

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

November 9, 2022

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

Also in attendance: - Dave Markowitz, Neighborhood Watch Committee Chairman
- Ian McCarty, record owner and Member of the Meadows at Shawnee HOA

Place: 13 East Bullrush Drive

President Mike Boyle called the meeting to order at 7:05 PM. He introduced homeowner, Ian McCarty of Kirby Road, to the Board Members. Mr. McCarty was attending tonight's meeting to discuss the violation letter he received regarding the parking of his utility trailer in the driveway on a recurring basis. He explained to the Board that he purchased his home in January of 2022 and had many renovations to make in the house. He is a home improvement contractor and had the trailer in the driveway to have his tools and supplies on hand to do the remodeling in his home. Mike requested that in the future, Mr. McCarty inform him when he will be working on the house and how many days the trailer will be kept in the driveway. There was also a discussion about multiple families living in some houses in the development and people who trespass on his neighbor's property to get into the cul-de-sac on West Bullrush Drive. Mr. McCarty requested to stay to observe the rest of the meeting.

Opening Remarks:

Mike asked all members if they had read the Minutes from the last board meeting held on September 14, 2022 and asked for an approval. Taylor Shunk 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.

REPORT OF OFFICERS:

President Boyle reported that the past 3 months have been quiet in the Meadows at Shawnee with no significant problems reported. The Fall Cleanup that was held on November 5, 2022 went well even though some of our regular volunteers were unavailable to attend. Following are the names of the volunteers who participated in the cleanup: Mike Boyle, Tom Chilton, Dave Markowitz, Joe Palermo, Bob Sheats, Bob Shinholt, Taylor Shunk and Linda Steiner. During the cleanup, Mike noticed that the Little Pond needs attention and that will be further discussed under New Business.

The Fall Newsletter that was mailed out in October 2022 was apparently well received. A few residents have commented that the paper was informative and well-written.

Overnight street parking remains an issue but appears to be mostly limited to a few habitual violators.

The Secretary's HOA computer is becoming outdated and will have to be replaced.

Houses in the development continue to sell at a fast pace as the Secretary will report in her "Update on Home Sales".

The newly revised "Enforcement Policy of By-Laws and Restrictive Covenants, adopted on 9-14-2022" has been posted on the HOA website.

It's time to start thinking about Food Truck Nights for 2023.

Vice President Bob Sheats compiled an updated list of violations in the development. There were eight (8) violations for trash receptacles and two (2) violations for parking vehicles on the street overnight. The Secretary will send letters out to the homeowners reminding them of the restrictions.

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

BALANCE SHEET

Assets: The balance in the PNC checking account is \$14,972.65. The HOA's nine (9) CDs in Artisans' Bank have a total in savings of \$105,083.25. This figure does not include accrued interest of \$244.00 not yet posted for the period 7/1/22 to 10/31/22. **Total Assets: \$120,055.90.**

Liabilities & Equity: Retained earnings \$7,206.27; total temporarily restricted net assets \$105,082.04; net income \$7,767.59. **Total Liabilities and Equity: \$120,055.90.**

PROFIT & LOSS

Income - Assessment fee income through November 9, 2022 is \$25,340.00 which represents annual dues payments from 181 homeowners at \$140.00 per household. Administrative income and late payment interest: \$149.29. **Total Income \$25,489.29.**

Expenses - Office expenses - \$231.46, postage \$112.56, refund from IRS \$19.36. Total Administration expenses: \$324.66; Annual meeting expense room rental - \$250.00; Grounds \$5,106.05, Insurance \$3,214.00, Newsletter \$320.00, Pond Maintenance \$1,858.20. **Total expenses: \$11,072.91. Net Ordinary Income: \$14,416.38.**

Total other Income \$1.21 (interest); Total other expense - \$6,650.00 deposited into a new CD in Artisans' Bank. **Net Income \$7,767.59.**

Accounts Receivable - There are two (2) homeowners who are delinquent in the payment of one or more years of annual dues, plus lien filing fees, administrative fees and interest. Total accounts receivable is \$572.06.

Tom Chilton made a motion to accept the Treasurer's accounting as reported and it was seconded by Bob Shinholt.

Secretary Linda Steiner reported on the following administrative matters:

Violation letters:

- 9/19/22 – Certified (2nd) letter, Kirby Road, trailer in driveway
- 9/19/22 - Certified (2nd) letter, Meadow Lark Drive, overnight street parking
- 9/19/22 – Meadow Lark Drive, overnight street parking
- 9/19/22 – West Bullrush Drive, trailer parking
- 11/2/22 – West Bullrush Drive, 3rd letter mailed regarding basketball hoop

Welcome Letter:

10/17/2022 – Dale and Sandra Cohee and Corey Dale Cohee, 9 East Thrush Drive

Other matters:

- 9/22/22 – Letter sent to homeowner regarding the filing of Assessment Lien in the Recorder of Deeds office.
- 9/26/22, 10/30/11 and 11/5/22 - Requested various notices to be posted on the HOA website on the Home, Bylaws & Restrictions, Minutes and Community pages regarding Board Meetings, Minutes, new Enforcement Policy for Violations of Bylaws and Restrictions, Fall 2022 Newsletter and Fall cleanup.
- 10/25/22 – 187 Newsletters mailed out to all residents by Dan and Linda.
- 11/4/22 – Release of Lien prepared and mailed to the Recorder of Deeds office.
- 11/5/22 – Letter mailed and delivered to homeowner regarding attending Board Meeting.

