

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

December 4, 2019

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

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

President Bob Shinholt opened the meeting and asked all members if they had reviewed the minutes from the last board meeting held on October 16, 2019. He asked for a motion to approve the minutes as written. A motion was made by Tom Chilton and it was seconded by Dave Markowitz. All members were in favor and none opposed. The minutes will be posted on the HOA's website.

Bob stated that Tom Chilton, who has been filling in as Acting Architectural Committee Chairman, has expressed his desire to stay in the position. At that point, Board Members voted and Tom was unanimously approved by the Board for the Chairman position.

Bob asked Tom if Dick Vehlow had given all the Architectural Committee files to him before he stepped down. Tom did not have the files and will contact Dick to arrange picking them up.

Report of the Officers:

President Shinholt had no other news to report and turned the meeting over to Dave Markowitz.

Vice President Dave Markowitz reported that he and Dan Marabello took a second tour through the development in the beginning of November to see which homes still had trash cans in the front or sides of their homes in full view of the street. Dave emailed a list of the repeat offenders to Linda Steiner so violation letters could be mailed to these homeowners.

Bob Shinholt said he received a phone call from a homeowner on Briar Court who had received a letter about the trash cans.

Treasurer's Report: Dave Markowitz reported that he would give the Treasurer's Report on behalf of Dan Marabello who will be arriving late to the meeting. Following is the financial status as of today's date:

- **Balance Sheet** - the balance in the checking account is \$19,475.45. The total amount in reserve in the ten (10) CD's is \$80,931.23 (this figure does not reflect accrued income of \$260.00 for the period 10/1/19 to 11/30/19). A schedule of the ten CD's was attached to the Balance Sheet detailing the term of each CD, rate of interest, maturity date, interest earned as of 9/30/19 and current balance of each CD. Total cash and assets equal **\$100,406.68.**

Total liability is \$145.00 for an assessment fee that was prepaid for the year ending 6/30/21. Retained earnings equal \$7,393.27; Temporarily Restricted net assets and net income equals \$92,868.41; Total equity is \$100,261.68. Total liabilities and equity equal **\$100,406.68.**

- **Income & Expenses** – Assessments received for FYE 6/30/20 are 182 payments @ \$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. Net collection income equals \$669.90 and interest income earned on the CDs since 9/30/19 is \$408.19. Total income equals **\$26,018.36.**

The following expenses have been paid to date: Miscellaneous administrative expenses \$279.14; office expense \$122.05; postage \$157.50; annual meeting expense \$200.00; Grounds maintenance \$3,398.49; Insurance \$2,877.00; Federal Income Tax paid FYE 6/30/19 was \$397.00; Total Expenses **\$7,431.18.** Net income before current year retention allocation \$18,587.18. Current year retention allocation **\$6,650.** Net income is **\$11,937.18.**

To date, there is one (1) owner out of the 183 lot owners in the Meadows at Shawnee who owes multiple years of annual assessments. A lien has been placed against the property and two judgments have been obtained against the property owner. This matter is in the hands of an attorney and efforts to collect on the judgments are ongoing.

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

Secretary Linda Steiner reported on the following administrative matters:

- October and November 2019 – mailed 3 violation letters as follows:
10/19/19 and 11/2/19 – Big Pond Drive, portable basketball hoop
11/1/19 - Lenape Lane, oversized yard fixture and exterior color change
11/7/19 and 11/13/19 - E. Bullrush Drive, prohibited vehicle and parking;
- 10/21/19 – prepared an architectural approval package for the installation of a fence at 11 Misty Vale Court. Bob Shinholt hand delivered the package to the homeowner;
- 10/25/19 - posted notice on “Next Door” for the Fall clean up to be held on 11/2/19 with a rain date of 11/9/19;
- 10/29/19 – printed and prepared 183 copies of the Fall 2019 Newsletter for mailing by Dan Marabello, Mike Boyle and myself to all homeowners;
- November 2019 – prepared three (3) Welcome packages for new homeowners at 3 Big Pond Drive, 41 Meadow Lark Drive and 15 Big Pond Drive;
- 11/10/19 – Bob Shinholt, Dan Marabello, Mike Boyle and Linda Steiner met with 3 homeowners in Knollac Acres to discuss steps in organizing a Homeowners Association;
- 11/15/19 – prepared and hand delivered letters to two (2) homeowners who expressed an interest in a position on the Board and requested autobiographical summaries from them;
- 11/21/19 – prepared and mailed out 14 letters to homeowners regarding trash receptacle violations.

