

**MEADOWS AT SHAWNEE HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS - MEETING MINUTES
ZOOM VIDEO CONFERENCE**

March 9, 2022

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

Absent: Taylor Shunk

Also in attendance: Dave Markowitz, Chairman
Neighborhood Watch Committee

Opening Remarks:

President Mike Boyle called the Zoom meeting to order at 7:14 PM. He commented that the new lamppost that was installed at the front entrance by the city looks very good and adds extra lighting at the front entrance.

Mike asked all members if they had read the minutes from the last meeting held on January 12, 2022 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 reported that the City of Milford recently passed an ordinance which eliminates the need for residents to register at City Hall in order to vote in the city elections. Voters can show their driver's license or some other valid I.D. and their record will be verified. The next city election is on Saturday, April 23, 2022 and there are five (5) officers up for election -- Mayor and one city council member from each of the four (4) wards. The council seat in Ward 1 is the only one being contested. Mike is running for re-election to the City Council in the First Ward and he will be visiting various developments in Ward 1.

Vice President Bob Sheats reported that the state plowed along Business 1 during one of the winter snowstorms and ripped up a lot of grass and dirt in the common area. One of the privacy fences along Business 1 was also damaged and he was not aware who paid for the fence repair.

Treasurer Dan Marabello reported on the HOA's financial status as of March 9, 2022 as follows:

BALANCE SHEET

Assets: Balance in the PNC checking account is \$14,392.59. The HOA currently holds eight (8) CDs in Artisans' Bank with a total in savings of \$98,109.06 which includes interest up to December 31, 2021. For the period January 1, 2022 to February 28, 2022, approximately \$120.00

of interest has accrued. Total cash in bank is \$112,501.65. Total accounts receivable \$-270.00.
Total Assets: \$112,231.65.

Liabilities & Equity: Retained earnings \$15,461.40; total temporarily restricted net assets \$97,085.51; net income \$-315.26. **Total liabilities and equity: \$112,231.65.**

There are currently three (3) homeowners with outstanding accounts. The total of accounts receivable is \$539.00.

PROFIT & LOSS

Total assessment fee income is \$23,660.00 which represents annual dues payments from 182 homeowners at \$130.00 per household. Assessment fee income from prior years was collected in the amount of \$1,130.00 and property settlement income collected was \$124.65. Total income is **\$24,914.65.**

Expenses – Recorder of Deeds fee \$9.44; collection costs \$105.75; lien filing fees \$49.00; mileage reimbursement \$20.16; Miscellaneous administrative expenses \$606.00; office expenses \$140.45; postage \$351.78; taxes and licenses \$484.00; Website \$395.64; Annual meeting rental expense \$250.00; Grounds \$9,664.15; holiday award expense \$328.32, insurance \$2,877.00, pond maintenance \$5,574.60 and legal fees \$210.75. Total expenses to date = **\$21,067.04. Net Ordinary Income: \$3,847.61.**

Total other income - Property Settlement and interest collected in the amount of \$1,463.58 and accrued interest earned on the CD's as of 12/31/2021 - \$1,023.55. Total other income = \$2,487.13. Total other expense: \$6,650.00 deposited into a new CD in Artisans' Bank. **Net income: \$ -315.26.**

Dan also prepared a "Transaction Detail by Account" spreadsheet which had a breakdown of all checks that have been written for expenses incurred for the period of July 1, 2021 through today's date of March 9, 2022.

Dan commented that interest rates at the bank are very low and earning less than 1%. There are only two older CD's that are earning 2.5% interest per year. He will look into other safe investments that would yield more earnings and report to the Board. The Grounds expense included a payment to Armstrong's Lawn Service for trimming the trees on Rehoboth Boulevard and Kirby Road. In addition, three (3) payments were made to Tributaries, LLC for pond maintenance for the year 2021 and the first 6 months of 2022.

Bob Shinholt made a motion to accept the Treasurer's accounting as reported and it was seconded by Ellen Miller.

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

Welcome Letter:

2/3/22 – Ian J. McCarty, 6199 Kirby Road

Violation letters:

2/7/22 – Kirby Road, trailer parking in driveway
2/7/22 - Meadow Lark Drive, overnight street parking
3/1/22 - Big Pond Drive, overnight street parking
3/3/22 – 3rd notice, West Bullrush Drive, overnight street parking.

Other matters:

2/11/22 – Prepared paperwork for the recording of the Third Amendment to the Declaration of Restrictions, **Article VI, Section 11, Trees, Shrubs and Landscaping**, which was approved on July 23, 2021 by a vote of 123 owners in favor. Dan Marabello and Mike Boyle hand delivered the document to the Recorder of Deeds office in Georgetown, DE. It was recorded on February 16, 2022 in **Book 5646, Page 41**.

2/28/22- Postings made on the HOA’s website on the Home and Community pages regarding the next Board of Directors’ meeting and the posting of the approved minutes from November 10, 2021 on the Minutes page.

Bob Sheats 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 that he had received two (2) architectural requests since January 2022 as follows:

2/10/2022 – 7 Briar Court – Replacement Windows, Approved.
2/14/2022 – 1 Briar Court – Basement remodeling (Review not required; note was sent to the City that HOA approval was not needed.

