

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

March 19, 2025

Members in attendance: Tom Chilton, Bob Sheats, Dan Marabello, Linda Steiner, Mike Boyle, Jacob Feist, and Taylor Shunk

Absent: Bob Shinholt

Also in attendance: Dave Markowitz, Neighborhood Watch Committee Chairman

Place of Meeting: 8 East Thrush Drive

OPENING: CALL TO ORDER

President, Tom Chilton, opened the meeting at 7:01 PM and thanked Gloria and Dave Markowitz for hosting tonight's meeting. He commented that there was much to discuss and asked everyone to stay on topic but at the same time, feel free to voice your concerns on any matters.

APPROVAL OF THE MINUTES

Tom asked if all members had read the Minutes of the last meeting held on January 15, 2025 and if there were no comments or changes needed, he asked that they be approved. No changes were needed so Bob Sheats made a motion to accept the Minutes as written and Mike Boyle seconded the motion. All members were in favor and the Minutes will be posted on the MAS website.

REPORT OF OFFICERS

-- President's Report: President Chilton reported that on March 5, 2025, a payment was due from a homeowner who was billed for continuous violations of the restrictions. After numerous violation notices were sent to the owner and were disregarded, an Executive Session of five (5) Board Members was held on March 12, 2025 and it was decided that the matter be handed over to the HOA's attorney to proceed with legal action.

Follow up on Restrictions: For a number of years, the HOA has warned residents who do not conform to the restrictions that a lien would be placed on their property. As of this date, the HOA has only filed liens for the non-payment of the annual dues. After a review by the HOA attorney, we were advised of the procedure to be followed before filing a lien. Due process involves a courtesy letter, demand letter, a hearing notice, and the amount of fines approved by the Board in Executive Session. Tom has asked Jacob to comment on the violation logs and monthly reports and whether he feels they are effective.

Maintenance Policy: Tom wrote an email to the Community Associations Institute (CAI) requesting policy information for an exterior maintenance clause and how other HOA's have dealt with this issue.

New Recruits for the Board: Tom asked all members to think about any homeowners they know in the MAS that may be a good candidate to serve as a Board Member. He recommended sending letters to prospective persons indicating the need for new members due to many of the current board members aging out. It could also mention the possibility of hiring a property management company to assume many of the Board's responsibilities at a large cost to the community. The letters would also emphasize the need for someone with secretarial and financial experience.

Payment Portal: Tom asked if the HOA will be able to accept credit card payments for the annual dues for the next fiscal year. We need to clarify our policy for non-payment of the dues by July 31. Jacob and Dan can fill us in on this matter.

-- Vice President's Report: Bob Sheats reported on two (2) trash receptacle violations on West Bullrush Drive and the other on Big Pond Drive.

-- Treasurer's Report: Dan Marabello reported that he purchased a new Dell laptop computer in February at "Best Buy" in Dover, DE. The computer will be used for HOA business and he had QuickBooks downloaded from his old HOA 2015 Lenovo laptop into the new computer, plus an anti-virus program as well.

Dan handed out copies of his Balance Sheet, Profit & Loss, and Statement of Cash Flow sheets to the Board. He reported on the HOA's financial status as of today's date as follows:

1) Balance Sheet as of March 19, 2025:

ASSETS:

Balance in the PNC Checking Account:	\$ 10,573.72
Total in Artisans' Bank CD's:	<u>112,823.82</u>
Total Cash:	\$123,397.54
Assessments Receivable:	<u>363.39</u>

TOTAL ASSETS: \$123,760.93

LIABILITIES & EQUITY:

Retained Earnings	\$ -1,912.44
Temporarily Restricted Net Assets	110,368.56
Net Income	<u>15,304.81</u>

TOTAL LIABILITIES & EQUITY: \$123,760.93

2) Profit & Loss - July 1, 2024 through March 19, 2025:

Income:

Total Assessment Fee Income:	\$29,733.45
Property Settlement and Uncategorized Income:	<u>37.00</u>
Total Income:	\$29,770.45

Expenses:

Administration costs:	\$ 3,493.82
Insurance:	3,214.00
Postage:	2.20
Common Area Maintenance:	9,735.76
Neighborhood Watch Signs:	303.20
Taxes:	25.00
Legal fees:	<u>210.00</u>
Total Expenses:	\$16,983.98

Net Ordinary Income:	\$12,786.47
Other Income: Property Settlement & Bank Interest:	<u>2,518.34</u>

Net Income: \$15,304.81

3) Statement of Cash Flows - July 1, 2024 through March 19, 2025:

OPERATING ACTIVITIES:

Net Income:	\$ 15,304.81
Accrued Expenses:	<u>-2,397.20</u>
Net cash provided by Operating Activities	12,907.61
Cash at beginning of period:	<u>110,489.93</u>

Cash at end of period: **\$123,397.54**

Dan also commented that the cost of a reserve study could be approximately \$5,000.00. The cost of a compilation would be approximately \$1,500.00. A rebuilding of the two (2) ponds would cost approximately \$125,000.00.

Secretary's Report: Linda Steiner reported on the following administrative matters:

Violation letters:

2/3/25 – West Bullrush Drive, Certified letter re prohibited vehicle and 3rd Invoice

2/5/25 – Kirby Road, 1st notice letter re trash receptacles violation

HOA Website Postings:

3/10/25 - Posted upcoming Board Meetings, Spring Cleanup, 2025 Annual Meeting, and approved Minutes on the Home, Minutes, and Community pages.

