

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

**April 12, 2017**

Directors present: Michael Boyle, Daniel Marabello, Dave Markowitz, Ellen Miller, Bob Shinholt, Linda Steiner and Barry Zeigler

Absent: Madeleine Mandelblatt

Meeting was called to order at 7:08 p.m. at 43 Meadow Lark Drive, Milford, Delaware.

Prior to tonight's meeting, Grounds Committee members, Joseph Palermo and Bob Rodenberg, requested to attend tonight's board meeting to talk about the landscaping of the front entrance for this season.

In the absence of President Mandelblatt, Vice President Michael Boyle opened the meeting by inviting Joe Palermo and Bob Rodenberg to speak before the board about their ideas and suggestions for the landscaping of the front entrance for this year. Bob Rodenberg began by stating that both sides of the front entrance have to be weeded and mulched. Over the past few years, Bob, Joe and their wives volunteered many hours of their time to take care of the landscaping of the front entrance but it was becoming too difficult for them. He requested that the HOA contract with Lou's Landscaping to take care of the spring start up and fall clean up.

**Grounds Committee Chairman, Barry Zeigler**, spoke with Lou's Landscaping prior to the meeting about his fee to landscape the front entrance. The landscaper quoted him a fee of \$700.00 which would include the purchase of all the flowers, planting of the flowers, mulch for both sides of the entrance and the center island, edging, trimming of shrubs, weeding and applying pre-emergent for the weeds. Joe and Bob said they would still take care of the maintenance of the front entrance throughout the summer including the watering of the flowers and plants.

There was a discussion among Joe, Bob, Barry and the other members concerning the type of flowers to plant. It was decided that pansies would be best flowers to plant in May and September and Vinca annuals are a good choice for the summer because they are hearty and will last until October.

At this time, Dan Marabello suggested and requested that the HOA purchase two Yoshino Cherry trees to plant behind the left wall at the entrance to match the trees on the right side. He priced the trees at Ronny's Garden World and the cost would be \$400 for the two trees and a \$50.00 delivery charge.

A motion was made to approve the sum of \$1,200.00 for the landscaping of the front entrance and the purchase of two Yoshino Cherry trees and it was seconded. All members were in favor and none opposed.

Joe Palermo stated that last year the homeowners at 1 W. Bullrush Drive agreed to allow the HOA to use their spigot to water the plants at the front entrance. Joe estimated that 500 gallons of water were used last year to water the flowers and shrubs during the summer season. He asked that the HOA purchase a gift card to give to the homeowners in appreciation and to compensate them for the use of their water. A motion was made by Bob Shinholt to purchase a gift card and it was seconded by Dave Markowitz. All members in favor, none opposed.

Mike Boyle mentioned that during the cleanup on April 8<sup>th</sup>, he noticed that the stones that cover the pipe that runs between the little pond and the big pond under Meadow Lark Drive are sinking due to the soil settling. He asked Grounds Chairman Zeigler to schedule an inspection of the ponds by Jessica Watson from DNREC. Barry mentioned that he had already contacted Ms. Watson regarding an inspection and would follow up on that.

Bob Rodenberg and Joe Palermo concluded their discussion with the Board and excused themselves from the meeting.

Mike Boyle continued with the meeting and asked all members to review the Minutes from the Board's last meeting held on February 8, 2017. A motion was made by Barry Zeigler to approve the Minutes as written and it was seconded by Bob Shinholt. All members in favor, none opposed. The Minutes will be posted on the HOA website.

### **Report of the Officers:**

**Mike Boyle, Vice President**, reported that he had received an email from President Mandelblatt on March 31, 2017 stating that she was resigning from the board due to health reasons. Mike asked board members to accept Madeleine's resignation. A motion was made by Dave Markowitz and seconded by Linda Steiner. All members in favor, none opposed.

Mike then referred to Article VIII of the HOA By-Laws which deals with the duties of the officers of the Corporation. As Vice President, he is vested with all powers to perform all duties of the President in her absence or disability. Mike asked the board if they would rather he remain as Vice President until the annual meeting or assume the presidency. After a brief discussion, the board decided to have Mike assume the presidency and to leave the Vice President position vacant until the annual meeting. A motion was made by Bob Shinholt and seconded by Barry Zeigler. All members were in favor and none opposed.

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

- Balance Sheet – The current balance in the checking account is \$6,385.14. The total amount deposited into CD's over the past 8 years is \$53,200.00 and interest earned to date is \$4,534.23 for a total savings of \$57,734.23. Total cash equals **\$64,119.37**.
- Profit & Loss - The assessment fee income collected to date is \$23,140.00 plus \$28.20 collected for interest charges for a total income of \$23,168.20. To date, 178 homeowners have paid their Fiscal Year 2017 annual dues of \$130.00 and there are 5 homeowners

who have not paid. Total paid to date is \$13,048.34 for the following expenses: collection costs, administrative expenses, annual meeting expense, grounds maintenance, pond maintenance, insurance and legal fees. Nine months of interest earned on the seven (7) CDs equals \$737.41 and Federal income tax paid was \$294.00. Net income to date is **\$3,91327**.

- Aging Summary - There are a total of five (5) homeowners who are outstanding in the payment of their dues. Three (3) homeowners owe dues for more than one year and total owed on these 3 accounts is approximately \$3,100.00. Liens have been filed against all 3 properties and Judgments have also been obtained against the 3 owners. The remaining two (2) delinquent owners owe this year's dues, plus interest and filing fees, and liens have been placed against both properties. One home is in foreclosure and the HOA will receive payment on the lien when the house goes to Sheriff sale. A debt action complaint has been filed against the 2<sup>nd</sup> homeowner in the Justice to the Peace Court No. 17 to obtain a judgment.

