

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

March 13, 2019

Directors present: Bob Shinholt, Dave Markowitz, Dan Marabello, Linda Steiner,
Dick Vehlow, Kate Leith, Ellen Miller and Mike Boyle

Meeting was called to order at 7:03 p.m. at 8 East Thrush Drive, Milford, DE.

President Bob Shinholt opened the meeting by asking all members if they had reviewed the minutes from the last board meeting held on January 9, 2019. He then asked for a motion for them to be approved as written. A motion was made by Dave Markowitz and it was seconded by Mike Boyle. All members were in favor and none opposed. The minutes will be posted on the HOA website.

Bob asked all members if they had reviewed the minutes from the Annual Meeting held on June 14, 2018. They had and a motion was made by Dick Vehlow to approve the minutes and it was seconded by Dan Marabello. The minutes were approved as written and will be posted on the HOA website.

Report of the Officers:

President Shinholt had nothing new to report since the January 2019 board meeting and asked Dan to proceed with his Treasurer's Report.

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

- Balance Sheet - Balance in the checking account is \$12,853.72. Total in the CD's up to 12/31/2018 was \$73,148.79. Approximately \$250.00 of accrued interest had accumulated in the CD's since the end of December. All bills have been paid to date and total cash in bank is \$86,002.51. Bob Shinholt asked Dan to check back in his computer to see what the balance was in the bank 5 years ago at this time of year. Dan reported that in March 2014 the cash balance was \$42,925.00.
- Profit & Loss - there are 181 lot owners who have paid this year's annual dues and two (2) outstanding accounts. The HOA has retained an attorney this year to collect on the two (2) delinquent lot owners who owe multiple years of dues, interest, court costs and filing fees. The following expenses have been paid: \$400 in legal fees to the attorney; \$135.00 paid to the Community Associations Institute for the annual dues; \$25.00 paid for the State Franchise tax which was due on March 1, 2019 and \$286.20 paid for the renewal of the HOA Website. There is a working balance of \$8,400.00 and that will cover 3 months of landscaping charges at \$775.00 per month payable to Lou's Lawn Service and the first of two payments of \$1,858.20 to be paid to Tributaries, LLC.

Tributaries is the company that the HOA has contracted with to clean up the ponds. The 2nd payment will be paid in 6 months.

- Aging Summary – total amount due on the two (2) delinquent accounts for the nonpayment of multiple years of annual dues, interest, court costs and fees is \$3,251.78.

Secretary Linda Steiner reported on the following administrative matters:

- On January 30, 2019, Linda, Mike Boyle and Dan Marabello met with attorney Patrick Scanlon, Esq. to discuss the 2 homeowners who are in arrears for 9 and 10 years on their annual dues. He advised the board members of the various legal methods available to collect on the judgments against the two (2) homeowners. To start, he will be sending demand letters to both homeowners with the total amount owed to the HOA and if there is no response within 30 days, he will proceed with further legal action.
- 3/6/19 – At the request of a contractor doing renovations at 23 W. Bullrush Drive, drafted a letter to the City of Milford stating that the HOA does not have any restrictions or objections to interior renovations currently being done at the house.
- 3/7/19 – Violation letter sent to owner of property on Kirby Road regarding a trailer parked in the driveway for over a week.
- 3/7/19 – Violation letter sent to homeowner on Big Pond Drive regarding a pickup truck parked on the front lawn on a recurring basis.
- Hand delivered Welcome letters to new homeowners at the following properties:
 - 3/10/19 – 8 Windy Drive
 - 3/10/19 – 11 W. Thrush Drive
 - 3/11/19 – 6 E. Thrush Drive
- 3/13/19 - Updated the list of “Homes for Sale” and handed out copies to all members. There are currently ten (10) homes for sale in the development. Two (2) homes located at 21 W. Bullrush Drive and 20 Meadow Lark Drive that have been “For Sale” over the past few months have recently been taken off the market.

