

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

**May 8, 2019**

Directors present: Bob Shinholt, Dave Markowitz, Dan Marabello, Linda Steiner,  
Dick Vehlow, Ellen Miller and Mike Boyle

Absent: Kate Leith

Meeting was called to order at 7:03 p.m. at 8 East Thrush Drive, Milford, DE.

**President Bob Shinholt** opened the meeting by asking all members if they had reviewed the Minutes from the last board meeting held on March 13, 2019. Dave Markowitz commented that he found an error on Page 4. The date for the next board meeting was written as June 5, 2019 instead of May 8, 2019. Linda Steiner will correct the date to read "May 8, 2019" before the minutes are posted on the website. Bob asked for a motion for the minutes to be approved as corrected. A motion was made by Mike Boyle and it was seconded by Dan Marabello. All members were in favor and none opposed. The minutes will be posted on the HOA website.

**Report of the Officers:**

**President Bob Shinholt** congratulated Dan Marabello for winning the election on April 27, 2019 for the City Councilperson seat in the First Ward.

Bob had nothing else to report since the last board meeting and asked Dan Marabello to proceed with his Treasurer's Report.

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

- Balance Sheet - Balance in the checking account as of today is \$12,325.49. Total amount in the nine (9) CD's as of 12/31/2018 is \$73,148.79. Approximately \$480.00 of accrued interest has accumulated in the CD's since December 2018. Total cash in bank equals **\$85,474.28.**
- Profit & Loss – A total of 181 lot owners have paid this year's annual assessment and the current assessment fee income collected is \$23,400.00. There are two (2) outstanding accounts and the HOA retained an attorney this year to collect on these two (2) delinquent accounts. The sum of \$1,176.83 in grant money was received from the Delaware Forestry Service for the planting of 6 trees in the big pond and \$300.00 was collected for HOA violation fines. Total Income equals \$24,876.83. The following expenses have been paid to date: \$849.00 in attorney's fees; \$291.59 paid for administrative expenses which includes \$135.00 for the Community Associations Institute annual fee; \$268.19 for office supplies; \$304.10 for postage; \$334.00 for taxes and licenses; \$286.20 paid for a 3-year renewal of the HOA Website; \$150.00 was paid

to the Rookery North for the room rental for the annual meeting; \$5,716.42 has been expended for grounds maintenance and \$2,838.00 paid for insurance. Total paid for expenses is \$11,037.50. Total other income equals \$697.33; \$6,650.00 was deposited into a CD for the Retention Ponds. Net income equals **\$7,886.66**.

- Aging Summary – total amount due on the two (2) delinquent accounts for the nonpayment of multiple years of annual dues, interest, court costs and fees is **\$3,251.78**.

Dan also brought a “Transaction Detail by Account” to the meeting which listed every check that has been disbursed for the period of July 1, 2018 through May 8, 2019. He gave a copy of the spreadsheet to Secretary Linda Steiner for the HOA records. Dan will be meeting again with Dave Markowitz to review all the HOA financials.

Bob Shinholt made a motion to accept the Treasurer’s report as reported and it was seconded by Dick Vehlow.

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

- 3/18/19 – Follow-up violation letters were sent to a homeowner on Kirby Road for a utility trailer in the driveway and to a 2<sup>nd</sup> homeowner on Big Pond Drive regarding a pickup truck parked on the lawn. Both violations were corrected within 10 days of the date of the letter.
- 3/23/19 – Sent an email to State Rep. Bryan Shupe inviting him to be guest speaker at our annual meeting on June 12, 2019. He replied immediately and said he would be happy to speak at the meeting.
- 3/26/19 - Mailed out 183 “save the date” postcards to homeowners regarding the annual meeting to be held on June 12, 2019.
- 4/5/19 - Printed 200 copies of the 8-page Spring Newsletter to be mailed to all homeowners and tenants in the development. Prepared and mailed out 100 copies and Mike Boyle prepared and mailed the remaining 100 copies.
- 4/5/19 - Delivered one (1) architectural approval package to a homeowner on W. Bullrush Drive and Dick Vehlow will give the specifics on this in his Architectural Report.
- 4/6/19 - Delivered a "Welcome" package to new homeowners at 11 Little Pond Drive.
- 4/6/19 and 4/23/19 - Posted "Neighborhood Cleanup" signs at the front and rear entrances regarding the community cleanup to be held on April 13, 2019 which was rained out and later conducted on April 27<sup>th</sup>. Also posted notices on the "Next Door" website regarding the cleanup dates.

- 4/7/19 - Emailed Jim Mandelblatt to request the following items to be posted on the HOA website:

New photo of the front entrance for the home page  
 March 2019 discolored water letter from the City of Milford  
 Notice of Spring Cleanup for 4/13/19  
 Notice of rain date for Spring Cleanup for 4/27/19  
 June 14, 2018 Annual Meeting Minutes  
 January 9, 2019 Board Minutes  
 April 2019 Newsletter

- 4/30/19 - Violation letter sent to homeowner on E. Bullrush Drive regarding an overnight parking violation.

