

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

**February 8, 2017**

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

Absent: Ellen Miller

Meeting was called to order at 7:09 p.m. at 8 East Thrush Drive, Milford, Delaware.

President Madeleine Mandelblatt opened the meeting and stated that she was happy to be back and resume her responsibilities as Board President after recuperating from her back surgery. Since she had not been involved in HOA matters for the past 4 months, she asked Vice President Mike Boyle to conduct this evening's meeting.

Mike Boyle asked everyone to review the minutes from the Board's last meeting held on December 14, 2016. A motion was made by Bob Shinholt to approve the Minutes as written and it was seconded by Barry Zeigler.

**Report of the Officers:**

**Mike Boyle, Vice President**, reported that he had drafted two letters to go out to the community regarding the swimming pool and overnight parking restrictions which had been emailed to all Board Members for review. Bob Shinholt commented that both letters were very well written. Madeleine said she reviewed the letters and approved them to be sent. Mike asked Madeleine if her signature block could be used on the letters since she had resumed her board position and she agreed to that.

VP Boyle reported that he had received an email from Ms. Sosa-Ducote' from the Division of Human Relations on February 8, 2017 asking if HOA board members could attend a Fair Housing 101 training session in Georgetown on February 21, 2017. Ms. Sosa-Ducote' had originally stated that she would come to a Meadows at Shawnee board meeting in the evening to conduct the training. Mike will check with her on this and advise the Board.

Mike reported that a Newsletter had been drafted to be sent out in February. The two letters to homeowners and the Newsletter will be mailed all together.

**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 \$9,032.13. The sum of \$6,650.00 was deposited into a new CD in Artisans' Bank in January. The total amount deposited into CD's over the past 8 years totals \$53,200.00 and the total interest gained

through 12/31/16 is \$4,292.18. Total in the (7) CD's as of 12/31/16 is \$57,492.18. Total current assets are **\$66,524.31**.

- 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 \$10,265.66 which was expended for court costs, lien filing fees, postage, office supplies, grounds maintenance, insurance and legal fees. Net income to date is **\$6, 318.21**.
- 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. Since there has been no attempt by these owners to pay this year's dues, complaints will soon be filed in Justice of the Peace Court 17 to obtain judgments.

Dan stated that he was going to arrange with Dave Markowitz to conduct an in-house review of all the HOA financial records.

President Mandelblatt asked Dan if he had sent in a check to the Community Associations Institute (CAI) for a yearly membership. This organization was started in the 1970's and provides information, education and resources to homeowners' associations. They keep up to date on laws and have a panel of lawyers who will give legal advice. They offer educational clinics and publish a Newsletter. Dan said he would look up the CAI organization contact information on line and pay for a yearly membership.

A motion was made to accept the Treasurer's report and it was seconded.

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

- On December 20, 2016, a "Welcome" letter and package was delivered to new homeowners on Meadow Lark Drive.
- On January 12, 2017, a new annual Form 50 was filed with the Chief Magistrate's office. This form allows the HOA to file complaints in the Justice of the Peace Court and represent themselves in JP court without the assistance of an attorney.
- On January 28, 2017 and February 1, 2017, two 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.
- A 4-page Newsletter has been drafted for the new year to be mailed to all homeowners during the month of February.

## **Report of the Committees:**

**Barry Zeigler, Grounds Committee Chairman**, reported that the big pond has been cleaned up, weeded, shrubs cut down and trees trimmed by Lou's Landscaping. The little pond has not been done yet because it still has to dry out more. The two ponds are cleaned up once a year and the cost is \$1,900.00.

Chairman Zeigler set the date for the Spring cleanup for Saturday, April 8, 2017 at 9:00 AM and the rain date for April 22, 2017. These dates will be posted on the HOA and the "Next Door" websites.

Vice President Boyle asked Barry to arrange for Jessica Watson from DNREC to come to the Meadows at Shawnee to inspect the two ponds and he would like to be there when she does the inspection. He also asked Barry to have Lou from the landscaping company look at the repair that was made to the pipe in the pond last Spring.

**Bob Shinholt, Architectural Review Chairman**, reported that there were two (2) architectural requests received and approved during the month of January 2017 as follows:

- 1/12/17, 9 Big Pond Drive, request to install an in-ground pool and fence, approved 1/20/17
- 1/26/17, 23 Meadow Lark Drive, request to install concrete patio, approved 1/31/17.

**Dave Markowitz, Neighborhood Watch**, reported that it has been very quiet in the neighborhood and there have been no domestic disputes. There was only one instance right after the holiday when a pickup truck was parked on the street on Meadow Lark in the late evening but left with no incident. He has heard that Magnolia is having a problem now with car break-ins.

## **Old Business:**

Mike Boyle reported that he will continue to communicate with the Division of Human Relations office to arrange for a mutually convenient date for board members to attend the Fair Housing training session.

The two letters regarding the above ground pool and parking violations will be going out in February to all homeowners.

A few of the board members asked when the photos of the development would be put back on the HOA website. President Mandelblatt said that she would resume working on the website now that she has recovered.

The Newsletter will be mailed to all homeowners in February as well. This will be the last one printed and mailed to homeowners. All future Newsletters will be published on the website.

## **New Business:**

President Mandelblatt suggested that a bulletin board be installed at the front and rear entrances of the development to post notices. The board members approved this and the size of the board and price will be determined.

It was decided by the Board that this year's annual meeting will be held on **Wednesday, June 14, 2017**. Dan Marabello said he would call the Milford Senior Center to reserve the date.

Dan has an acquaintance in Shawnee Acres who is interested in running for an HOA board position in her development. Shawnee Acres has two sections and two separate HOA's. Dan asked the Board's permission if she could sit in on one of the Meadows at Shawnee board meetings to see how we conduct business and for some guidance. The Board gave their approval for her to attend our next meeting.

Linda Steiner reminded board members that according to the Conciliation Agreement signed on December 12, 2016 by the Delaware Division of Human Relations (DHR), the Complainants and the Meadows at Shawnee, the HOA must comply with the following conditions:

- The "Equal Housing Opportunity" phrase or logo must be conspicuously displayed on all advertisements concerning the Meadows at Shawnee community;
- All HOA Board Members will participate in a Fair Housing Training 101 session within 120 days of the execution of the Agreement;
- Within 120 days of the execution of the Agreement, the HOA will file a report with the DHR containing copies of all reasonable accommodation requests placed during the period 11/21/16 to 3/21/17. If no requests during this time period, it shall so state.
- The HOA shall also file a year-end report with the DHR which shall include steps taken in compliance with the Agreement and shall include copies of letters and correspondence.

It was suggested that the rules and regulations of the Declaration of Restrictions be revisited before the annual meeting.

Dan Marabello asked if anyone knew how many houses are currently being rented in the development. He feels that the amount of homes rented should be limited and that would mean an amendment to the Declaration. A year ago, there were 25 homes being rented.

The next board meeting will be held on Wednesday, April 12, 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 8:46 PM.

Submitted by:  
Linda Steiner, Secretary