

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

May 9, 2018

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

Absent: Kate Leith

Meeting was called to order at 7:12 p.m. at 8 E. Thrush Drive, Milford, DE.

President Michael Boyle opened the meeting by reporting that since the last board meeting on March 14, 2018, things have slowed up in part due to the city election and the time he devoted towards his city council run. Aside from that, the trash/recycling/yard waste receptacle storage still requires some attention. He may not be able to walk the community and prepare a list of the houses that need a reminder of the restrictions prior to the Annual Meeting on June 14th.

Report of the Officers:

Mike Boyle, President, reported that Archie Campbell was elected as the new Milford Mayor and he was elected to represent Ward I on the Milford City Council. Mike thanked board members for their help with his campaign.

Kate Leith advised Mike prior to the meeting that the Meadows at Shawnee has been awarded state grant money by the Delaware Forest Service Urban and Community Forestry Program. She was not sure of the exact amount awarded yet. This money will be put towards the purchase and planting of trees. Kate met a few months ago with two homeowners on Meadow Lark Drive regarding the choice of trees. There will be a fuller report in the Grounds Committee Report.

The 2018 Annual Meeting Packet will be prepared for mailing to all homeowners during the week of May 21.

Housing sales in the community appear to have slowed a bit. Homes at 6165 and 6171 Kirby Road closed in late March. The house at 12 Big Pond Drive is again for sale by the owner. Mike reported that 54 Meadow Lark Drive has sold and Dave Markowitz reported that the home at 4 W. Thrush Drive has also sold.

Mike stated that there is still some time for anyone interested in having their name appear on the printed HOA Board of Directors' ballot. If you know of anyone that would be interested, please have them get in touch with himself or Linda Steiner as soon as possible. Dave Markowitz mentioned that he has a neighbor on his block that is interested in getting on the Board. Mike also knows of two homeowners in the development that may be interested.

President Boyle then asked board members to approve the minutes from the last meeting held on March 14, 2018. A motion was made by Bob Shinholt to approve the minutes and it was seconded by Dave Markowitz. All members were in favor and none opposed. The minutes will be posted on the HOA website.

Ellen Miller brought up the subject of property taxes in Milford. Taxes on the former “Bootery” store on Walnut Street had not been paid for years.

According to the fire code, hydrants are supposed to be flushed once a year.

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

- Balance Sheet – Current balance in the checking account is \$7,077.12 and all bills have been paid. The total amount in the eight (8) CD’s is \$ 65,528.60 and that figure includes interest through April 30, 2018. One of the CDs in Discover Bank matured on March 23, 2018. It was rolled over for 5 years and will earn interest at the rate of 2.25% per annum. Total assets equal **\$72,466.37.**
- Profit & Loss - The current assessment fee income collected as of May 9, 2018 is \$23,365.00. As a result of a recent sheriff sale, \$390.00 was collected from one property that was 3 years in arrears. Total assessment fee income equals \$23,755.00. Total paid for expenses to date is \$12,204.17 for the following items: collection related costs \$106.14; administrative expenses \$1,244.51; rental of hall for annual meeting \$200.00; grounds maintenance \$4,086.78; bond and liability insurance \$2,775; pond maintenance \$3,771; and professional legal fees \$126.88. Other income was received in the sum of \$80.85 for late payment interest and interest from CD’s as of 4/30/18 totaled \$862.74. Federal Income Tax paid was \$276.00. Net income equals **\$5,568.42.**
- Aging Summary – A list of homeowners who are delinquent on their annual dues were listed on the Aging Summary. There are 2 homeowners who owe multiple years of dues. Liens have been filed against both properties and there are judgments against both homeowners. One homeowner has made partial payments and the remainder of the dues will be collected this month. One homeowner is delinquent on 1 year of dues and a lien has been filed against the property. One homeowner owes fines for a violation of the deed restrictions and this will be paid when the Estate is settled. There is a credit of \$130.00 on the books for one property in the development that is bank owned and has paid the FY2019 annual assessment in advance.

Dan reported that Dave Markowitz will be checking all the HOA financial records.

Ellen Miller said she will pay a visit to the two (2) homeowners again who are delinquent on this year’s annual dues.

Dave Markowitz said there was a complaint made by a homeowner who lives on Little Pond Drive who complained about the many trees growing in the pond. Mike Boyle responded to her.

Dan Marabello then went over the figures for last year's budget and the projected budget for FY2019. We have 183 homes and the annual assessment is \$130.00 per property which totals \$23,790.00 in assessment fee income. The CD interest this past fiscal year was \$1,152.00 and next year's interest will be \$1,410.00. Each year \$6,650.00 is deposited into a new CD for future pond maintenance expenses. The HOA's goal is to have \$120,000.00 by the year 2025. Grounds maintenance for last year was \$6,359.00 and amount budgeted for FY2019 will be increased to \$6,500.00. Insurance costs will increase for next year and \$3,200.00 will be budgeted. We have a positive cash amount for this year and Dan recommended that the annual assessment remain at \$130.00 for next year.

Dick Vehlow stated that at a prior meeting Kate Leith said that there will be an increase in grounds maintenance for next year and extra money needed for tree planting. Trees will have to be staked and fertilized.