Tom Chilton made a motion to accept the Secretary's report and it was seconded by Ellen Miller.

REPORT OF COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported that he had one (1) architectural request that was approved since the September 2022 board meeting as follows:

11/03/2022 – 4 Meadow Lark Drive - Shed

Grounds Committee:

Chairwoman Taylor Shunk reported that she and Tom Chilton weeded the front entrance on Wednesday, November 2nd since they were unable to participate in the Fall cleanup on Saturday, November 5, 2022.

Tributaries will be coming tomorrow (November 10th) to take care of monthly maintenance on the ponds. In August, an herbicide was applied on the riprap to get rid of the weeds. Both ponds look good after mowing.

Neighborhood Watch Committee

Chairman Dave Markowitz reported on the two (2) new homeowners who recently joined the Neighborhood Watch Committee. Dave recently received two (2) anonymous cards from residents in the development complimenting the Committee and volunteers that patrol the community to keep the neighborhood safe. He passed the cards around for the Board Members to read.

Linda Steiner made a motion to accept all three (3) Committee reports and it was seconded by Bob Sheats.

OLD BUSINESS

Mike Boyle asked if anyone had received any comments about the Fall 2022 Newsletter. Linda said that one homeowner commented to her that the Newsletter looked very professional and well written. Another homeowner said the Newsletter was informative and found the list of phone numbers for the local city offices to be very useful.

The approved copy of the “Enforcement Policy of By-Laws and Restrictive Covenants, adopted 09-14-2022” has been posted on the HOA website.

Linda handed out a list of “Homes for Sale” which also included recent home sales that was prepared by Gloria Markowitz as of November 9, 2022. There were three (3) properties that sold during the month of October as follows: 23 West Bullrush Drive, 3 Briar Court and 9 Little Pond Drive. There are currently three (3) homes for sale in the development as follows: 15 West Bullrush Drive, 6177 Kirby Road and 2 West Thrush Drive.

Dan reported on the status of the irrigation system at the front entrance. He met with a representative from the Bradshaw Irrigation Co. to get an estimate. He spoke with the City Manager and he said they can bore under the street and have a water meter put in. An electrician will be contacted who will pull electric to the center island and other side of the entrance. A plumber will do the hookup and the irrigation company will run the lines. There is currently \$14,972 in the checking account. For the remainder of the year, about \$6,000 will be needed for lawn cutting and pond maintenance by Tributaries. This will leave \$8,000 to cover the cost of the irrigation system.

Dan Marabello and Mike Boyle recently walked into the Big Pond area to look at the three (3) Leyland Cypress trees that are planted on the common ground behind a home located on Big Pond Drive. The homeowner had contacted the HOA a few months ago about the branches from the trees hanging low and leaning onto her fence. These trees were most likely planted by the developer and since they are in the common area, it is the responsibility of the HOA to either trim the trees or remove them. It was decided by the Board that the trees be removed and estimates be obtained from three (3) contractors. Mike will contact Armstrong’s Lawn Service for one quote.

NEW BUSINESS:

Mike reported that he had received the names of three (3) homeowners so far who have volunteered to judge the Holiday Decorating Contest in December. The same prizes will be given out as last year which were gift certificates to local Italian restaurant, “Mama Maria’s”. The judging will take place from December 15th to the 18th and prizes for the 1st, 2nd, and 3rd place winners will be awarded on December 20th.

The HOA’s Lenovo laptop computer, which came with Windows 8.1, is seven years old and nearing the end of support as of January 2023. A motion was made by Bob Shinholt that \$1,500 be allotted for the purchase of a new laptop and it was seconded by Bob Sheats. An external hard drive will also have to be purchased so all HOA programs and files can be backed up and moved onto the new computer once it is purchased. Mike, Dan, and Linda will check out the latest laptops and prices at “Best Buy” and decide on a new computer.

Mike reported that during the Fall Cleanup, he noticed that the Little Pond needs some maintenance. The spillways need cleaning out and there seems to be a line of depression in the rock bed in the overflow area. The Big Pond looks very good but there is one tree that the HOA planted a few years ago that has died and needs to be replaced. The HOA should also contact Jessica Watson at Sussex Conservation and request that the ponds be inspected.

The next board meeting will be held on **Wednesday, January 11, 2023** at a place to be determined.

A motion was made to adjourn and the meeting ended at 8:55 PM.

Respectfully submitted by:
Linda Steiner, Secretary