Meetings attended:

1/31/25 – Executive Session Meeting, 2 PM at 38 Meadow Lark Drive
3/4/25 – Property Management Meeting, 6 PM at 8 W. Thrush Drive
3/12/25 – Executive Session Meeting, 10 AM at 38 Meadow Lark Drive

Other matters:

3/4/25 – Email to law firm with copies of Bylaws and Declaration of Restrictions
3/8/25 – Email to RE agent with copies of Bylaws and Declaration of Restrictions

REAL ESTATE LISTINGS

Homes for Sale:

There are currently **three (3) homes** for sale in the Meadows at Shawnee as follows:
3 East Thrush Drive, 44 Meadow Lark Drive and 3 Briar Court.

Mike Boyle made a motion to accept the four (4) Officers' reports and Taylor Shunk seconded the motion. All board members were in favor and none were opposed.

REPORT OF COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported on two (2) Architectural Requests that were received and approved since the last board meeting held on January 15, 2025:

01/17/2025 – 11 West Thrush Drive, Installation of new roof covering
03/10/2025 – 2 East Thrush Drive, Installation of front door and side panels

Grounds Committee:

Chairwoman Taylor Shunk reported that Ken Armstrong from Armstrong's Lawn Service does all the lawn cutting in the common areas and his contract runs from April to the end of October. His price has stayed the same for this year at \$700.00 per cut and a total of \$1,400.00 per month.

The HOA is presently in a 2-year contract with Tributaries LLC which began on March 1, 2024 and ends in February of 2026.

Taylor will contact the Sussex Conservation District in Georgetown, DE and request maintenance inspections of the two (2) ponds.

At the front entrance, the leaves have to be blown out of the rocks and weeding has to be done. Taylor uses a solution of 30% vinegar to kill the weeds.

Taylor held a meeting at her home on March 4, 2025 at 6:00 PM with board members and Kim Rice from Premier Community Association Management (PCAM). Ms. Rice discussed all the management services her company provides for homeowners' associations. The meeting lasted two (2) hours and she answered questions about the administrative, financial and collection services her company provides and the fees for these services. Ms. Rice was asked to attend our annual meeting on Tuesday, June 17, 2025.

Taylor has scheduled a 2nd meeting with another property management company by the name of Investment Property Services (IPS). This meeting will be held at her home on Wednesday, April 2, 2025 at 6:00 PM. All board members were urged to attend to learn about the various management services this company can provide and their fees.

Taylor will not be working on a Spring 2025 Newsletter this year. Mike Boyle volunteered to take over the task and will shorten it to a two-page update.

Neighborhood Watch Committee:

Chairman Dave Markowitz reported on three (3) incidents that occurred in the MAS during the months of February and March 2025. Some of this information was found on the Milford Police Department website who partners with CrimeMapping.com to keep residents of Milford informed of crimes in their area.

2/1/2025 – Damage/private property; stolen vehicle recovered on Meadow Lark Drive after hit and run crash on SE Front Street, Milford. Suspect was found and arrested after fleeing the stolen car.

3/9/25 – West Thrush Drive, Larceny/From all other yards.

3/14/25 – Woman arrested on front lawn on East Thrush Drive.

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

OLD BUSINESS:

Tom asked Jacob to comment on the logging of the restriction violations and its effectiveness. Jacob reported that the logging of the violations on spreadsheets is going well and the current methods of following up on the violations are effective. He uses a Violation Record Key for the various violations and makes notations when letters are sent out to violators.

Regarding the payment portal, Jacob commented that if the HOA decides to hire a management company, there would be no need to have a portal on the HOA website. Property management companies use a community association management software call “Vantaca” which would enable homeowners to pay their annual dues and invoices online.

Linda gave an update on real estate listings and homes for sale in her Secretary's Report on Page 4.

Linda received an email from the Community Associations Institute (CAI) on March 3, 2025 regarding the latest news on the Corporate Transparency Act (CTA). The U.S. Treasury Department has issued a statement regarding the enforcement of the CTA which stated that reporting requirements are no longer in effect for U.S. citizens or domestic reporting companies, including all applicable community associations.

NEW BUSINESS:

There was a discussion about a general letter being mailed out to the entire community regarding the most frequent restriction violations.

Tom will be sending out letters to some prospective homeowners asking if they would consider running for a seat on the Board of Directors in the next fiscal year.

Dan will arrange for a compilation to be prepared of the HOA's financial statements by a local accounting firm. It will be ordered by the end of this fiscal year which is June 30, 2025 and he is estimating that the fee would be around \$1,500.

Taylor reported on the meeting to be held on April 2, 2025 with Investment Property Services in her Grounds Committee report on Page 5.

Linda gave a handout to board members about the new amendment to the City of Milford Code, Chapter 174 Property Maintenance. It defines what a habitual offender is and what the penalty and fines would be for habitual violators.

The Board will continue to work on drafting a proposed new amendment to the Declaration of Restrictions to include a maintenance clause.

Linda reported that she will be mailing out postcards by the end of March to all Meadows at Shawnee homeowners about the upcoming annual meeting to be held on **Tuesday, June 17, 2025**. Annual Meeting Packets will be mailed out to all homeowners by the end of May which will include the agenda, proposed budget, biographical summaries of homeowners running on the ballot, and a Proxy ballot.

Mike Boyle made a motion to adjourn the meeting and Bob Sheats seconded the motion. The meeting adjourned at 9:00 PM.

Respectfully submitted by:
Linda Steiner, Secretary