

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

NOVEMBER 10, 2021

Directors present: Mike Boyle, Bob Sheats, Dan Marabello, Linda Steiner,
Tom Chilton and Ellen Miller

Absent: Taylor Shunk and Bob Shinholt

Also in attendance: Dave Markowitz, Chairman,
Neighborhood Watch Committee

Place of Meeting: 13 E. Bullrush Drive, Milford, DE

Opening Remarks:

President, Mike Boyle, called the meeting to order at 7:06 PM. He asked all members if they had read the minutes from the last meeting held on September 8, 2021 and asked for a motion to approve. 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.

REPORT OF OFFICERS:

President Boyle started his report by complimenting Taylor Shunk on the great job she did on the Fall Newsletter. He would like the Board to consider purchasing a color printer which can be used for future Newsletters. He suggested an Epson printer which is ink jet and can print up to 7,000 pages in color. Canon also makes color printers. Dan Marabello will check the printers when he makes his next trip to Staples in Lewes.

Vice President Bob Sheats had nothing new to report and turned the meeting over to Dan Marabello for the Treasurer's report.

Treasurer Dan Marabello reported on the HOA's financial status as of November 10, 2021 as follows:

Balance Sheet

The balance in the PNC checking account is \$25,084.23. The five (5) CD's that were held in Discover Bank were closed out as of August 2021. At that time, Dan received a lump sum check from Discover Bank in the amount of \$48,812.51 which included all interest through the maturity dates for three (3) of the accounts. This check was deposited into a new CD in Artisans' Bank on September 7, 2021. At the same time, Dan withdrew the sum of \$6,650.00 from the PNC checking account and opened a second CD in Artisans' Bank on September 7, 2021. Over the past 4 months,

\$700.00 of interest has been earned. The HOA now has eight (8) CDs in Artisans' Bank with a total in retained savings of **\$97,785.00**. All bills have been paid.

Profit & Loss

Total assessment fee income is \$23,660.00 which represent annual dues payments from 182 homeowners at \$130.00 per household. One homeowner did not pay the annual dues and a lien was placed against the property in September 2021. Assessment fee income from prior years was collected in the amount of \$1,102.02. Other income collected was administrative income of \$110.00, late payment interest of \$14.65 and \$124.65 in property settlement income. Total income is \$24,886.67.

Expenses – collection costs \$105.75, lien filing fees \$49.00, mileage reimbursement \$20.16, office expenses \$86.39, postage \$235.78, taxes and licenses \$459.00, Grounds \$4,840.01, insurance \$2,877.00, legal fees \$210.75. Total expenses \$8,883.84. Net Ordinary Income = \$16,002.83. The sum of \$6,650.00 was withdrawn from the PNC checking account and money deposited into a new CD in Artisans' Bank on September 7, 2021. **Net income - \$9,352.83.**

Linda Steiner made a motion to accept the Treasurer's accounting as reported and it was seconded by Bob Sheats.

Secretary Linda Steiner reported on the following administrative matters:

Late Notice dues letters:

9/20/21 – Late notice letters mailed to four (4) homeowners for nonpayment of the annual dues by the final due date of 9/8/21.

Violation letters:

- 9/29/21 - Big Pond Drive, car parked on lawn.
- 10/26/21 - East Bullrush Drive, trash receptacles and basketball hoop in driveway.
 - West Bullrush Drive, trailer in street.
 - Big Pond Drive, trash receptacles in driveway.
 - Little Pond Drive, trash receptacles on side of home.
- 11/1/21 - Meadow Lark Drive, overnight street parking.
 - Little Pond Drive, dumpster and overnight street parking.
- 11/2/21 - West Bullrush Drive, overnight street parking
 - East Bullrush Drive, overnight street parking.

Welcome Letters:

10/23/21 – 7 West Bullrush Drive, new owners - Tanya Jones Sullivan and Patrick J. Sullivan.

Other matters:

9/27/21 – Lien filed at Recorder of Deeds’ office for nonpayment of FY2022 annual dues.

10/22/21 – Printing of Fall Newsletter and preparation for mailing to all homeowners by Dan, Tom and Linda.

10/27/21 – Email to Jim Mandelblatt with various postings on the HOA website on the Home, Board and Community pages.

Dan Marabello 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 on four (4) architectural requests that were approved since July 1, 2021:

7/23/2021 – 4 Windy Drive - Gazebo

9/9/2021 – 6 Lenape Lane - Additional fence

9/18/2021 – 2 East Thrush Drive - Deck

10/27/2021 – 15 Big Pond Drive – Deck

Tom had also received a request for an approval for an existing patio to be replaced by pavers but an approval was not necessary in this instance.

Linda Steiner made a motion to approve the Architectural report and Bob Sheats seconded the motion.

Grounds Committee:

Due to **Chairwoman Taylor Shunk’s** absence from tonight’s meeting, Linda Steiner gave the Grounds report on behalf of Taylor from an outline she had prepared.

