

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

March 15, 2023

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

Also in attendance: Dave Markowitz, Neighborhood Watch Committee Chairman

Place: 43 Meadow Lark Drive

Opening Remarks:

President Mike Boyle called the meeting to order at 7:05 PM and gave an update on the former Rookery North golf course property. A Planning Commission Public Hearing was held on February 21, 2023 regarding a request by the new owner of the former Rookery North property, Oak Forest Park, LLC, for a change of zone of the 3.93 acres of land from R-2 (Residential District) to C-1 (Neighborhood Commercial).

A City Council meeting was held on February 27, 2023 and the request for the change of zone from R-2 to C-1 was voted on and approved with a vote of 7 council members in favor of the rezoning and 1 member opposed.

The new owner, Tim Johnson, has already begun to clean up the existing landscaping by removing many of the trees and shrubs that lined the front of the property along Business 1. The old country club main building will receive a facelift both inside and out. A new restaurant will be opened in the main building and a brew pub in the former pro shop. The former pool house will be remodeled into the new pro shop to provide services for golf and pickleball activities. Eighty-one (81) parking spots will provide ample parking for the restaurant and golf course.

Dan reported that the city bought 19 acres of land to the west of the old Rookery North property which will be used as a walking trail.

REPORT OF OFFICERS:

President Mike Boyle asked all members if they had read the Minutes from the last board meeting held on January 11, 2023 and asked for an approval. Tom Chilton made a motion to approve the Minutes as written and Taylor Shunk seconded the motion. All board members were in favor and the Minutes will be posted on the HOA's website.

Mike reported that DELDOT has future plans to construct a traffic circle at the intersection of Rehoboth Boulevard and Kirby Road.

New Police Chief, Cecilia Ashe, purchased fifteen (15) new police vehicles which are gas powered.

Vice President Bob Sheats reported on two (2) violations in the development: a portable basketball hoop on West Thrush Drive and overnight street parking also on West Thrush Drive. Letters will be sent to the homeowners reminding them of the restrictions.

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

BALANCE SHEET

Assets: The balance in the PNC checking account is \$8,671.47. Total in CDs in Artisans' Bank is \$106,036.07 which includes accrued interest in the amount of \$1,005 earned for the period 12/9/22 to 3/15/2023. **Total Assets: \$114,707.54.**

Liabilities & Equity: Retained earnings \$7,206.27; total temporarily restricted net assets \$105,082.04; net income \$2,419.23. **Total liabilities and equity: \$114,707.54.**

Accounts Receivable – There is one (1) homeowner who is delinquent in the payment of two (2) years of annual dues, plus lien filing fees, administrative fees and late payment interest fees. Total accounts receivable is approximately \$384.50.

PROFIT & LOSS

Income - Assessment fee income current: \$25,480.00 which represents annual dues payments from 182 homeowners at \$140.00 per household. Administrative income and late payment interest: \$211.99. **Total Income \$25,691.99.**

Expenses – (Lien filing fees collected from a recent closing - \$24.50); Miscellaneous administrative expenses \$260.00; office expenses \$1,891.42; postage \$112.56; bank charges \$219.05. Total Administration expenses - \$2,458.53. Insurance \$3,214.00, annual meeting expense room rental - \$250.00; grounds \$5,106.05, pond maintenance \$3,716.40, tree and shrub clearing \$2,000.00; Total common area maintenance - \$10,822.45. Holiday award expense \$305.22, total taxes \$5.64; Newsletter \$320.00; legal fees \$420.00. **Total expenses: \$17,795.84.**
Net Ordinary Income: \$7,896.15.

Total other Income: \$1,173.08 (Interest to date from CD's).

Total other Expense: \$6,650.00 (Deposit into a new Artisans' Bank CD for retention ponds).

Net Income \$2,419.23.

This past year, the HOA spent \$2,000 to cut down trees on the common grounds and will have to budget for that expense again in the next fiscal year. The bank interest earned last year was \$1,347.00; this year's interest was \$2,111.00, and next year's interest will be \$3,108.00 due to the increase in the interest rates up to 4%.

Secretary Linda Steiner reported on the following administrative matters:

Violation letters:

1/13/23 – Big Pond Drive, fence

1/21/23 – West Thrush Drive, 3rd letter regarding portable basketball hoop

2/3/23 – Big Pond Drive, 3rd letter regarding overnight street parking
2/3/23 – West Thrush Drive, portable basketball hoop
3/6/23 - West Thrush Drive, 2nd letter regarding portable basketball hoop
3/6/23 – Big Pond Drive, 4th letter regarding trash receptacle

Welcome Letters:

1/26/23 – Darlene Salomon and Anne Alexis, 15 Meadow Lark Drive
3/11/23 – Garry M. Drake and Johanna M. Drake, 15 West Bullrush Drive
3/11/23 – Jacob T. Feist and Elizabeth N. Cavallaro-Feist, 6177 Kirby Road

Other matters:

2/12/23 – Postings made on the HOA website on the Home, Minutes and Community pages.
3/8/23 – Postings made on the HOA website on the Home and Community pages.
3/8/23 – Prepared a Release of Lien for West Bullrush Drive property and Dan hand delivered it to the Recorder’s office in Georgetown on March 9, 2023.
3/9/23 – Emailed and mailed a hard copy of the recorded Release of Lien to the closing attorney in Dover, DE.

