

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

April 9, 2020

Directors attending: Bob Shinholt, Dave Markowitz, Dan Marabello, Linda Steiner,
Kate Leith, Ellen Miller and Tom Chilton

NOTE: In accordance with Governor Carney's State of Emergency Declaration dated March 12, 2020 due to the coronavirus pandemic and his stay-at-home order for Delawareans effective March 24, 2020, the Board of Directors participated in a video conference in lieu of meeting in person at a board member's home.

President Bob Shinholt hosted the "Zoom" video conference and opened the meeting at 7:06 PM. All board members were in attendance and he welcomed them to the first video conference meeting held by the Board of Directors. He stated that there was a time limit of 40 minutes for the free conference so the meeting would have to move along quickly.

The first order of business was to approve the Annual Meeting minutes from June 12, 2019 which were emailed to the Board on March 12, 2020 for review. Bob asked members if they had reviewed the minutes and asked for a motion to approve them. A motion was made by Kate Leith to approve the minutes as written and it was seconded by Tom Chilton. All were in favor.

Bob then asked the Board if they had reviewed the minutes from the last board meeting held on February 5, 2020. A motion was made by Tom Chilton to approve and it was seconded by Kate Leith. All members were in favor and none opposed. Both sets of minutes will be posted on the HOA's website.

Report of the Officers:

President Shinholt had nothing new to report but did announce that he was considering stepping down from the Board for personal reasons to spend more time with his family. He will stay on as President until someone steps up to the position. He then turned the meeting over to Dave Markowitz.

Vice President Dave Markowitz brought up the subject of this year's annual meeting scheduled for June 17, 2020. Due to the COVID-19 public health threat and the Governor's stay-at-home order, the HOA should have a backup plan in the event the annual meeting has to be cancelled. This topic was further discussed later in the meeting under "**New Business**".

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

- **Balance Sheet** - the balance in the checking account is \$18,902.75. The total amount in reserve in the ten (10) CD's as of March 31, 2020 is \$81,747.38. Dan attached a schedule of the ten CD's to the Balance Sheet which details the term of each CD, rate of interest,

maturity date, interest earned as of 12/31/19 and current balance of each CD. Unrecorded interest for the period 1/1/20 to 3/31/20 was \$406.00. Total cash and assets equal **\$100,650.13**. Total liabilities equal \$275.00 from two (2) assessment fees that were prepaid for the year ending 6/30/21. Total reserves including interest equals \$81,747.38 and unrestricted assets equal \$18,627.75 for a total equity of \$100,375.13. Total liabilities and equity equal **\$100,650.13**.

- **Income & Expenses** – Assessments received for FYE 6/30/20 are 182 payments @ \$130.00 for a total of \$23,660.00. Ten years of overdue assessments have been collected from one delinquent homeowner in the sum of \$1,280.27. Total assessment income equals \$24,940.27. Interest income earned in the CD's through 12/31/19 equals \$1,224.34. Interest and administrative fees for late payments equaled \$867.33. Total income is **\$27,031.94**.

The following expenses have been paid to date: Insurance \$2,877; grounds maintenance \$3,523.13; Federal taxes \$556; office and postage \$360.90; annual meeting deposit \$200; holiday awards expenses \$116.45; collection related costs \$197.43; miscellaneous administrative expenses \$500.10. Total expenses **\$8,331.01** Net income before reserve allocation \$18,700.93. Current year reserve allocation \$6,650. Net income after reserve allocation **\$12,050.93**.

Dan said there are a few expenses coming up before the end of the fiscal year. Landscaping charges for the common areas will be about \$3,000.00 for the remainder of the year. He asked Kate to check the Tributaries agreement to give him the balance owed under the present contract.

To date, there is one (1) Meadows at Shawnee homeowner out of a total of 183 lot owners who owes multiple years of annual assessments totaling approximately \$1,600 plus interest, court costs, filing fees and attorney's fees. A lien has been placed against the property and two judgments have been obtained against the property owner.

A motion was made by Ellen Miller to accept the Treasurer's accounting as reported and it was seconded by Tom Chilton. All members were in favor.

Secretary Linda Steiner reported on the following administrative matters:

Violation letters sent to homeowners:

3/3/20 – Meadow Lark Drive, prohibited parking
3/3/20 – East Bullrush Drive, prohibited vehicle in driveway
3/12/20 – West Bullrush Drive, prohibited parking

Welcome letters sent to homeowners:

3/3/20 – 6 E. Thrush Drive
3/5/20 – 8 Briar Court

Other matters:

- 3/2/20 - Lenape Lane, letter of approval sent regarding yard fixture and exterior color change in compliance with FHA;
- 3/22/20 – “Nextdoor” posting regarding water main scouring on 3/23/20;
- 3/27/20 – 183 postcards mailed to homeowners regarding the 2020 annual meeting;
- 3/29/20 – Annual dues “paid in full” letter sent to W. Bullrush Drive homeowner;
- 3/30/20 – Website postings regarding cancellation of HOA Board Meeting on 4/1/20; Spring cleanup on 4/4/20 postponed; Board Meeting Minutes from 12/4/19;
- 4/4/20 – “Nextdoor” posting regarding second water main scouring on 4/6/20.