Buddy Griffith from the Sussex Conservation District inspected the Meadows at Shawnee’s two (2) stormwater ponds on September 9, 2021. Notes recorded: The ponds are in good condition and functioning as designed. Minor issues are being remedied by Tributaries. Issues to monitor and address are the replenishment of the riprap and sediment build up. There is an animal burrowing in the embankment which should be monitored for infestation.

On September 15, 2021, Taylor, Mike Boyle, Dan Marabello and Bob Sheats met with Burr Monroe of Tributaries to discuss the two-year contract that was originally signed in March of 2019 and ended in March 2021. Invoices had never been received by the HOA for the past two (2) years and Dan discussed bill payments with the owner. Mr. Monroe will send monthly updates for the work performed for the period of January 2021 to December 2021. Dan will contact Tributaries to inquire about the signing of a new contract.

Taylor started working on the Fall Newsletter in mid-September and contacted board members for their reports and contributions to be included in the paper. She also contacted DMI to get dates for upcoming events in Milford for the rest of 2021 and 2022. All edits were made and the paper was finalized, printed and mailed out to all homeowners by October 23, 2021.

The planting of 27 Fall Mums and mulch applied at the front entrance was completed by Taylor in the beginning of September. A watering schedule was carried out by Taylor, Tom and Linda for the next 6 weeks to keep the Mums watered and blooming.

Taylor met with landscaper Kenny Armstrong on October 2, 2021 to get an estimate for trimming the trees along Business 1.

The Fall cleanup was conducted on Saturday, November 6, 2021. Volunteers met at 9:00 AM at the rear entrance on Kirby Road and front entrance on Business 1. The cleanup crew in the rear consisted of Mike Boyle, Bob Rodenberg, John Bronson and Linda Steiner. The cleanup crew in the front consisted of Dan Marabello, Bob Sheats, Dave Markowitz, Taylor, Craig and Hannah Shunk and Joanna Janifer and her pup Mia. The entire grassy common area along Business 1 was cleaned up, plus the common grassy areas along both sides of Kirby Road, and in and around the two (2) stormwater ponds.

Tom Chilton made a motion to approve the Grounds Committee report and it was seconded by Mike Boyle.

Neighborhood Watch Committee

Chairman Dave Markowitz reported that there have been no new incidents in the development since the last board meeting held on September 8, 2021. Many of the “Neighborhood Watch” original members have moved from the development and newer residents have not volunteered. Dave did not receive any response to the paragraph he wrote in the Fall Newsletter requesting interested residents to contact him to volunteer one day out of every four weeks. Some members are having to patrol multiple nights and some areas not being covered. The Neighborhood Watch started in 2010.

Linda Steiner made a motion to approve the Neighborhood Watch report and it was seconded by Tom Chilton.

OLD BUSINESS

Linda handed out a list of “Homes for Sale” that was prepared by Gloria Markowitz. There are currently 4 homes for sale as follows: 39 Meadow Lark Drive, 56 Meadow Lark Drive, 7 West Bullrush Drive and 6 West Thrush Drive.

Dan received a quote of \$4,284 from the City of Milford to install a new lamppost on the left side of the front entrance. This amount will cover the cost of the light fixture and pole, the boring of the holes and installing the pipes and wiring. Dan will also inquire about boring a second hole for water lines to be installed for the irrigation system and will get a quote on the cost to dig a well.

Dan has all the ballots that were returned from homeowners with their voting on the various amendments to the Declaration of Restrictions. These originals will be given to Linda so she can prepare to record the new Amendment to the Declaration, namely **Section 11. Trees, Shrubs and Landscaping**, that was passed by members with 122 approvals.

NEW BUSINESS:

Mike Boyle handed out a second draft of his proposed “Policy and Procedural Guidance” document with specific procedures for requesting a change to the Meadows at Shawnee By-Laws or Declaration of Restrictions. He asked all board members to review the draft and get back to him with their comments.

Linda Steiner handed out copies of an article she found in the Kent County Levy Court Community Newsletter, Fall 2021 Issue, entitled “Stormwater Maintenance District”. The article explained how HOA communities can enroll in a Stormwater Maintenance District in their county and the burden of maintaining the basins would become the responsibility of the district. There would be a residential fee per lot per year for this service. There was a brief discussion amongst the board and it was agreed that the Meadows at Shawnee would continue to manage and maintain our two (2) stormwater ponds.

Copies of the Tributaries, LLC Service Reports from January 7, 2021 to October 26, 2021 were handed out to board members for their information and review. These reports detail the date of service each month by Tributaries and services performed.

The judging for the Holiday Decorating Contest will be held this year during the week of December 13-17. Lawns signs and gift certificates will be awarded on Saturday, December 18. Linda will order the 1st, 2nd and 3rd place “Winner” signs by December 1, 2021 so they arrive in time for the contest. Dan suggested that two more signs be ordered this year with the dates of the judging so they can be posted at the front and rear entrances to remind homeowners.

Dan will contact the Milford Senior Center to reserve the date for the Annual Meeting on Wednesday, June 15, 2022.

The next board meeting will be held on **Wednesday, January 12, 2022 at 7:00 PM** at a place to be determined.

A motion was made to adjourn by Mike Boyle and the meeting ended at 9:10 PM.

Submitted by:
Linda Steiner, Secretary