The subject of planting flowers at the front entrance came up for discussion. It was suggested that Vinca flowers be planted in the summer and winter pansies in the fall. Lou's Landscaping will have to be contacted for a price quote to weed, plant flowers and put down mulch at the front entrance.

Mike Boyle will check with the City about getting electric by the front entrance and also a lamp post by the corner of Business 1 and Kirby Road.

A motion was made by Bob Shinholt to approve the Treasurer's Report and it was seconded by Dave Markowitz. All members were in favor.

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

- March 26 and April 10, 2018 -- Two (2) architectural approvals were hand delivered to homeowners and Architectural Committee Chairman Bob Shinholt will talk about the specifics of these requests in his report.
- March 26 and May 2, 2018 – Three (3) “Welcome” letters were delivered/mailed to new residents at 6199 Kirby Road, 6165 Kirby Road and 6171 Kirby Road.
- March, April, May 2018 – Six (6) violation letters were mailed to homeowners on Little Pond Drive, West Bullrush Drive, Kirby Road, Meadow Lark Drive and Big Pond Drive for parking violations, trash receptacles in view, holiday lights, prohibited vehicles and lawn maintenance violations.
- March 31, 2018 – Letters were mailed to eleven (11) homeowners who rent out their homes in the development informing them of the City of Milford's Residential Rental Operating License law.
- May 2, 2018 – emailed Estate attorney regarding settlement of claim against a W. Bullrush Drive property.
- May 3, 2018 – called City of Milford Code Enforcement office regarding the requirements for installing a residential pool.

A motion was made by Bob Shinholt to approve the Secretary's report and seconded by Ellen Miller.

Report of the Committees:

Bob Shinholt, Architectural Review Chairman, reported that he had two (2) architectural requests during the months of March and April 2018:

- 3/14/18 – 5 E. Bullrush Drive, request for replacement vinyl fence, approved 3/21/18.
- 4/6/18 – 17 W. Thrush Drive, request for deck roof, approved 4/9/18

Bob reported also that he had two (2) pending requests, one for a privacy fence at a home on Briar Court and a pergola for a home on East Thrush Drive.

A motion was made by Linda Steiner to approve the Architectural Committee report and seconded by Dan Marabello.

Grounds Committee: (Due to Kate Leith's absence from tonight's meeting, President Mike Boyle gave the Grounds Committee report.)

President Boyle reported that there are a number of small willow trees growing in the little pond which will have to be cut down. Kate will get a quote from Lou's Landscaping for the removal of all the trees.

The Spring cleanup was held on Saturday April 14, 2018 at 9:00 AM and the following residents participated in the cleanup: Mike Boyle, Tom Chilton, Mary Collins, Gary Grimanelis, Jennifer and Charles Jackson and their 3 children – Brooke, Holly and Jake, Kate Leith, Dan Marabello, Dave Markowitz, Joe Palermo, Jim Rudai (and his pup Delbert), Luke Shields, Bob Shinholt, Linda Steiner and Dick Vehlow. Volunteers cleaned up the common areas along Kirby Road and the grassy area on the opposite side of the road that borders the Milford Moose Lodge; the common areas along Business 1 both north and south of the front entrance and in and around both the little and big ponds. During the cleanup, it was noticed that a large hole had been dug in the big pond probably by an animal who is living in there.

Dave Markowitz, Neighborhood Watch Chairman, reported that there were no incidents in the development since our last meeting on March 14, 2018. He reported that he needs eight (8) more "Neighborhood Watch" magnetic signs for posting on volunteers' cars when they patrol through the neighborhood.

Dave said he would check with the Milford Police Department about having a guest speaker speak at our annual meeting on June 14th.

Bob Shinholt made a motion to approve the Neighborhood Watch report and it was seconded by Dick Vehlow.

Old Business:

President Boyle asked Linda Steiner to look into purchasing two (2) "No Soliciting" signs to be posted at both entrances.

Mike will check with City of Milford attorney David Rutt about staying on the HOA board now that he is on the City Council.

The Annual Meeting is being held on **Thursday, June 14, 2018**. All board members should report to the Milford Senior Center by 6:00 PM so the tables can be set up in the lobby for the homeowner sign-in. There will have to be solicitation of candidates for the ballot and Board Member biographies have to be updated for those members running for reelection. It was decided by the Board that the annual assessment will remain at \$130.00. Dan Marabello will prepare the proposed budget and get the figures to Linda Steiner by May 14. Annual Meeting packets will be mailed out to all homeowners the week of May 21.

New Business:

Flowers have to be purchased for the front entrance. Kate Leith will get a quote from Lou's Landscaping for the purchase of the flowers and mulch for each side and planting. Vincas or marigolds were suggested.

Bob Shinholt read an email he received from homeowner Paul Goldstein who resides on West Thrush Drive about a safety issue. This issue was also posted by Mr. Goldstein on the "Next Door" website. He stated that the large Leyland Cypress trees that are to the left of the front entrance block the view of oncoming cars when you try to make a turn onto Business 1. He feels that this is a safety issue and the trees should be trimmed back.

Mike reported that he received notification that the "meadowsatshawnee.com" domain name has to be renewed. Jim Mandelblatt would take care of renewing it and the cost would be about \$200.00 for five years.

The next board meeting will be held on Wednesday, **June 6, 2018** at 7:00 PM. The place for the meeting will be determined at a later date.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 9:33 pm.

Submitted by:
Linda Steiner, Secretary