

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

May 10, 2023

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

Absent: Dave Markowitz, Neighborhood Watch Committee Chairman

Place: 38 Meadow Lark Drive

Opening Remarks:

President Mike Boyle called the meeting to order at 7:06 PM. He asked all members if they had read the Minutes from the last board meeting held on March 15, 2023 and asked for an approval. Tom Chilton made a motion to approve the Minutes as written and Taylor Shunk seconded the motion. All board members were in favor and the Minutes will be posted on the HOA's website.

REPORT OF OFFICERS:

President Boyle reported that he will ask the new Milford Police Chief, Cecilia Ashe, to be the Guest Speaker at this year's annual meeting. It will give the audience a chance to meet the new Chief of Police, hear about her background and ask some questions.

Vice President Bob Sheats reported on two (2) violations in the development: Trash receptacles being kept in view of the street on Big Pond Drive and a utility trailer being kept in a driveway on a recurring basis on Briar Court. The homeowner on Big Pond Drive has submitted an architectural request to install an enclosure on the side of her home to hide the trash receptacles.

Bob made a suggestion that the HOA have another referendum to amend the Declaration of Restrictions to include a maintenance clause. Mike stated that this could be proposed to the community at any time during the year and not necessarily to be voted on at the annual meeting.

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

BALANCE SHEET

Assets: The balance in the PNC checking account is \$6,298.40. Total in CDs in Artisans' Bank is \$106,431.15 which includes accrued interest as of the end of April 2023 (\$542.00 more interest will be accrued as of June 30, 2023 bringing the total in CDs to \$106,973) **Total Assets: \$112,729.55.**

Liabilities & Equity: Retained earnings \$7,206.27; total temporarily restricted net assets \$105,082.04; net income \$441.24. **Total liabilities and equity: \$112,729.55.**

Accounts Receivable – There is one (1) homeowner who is delinquent in the payment of two (2) years of annual dues, plus lien filing fees, administrative fees and late payment interest fees. Total accounts receivable is approximately \$368.00.

PROFIT & LOSS

Income - Assessment fee income current: \$25,480.00 which represents annual dues payments from 182 homeowners at \$140.00 per household. Administrative income and late payment interest: \$211.99. **Total Income \$25,691.99.**

Expenses – Lien removal cost \$24.50; Miscellaneous administrative expenses \$369.90; office expenses \$2,049.34; postage \$208.56; bank charges \$219.05. Total Administration expenses - \$2,822.35. Insurance \$3,214.00, total annual meeting expense - \$344.98; grounds \$6,815.95, pond maintenance \$3,794.77, tree and shrub clearing \$2,000.00; Total common area maintenance - \$12,610.72. Holiday award expense \$305.22, total taxes \$5.64; Newsletter \$446.00; legal fees \$420.00. **Total expenses: \$20,168.914.**

Net Ordinary Income: \$5,523.08.

Total other Income: \$1,568.16 (Current year bank interest)

Total other Expense: \$6,650.00 (Deposit into a new CD for retention ponds)

Net Income: \$441.24

Dan talked about the proposed budget for the next 2024 fiscal year. There could be increases for the maintenance of the common grounds and funds should be budgeted for a contingency, legal fees and repairs and maintenance of the ponds.

Secretary Linda Steiner reported on the following administrative matters:

Violation letters:

3/16/23 – West Thrush Drive, overnight street parking

3/27/23 – West Thrush Drive, vehicles on lawn

3/27/23 – Kirby Road, vehicles on lawn

3/27/23 – West Thrush Drive, portable basketball hoop

4/22/23 – Meadow Lark Drive, dog waste in yard

4/27/23 – Windy Drive, vehicle on lawn

5/4/23 – Briar Court, overnight street parking

Other matters:

3/17/23 – Postings on the HOA website of the neighborhood cleanup, next board meeting and January minutes.

3/20/23 – Prepared and printed 183 Notice of Annual Meeting postcards; labeled and stamped for mailing by V. Campbell, Dan and Linda

4/5/23 - Printed 183 copies of the April 2023 Newsletter; stuffed, labeled and stamped for mailing by Taylor, Mike and Linda.

4/12/23 – Letters of appreciation and gift cards were hand delivered to two (2) homeowners in the development for their assistance with the HOA website and use of a water spigot at the front entrance.

5/4/23 – Postings on the HOA website for the annual meeting and April 2023 Newsletter.

Bob Sheats made a motion to accept the four (4) officers' reports and it was seconded by Tom Chilton.

REPORT OF COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported that he had one (1) architectural request that was approved since the March 15th board meeting as follows:

4/15/2023 – 11 West Thrush Drive – installation of a roof covering over the front porch.

Grounds Committee:

Chairwoman Taylor Shunk reported that she met with Tom, Dan and her neighbor Jim at the front entrance to weed the beds and trim the grasses.

Taylor sent a deposit check to the landscaper for the stone curbing to be installed. The start date will be on May 19, 2023.