Linda Steiner made a motion to approve the Architectural report and Ellen Miller seconded the motion. All in favor.

Grounds Committee:

Due to Chairwoman Taylor Shunk’s absence from tonight’s meeting, Linda Steiner gave the Grounds Committee report from an outline prepared by Taylor.

President Mike Boyle will sign the new two-year contract with Coastal Tributaries, LLC for the stormwater and basin maintenance of the two ponds which began on January 1, 2022 and will end on December 31, 2023. Taylor has emailed owner Burr Monroe of Tributaries regarding the monthly reports and is waiting to hear back.

Taylor met with Dan and Mike at the front entrance on January 17, 2022 to discuss the digging of the well and the installation of the irrigation system. She also met with the Sposato Landscape Co. on February 15, 2022 to get a quote for the design and landscaping plan for the front entrance. On March 3, 2022 she met with Sussex Tree Industries to get an updated quote from them for the landscaping, edging, and irrigation system at the front entrance.

Taylor obtained a quote of \$500.00 on February 18, 2022 from Armstrong's Lawn Service for the trimming of the trees in the common areas on Rehoboth Boulevard and Kirby Road.

There will be a Neighborhood Yard Sale to be held on May 27 and May 28 of the Memorial Day weekend. A homeowner from Meadow Lark Drive is organizing the event.

Bob Shinholt made a motion to approve the Grounds Committee report and it was seconded by Ellen Miller.

Neighborhood Watch Committee

Chairman Dave Markowitz stated that there was one incident that happened in the development in February. A homeowner on East Bullrush Drive posted a message and video on "Nextdoor" about a "porch pirate" taking a package off her front porch. The next day the homeowner found the package back on her porch.

Linda Steiner made a motion to approve the Neighborhood Watch Committee's report and it was seconded by Dan Marabello.

OLD BUSINESS

Linda reported that there were no homes for sale in the development at this time. There was one house closing in the Meadows at Shawnee on January 21, 2022 for the property at 6199 Kirby Road.

Dan reported that the new lamppost at the front entrance was installed by the City of Milford at the end of February. The city will bill the HOA for the electric usage. The original plan of digging a well for the irrigation would be complicated and require maintenance. For the installation of the irrigation system on the three (3) landscape beds, the HOA will check with the City what the cost would be to bore conduit under the roadway. Quotes will also be obtained for an electrical outlet and a meter pit.

Mike Boyle had emailed the final version of the "Procedural Guidance for Administering Referendums" to Board Members prior to the meeting. No signatures by the Board are required on the Policy and the approval date will be noted as January 12, 2022. The one-page "Petition to

Amend or Change HOA Governing Documents” form was also approved by the Board. The final documents will be posted on the HOA website.

Taylor started working on the Spring 2022 Newsletter as of the end of January and will include reports from the President, Treasurer, Secretary and the three (3) HOA committee chairpersons. To date, she needs the Treasurer’s Report to finish the paper. The expected completion and mailing of the Newsletter to homeowners would be the beginning of April.

Mike looked into the cost of purchasing a new Epson Color Printer for the HOA. The printer is available at Costco at a cost of \$370.00.

NEW BUSINESS:

Mike Boyle reported that Tom Chilton gave him of a copy of a policy entitled “Enforcement of Declaration of Restrictions” that was adopted on August 12, 2009 by the Meadows at Shawnee Board of Directors. He has revised the policy and emailed a first draft of the “Enforcement Procedures for Violations of the Corporate Governing Documents” to the Board for their comments. Once approved, the document can be posted on the HOA website.

Mike had emailed a flyer to the Board prior to the meeting about the Milford Community Clean-up that has been scheduled for Saturday, April 9. He asked the board if they would be interested in participating again this year and combine it with the Meadows at Shawnee cleanup on the same day. Tom Chilton quickly responded that he thought the Meadows at Shawnee should participate and Bob Shinholt agreed. Tom will get a list of names of others who will volunteer and participate.

Mike will contact the Cup ‘R Cone ice cream truck owner, Vince Failla, to get a menu with prices and the date he will start coming into the community. He will also check on insurance, health licenses and permits. Bob Shinholt suggested that a paragraph be included in the Newsletter about the ice cream and food trucks coming into the neighborhood during the summer months and include the dates and times. A flyer can also be printed.

A revised copy of the Declaration of Restrictions with the new amendment to “**Section 11. Trees, Shrubs and Landscaping**” will be posted on the HOA website.

Linda Steiner will prepare postcards to send to all homeowners advising them of the date, time and place of this year’s Annual Meeting on **June 15, 2022** and will mail them out before the end of March. Mike asked all Board Members to advise him of any other homeowners in the development who may be interested in being on the ballot for a position on the Board.

The next board meeting will be held on **Wednesday, May 11, 2022 at 7:00 PM.**

A motion was made by Dan Marabello to adjourn the meeting and seconded by Tom Chilton. The meeting ended at 8:47 PM.

Respectfully submitted by:
Linda Steiner, Secretary