

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

March 11, 2021

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

NOTE: Due to the continuing COVID-19 restrictions regarding social distancing, the Board of Directors participated in a Zoom video conference in lieu of meeting in person at a board member's home.

Acting President Dave Markowitz hosted the "Zoom" video conference and opened the meeting at 7:05 PM. Dave stated that there was a time limit of 40 minutes for the free conference so the meeting would have to move along quickly. If the meeting goes beyond 40 minutes, members can go back to the link that was emailed to them to return to the meeting.

Dave asked the Board if they had reviewed the minutes from the last board meeting held on January 13, 2021 and asked for a motion to approve. A motion was made by Bob Shinholt to approve the minutes as written and it was seconded by Kate Leith. All members were in favor and none were opposed. The minutes will be posted on the HOA's website.

Report of the Officers:

Acting President Dave Markowitz stated that he will give his report on the Neighborhood Watch later on in the meeting and will also discuss the letter drafted by the HOA attorney regarding the sign dispute in the development. Dave then turned the meeting over to Dan Marabello for the Treasurer's Report.

Treasurer Dan Marabello reported on the HOA's financial status as of today's date as follows:

- **Balance Sheet** - the balance in the checking account is \$23,674.69. The total amount in reserve in the eleven (11) CD's is \$89,665.97 for total cash of \$113,340.66. Total Accounts Receivable (-\$530.00); other current assets \$260.00. Total Assets equal **\$113,070.66.**

Total liabilities \$15.00; total Equity \$113,055.66; total Liabilities and Equity equal **\$113,070.66.**

- **Profit & Loss** – Total Fiscal Year 2021 assessment fee income received \$23,790.00 which represents 183 homes paid at \$130.00 per lot.

Expenses: Total Administration \$1,414.95; Grounds \$4,026.74; Insurance \$2,877.00; Total expenses \$8,318.69;

Other income: property settlement and interest \$68.91 and interest from CD's \$859.09;

Total other income - \$928.00

Other Expense: Deposit of \$6,650.00 into a bank CD for Retention Ponds reserves; **Net Income: \$9,749.31.**

Dan stated that he paid \$1,858.20 to Tributaries, LLC thus far for the maintenance of the two ponds over the last 2 years. Kate said the balance due to Tributaries is \$1,858.20 as per the contract and Dan will send the payment.

Secretary Linda Steiner reported on the following administrative matters:

Welcome letter:

1/16/21 – Juanita Streets, 3 E. Bullrush Drive

Violation letter:

3/6/21 – Little Pond Drive, December holiday decorations still on display and trash receptacles in view.

Other matters:

1/18/21 and 3/9/21 – Emails to Jim Mandelblatt with various postings to HOA website on the Home, Board, Minutes and Community pages;

2/17/21 – Big Pond Drive - emailed dues letter to lender on behalf of homeowner for refinance.

2/23/21 – Called attorney's office regarding a sign dispute in the development and the need for review and advice on proposed amendments to restrictions. Retainer Agreement was signed and attorney began work on the legal matters.

REPORT OF THE COMMITTEES

Architectural Committee

Chairman Tom Chilton reported that one (1) architectural request was approved in January 2021 as follows: Request dated 1/28/2021, 38 Meadow Lark Drive, installation of vinyl windows in existing rear porch, approved 1/29/2021.

Grounds Committee

Chairperson Kate Leith reported that she mailed out Request for Proposal (RFP) Groundskeeping packets to eight (8) vendors on February 16, 2021. So far, Sullivan's Landscaping emailed her and said they would not be providing a bid and package mailed to Bella Terra was returned due to incorrect address. Landscaper Ken Armstrong replied with his bid and Kate will ask about a Certificate of Insurance. All bids are due back by March 15, 2021 and Kate will prepare a spreadsheet detailing the RFP bids received.

Kate called the owner of Tributaries, LLC, Burr Monroe, about grounds work needed in the Big Pond at the outflow by Kirby Road. He will get someone on the job to clean up that area.

Kate brought up the subject of the Spring cleanup. Linda mentioned that Mike Boyle had contacted her regarding the Milford Community Clean-up which was going to be held on April 24, 2021. He asked if the Meadows at Shawnee would consider forming a team and incorporate our cleanup along with the city's. T-shirts, trash bags and gloves will be provided and the city will pick up the trash bags when the work is done. Kate thought it would be a good idea to join in with the city and the Board was in agreement.

Neighborhood Watch Committee

Chairman Dave Markowitz reported that there were four (4) incidents in the development during the month of February which were posted on the "Nextdoor" website. On February 8, 2021 at 3:00 AM, an individual entered an unlocked car in the driveway on West Thrush Drive and the homeowner caught it on video. This same week, a criminal attempted to enter a car parked in the driveway on Little Pond Drive but the car doors were locked. On February 11, 2021, a Kirby Road resident reported on "Nextdoor" that her locked car was broken into twice. Dave emphasized that all homeowners must remember to lock their car doors every night if vehicles are left in the driveway.

Old Business:

Bob Shinholt composed a final draft of all proposed changes to the restrictions and emailed them to board members on February 19, 2021. Tom Chilton drafted a cover letter and emailed it to board members on February 21, 2021. Once all edits are made to the proposed changes to the restrictions, they will be mailed out in April to MAS homeowners for their comments and suggestions. The final vote on the proposed amendments will be conducted in June.

Dave referred board members to the draft letter dated March 10, 2021 that was written by the HOA attorney regarding the signs dispute in the development and asked if everyone was in agreement with the contents of the letter. All were in favor but the board suggested that a photo of the vulgar sign that was posted on the property in December be included with the letter. Linda will notify the HOA attorney that the letter was approved and send a copy of the sign to be included with the letter when it is sent to the opposing attorney and homeowner.

Linda reported that there were no homes sold in the development since the last Board Meeting held on January 13, 2021 and there are currently no homes "For Sale" in the development.

New Business:

Tom and Dan visited a homeowner at 23 E. Bullrush Drive who had a complaint about the soil that slopes down into the backyard from Business 1. Since Business 1 is a State Road, Bob Shinholt suggested that the homeowner contact DELDOT regarding this problem as this is not the responsibility of the HOA. Tom will show Kate the area also.

The HOA will conduct the 2021 annual meeting by mail again this year due to ongoing COVID-19 restrictions and the limit on large gatherings. The packets will be mailed to all homeowners in June.

The next Zoom Board Meeting will be held on **Wednesday, May 12, 2021 at 7:00 PM.**

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 8:05 PM.

Submitted by:
Linda Steiner, Secretary