

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

May 11, 2022

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

Absent: Linda Steiner

Also in attendance: Dave Markowitz, Chairman
Neighborhood Watch Committee

Opening Remarks:

President Mike Boyle called the Zoom meeting to order at 7:13 PM. He reminded the members that the Zoom meeting is reserved for an hour and a half, so please keep to the topics as there was a lot of ground to cover.

Mike asked the members if they had any questions about the minutes from the last HOA Board of Directors meeting held on March 9, 2022. Bob Sheats made a motion to approve the minutes and it was seconded by Dan Marabello. All board members in attendance were in favor and the minutes will be posted on the HOA's website.

REPORT OF OFFICERS:

President's Report: Mike Boyle remarked that Milford's Comprehensive Plan Review on May 4th was well attended. The City's representative outlined a request from the owner of 110 acres of land on Route 1, across from the Meadows at Shawnee, to change to the City's Comprehensive Plan to re-zone the property from Low Residential (R-2) to Highway Commercial (R-3). He also commented on the HOA Violation Enforcement DRAFT policy dated 08/18/09 which needs to be revised to include parking violations; enlarged driveways are becoming a concern that the Board should begin to address; and the City-Wide clean up on April 9, 2022 went well. Mr. David Sauls of the Meadows at Shawnee has been appointed to the City's Planning Commission. The Meadows at Shawnee has been accepted to participate/attend the DOJ Ombudsman quarterly online briefings. Some HOA signs need replacing and the purchase of some new ones should be considered. Lastly, the Board should consider a hike in the annual assessment to cover increased costs like insurance and grounds maintenance.

Vice President's Report: Bob Sheats reported that the survey of Declaration of Restrictions non-compliant households is nearing completion.

Treasurer's Report: Dan Marabello reported on the HOA's financial status as of May 11, 2022 as follows:

BALANCE SHEET

Assets: Balance in the PNC checking account is \$12,539.27. The HOA's eight (8) CDs in Artisans' Bank have a total in savings of \$98,109.06 which includes interest as of May 8, 2022. Total cash in bank is \$110,648.33. There are currently two (2) homeowners with outstanding accounts and total of accounts receivable is \$-270.00. **Total Assets: \$110,378.33.**

Liabilities & Equity: Total liabilities \$130.00; retained earnings \$15,461.40; total temporarily restricted net assets \$97,085.51; net income \$-2,298.58. **Total liabilities and equity: \$110,378.33.**

PROFIT & LOSS

Income - Total assessment fee income is \$24,920.00 which represents annual dues payments from 182 homeowners at \$130.00 per household and assessment fee income from prior years collected in the amount of \$1,260.00. Total property settlement income collected was \$124.65. Total income is **\$25,044.65.**

Expenses – Bank charges \$9.44; collection costs \$139.00; lien filing fees \$24.50; mileage reimbursement \$20.16; Miscellaneous administrative expenses \$690.11; Neighborhood Watch expenses \$375.00; office expenses \$490.44; postage \$357.76; taxes and licenses \$484.00; Website \$395.64; Annual meeting rental and postage expense \$330.00; Grounds \$10,911.14; holiday award expense \$328.32, insurance \$2,877.00, pond maintenance current year \$5,574.60 and legal fees \$210.75. Total expenses to date = \$23,217.86. **Net Ordinary Income: \$1,826.79.**

Total other income - Property Settlement and interest was collected in the amount of \$1,501.08; Retention Ponds Current Year accrued interest earned on the CD's as of 12/31/2021 is \$1,023.55. **Total other income = \$2,524.63.** Total interest income projected from CDs for the period 1/1/2022 to 6/30/2022 will be \$334.00 bringing total interest earned for fiscal year 2022 to \$1,357.55. Other expense included \$6,650.00 deposited in a new CD in Artisans' Bank. **Net income \$-2,298.58.**

Mike asked Dan to review the proposed FY-23 Budget and evaluate the need, if any, for increasing the annual assessment in the new budget. Dan will get back with a recommendation next week.

Secretary's Report: Due to Linda Steiner's absence from tonight's meeting, her written report on administrative matters was reviewed by the Board:

Violation letters:

- 4/30/22 – W. Bullrush Drive, overnight street parking
- 4/30/22 – W. Bullrush Drive, overnight street parking on lawn and street
- 4/30/22 – E. Thrush Drive, overnight street parking
- 4/30/22 – Little Pond Drive, repair of house damage

Other matters:

3/25/22 – Prepared and mailed Annual Meeting Postcards to all homeowners.

4/7/22 & 5/5/22 – Postings on the HOA website on the Home and Community pages regarding the Spring Cleanup on April 9, 2022, the date, time and place of the June Annual Meeting and the April 2022 HOA Newsletter.

4/14/22 – Printed 183 copies of the 7-page Newsletter and copies mailed to all homeowners by Tom Chilton, Mike Boyle and Dan Marabello.