Bob Shinholt made a motion to accept all four (4) officers’ reports and it was seconded by Ellen Miller.

REPORT OF COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported that he had three (3) architectural requests that were approved since the January board meeting as follows:

2/8/2023 – 9 Big Pond Drive - fence enclosure for trash receptacles and pool pump
2/28/2023 – 11 E. Bullrush drive - medical ramp installation (Request not required)
3/8/2023 – 17 Big Pond Drive – shed

Tom reported also that the City of Milford recently notified the HOA that they updated their permit application form. The new “Residential Building Permit” form is multi-purpose and can be used now for various projects. Mike Boyle and Tom followed up with the city regarding the form and then notified Jim Mandelblatt about the necessary changes to be made to the Architectural Committee tab on the HOA’s website.

Grounds Committee:

Chairwoman Taylor Shunk reported that she met with Tom and Mike to measure for the concrete curbing at the front entrance. Between January and March, Taylor also met with two (2) concrete companies to get estimates for new curbing and three (3) landscapers to get quotes for metal edging, river rocks and stone edging. Mike realized that the curbing, gutter and black top are owned by the City of Milford, not the HOA. New estimates will be needed for the planting bed retainer wall with no street curbing.

Taylor had nothing new to report from Coastal Tributaries. The last report received from them was in January and the contract with this company is in effect until 2024. Mike asked Taylor to contact Jessica Watson at the Sussex Conservation District to request an inspection of the two (2) ponds.

Taylor has secured the return of the Cup 'R Cone ice cream truck vendor again for the 2023 summer season. The truck will come into the development once a month from 7 to 8 PM on the following dates: June 1, July 6, August 3, September 7 and October 5.

Gloria Markowitz is organizing a neighborhood yard sale to be held on June 9th and 10th from 8 AM to 1 PM. The cost to advertise is approximately \$90 and small donations are requested from residents who will be participating.

The Spring 2023 Newsletter will be printed and mailed in April. Articles of interest are requested and paragraphs are still needed from Board Members.

Mike commented that he received an email from a resident on West Bullrush Drive whose house backs up to Business 1. He complained about water collecting in his backyard after the weeds were killed along the common area. Taylor will talk to Ken Armstrong about weed whacking the common grassy area along Business 1.

Neighborhood Watch Committee

Chairman Dave Markowitz reported that on January 18, 2023, a homeowner on East Bullrush Drive checked their "Ring" camera history and discovered that a man was at their front door at 2:00 AM and another man was seen on the video across the street looking into windows.

Mike Boyle spoke with new Police Chief Ashe about past crimes in the Meadows at Shawnee involving unlocked cars being entered.

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

OLD BUSINESS

Linda handed out a list of "Home Sales" for the January to March 2023 period. During these three (3) months, the following properties were sold: 15 Meadow Lark Drive, 6177 Kirby Road and 15 West Bullrush Drive.

On January 30, 2023, Strobert Tree Service removed three large Leyland Cypress trees in the common area behind a home on Big Pond Drive. They also grinded the stumps and removed all large wood at a cost of \$1,500.

Armstrong's Lawn Service cut down two small trees and trimmed branches in the common area behind homes on Briar Court at a cost of \$600.

Taylor will order more “Warning - Pond” signs to be posted at both ponds and Dan will buy the poles to mount the signs.

NEW BUSINESS:

Mike asked board members if they would be interested in volunteering to participate in the 3rd Annual Milford Community Cleanup to be held on May 6, 2023 from 8-10:30 AM. Anyone interested can register by filling out a form on the City of Milford website. The first 200 persons who register will receive a free t-shirt. The Meadows at Shawnee will still have their own cleanup on Saturday, April 15, 2023.

A volunteer member of the Neighborhood Watch Committee informed the HOA that he saw a car parked on the lawn on a West Thrush Drive property and a tractor cab parked on the grass on a Kirby Road property. If violations continue, first notice letters will be sent to the homeowners.

On February 6, 2023, Mike, Dan and Linda drove up to “Best Buy” in Dover and purchased a new Dell Inspiron 16” laptop computer for HOA use. Also purchased were a Microsoft Office Home & Student program, an “Easystore” portable external hard drive and a one-year tech support/protection plan. Total purchase price was \$1,659.

Linda stated that it’s time to start preparing for this year’s annual meeting which will be held on June 14, 2023 at the Milford Senior Center. Postcards will be prepared and mailed out by the end of March to all homeowners with the date, time and place of this year’s meeting. Reports by the President, Vice President and Treasurer will have to be prepared for the meeting, as well as reports by the Committee chairpersons.

The next board meeting will be held on **Wednesday, May 10, 2023 at 7:00 PM** and the place of the meeting to be determined.

A motion was made to adjourn and the meeting ended at 8:45 PM.

Respectfully submitted by:
Linda Steiner, Secretary