REPORT OF THE COMMITTEES

Architectural Committee

Acting Chairman, Tom Chilton, reported that he had not received any architectural requests since Dick Vehlow stepped down as Chairman at the end of October 2019.

Grounds Committee

Chairperson Kate Leith reported that the Fall clean up held on November 2, 2019 was successful. There was less trash to clean up this year by the front entrance and along the grassy areas on Business 1. The ponds are looking better due to grounds maintenance done by Tributaries. There is less vegetation and less water in the ponds.

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

Neighborhood Watch Committee

Chairperson Dave Markowitz reported that there was one incident that occurred in the development that was posted on "Next Door". On October 30, 2019, a Meadow Lark Drive homeowner reported that two (2) drills and chargers were stolen out of their unlocked truck in the driveway at 1:00 AM. The Police were notified but the thieves were gone by the time they arrived.

Dave stated that many of the same homeowners have been volunteering for years on the neighborhood watch and new volunteers are always needed.

Old Business:

Linda Steiner handed out an updated list of homes for sale in the development to board members. There are currently 3 homes for sale in the community: 6 E. Thrush Drive, 21 W. Bullrush Drive and 8 Briar Court.

Dave Markowitz and Dan Marabello will check on the trash can violations and letters will be mailed out again to those homeowners who are still in violation. Fines will be imposed at \$5.00 per day until the violations are removed.

Dave Markowitz and Ellen Miller stated that they were experiencing discolored water again in their homes on today's date. All instances of brown water should be reported to the City of Milford Public Works Department at 302-422-1110.

Bob Shinholt installed four (4) solar lights at the front entrance which illuminate the 2 walls. He also met recently with city personnel from the Public Works Department about installing a new lamppost on the left side of the front entrance. Bob has not had a response yet from the city about this matter and what the cost would be.

Bob Shinholt will contact the Division of Human Relations Department to inquire about the Fair Housing Act and questions on the enforcement of our Declaration of Restrictions.

New Business:

Tom Chilton was voted in as the new Chairman of the Architectural Committee at the beginning of the meeting. Since Board Member Dick Vehlow moved out of the development in November, there remains a vacant seat on the Board. Letters were hand delivered to two (2) homeowners in the development on November 15, 2019 who had expressed an interest in volunteering for a position on the Board. We requested some background information from them but did not receive a response from either homeowner. It was decided by the Board that we would continue to operate, as is, with the current seven (7) directors until the end of the fiscal year.

The HOA will be sponsoring its 2nd Holiday Decorating Contest during the month of December. Linda will order signs from Vistaprint for the 1st, 2nd and 3rd place winners and post a notice on “Next Door” to inform homeowners about the contest. Dan will pick up 3 gift certificates from local businesses to be presented to the winners. Judging will take place from December 16th to the 20th and prizes will be awarded on December 21.

Linda handed out copies of a sample “maintenance clause” from another HOA’s restrictions and there was a discussion among board members about the wording. Any amendment to the Declaration of Restrictions would have to be approved by 2/3’s of the 183 lot owners in the Meadows at Shawnee or 122 affirmative votes in favor of the amendment.

The next board meeting will be held on Wednesday, February 5, 2020 at Bob Shinholt’s home at 4 W. Bullrush Drive.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 9:23 pm.

Submitted by:
Linda Steiner, Secretary