

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

March 14, 2018

Directors present: Michael Boyle, Kate Leith, Daniel Marabello, Dave Markowitz,
Ellen Miller, Bob Shinholt, Linda Steiner and Richard Vehlow

Meeting was called to order at 7:10 p.m. at 21 Meadow Lark Drive, Milford, DE.

President Michael Boyle opened the meeting by reporting that since the last board meeting in January, there have been some parking violations and the trash/recycling/yard waste receptacle storage needs attention. He will walk the community and prepare a list of the houses that need a reminder about these two restrictions.

There have been numerous violations and complaints over the past few months regarding prohibited vehicles in the driveway of a home on E. Bullrush Drive. A trailer has been seen in the driveway again. A letter should be sent to the homeowner advising him that there will be no more warnings and fines will be imposed for future violations.

President Boyle then asked board members to review and approve the minutes from the last meeting held on January 10, 2018. A motion was made by Bob Shinholt to approve the minutes and it was seconded by Kate Leith. All members were in favor and none opposed. The minutes will be posted on the HOA website.

Report of the Officers:

Mike Boyle, President, announced that he and another HOA member of the Meadows at Shawnee community will be running for political office in the City of Milford. Mike is running for the City Council Seat in Ward I and Archie Campbell is running for Mayor. Another HOA member, Bryan Shupe, is the current Mayor of Milford and has decided not to seek re-election but will run for the state legislature.

On February 13, 2018, Kate Leith and Mike attended a workshop in Camden, DE hosted by the Delaware Forest Service Urban and Community Forestry Program to assist groups applying for grant money for tree planting and tree management. Kate will address this in greater detail in her report.

The Board has to begin making plans tonight for the 2018 Annual Meeting.

Mike and Dan Marabello walked the Orchard Hill development over the March 10-11 weekend and noticed that there were several new houses under construction. Also, there is a new housing project under construction on Wilkins Road across from the new hospital with about a dozen houses nearing completion. These are all "spec" houses.

Mike reported that as far as he knew, there were no more distressed/vacant houses in the development. 6165 Kirby Road has been sold and 6171 Kirby Road is scheduled to close on March 21, 2018. The house at 12 Big Pond has been sold but renovations have not yet begun. The owner has a "For Sale" sign on the front lawn. The home at 2 Meadow Lark Drive has also been purchased by an investor and there was recently a City of Milford truck at the house to turn the electric back on. There are also new homes being built on Route 113 south of Redner's and on Route 14 passed Canterbury Road.

Mike reported that he called the attorney's office who represented the Meadows at Shawnee developers (Mario and Frank Capano) twice regarding obtaining a copy of the deed for the common areas. They have not returned his calls.

Kate Leith brought up the subject of the green algae on many of the homes in the development. Mike said that our Declaration of Restrictions has no maintenance clause and we cannot impose fines on homeowners for this problem. Kate suggested that the DE Division of Public Health be contacted to see if there is any public law regarding this issue.

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

- Balance Sheet – Current balance in the checking account is \$9,792.22 and all bills have been paid. The total amount in the eight (8) CD's is \$ 65,231.31 and that figure includes interest as of December 31, 2017. Interest earned on the CD's from January 1, 2018 to March 14, 2018 was \$236.00. One of the CDs in Discover Bank matures on March 21, 2018. It will be rolled over for 5 years and earn interest at the rate of 2.45% per annum. Total assets equal **\$74,884.18.**
- Profit & Loss - The assessment fee income collected as of March 14, 2018 is \$23,340.00. As a result of a recent sheriff sale, \$390.00 was collected from one property that was 3 years in arrears. Total assessment fee income equals \$23,730.00. Total paid for expenses to date is \$9,464.07 for the following items: collection related costs, administrative expenses, rental of hall for annual meeting, grounds maintenance, bond and liability insurance and professional legal fees. Other income was received in the sum of \$80.85 for late payment interest and interest from CD's totaled \$565.45. Federal Income Tax paid was \$276.00. Net income equals **\$14,636.23.**
- Aging Summary – A list of homeowners who have not paid their annual dues were listed on the Aging Summary. There are 2 homeowners who owe multiple years of dues. Liens have been filed against both properties and there are judgments against both homeowners. One homeowner has made partial payments and the remainder of the dues will be collected before the end of the fiscal year. One homeowner is delinquent on 1 year of dues and a lien has been filed against the property. One homeowner owes fines for a violation of the deed restrictions. There is a credit of \$130.00 on the books for one property in the development that is bank owned and has paid the FY2019 annual assessment in advance.

Treasurer Marabello also provided the Board with a “Transaction Detail by Account” for the period July 1, 2017 through March 14, 2018. This report included a detailed listing of every disbursement and account receivable for the above period.

Dan Marabello reported that on March 13, 2018, he and Linda Steiner went to the Justice of the Peace Court No. 17 in Georgetown, DE to attend two (2) Constable sales involving motor vehicles. In both cases, the Defendants did not show up with the vehicles and the sales were cancelled. Dan had a chance to speak with the Constable who explained the process to him regarding bidding on the vehicles, filing a Rule to Show Cause when a Defendant fails to attend a Constable Sale and arrest warrants for Defendants who fail to appear in court.

