

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

**February 5, 2020**

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

Absent: Kate Leith

Meeting was called to order at 7:09 p.m. at 4 West Bullrush 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 December 4, 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.

**Report of the Officers:**

**President Shinholt** had no news to report but will interject as the meeting proceeds. He turned the meeting over to Dave Markowitz.

**Vice President Dave Markowitz** mentioned that 3 weeks ago he saw a front loader drop a large mound of dirt in the backyard of an E. Thrush Drive property. He asked Tom Chilton if a request had been submitted to the Architectural Committee regarding this but Tom said he had not received a request.

**Treasurer Dan Marabello**, handed out copies of his financial report to the board and reported on the HOA's financial status as of today's date:

- **Balance Sheet** - the balance in the checking account is \$19,195.74. The total amount in reserve in the ten (10) CD's as of December 31, 2019 is \$81,341.38. He attached a schedule of the ten CD's to the Balance Sheet which detailed the term of each CD, rate of interest, maturity date, interest earned as of 12/31/19 and current balance of each CD. Total cash and assets equal **\$100,537.12**. Total liabilities equal \$275.00 from two (2) assessment fees that were prepaid for the year ending 6/30/21. Total reserves including interest equal \$81,341.38 and unrestricted assets equal \$18,920.74 for a total equity of \$100,262.12. Total liabilities and equity equal **\$100,537.12**
- **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. Total assessment income equals \$24,940.27. Interest income earned in the CD's through 12/31/19 equals \$818.34. Interest and administrative fees for late payments equaled \$867.33. Total income is **\$26,625.94**.

The following expenses have been paid to date: Insurance \$2,877; grounds maintenance \$3,453.44; Federal taxes \$531; office and postage \$297.90; annual meeting deposit \$200; holiday awards expenses \$116.45; collection related costs \$197.43; miscellaneous administrative expenses \$365.10. Total expenses **\$8,038.32**. Net income before reserve allocation \$18,587.62. Current year reserve allocation \$6,650. Net income after reserve allocation **\$11,937.62**.

To date, there is one (1) homeowner out of the 183 lot owners in the Meadows at Shawnee who owes multiple years of annual assessments totaling approximately \$1,600. 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 Dave Markowitz to accept the Treasurer's accounting as reported and it was seconded by Tom Chilton. All members were in favor.

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

12/9/19 – Posted message on “Nextdoor” about 2019 Holiday Decorating Contest and ordered 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winner signs from Vista Print;

12/18/19 – 2<sup>nd</sup> violation letter sent to Meadow Lark Drive homeowners regarding chickens being kept in a cage in the garage.

12/22/19 – Posted notice on “Next Door” of the 3 winners of the Holiday Decorating Contest;

1/6/20 – Emailed Jim M. regarding 3 posts on the HOA website: Minutes of 10/16/19; Fall Newsletter; winners of the 2019 Holiday Decorating Contest.

1/13/20 – Follow up letter to Lenape Lane homeowners regarding yard fixture and exterior color change violations.

## **REPORT OF THE COMMITTEES**

### **Architectural Committee**

**Chairman Tom Chilton** reported on two (2) Architectural Requests that were approved as follows:

- 15 W. Bullrush Drive, request dated 1/13/20 for installation of 6’ high vinyl privacy fence in rear of property and 4’ high vinyl picket fence on sides of rear yard; approved 1/14/20.
- 17 West Bullrush Drive, request dated 1/14/20 for installation of 10’ x 12’ shed in rear yard; approved 1/16/20.

Tom stated that he had not received the architectural files yet from Dick Vehlow but will follow up with him again.

Linda stated that letters were hand delivered to two homeowners in the development on November 15, 2019 who had expressed an interest in serving on the Board or volunteering on the Architectural Committee. We requested the homeowners to submit a short paragraph to the HOA about their background, but neither person ever responded. More members are needed on the Architectural Committee.

### **Grounds Committee**

Due to **Chairperson Kate Leith's** absence from tonight's meeting, Bob Shinholt gave a brief report on the Grounds Committee. Kate had emailed three (3) reports to him from an inspection done by an inspector with the Sussex County Conservation District on January 8, 2020. The Maintenance Inspector was Buddy Griffith and he recommended the following maintenance actions:

- Pond #1 – Continue to cut then remove all trees and woody growth from the basin and slopes of the stormwater pond;
- Pond #2 – A) Sedimentation buildup in riprap should be periodically raked and removed so that the rock can function as intended to filter stormwater of sediment; B) woody vegetation growing within basin and slopes should be removed.
- Vegetative – periodic cleaning of leaves and vegetative debris should be performed so that water flow is not diminished.

Bob also showed the Board photos taken by the inspector that were included in the report. He asked Linda to contact Kate Leith to request that she email the report to the rest of the Board for their review and to find out when Jessica Watson will be doing the annual inspection. Also, to check with the owner of Tributaries, LLC to find out the amount of the next check to be paid to the contractor per the contract. Also, to decide on a date for the Spring cleanup.

### **Neighborhood Watch Committee**

**Chairman Dave Markowitz** reported that there were no new incidents in the development since the last meeting held on December 4, 2019. He stated that one of his volunteers recently left the Neighborhood Watch Committee and a new volunteer has joined. He also said that due to the clearing of trees in the area along Business 1, there have been some sightings of coyotes and deer that have been forced out of the woods.

### **Old Business:**

Linda Steiner handed out an updated list of homes for sale in the development to board members. There are currently 2 homes for sale in the community: 6 E. Thrush Drive and 8 Briar Court.

Dave Markowitz and Dan Marabello referred to the list of 14 homeowners who were sent letters in November 2019 regarding trash receptacle violations. Since then, all homeowners have complied with the restriction and violations have been corrected.

Bob reported on the results of the Holiday Decorating Contest. The 1st place winner was the Eichenberg Family at 5 E. Bullrush Drive; the 2nd place winner was the Newberry Family at 7 Meadow Lark Drive and the 3rd place winner was Mike and Gerry Boyle at 43 Meadow Lark Drive.

Dave Markowitz and Bob Shinholt stated that they have experienced discolored water periodically at their homes. All instances of brown water should be reported to the City of Milford Public Works Department at 302-422-1110.

**New Business:**

It was decided by the Board that a Spring newsletter will not be published this year.

Bob mentioned that he had recently attended a presentation at the Sussex County Council in Georgetown about the new Nemours facility being built in Milford. He will contact the Bayhealth offices and extend an invitation to the President of the foundation, Dr. L. Allen Rhodenbaugh, to be our guest speaker at this year's annual meeting on June 17, 2020.

Dan asked Bob Shinholt and Dave Markowitz to go to the PNC Bank in Milford to sign the necessary forms to become an authorized signatory for the HOA's bank account.

The next board meeting will be held on Wednesday, April 1, 2020 at Dan Marabello's home at 1 Windy Drive.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 9:02 PM.

Submitted by:  
Linda Steiner, Secretary