

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

December 14, 2016

Directors present: Michael Boyle, Daniel Marabello, Dave Markowitz, Ellen Miller,
Bob Shinholt, Linda Steiner and Barry Zeigler

Absent: Madeleine Mandelblatt

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

In the absence of President Madeleine Mandelblatt, Vice President Michael Boyle opened the meeting and asked for the Minutes from the October 12, 2016 meeting to be approved. A motion was made to approve the Minutes as written and it was seconded.

Report of the Officers:

Mike Boyle, Vice President, reported that he had visited President Mandelblatt and as a result of her current medical condition, she has decided to focus on regaining her health and temporarily step aside as the board president until she is again able to resume its duties.

Regarding the overnight street parking restriction, Mike sent an email to City Clerk Terri Hudson on November 9, 2016 requesting that she cite the section in the City Code that grants an HOA the authority to impose more stringent regulations when it comes to overnight street parking. Ms. Hudson informed Mike that she was forwarding his email to the city attorney, David Rutt, for a response. On December 13, 2016, Ms. Hudson replied by email and stated that the solicitor recommended that the HOA contact their own attorney for an opinion. Mike will contact HOA attorney Seth Thompson for a definitive answer.

A complaint was filed under the Delaware Fair Housing Act by a homeowner in July of 2016 alleging that the HOA discriminated against them on the basis of a disability. The HOA was found not to be in compliance with the law. A Conciliation Agreement has been drafted by the Division of Human Relations which will be signed by all parties and a letter will be mailed to all homeowners notifying them of this matter and the agreement.

It was reported that a home on Big Pond Drive is up for sale and the real estate and/or new owners should be advised that the dog run in the rear of the property is in violation of the restrictions and must be removed.

Dan Marabello, Treasurer, reported on the HOA's financial status as of today's date.

- Balance Sheet – The current balance in the checking account is \$16,285.76 and total amount in the six (6) CD's as of 9/30/16 is \$50,598.62. Total assets are **\$66,884.38**. All bills are paid to date.

- Profit & Loss - The assessment fee income collected to date is \$23,010.00 plus \$22.51 collected for penalty and interest for a total of \$23,032.51. To date, 177 homeowners have paid their 2017 annual dues and there are 6 homeowners who have not paid. Total expenses paid to date equals \$9,662.03 which was expended for lien filing fees, postage, office supplies, grounds maintenance, insurance and legal fees. CD interest received to date equals \$251.80 and \$294.00 was paid in Federal Income Tax. Net income equals **\$13,328.28**.
- Aging Summary - There are a total of 6 homeowners who are outstanding in the payment of their dues. Three (3) homeowners owe dues for more than one year and total owed on these 3 accounts is approximately \$3,100.00. Liens have been filed against all 3 properties and Judgments have been obtained against all 3 owners. The remaining 3 delinquent owners owe this year's dues, plus interest and filing fees, and liens have been placed against all 3 properties.

Dan reported that he would be opening a new CD account in Artisans' Bank to deposit the sum of \$6,650.00 towards the Retention Pond Reserve Fund.

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

- October/November 2016 - Violation letters were mailed to seven (7) homeowners on E. Bullrush Drive, West Bullrush Drive, Meadow Lark Drive, Misty Vale Court and Little Pond Drive for overnight street parking, free standing basketball hoops and lawn maintenance.
- October 2016 – “Welcome Letters” were mailed to four (4) new homeowners in the development on Meadow Lark Drive, W. Thrush Drive, Briar Court and Big Pond Drive.
- November/December 2016 – Three (3) architectural request approvals were hand delivered to homeowners and Architectural Committee Chairman Bob Shinholt will report on the specifics of these requests in his report.
- Two (2) Release of Liens were filed on December 10, 2016 with the Sussex County Recorder of Deeds office in Georgetown.

Ellen Miller reminded Linda that a home on Meadow Lark Drive was sold in October 2016 and a welcome letter should be delivered to the new owners.

Ellen also reported that she visited a homeowner on Meadow Lark Drive in October about the overgrown lawn. She advised the owner about the lawn mowing violation in the Declaration and that lawns must be mowed at least twice a month during the months of March through November. The lawn has since been cut.

Report of the Committees:

Barry Zeigler, Grounds Committee Chairman, reported that Lou's Landscaping will be cleaning out the ponds, trimming shrubs and spraying weeds. This will be done as soon as the rainwater in the ponds dries up. A new 2-year contract beginning in 2017 was signed with Lou's

Landscaping and the cost for grounds maintenance is now \$775.00 per month.

The Fall cleanup was held on Saturday, November 5, 2016 at 9:00AM. The areas that were cleaned included the common areas along Kirby Road, Business 1, in and around the streets throughout the development and the two ponds. The following board members, grounds committee members and residents participated in the cleanup:

Mike Boyle, Mary Collins, Gary Grimanelis, the Jackson Family, Dan Marabello, Dave Markowitz, Gloria Markowitz, Joe Palermo, Bob Rodenberg, Bob Shinholt and his grandson, Isaac Daniel Shinholt, Linda Steiner, Barry Zeigler and his son, Nate.

Bob Shinholt, Architectural Review Chairman, reported that there were three (3) architectural requests received and approved during the months of October, November and December 2016, as follows:

- 10/26/16 – 8 Lenape Lane, installation of solar panels, approved on 10/31/16
- 11/27/16 – 8 Little Pond Drive, installation of solar panels, approved on 11/29/16
- 11/27/16 – 10 Little Pond Drive, installation of solar panels, approved on 12/5/16

Chairman Shinholt stated that he would like to stream line the solar panel architectural requests and check the By-laws for blanket approval. He will inform his committee members if this is done. Dave Markowitz made a motion to approve and Ellen Miller seconded the motion.

Dave Markowitz, Neighborhood Watch, reported that there were no new issues in the neighborhood since the last board meeting held on October 12, 2016. He did want to warn residents during the holiday season not to leave presents in a car overnight and that cars should always be locked in the driveway and garage. This information should be posted on the HOA website and also on the “Next Door” website.

Old Business:

Mike Boyle reported on the settlement with the Division of Human Relations (DHR) regarding the above ground pool matter. A copy of the proposed Conciliation Agreement was emailed on November 15 by Seth Thompson to the HOA for review. This email was forwarded to all Board Members for their review and any suggestions. The Board suggested that the Complainants must submit an Architectural Request to the HOA so we have a paper trail, they must get a permit from the City of Milford and have the pool inspected once installed and the pool must be taken down if the complainants vacate the home. Mike will relay this information to the attorney.

Board Member Ellen Miller reported that she recently saw an episode on “60 Minutes” which dealt with the Fair Housing Act, types of discrimination prohibited under the Act, lawyers who take on these cases and lawsuits.

Bob Shinholt brought up the Meadows at Shawnee HOA website on his phone to show it to all the members. Mike Boyle said that Madeleine and Jim Mandelblatt are still working on the website and pictures have to be added.

The subject of ordering a Constable Sale to collect on a judgment against a delinquent homeowner came up for discussion. It was suggested that it would be informative to attend one of the Constable Sales held at Justice of the Peace Court 17 in Georgetown to see how it is conducted. A few board members said they would be interested in attending one of the sales within the next few weeks.

New Business:

A Newsletter will be drafted for the new year and mailed out to all homeowners in January.

The next board meeting will be held on February 8, 2017 at 7:00 PM and the location for the meeting will be announced at a later date.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 9:00 PM.

Submitted by:
Linda Steiner, Secretary