

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

March 11, 2026

Members in attendance: Tom Chilton, Bob Sheats, Linda Steiner, Jacob Feist,
Wanda Nesbit and Taylor Shunk
Absent: Dan Marabello and Bob Shinholt
Also in attendance: Dave Markowitz, Neighborhood Watch Committee Chairman
Place of Meeting: 13 East Bullrush Drive

OPENING: CALL TO ORDER

President Tom Chilton thanked Bob Sheats for hosting tonight’s meeting and opened the meeting at 7:03 PM.

APPROVAL OF THE MINUTES

Tom asked all board members if they had read the minutes from the last meeting held on January 14, 2026 and if anyone had questions or changes. No comments were made and Tom asked for a motion to accept the Minutes as written. Bob Sheats made a motion to accept the Minutes as written and Taylor Shunk seconded the motion. All members were in favor and the Minutes will be posted on the HOA’s website.

REPORT OF OFFICERS

Tom Chilton, President:

Volunteer Recruitment:

On January 9, 2026, Tom sent out a general letter to all homeowners in the community informing them that the HOA was in need of volunteers to join the Board for the next fiscal year of 2026/2027. There were five (5) homeowners that responded to the letter indicating their interest in volunteering to serve on the Board. A follow up letter will be going out to these individuals requesting them to send the Board a short Bio which will be included in the Annual Meeting Packet that is mailed out in May.

Tree Damage:

A number of trees on HOA property were damaged during the snowstorm that occurred on February 22-23. Tom and Dan Marabello removed a fallen tree by the front entrance and behind one of the homes on West Bullrush Drive. The homeowner was very helpful and assisted. Tom met with the owner of Armstrong’s Lawn Service who has the HOA mowing contract and authorized him to clean up the many broken branches along Kirby Road. A large tree on the corner of Rehoboth Blvd. and Kirby Road fell on the rear property of a home located on West Bullrush drive. The homeowner is responsible for its removal. Dan, Bob Sheats and Tom walked the common areas to confirm any additional tree damage. A strong concern was the trees at the rear

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of homes along Route 1. The HOA will look into the cost and procedure involved in deeding the common area land to the homeowners in this area. Many of the trees are reaching the end of their normal lifespan.

Insurance:

Tom attended a zoom meeting hosted by the Community Associations Institute (CAI) regarding HOA insurance coverage. He learned that Directors & Officers Insurance is not required at this time under Title 25. Tom and Dan will meet with the HOA’s insurance agent to review the Meadows at Shawnee policy. Tom has questions and wants to inquire if the HOA is covered for wrongful acts done by the Board, if Board members are covered after they leave the Board, does the HOA have a Fidelity Bond and Liability coverage in the event someone gets hurt on common ground.

Bob Sheats, Vice President:

Between the period of January 15, 2026 to March 11, 2026, there were seven (7) homes in violation of the Article VI, Section 6. Trash Receptacles restriction. There was a combined total of 169 days of violations during the two months.

Dan Marabello, Treasurer:

Due to Dan’s absence from tonight’s meeting, Tom Chilton gave the financial report on Dan’s behalf as follows:

BALANCE SHEET as of March 11, 2026

ASSETS:

There is \$11,543.19 in the PNC checking account as of today’s date and \$500.00 in the second checking account. In January 2026, a second checking account was opened and it will be used to receive the annual dues payments that are made through the new “Stripe” Payment Portal that will be set up on the HOA website. The total in the Artisans’ Bank CD is \$78,578.23. Total cash is \$90,621.42. Assessments receivable is \$15.85. **TOTAL ASSETS: \$90,637.27.**

LIABILITIES & EQUITY:

Retained earnings \$3,644.56; Total Pond Maintenance Reserves \$114,180.40; Net Income \$-27,187.69; **TOTAL LIABILITIES AND EQUITY: \$90,637.27.**

PROFIT & LOSS - July 1, 2025 through March 11, 2026

INCOME:

Assessment Fee Income \$35,700.00;
Total Property Settlement Income \$1,481.36
Total Income \$37,181.36.

EXPENSES:

Total Expenses \$66,267.54

Net ordinary income \$-29,086.18

Other income: Retention ponds interest \$1,898.49

Net Income: \$-27,187.69

A detailed accounting of all assets, liabilities & equity, income and expenses can be provided by Dan Marabello upon a request in writing.

Linda Steiner, Secretary:

Letters:

1/23/26 – Violation letter mailed to landlord regarding trash receptacles.

1/24/26 and 2/24/26 – Welcome letters and packages hand delivered to new homeowners at
7 Meadow Lark Dr. and 11 Misty Vale Ct.

2/23/26 – Mailed Conformed Copy of Release of Lien to attorney's office.

Meetings

1/23/26 – Met at PNC Bank with Tom, Dan and Bob Sheats to sign documents to open a second checking account to be used for the new payment portal.

3/2/26 – Taylor, Tom and Linda met with Burr Monroe of Tributaries at the Little Pond and Big Pond to discuss service calls, monthly service reports, application of weed killer, notifications of erosion and animal infestations.

HOA Website Postings:

1/8/2026 – Posted notices of upcoming board meeting, Spring cleanup, past Board Meeting Minutes, and Annual Meeting information.

Documents:

2/3/26 – Prepared Release of Lien for recording at the SC Recorder of Deeds office.

Emails:

1/21/26 and 2/3/26 – Two (2) emails to attorneys' offices with annual dues amount and buy-in contributions.