Linda reported that the attorney for the HOA recorded a Common Interest Community Contact Notification form with the Recorder of Deeds so he will be notified regarding any payments on liens.

Linda stated that she had received 3 updated bios so far for those board members running for a seat again on the Board of Directors. She asked all other members to submit their bios within a week so she could prepare the final Biographical Summaries page being included in the annual meeting packets. Dan Marabello said he would submit his proposed budget by May 15.

### **Report of the Committees:**

**Architectural Committee - Chairperson, Dick Vehlow**, reported on the following matters:

- Sent a letter to the owner of 54 Meadow Lark Drive regarding shed requirements and Dick also discussed the specifics with the owner in person. The owner will contact Lowe's and then send a request to us.
- Sent approval letter on April 2, 2019 to owner at 2 W. Bullrush Drive for the installation of a vinyl fence and new steps for an existing deck.
- Sent letter to Clarence Edgens, real estate agent for property at 12 Big Pond Drive. Mr. Edgens was inquiring for his client who is interested in installing a fence.
- Received confirmation from 3 committee members who are willing and available to serve on the Architectural Committee for the coming year. The members are Bob Rodenberg, Tom Chilton and Kent DelRossi.

**Grounds Committee** – Due to **Chairperson Kate Leith's** absence from tonight's meeting, Linda read Kate's report which was sent to her by email as follows:

The Spring Cleanup held on April 27, 2019 was a success and Kate thanked everyone who came

out. She also reported that Burr Monroe from Tributaries LLC has started working on the ponds. During the month of April, he removed a few trees. She has asked him to let her know when he will be out to the neighborhood again so she can meet with him.

As was discussed at the last board meeting, the owner of Tributaries agreed to give the HOA a 5% discount if the bill was paid in 2 installments instead of monthly. Dan will be mailing the first installment to the company for \$1,858.20. This first payment will be made in this fiscal year. The 2nd payment will be made after June 30 which will occur in the next fiscal year.

Bob Shinholt also commented that the Spring cleanup on April 27<sup>th</sup> went very well. He met the Jackson Family who live on Meadow Lark Drive and participated that day. They helped him with the cleanup in the front of the development along Business 1.

**Neighborhood Watch Committee - Chairman, Dave Markowitz,** reported on an incident that occurred on May 2, 2019 at approximately 4:45 AM at 8 Little Pond Drive. A person entered the homeowner's car that was parked in the driveway and was in the car for approximately four minutes. The owner caught this on video and posted it on the Next Door website. The incident was also reported to the police.

Dave commented that more Neighborhood Watch volunteers are needed to patrol the community and he will mention this at the annual meeting.

### **Old Business:**

Gloria Markowitz emailed an updated list of homes for sale and vacant homes as of April 1, 2019 to all board members. There are currently 9 properties for sale in the development; two (2) homes are presently under contract and one home is vacant.

Member Mike Boyle reported that there will be a private meeting at City Hall on Friday, May 10, 2019 with Mayor Archie Campbell, City Manager Eric Norenberg and City Councilpersons to discuss the discolored water matter.

Linda Steiner stated that the annual meeting packets will be mailed out the week of May 20<sup>th</sup> to all homeowners.

Ellen Miller stated that she would call The Rookery to confirm the date for the annual meeting and inquire about the sound system.

### **New Business:**

Dan Marabello reported that this past January, he rode around the development and at that time, there were 40 houses who had trash receptacle violations. He will ride around again to get an updated list. Dan suggested that violation letters be sent out to all homeowners who are leaving their trash receptacles in full view of the street, whether in the front of their homes or on the sides. Homeowners should be given 30 days to build or purchase an enclosure for the receptacles. After 30 days, fines would start at \$5.00 per day until the

violation is corrected. Dick Vehlow suggested that this matter should be mentioned at the annual meeting.

Bob Shinholt received a letter from State Representative Bryan Shupe regarding the Delaware Solid Waste Authority Community Cleanup Initiative Program (CCIP). Rep. Shupe had requested the sum of \$250 be granted to the Meadows at Shawnee HOA for our community cleanup this year. This credit can be used on public cleanups and would apply to trash brought to a weigh station at a landfill facility. Since the amount of trash we collect during our cleanups does not warrant bringing it to a landfill, the HOA will not take advantage of the grant at this time. It was commendable of Rep. Shupe to request this on behalf of the Meadows at Shawnee HOA.

Bob Shinholt volunteered to host the next board meeting which will be held on **Wednesday, June 5, 2019 at 7:00 PM** at 4 W. Bullrush Drive.

A motion was made by the President to adjourn the meeting and it was seconded by Dave Markowitz. The meeting adjourned at 8:54 pm.

Submitted by:

Linda Steiner, Secretary