

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

March 20, 2024

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

Also in attendance: Dave Markowitz, Neighborhood Watch Committee Chairman

Place: 13 East Bullrush Drive

Opening Statement by Board President, Mike Boyle:

President Boyle opened the meeting at 7:01 PM and thanked Bob and Bonnie Sheats for hosting tonight's meeting. He then asked all members if they had read the Minutes from the last board meeting held on January 10, 2024 and asked for a motion to approve them. Tom Chilton made a motion to approve the Minutes as written and Bob Shinholt seconded the motion. The approved Minutes will be posted on the HOA's website.

REPORT OF OFFICERS:

-- **President Boyle** commented that from now through June, it will be the busiest time of the year for the HOA. We have the Spring Cleanup coming up on Saturday, April 6th and the Annual Meeting which will be held on Wednesday, June 19, 2024.

This year's Spring and Summer will be different with no Food or Ice Cream Truck nights, possible changes to the HOA Board after the Annual Meeting in June, and more homeowner pushback to our Restrictions. I believe the pushback comes from new homeowners who may never have lived in an HOA community before, plus language barriers with our new immigrant homeowners and residents. We may need to do a summer mailing to address these issues.

Mike talked with a first-generation Haitian, who teaches in the Milford School District and is involved with the Haitian community, to help find an interpreter who can provide translation services for our documents. Bob Sheats believes that it is the realtor's responsibility to explain the restrictions to new buyers.

As always, we have the ongoing issues with the two (2) ponds. The heavy rains in February and earlier this month tested the new rip rap drainage channel in the little pond and it performed as well as hoped. However, the heavy rain left a significant amount of debris after the water receded and if it is not removed, could cause problems when the next major rain event occurs. Taylor will have more on this later.

On Saturday, April 6, 2024. we will have our Spring clean-up and around that time, the Spring Newsletter will be published. We should mail out postcards reminding residents that the

Newsletter is posted on the website and remind residents as well to vote in the City of Milford election on Saturday, April 27th.

The Southern Delaware Golf Club and the Big Oyster Brewing Company Pub/Restaurant are planned to open in late April.

Overnight street parking continues to be an issue and the HOA is mailing our first ever invoices for accrued fines.

As we all know, Ellen Miller resigned from the HOA Board in January 2024 after being on the board almost from its inception. I would like to come up with some certificate/letter signed by all of the board members recognizing her service to the Meadows at Shawnee community to be presented at the Annual Meeting if she attends.

At this time, Mike asked Board Members to take a vote to officially elect David Markowitz as a new member of the Board of Directors. All seven (7) Directors in attendance were in favor and none were opposed.

-- **Vice President, Bob Sheats**, reported on current restriction violations as follows: Overnight street parking - East Bullrush Drive; Trash receptacles - West Thrush Drive, Meadow Lark Drive, and Little Pond Drive; Prohibited vehicle - West Bullrush Drive. Bob Shinholt suggested that when there are repeat offenders of the same violation, fines should be imposed as of the first day.

Bob Sheats also commented that drivers in the development are not stopping at the "Stop" signs.

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

Balance Sheet as of March 20, 2024:

Assets: The balance in the PNC checking account as of today is \$3,912.90 and there are no outstanding bills. The total in the Artisans' Bank CDs as of today is \$109,215.77 which includes interest up to 2/28/2024. Total cash in bank: \$113,128.67.

Total Assessments Receivable is \$356.19. There are currently three (3) homeowners that are delinquent on a portion of their FY2024 annual assessments, or owe interest charges and lien filing fees. **Total Assets: \$113,484.86.**

Liabilities & Equity: Retained earnings \$2,237.29; Total temporarily restricted net assets \$106,968.55; net income \$4,279.02. **Total liabilities and equity: \$113,484.86.**

Profit & Loss as of March 20, 2024:

Income - Assessment fee income current: \$29,280.00, which represents annual dues payments from 183 homeowners at \$160.00 per household. Administrative income and late payment interest: \$189.22. **Total Income: \$29,469.22.**

Expenses - Total Collection Related Costs - \$-117.11;

Administration expenses: HOA seminar, Community Associations Institute (CAI) yearly renewal, magnetic signs for Neighborhood Watch, office expenses - toner, Microsoft renewal, postage.

Total Administration - \$1,032.42;

Insurance: \$3,214.00; Common Area Maintenance: Grounds \$10,298.90; Ponds maintenance \$11,548.30; Tree and shrub clearing \$895.00.

Total Common Area Maintenance - \$22,742.20;

Holiday award expense: \$301.40;

Delaware Franchise tax - \$25.00;

Newsletter postage - \$122.40

Total Expenses: \$27,437.42.

Net Ordinary Income: \$2,031.80.

Total other Income: Interest on CDs: \$2,247.22.

Net Income: \$4,279.02.

Dan projected that expenses for the remaining three (3) months of this fiscal year will amount to approximately \$6,000.00. This will be for taxes, paper, common area grounds maintenance, "Dreamhost" renewal for the HOA website, annual meeting expense and yearly renewal of the Post Office mailbox. He suggested that the annual dues for fiscal year 2025 should remain at \$160.00.

Secretary Linda Steiner reported on the following administrative matters:

Violation letters:

1/20/24 – Violation letters mailed to 22 homeowners regarding trash receptacles.

1/21/24 – W. Thrush Drive, two (2) vehicles, overnight street parking.

1/22/24 – Briar Court, overnight street parking.

2/2/24 – Big Pond Drive, 4th letter, overnight street parking.

