11/2/23 – West Bullrush Dr., unregistered pickup truck in driveway
11/3/23 – Meadow Lark Dr., 3 trash cans on side of house in view from street.

Welcome Letter:

9/30/23 – Esner Georges and Clerson Pierre, 8 Meadow Lark Drive.

Website Postings:

9/23/23 – Postings on Home and Community pages for the next Board meeting and cancellation of the ice cream event on Oct. 5, 2023;
10/17/23 – Postings on Home page of neighborhood cleanup and Minutes of 5/10/23 posted.

Other matters:

10/2/23 – Prepared Release of Lien for property on East Bullrush Drive after full payment of annual dues, interest and filing fees were received. Document filed at the Recorder of Deeds office in Georgetown, DE.
10/10/23 – Copy of recorded Release of Lien mailed to homeowner on E. Bullrush Drive.
10/3/23 – Prepared Release of Lien for property on East Thrush Drive after full payment of annual dues, interest and filing fees were received. Document filed at the Recorder of Deeds office in Georgetown, DE.
10/15/23 – Copy of recorded Release of Lien mailed to homeowner on E. Thrush Drive.
10/30/23 – printed 183 postcards with information regarding the Fall 2023 Newsletter being posted on the HOA website. Cards were mailed by Mike B., Dan and Linda.

Update on RE listings and home sales:

As of today's date, 11/8/2023, there are no homes for sale in the development.

8 Meadow Lark Drive – house closed on September 15, 2023.

11 Misty Vale Court – house was taken off the market as of October 1, 2023.

Tom Chilton made a motion to accept the four (4) officers' reports and it was seconded by Taylor Shunk.

REPORT OF COMMITTEES:

Architectural Committee:

Chairman Tom Chilton reported that he hasn't received any architectural review requests since the last board meeting held on September 13, 2023.

Grounds Committee:

Chairwoman Taylor Shunk first reported on the Fall Neighborhood Cleanup that was conducted on Saturday, November 4, 2023. There were 14 volunteers that participated in the cleanup as follows: At the front entrance: Tom Chilton, Bob Sheats, Bob Shinholt, Taylor and Craig Shunk, Joanna Janifer, Joe Palermo, Michele Keen and Rick Sylvanus. At the rear entrance: Mike Boyle, Jennifer & Charles Jackson, Bob Rodenberg and Linda Steiner.

In September, Walls Property Management installed the weed barrier fabric and the river rocks at the front entrance. This will eliminate a lot of maintenance work for Taylor and other Grounds Committee volunteers. The beach grasses will be trimmed soon and the overhaul of the front entrance is finally completed.

Ponds maintenance contractor, Tributaries, LLC treated the riprap and sprayed chemicals during the months of August and September.

Taylor is searching online to find a new ice cream truck vendor to come into the development next Summer for the Meadows at Shawnee's monthly "Ice Cream Nights."

Neighborhood Watch Committee

Chairman Dave Markowitz reported that he periodically checks the Crime Map on the City of Milford Police Department website. The Crime Map allows citizens to view where crime is occurring in a particular area and the types of crimes committed. Dave reported that in September of 2023 there was an incident of disturbing the peace on Briar Court. On October 25, 2023, there was an Assault incident on West Thrush Drive at Longview Drive. On the "NextDoor" website, a resident from E. Bullrush Drive complained about a man stealing groceries off her sister's doorstep.

Dave received a complaint from a homeowner in the development that there are numerous cars driving up and down their street on a daily basis. The HOA will check to see if someone may be running a business out of their home or conducting some other unusual activity.

Bob Sheats made a motion to accept the Architectural, Grounds and Neighborhood Watch Committee reports and it was seconded by Mike Boyle and Dan Marabello.

OLD BUSINESS

Mike submitted the final copy of the Fall 2023 Newsletter to Jim Mandelblatt and it was posted

on October 30, 2023 on the HOA's website under the "Community" tab. Jim was able to archive all previous Newsletters from January 2016 through April 2023 into a separate link so they could still be viewed by HOA members. Mike and Taylor will confer with Jim about creating a new format for the next Newsletter to be posted on the website in the Spring of 2024.

Mike reported on the Board Leadership Development Workshop held on November 3, 2023 in his President's Report on Page 1.

Taylor Shunk reported on the Fall 2023 Cleanup in her Grounds Committee Report on Page 4.

In April of 2023, Mike Boyle walked through the two (2) ponds with Project Manager Matt Messina from the Sussex Conservation District. The replacing of the rip-rap spillway from Little Pond Drive to the little pond was of urgent concern and had to be completed right away in 2023. The condition of the rip-rap spillway in the little pond on the Meadow Lark Drive side and the spillway in the big pond were not as damaged and Mr. Messina said they could be deferred for another year. The cost of the repairs for the Big Pond could amount to \$20,000.

Linda Steiner reported on the real estate update in her Secretary's Report on Page 3.

NEW BUSINESS:

Taylor will contact Tributaries, LLC and Armstrong's Lawn Service regarding the renewal of two-year contracts with both contractors.

There is a Community Associations Institute (CAI) "2023 Delmarva Expo" being held in Ocean City, MD on November 10, 2023 but none of the board members will be attending.

Bob Shinholt volunteered to oversee the December Holiday Decorating Contest again this year. He will coordinate with the Judges and provide them with the Score Sheets and instructions for judging. Linda Steiner will order the 1st, 2nd and 3rd place winners' signs from Vista Print. The judging will take place between December 14-17 and prizes will be awarded on December 20th.

Taylor reported on her search for a new Ice Cream Truck vendor in her Grounds Committee Report.

Bob Sheats made a motion to adjourn the meeting and it was seconded by Taylor Shunk. The meeting ended at 9:00 PM.

Respectfully submitted by:
Linda Steiner, Secretary