A motion was made by Dave Markowitz to approve the Treasurer’s Report and it was seconded by Kate Leith. All members were in favor.

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

- January 2018 – Follow-up letters were sent to two (2) homeowners regarding delinquent dues.
- February 2018 - Violation letters were mailed to four (4) homeowners regarding holiday lights left up 30 days after the Christmas holiday.
- February 2018 – Violation letters were mailed to three (3) homeowners regarding trash receptacles being kept in view of the street on their properties.
- 2/10/18 – Emailed a copy of Declaration of Restrictions to a Real Estate agent handling a Lease for a Kirby Road home.
- 2/12/18 – Checked Vistaprint website for the prices of 18” x 24” signs for the “Neighborhood Cleanup” and “Caution-Cleanup Crew Ahead”. The cost of each sign would be \$28.50.
- 2/14/18- Filed a release of lien for one property on Meadow Lark Drive as a result of the payment of delinquent FY2018 dues from a Sheriff Sale.
- 2/15/18 – One architectural request approval was hand delivered to a homeowner on Lenape Lane. Architectural Committee Chairman Bob Shinholt will talk about the specifics of this request in his report.

A motion was made by Kate Leith to approve the Secretary’s report and seconded by Ellen Miller.

Report of the Committees:

Bob Shinholt, Architectural Review Chairman, reported that he had one (1) architectural request during the month of February 2018:

Request dated 2/11/18 – 6 Lenape Lane, request to replace a concrete pad; approved 2/14/18.

A motion was made by Dan Marabello to approve the Architectural Committee report and seconded by Ellen Miller.

Kate Leith, Grounds Committee Chairperson, reported on the status of the tree grant application. Kate and Mike attended a workshop in Camden, DE on February 13, 2018 hosted by the Delaware Forest Service. The two project categories eligible for grant funding are tree planting and tree management. On behalf of the Meadows at Shawnee community, Kate will apply for a Tree Planting grant. In mid-February Kate met with homeowners at 29 and 31 Meadow Lark Drive to discuss the types of trees available to choose from based on the Department of Agriculture's suggested planting list. The homeowners came to a consensus on the type of trees they would like planted. Kate submitted the application to the Delaware Forest Service Urban and Community Forestry Grant Program on March 1, 2018 with a total amount requested of \$1,180.00. For the hours match, six (6) hours have been spent in the planning of the tree planting: one (1) hour was spent meeting with Keisha Braunskill, the Urban Forestry Coordinator, four (4) hours were spent at the grant workshop and one (1) hour was spent meeting with homeowners regarding the tree choice. The HOA will know by the beginning of April if we have been awarded the money. A copy of the Grant Application was given to the Secretary for the record.

Lou's Lawn Service has taken care of the bush hogging in the big pond. The little pond has to dry out more before it can be worked on.

A motion was made by Bob Shinholt to approve the Grounds Committee Report and it was seconded by Dave Markowitz.

Dave Markowitz, Neighborhood Watch Chairman, reported that there was one incident in the development since the January 10th meeting and he learned about it on the "Next Door" network. A homeowner on Meadow Lark Drive reported that a man driving an unmarked white van walked into his garage and followed his sister into the house asking if she would like to buy meat from his truck. This person went throughout the neighborhood knocking on many doors trying to sell meat from the truck. Dave suggested that "No Soliciting" signs should be posted in the development.

Dave also reported on a scam involving the IRS. Bogus "IRS" phone calls are made to people stating that they owe money. The IRS will never call someone on the phone asking for money. If you owe taxes, they will send you an official letter.

Kate Leith made a motion to approve the Neighborhood Watch report and it was seconded by Bob Shinholt.

Old Business:

The Board had approved the purchase of the "Neighborhood Cleanup" and "Caution" signs at the January meeting. Linda will order four (4) Neighborhood Cleanup signs and four (4) Caution-Cleanup Crew Ahead" signs from Vistaprint which will be used for the Spring cleanup and all future cleanups.

The Spring Cleanup will be held on Saturday, April 7, 2018 at 9:00 AM and in the event of bad weather, the rain date will be the following Saturday, April 14, 2018.

The subject of lighting at the front entrance and the planting of flowers in the front was discussed by the Board. Mike will contact the city about tapping into their electric for lighting at the front entrance.

Mike would like to get a Spring Newsletter out to the community.

The Annual Meeting this year will be held on **Thursday, June 14, 2018**. A decision has to be made on the annual assessment amount and a proposed budget has to be prepared. There will have to be solicitation of candidates for the ballot and Board Member biographies have to be updated for those members running for reelection. Annual Meeting packets will be mailed out to all homeowners the week of May 21.

New Business:

Mike suggested that four (4) “No Soliciting” signs be purchased to post in the community. They can be posted at the front and rear entrances and by the Neighborhood Watch signs.

The City of Milford requires Landlords to apply annually for a Residential Rental Operating License. The HOA will be mailing out letters to all homeowners in the Meadows at Shawnee who rent out their homes advising them about the law including the application process, the license fee and inspection procedures.

The next board meeting will be held on Wednesday, **May 9, 2018** at 7:00 PM. 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 8:53 pm.

Submitted by:
Linda Steiner, Secretary