2/2/24 – Briar Court, 4th letter, trailer parking

2/9/24 – Meadow Lark Drive, two unregistered vehicles in driveway

3/4/24 – Windy Drive, 2nd letter, overnight street parking

3/4/24 – Little Pond Drive, 2nd letter, trash receptacles

3/11/24 – Briar Court, 5th letter, trailer parking

Welcome Letter:

3/10/24 – Pierre and Beverly Alison Kurzhals, 2 E. Bullrush Drive.

HOA Website Postings:

1/30/24 – Posting on Home and Community pages for the March board meeting and June annual meeting.

3/7/24 – Posting on Home and Community pages for 2024 Spring Cleanup.

Other matters:

3/4/24 – Prepared Release of Lien for property on Little Pond Drive after full payment of annual dues, interest and filing fees were received. Document was filed at the Recorder of Deeds office in Georgetown, DE and copy of recorded Release of Lien was mailed to homeowner on 3/13/24.

Update on Real Estate listings and Home Sales:

One (1) house was sold in the Meadows at Shawnee in February 2024 at 2 E. Bullrush Drive. As of today's date, March 20, 2024, there are no homes for sale in the development.

Bob Shinholt made a motion to accept the four (4) Officers' reports and Bob Sheats seconded the motion. All board members were in favor and none opposed.

REPORT OF COMMITTEES:

Architectural Committee:

Chairman Tom Chilton reported that he had received an architectural request from a homeowner on East Bullrush Drive to install a 6-foot high vinyl privacy fence in the rear of the property which backs up to Business 1 (Rehoboth Blvd.) It would be installed in the area where the state property line and Meadows at Shawnee property line meet. The fence would meet with the next door neighbor's fence that was installed and approved in 2020. Since part of this fence will be erected on HOA property, Tom will include a sentence in the approval letter that the owner would be responsible for the area and for any costs if the fence had to be removed or relocated. A permit is also required by the City of Milford.

Grounds Committee:

Chairwoman Taylor Shunk reported that Armstrong's Lawn Service trimmed a tree on Rehoboth Boulevard and Kirby Road and the cost was \$400.

Taylor and Mike Boyle met with Ken Armstrong on March 13, 2024 to discuss the piles of debris that had collected at the two (2) spillways in the Little Pond due to a heavy rain in the beginning of March. Ken quoted \$300.00 to clean off the debris in both areas and Taylor will check with him to see if the job has been completed.

Taylor met with Tom Chilton during March at the front entrance to trim the seagrass and other bushes. She would like to switch to 30% vinegar weed killer. She is working on the Spring Newsletter and needs paragraphs from Bob Sheats and Dan Marabello to include in the paper.

One of Taylor's neighbors complained about trash receptacles being kept out in the open at certain homes. She explained that violation letters are sent to those homeowners when it is brought to the attention of the HOA.

Neighborhood Watch Committee

Chairman Dave Markowitz reported that he needs more people in the community to volunteer on the committee. He periodically checks the Milford Police Department Crime Mapping on his computer and there was one incident that occurred in the Meadows at Shawnee. A car was entered into on February 1, 2024 on Meadow Lark Drive. He also read of similar incidents that occurred in Shawnee Acres.

Linda Steiner made a motion to accept the three (3) Committee Reports and it was seconded by Taylor Shunk.

OLD BUSINESS

The update on real estate listings and home sales was given in Linda Steiner's administrative report.

NEW BUSINESS:

Status of the Spring 2024 Newsletter

Taylor will email the final version of the Newsletter to all Board Members for a last review before it is posted on the HOA's website by the end of March.

Tyler Technologies Tax Assessor in the Meadows at Shawnee

Linda reported that a Tyler Technologies data collector was in the Meadows at Shawnee on March 12, 2024. He was going door-to-door on Meadow Lark Drive and taking outside measurements of properties. Data collectors will ask homeowners a few questions about the number of rooms in the house but will not come into the house. A preliminary market value report will be sent to all homeowners in the Fall of 2024 and if there are any errors in the report, an appointment can be made with Tyler for an informal review to go over the data.

Rezoning of land across Route 1 from residential to commercial

Mike reported that Elmer Fannin, who owns the Key Properties Group, has filed a land use application with Sussex County for the rezoning of properties he owns directly across State Highway 1 and the Meadows at Shawnee community. A meeting will be held before the Sussex County Council in Georgetown on April 24, 2024. Mr. Fannin is seeking to have the property rezoned from Agricultural to Planned Commercial. If it is approved, the property could be changed to a large-scale commercial and mixed-use development. The City of Milford has sent a letter to the Sussex County Planning & Zoning Department in Georgetown opposing this change. Mike

has drafted a letter and will request all Board members to sign it and send on behalf of the Meadows at Shawnee community opposing this rezoning.

Preparation for the Annual Meeting on June 19, 2024:

Linda reported that she will be preparing a postcard to be mailed to all homeowners reminding them of the 2024 Annual Meeting which will be held at the new Milford Police Station at 401 NE Front Street. The cards will be mailed out by the end of March.

The Milford Chamber of Commerce will be hosting three (3) election debates at the Milford High School Auditorium as follows: City council seats for Wards 1 and 2 will be held on April 18, 2024; City Council Seats for Wards 3 and 4 will be held on April 23, 2024 and the debate for Mayor will be held on April 25, 2024. The Milford city election will be held on Saturday, April 27th from 10 AM to 6 PM. Voting will be held at the Public Works Facility located at 180 Vickers Drive which is off Airport Road.

Mike suggested that the HOA should consider charging a “buy-in” fee which is an accepted expense when new buyers are purchasing a home. The sum of \$150.00 was proposed and the new fee can start as of the next fiscal year on July 1, 2024. This topic can be added to the agenda under “New Business” for the May 8th meeting.

A motion was made by Bob Sheats to adjourn the meeting and it was seconded by Dave Markowitz. The meeting ended at 9:15 PM.

Respectfully submitted by:
Linda Steiner, Secretary