Treasurer Marabello made a projection that approximately \$3,850.00 will be spent to cover HOA costs to the end of this fiscal year. This amount will be expended to cover postage, collection costs, grounds maintenance, purchase of 2 trees for the front entrance, updating of virus protection for HOA computer and PO Box rental.

A motion was made to accept the Treasurer's Report by Bob Shinholt and seconded by Linda Steiner.

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

- On February 14, 2017, letters regarding the swimming pool and overnight parking restrictions and February 2017 Newsletter were mailed to all residents;
- On March 4, 2017, a "Welcome" letter and package was delivered to new homeowners on W. Thrush Drive;
- On February 28, 2017 and March 4, 2017, two architectural request approvals were hand delivered to one homeowner and Architectural Committee Chairman Bob Shinholt will talk about the specifics of these requests in his report;
- On March 6, 2017, violation letters were sent to four (4) homeowners on Little Pond Drive for trash receptacle and basketball hoop violations;
- On March 13, 2017, "Save the Date" postcards were mailed to all homeowners regarding the annual meeting to be held on June 14, 2017;
- On March 22, 2017, follow-up delinquency letters were mailed to two (2) homeowners regarding non-payment of this year's dues;
- On March 31, 2017, a debt action complaint was filed in Justice of the Peace Court No. 17 against one homeowner for non-payment of the FY2017 annual dues;
- On March 19, 29 and 30, 2017, the FY2017 budget statement, 4 sets of minutes and 3 events were emailed to Jim Mandelblatt for posting on the HOA website.

## **Report of the Committees:**

**Barry Zeigler, Grounds Committee Chairman**, reported that the Spring cleanup was held on Saturday, April 8, 2017 at 9:00 AM. The areas that were cleaned up included the common area along Business 1 running both north and south of the front entrance, the common and grassy areas along the entire length of Kirby Road, and the common areas surrounding both the big pond and little pond. The following board members and residents volunteered in the cleanup: Mike Boyle, the Jackson Family, Dan Marabello, Joe Palermo, Bob Rodenberg, Linda Steiner, Larry Sullivan and Barry Zeigler.

**Bob Shinholt, Architectural Review Chairman**, reported that there were two (2) architectural requests received and approved during the month of February 2017 as follows:

- 2/19/17, 8 W. Thrush Drive, request to install a fence, approved 2/21/17
- 2/26/17, 8 W. Thrush Drive, request to install concrete patio, approved 3/1/17.

**Dave Markowitz, Neighborhood Watch Chairman**, reported that there was one incident that occurred in the development on March 5, 2017 and it was posted on the “Next Door” website. A resident on Meadow Lark Drive came out of his home about 5:00 AM to go to work and found his car doors open and a man in the back seat of his truck. The intruder did not have a weapon on him so the resident let him go. The resident later called the police to report the incident and they took a statement, photos and evidence. Dave will call the Milford Police Department to get the crime statistics for our development before the annual meeting.

Member Ellen Miller asked if cars were still being parked in the street overnight in the development. Dave reported that since the letter regarding the overnight parking restriction was mailed to all homeowners in February, there have been no cars parked on the streets overnight.

## **Old Business:**

Mike Boyle reported that he sent an email to the trainer at the Division of Human Relations and gave her the location for the training session. The meeting will be held at Dave Markowitz’s home on Wednesday, May 3, 2017. He is waiting to hear back from the trainer for the starting time which will start at either 6 or 7 PM. There will be no cost to the Board for this training session.

It was discussed last year that the HOA look into setting up a new payment method for homeowners to pay their annual dues on line by credit card. Dan Marabello said he would look into the “Square” payment option and Mike Boyle said he would also check with Jim Mandelblatt regarding setting up a credit card payment option on the HOA website.

Last year, the HOA purchased four (4) new signs from Vista Print for the posting of the annual meeting in June. Signs were posted at the front and rear entrances. It was suggested that signs be ordered also for the posting of the Spring and Fall Cleanups.

Action on any proposed changes to corporate documents was deferred until after the annual meeting.

A levy of property has been obtained against a delinquent homeowner who owes 8 years of assessments. A few members of the board will attend a Constable sale at Justice of the Peace Court No. 17 in Georgetown to see how the sale is conducted. Upcoming sales can be found on the JP Court 17 website.

**New Business:**

This year's annual meeting will be held on Wednesday, June 14, 2017 at the Milford Senior Center. President Boyle asked board members to let him know who would be running for the Board again next year. Per the By-laws, the corporation shall be managed and controlled by its Board of Directors consisting of one or more directors and not to exceed eight directors.

Mike spoke about the recruitment of homeowners interested in seeking election to the Board. He asked members to advise him of anyone in the development that may be interested.

The annual meeting packet will be mailed to all homeowners by May 30, 2017. President Boyle has contacted the Bayhealth organization and they will be sending a representative to speak at the annual meeting about the new hospital being built.

The dues for the next fiscal year will remain at \$130.00. Next year, the dues may have to be raised to \$140.00 due to increasing costs.

As per the Conciliation Agreement signed by the HOA in December 2016, Mike will draft a letter to the complainant homeowner inquiring if they still intend to install the above ground pool. If so, they must submit an architectural request form to the HOA and comply with all City of Milford codes.

The next board meeting will be held on Wednesday, **June 7, 2017** at 7:00 PM and the location for the meeting will be announced at a later date.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 9:14 PM.

Submitted by:  
Linda Steiner, Secretary