Linda reported that she would be preparing and mailing “Save the Date” postcards within the next week to all homeowners notifying them of the date for this year’s annual meeting and the new location. This year’s annual meeting will be held on **Wednesday, June 12, 2019 at 7:00 PM at The Rookery North Golf Club.**

Report of the Committees:

Architectural Committee Chairman, Dick Vehlow, reported that he had not received any Architectural requests since the last board meeting held on January 9, 2019. He prepared a few paragraphs to be included in the Spring Newsletter regarding submitting architectural requests for exterior remodeling and a reminder that the City of Milford requires building permits for most projects. He also asked Linda to post a shortened version of his message on the “Next Door” website.

Grounds Committee Chairperson, Kate Leith, reported that the total amount of the Tributaries LLC one-year contract for the maintenance of the ponds is \$3,912.00. Burr Monroe, the owner

of the company, agreed to give the HOA a 5% discount if the bill was paid in 2 installments rather than monthly bringing the bill down to \$3,716.40. The signed contract has been sent to Mr. Monroe and the first installment of \$1,858.20 will be mailed to him shortly. Kate said that Mr. Monroe initially did a 2-hour walk through in the ponds and took notes and pictures before submitting his proposal.

Dan stated that he had not received the grant refund check yet from the Delaware Forest Service. Kate will follow up with them regarding the refund. The gator bags will be put back on the 6 newly planted trees in the big pond during the first week of May. For now, the stakes will stay on the trees in the pond.

Kate will check the 2 Yoshino cherry trees that were planted at the front entrance a few years ago. The staking should come off those trees now.

Kate proposed the spring cleanup for this year to be held on Saturday April 13, 2019 and the rain date to be on April 27.

Neighborhood Watch Chairman, Dave Markowitz, stated that he had nothing new to report. It has been quiet in the development and there have been no incidents. However, he did state that he had a problem again this evening in his home with discolored water flowing from his tap.

Old Business:

On that note, Mike Boyle stated that he would be getting a written memo from City Manager Eric Norenberg regarding the discolored water problem in the Meadows at Shawnee. He will include this with the Newsletter that is being sent out to all homeowners in April. With the new hospital now opened, water from the new tower will be flowing more now through the pipes and will help to keep the water clear.

New Business:

Dan stated that he would like violation letters to go out to all homeowners who are leaving their trash receptacles in full view in the front or side of their homes. He will drive through the neighborhood and make a list of all homes that are in violation. If homeowners do not comply within a specific time after receiving the violation letter, he suggested that they be billed \$5.00 for every day they are in violation.

Board member Mike Boyle said he has started working on the Spring Newsletter. He asked board members to submit their suggestions for articles to him by March 25th. He would like the Newsletter to be mailed out to all homeowners in April. He will be getting a letter from the Public Works Department regarding the discolored water problem and will attach it to the Newsletter.

Mike reported that a light post will be installed at the intersection of Rehoboth Blvd. and Kirby Road. The subject of lights at the front entrance to illuminate the two "Meadows at Shawnee" walls also came up for discussion.

Mike handed out a sheet listing a comparison of residential electric rates in 11 different cities and towns in the State of Delaware as of March 1, 2019. Milford's rates were the 4th lowest in the state.

Mike announced that he will not run again for a seat on the Board of Directors for the next fiscal year due to his obligations on the Milford City Council.

Dan announced that he will be running for the Milford City Council seat in the First Ward. The election will be held on April 27, 2019 at City Hall.

The subject of a guest speaker for the Annual Meeting came up for discussion. Bob Shinholt asked Linda to contact Bryan Shupe, former Mayor of Milford and now State Representative for District 36, to inquire if he would be available to speak at our annual meeting on June 12, 2019. He would like him to talk about the future growth of Milford.

The next board meeting will be held on **Wednesday, May 8, 2019 at 7:00 PM** and the place for the meeting will be determined at a later date.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 8:45 pm.

Submitted by:
Linda Steiner, Secretary