Buddy Griffith from the Sussex Conservation District inspected both ponds on April 19, 2023 and provided written reports to the HOA. Mike Boyle then met with Matt Messina to discuss the repairs to be done on the big and little ponds. Mike will report on that later in the meeting.

Taylor ordered a new "Warning - Pond" sign. Dan will install the post and Taylor and her husband, Craig, will mount the sign.

Neighborhood Watch Committee

Due to **Chairman Dave Markowitz's** absence from tonight's meeting, a Neighborhood Watch report was not available.

Bob Sheats made a motion to accept the Architectural and Grounds Committee reports and it was seconded by Dan Marabello. All members were in favor.

OLD BUSINESS

The Spring Cleanup was held on Saturday, April 15, 2023. Board Members, Grounds Committee volunteers and two new residents helped to clean up the common areas in and around the development. Bob Shinholt started his cleanup on the overpass off Route 1, then cleaned up all of

Business 1 and Kirby Road and lastly, along Meadow Lark Drive. Tom Chilton and Taylor Shunk concentrated on the front entrance and weeded the 2 beds and island. Bob Rodenberg and Linda Steiner also cleaned up both sides of Kirby Road and then continued into the 2 ponds. Mike Boyle and Joe Palermo also went into the ponds for the cleanup. New homeowners on Kirby Road, Jacob and Elizabeth Feist, also joined in and helped with the cleanup along Kirby Road and continued into the ponds. Bob Sheats was unable to attend on April 15, 2023, so during the week before the cleanup, he collected 3 bags of trash in the common areas.

Linda reported that there has been no real estate activity in the development since the last board meeting held on March 15, 2023. The last home that was for sale settled on March 3, 2023 at 15 West Bullrush Drive and there are currently no homes for sale in the development.

NEW BUSINESS:

Mike Boyle reported on the condition of the two (2) ponds after an inspection was done by Inspector Buddy Griffith from the Sussex Conservation District on April 19, 2023.

Re **Pond #1 (Little Pond)** - Mr. Griffith reported that there is evidence of erosion on both sides of the inlet channel around the rip rap at Little Pond Drive and a buildup of sediment covering the rocks. In addition, there was evidence of an animal burrowing on the embankment. Maintenance action is required for these three (3) items.

Re **Pond #2 (Big Pond)** – There is evidence of erosion occurring in the inlet channel around the rip rap at Meadow Lark Drive that runs to the outflow near Kirby Road. This needs to be repaired and periodic removal of sedimentation is recommended. Maintenance action is required on these two (2) items.

After Mr. Griffith's inspection, he asked the HOA if they would be interested in getting a price quote from the Sussex Conservation District (SCD) to perform the maintenance recommended in his report. The HOA agreed and Matt Messina who is the Project Manager for SCD met with Mike on April 27, 2023 to walk through both ponds to inspect the problem areas and give his recommendations.

In Pond #1, Mr. Messina recommended replacing the rip rap spillway that feeds water from Little Pond Dr. to the little pond which is of urgent concern and should be completed this year. It would involve removing all the existing stone and rip rap from the drainage swale and installing new geotextile fabric throughout the drainage area and new rip rap stone. Construction access will be behind the property at 40 Meadow Lark Drive and it is required to get the owner's permission to access the area. A 20-ton dump truck and other heavy equipment will be used in the excavation so it is best to wait until summer when the ponds tend to be dry and the ground is firm.

The small inlet pipe on the Meadow Lark Drive side of the little pond needs new rip rap installed also but this could be deferred until next year.

In Pond #2, Mr. Messina recommended that the rip rap channel that runs from the inlet area feeding the big pond from the little pond at Meadow Lark Drive and runs to the outflow near Kirby Road

will need to be rebuilt. It will need to be dug out, sediment removed, a new liner installed and then filled with new stone. This can be deferred for another year.

According to Mr. Messina, the total cost to rebuild each spillway alone could exceed \$10,000. The Sussex Conservation District's cost share is \$5,000 per project and the HOA would be responsible for the remaining balance due. He will prepare an estimate for the work to be performed at Little Pond Drive.

Linda commented that she will need the proposed budget for FY2024 and all bio summaries by May 18th so they can be included in the Annual Meeting Packets. The target date to mail out the packets is May 25, 2023 which is 3 weeks before the meeting. Linda also reminded members that they should start to prepare their Officer and Committee reports for the annual meeting.

There was a discussion among the members about raising the annual dues. It was agreed to by all board members that the annual assessment be raised to \$160.00 per lot due to the rising costs of services for the maintenance of the common grounds, upcoming repairs on the retention ponds and an increase in insurance premiums.

The next meeting will be the annual meeting to be held on **Wednesday, June 14, 2023 at 7:00 PM** at the Milford Senior Center located at 111 Park Avenue, Milford, DE. As per the By-Laws of the Meadows at Shawnee, we will need a quorum of at least 55 lot owners in person at the meeting or by proxy in order to conduct the meeting and cast votes.

Linda made a motion to adjourn the meeting and it was seconded by Bob Shinholt. The meeting ended at 9:05 PM.

Respectfully submitted by:
Linda Steiner, Secretary