One board member commented that the approval of the yard fixture would create a precedent. President Shinholt said that it was approved as a reasonable accommodation and in compliance with the Fair Housing Act.

REPORT OF THE COMMITTEES

Architectural Committee

Chairman Tom Chilton reported on two (2) Architectural Requests that were approved in March as follows:

- 8 West Thrush Drive, request dated 3/18/20 for installation of 8’ x 12’ shed; approved 3/21/20;
- 13 East Bullrush Drive, requests dated 3/30/20 for installation of garage entry door and window shutters; plus installation of 10’ x 12’ shed; all approved 4/9/20.

Tom also reported that he has received the architectural committee files from prior committee chairman, Dick Vehlow.

Grounds Committee

Chairperson Kate Leith reported that the Spring cleanup scheduled for April 4, 2020 was postponed until further notice due to the Governor’s stay-at-home order.

At the front entrance, Kate will trim some of the branches on the cherry trees on the right side. She has noticed that some of the streets in the development look soiled and she will call the City to request that the street cleaner comes through to clean the streets.

In the ponds, there is minor growth around the riprap. Dan feels that contractor “Tributaries” has not performed all the work in the ponds as outlined in the contract and he asked Kate to check the terms of the agreement.

Tom Chilton suggested that the front entrance needs a lot of work and should be weeded, cleaned up and plants purchased. Bob Shinholt agreed and asked for a motion to approve the sum of

\$800.00 to beautify the front entrance. Tom made a motion to approve and Dan Marabello seconded the motion. All members were in favor, none opposed.

Neighborhood Watch Committee

Chairman Dave Markowitz reported that there were no new incidents in the development since the last meeting held on February 5, 2020. He stated that the Neighborhood Watch is always looking for new volunteers.

Old Business:

Prior to the meeting, Linda Steiner emailed board members a copy of the “Homes for Sale” list as of April 1, 2020. There are currently 2 homes for sale in the community as of today’s date: 17 Big Pond Drive and 50 Meadow Lark Drive. Ellen stated that she received a complaint from a neighbor on Meadow Lark Drive about several cars being parked on the street overnight. A violation letter was mailed out on March 3, 2020 to this particular homeowner and if the violation still exists, a follow up letter can be sent by certified mail with the date when fines will commence.

Ellen brought up the subject of the ongoing brown water in the development. Dan reported that the cause of the discolored water is due to two bad wells (wells 15 and 16) that were drilled for the new Southeast water tower. They are not producing enough water. New wells will have to be drilled to make up for their production.

Linda reported that she had brown water again after the water main scouring was completed in the development on April 6, 2020. She called City Engineer, James Puddicombe, and he came over to the house to check on the water. He was surprised to see that the water was discolored since the section of pipe that was scoured was isolated from the water being fed to the houses. He would report this to the Water Department.

Linda also reported that she had received a phone call from a homeowner on Little Pond Drive who recently had a gas leak in her home caused by a break in the gas line in the basement. The Carlisle Fire Department and Chesapeake Utilities both came to the house after a call to 911 and all occupants had to be evacuated for a few hours until the fumes were out of the house. Chesapeake repaired the leak in the yellow tubing and said this type of line was used by builders when the homes were built in the Meadows at Shawnee back in 2005 and 2006 but was no longer being used. The homeowner wanted to share this incident with the development so other owners would be aware of this potential problem.

New Business:

The subject of having the Annual Meeting at the Rookery North Golf Club came up for discussion. Due to Governor Carney’s modification signed on March 18, 2020 ordering public gatherings of more than 50 people be cancelled, the HOA will need an alternate plan in case the traditional annual meeting cannot be held in June. Dave suggested waiting until the end of April to see if the order is still in effect. If so, the annual meeting can be cancelled and documents can be mailed to all homeowners by the end of May.

Linda will start preparing drafts of the documents to be mailed to all homeowners in lieu of the annual meeting. The packet will include a cover letter, agenda, proposed budget, reports of the officers and committees and ballots to vote for the budget and Board of Directors. Bob also suggested writing proposed changes to the Declaration of Restrictions that can be included in the packet and voted on by homeowners. He will confer with the board by email on the proposed amendments to be included in the packet. Changes to the restrictions require 2/3's or 122 lots to approve in order to modify a restriction.

The next board meeting will be held on Wednesday, June 3, 2020 at a location to be determined or by video conference if the Board cannot meet in person.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 8:35 PM.

Submitted by:
Linda Steiner, Secretary