2/22/26 – Email to attorney's office with copy of recorded Release of Lien.

REAL ESTATE LISTINGS (as of 3/11/2026)

Home Sales:

- 7 Meadow Lark Drive - closed on 1/15/26.
- 11 Misty Vale Court - closed on 1/28/26.

Home(s) for Sale:

- 6183 Kirby Road - Proposed closing date is 2/27/26.

LIEN STATUS AS OF MARCH 11, 2026:

In September 2025, 8 liens were filed for the non-payment of the 2026 annual dues. To date, 4 liens have been satisfied and 4 liens remain outstanding. In addition, there is one prior assessment lien that was recorded back in 2021. To date, the total due on the five (5) outstanding liens is approximately \$1,001.00, plus interest and administrative fees.

PREPARATION FOR THE ANNUAL MEETING ON JUNE 17, 2026:

- 1) At the end of March 2026, postcards will be mailed out to all 183 homeowners reminding them of the date, time and place of this year’s annual meeting.
- 2) At the end of May 2026, annual meeting packets will be mailed out to all homeowners.
- 3) In the beginning of June, all documents needed for the meeting must be printed – Agenda, Directors’ Ballot, budget ballot, proposed Budget, sign-in sheets, proxy forms.

Jacob Feist made a motion to accept the four (4) Officers’ reports and Wanda Nesbit seconded the motion. All members were in favor.

REPORTS OF THE COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported on four (4) Architectural Requests that were approved since the last board meeting held on January 14, 2026:

- 01/22/2026 – 2 West Bullrush Drive – replacement of roof shingles
- 01/28/2026 – 5 Little Pond Drive – replacement of roof shingles
- 01/29/2026 – 4 Meadow Lark Drive – replacement of 5 windows
- 02/24/2026 – 32 Meadow Lark Drive – replacement of windows and sliding door

Grounds Committee:

Chairwoman Taylor Shunk reported that she, Tom and Linda met with Burr Monroe of Tributaries to discuss the pond maintenance and terms of the contract. The HOA would like 24-hours notice when they are coming to inspect the ponds so a member of the Board can meet with the service person. The Board would also like to be informed of erosion and animal holes, receive service reports by email on a monthly basis, and would like weed killer applied beyond the stones.

Dan and Tom removed one tree at the front entrance that had uprooted from the ice storm that occurred on February 22-23. Tom also cut the sea grasses at the front entrance on today’s date.

Taylor proposed the Spring Cleanup to be held on Saturday, April 11th and the rain date to be on April 18th. Taylor has also organized a yard sale to be held in the community on May 22-23, 2026. She requested to post the information on the Community Page of the HOA website and will contact Jim Mandelblatt regarding this.

Neighborhood Watch Committee:

Chairman Dave Markowitz reported on one incident in the development. A home on Meadow Lark Drive was broken into through an open window in the rear of the house. The incident was reported to the Milford Police Department.

Dave also mentioned that there are a number of homes in the development that appear to be renting rooms due to the numerous cars in the driveways.

Bob Sheats made a motion to accept the three (3) Committee reports and it was seconded by Jacob Feist. All members were in favor.

OLD BUSINESS:

- Linda reported on the status of the assessment liens in her Secretary’s report on Page 4.
- Linda reported on the current real estate listings in her report on Page 3.
- Tom Chilton showed the Board a list of the thirty-four (34) violation letters he mailed out from July 1, 2025 to March 4, 2026. The majority of letters were sent for trash receptacle violations, specifically yard waste containers being stored in view from the front of the house. Seven (7) other violation letters were sent for trailers or vehicles parked on the grass or street overnight. HOA Enforcement Policy - First violation letter is a courtesy letter; second letter is a warning letter with risk of a lien; third letter is sent certified mail with an invoice. Owners are informed to contact the Board if they contest the violation.
- Tom received two (2) more responses to his January 2026 Volunteer Letter. Letters will be sent at the end of March to the four (4) homeowners who have shown an interest in volunteering for the Board. Homeowners will be requested to send a short Bio to the HOA by April 30, 2026 to be included in the Annual Meeting Packet and Board of Directors Ballot at the annual meeting.

NEW BUSINESS:

- Tom asked how will the Board maintain restriction reporting in the future? A procedure needs to be outlined showing who and when inspections are done. The Board should consider hiring someone for this task.
- Jacob explained the online “Stripe” payment portal to the board members. The payment portal has been set up, tests have been run and it is fully functional. Jacob will have Jim Mandelblatt put the payment portal link on the HOA website. Clicking on the link, will bring you to “Stripe”. The payment portal link is set to a fixed price. If homeowners choose to pay the annual dues of \$195.00 online by credit card, debit card or ACH, there will be a convenience cost of \$6.13 added on to the \$195.00. Payments are processed instantly and a digital receipt will be provided immediately.

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- Jacob suggested enforcement thresholds for violations. Should a homeowner have 4 violations within a week or seven (7) violations within a month, a first notice courtesy letter should be sent to the violator.
- Tree damage from snowstorm on Feb. 22-23 – Tom Chilton covered this topic in his President’s report on Page 1.
- Preparation for the June 17, 2026 Annual Meeting – Linda Steiner covered this topic in her Secretary’s report on Page 4.

The next board meeting will be held on May 20, 2026 and Tom Chilton has volunteered to host the meeting.

A motion was made by Jacob to adjourn the meeting and it was seconded by Taylor Shunk. The meeting ended at 9:02 PM.

Respectfully submitted,
Linda Steiner