4/22/22 – Edited the Declaration of Restrictions by adding the new amendment to **Section 11, Trees, Shrubs and Landscaping** and posted same on the HOA website.

5/1/22 – Prepared the drafts of the five (5) documents for the Annual Meeting Packet.

Tom Chilton made a motion to accept the reports of the Board's Officers as presented. It was seconded by Ellen Miller and approved by all Board members in attendance.

REPORT OF COMMITTEES

Architectural Committee Report:

Chairman Tom Chilton submitted his list of architectural requests that have been approved for the period 7/23/2021 to 4/26/2022.

There were quite a few less requests this fiscal year than in the past. It is recommended that requests and supporting documents be sent directly to tchilto44@gmail.com. By submitting the requests directly, they can be forwarded to the committee members and acted upon immediately.

07/23/2021 4 Windy Drive-Gazebo
09/09/2021 6 Lenape Lane-Additional Fence
09/18/2021 2 East thrush Drive-Deck
10/27/2021 15 Big Pond Drive-Deck
11/17/2021 15 Meadow Lark Drive-Solar Panels
02/10/2022 7 Briar Court-Replacement Windows
02/14/2022 1 Briar Court-Basement Remodel (Review Not Required-Note to City)
03/26/2022 4 W Thrush Drive-Fence
04/26/2022 21 W Bullrush Drive-Renovation & Expansion of Deck

Grounds Committee Report:

Chairwoman Taylor Shunk reported that she wasn't sure if the Tributaries Contract was ever signed. President Mike Boyle thinks he signed the new two-year contract with Coastal Tributaries, LLC for the stormwater and basin maintenance of the two ponds which began on January 1, 2022 and will end on December 31, 2023. He will check his files to determine if he did sign the documents and provide a copy to Taylor for the Grounds Committee's files. Taylor stated that she had just received two monthly reports from Tributaries.

The Spring Newsletter was finished at the end of March and copies were mailed out to all homeowners on April 14, 2022.

Taylor organized and participated in the cleanup of the front entrance which included weeding, trimming of plants and removal of bushes. Other volunteers who helped with the cleanup were Tom Chilton, Linda Steiner, Fadwa Webster, Dave Markowitz, Bob Sheats, Dan Marabello and Bob Rodenberg. In addition, Tom Chilton and Bob Sheats sprayed weed killer along the fence line. Taylor requested a 2nd irrigation quote from Bradshaw on 4/6/22 and waiting for a reply.

Taylor secured 3 food trucks for this Summer's "Food Truck Thursdays" -- Topsy Flamingo, Ennis BBQ and Top5 BBQ. She ordered door hangers from Vistaprint for the food truck nights and will hang on all doors in the development a week prior to the first event night on June 2, 2022.

There will be a Neighborhood Yard Sale to be held on May 27 and May 28 of the Memorial Day weekend. A homeowner from Meadow Lark Drive is organizing the event and Taylor will post the information on the "Nextdoor" app.

Neighborhood Watch Committee Report:

Chairman Dave Markowitz reported that a longtime volunteer of the Neighborhood Watch has resigned due to illness. This resignation has left a large hole in the scheduling and the committee is in critical need of more volunteers for the Neighborhood Watch.

Prior to the meeting, Dave emailed a copy of the Neighborhood Watch Calendar to Board Members covering the period April 3 through June 25, 2022. Now that one volunteer has resigned there are only 11 volunteers and 2 alternates left to handle the monthly scheduling.

OLD BUSINESS

Further review of the draft policy "Enforcement Procedures for Violations of the By-Laws and Restrictions" policy dated 08/18/09 needs to be revised to include parking violations. Mike Boyle, Tom Chilton and Dan Marabello will review and revise.

An updated real estate listing of homes for sale in Meadows at Shawnee was prepared by Gloria Markowitz and emailed to all Board Members prior to the meeting. Following are the five (5) homes currently for sale in the development: 50 Meadow Lark Drive, 19 Meadow Lark Drive, 20 Meadow Lark Drive, 6 West Bullrush Drive and 23 West Bullrush Drive.

Dan reported that the new lamppost at the front entrance will provide access for electric service for the front/main entrance once we establish an account with the city, to power lights and the planned irrigation system. The installation of the irrigation system may be delayed pending the boring of conduit under Longview Drive. Quotes will also be obtained for an electrical outlet and a meter pit.

The Spring 2022 Newsletter was printed internally using the newly purchased color printer and mailed to all homeowners in April. The cost of the new printer was \$349.99.

NEW BUSINESS:

Mike Boyle will provide the Board members with the link to the DOJ Ombudsman quarterly online briefings when received.

Secretary Linda Steiner plans to mail the Annual Homeowners Meeting packet on May 23, 2022 which will include the Meeting Agenda, proposed FY-23 budget, proxy authorizations and bio-summaries of declared candidates running for a seat on the Board of Directors. She will need support to prepare and mail the 183 packets for the Annual Meeting on **June 15, 2022**.

A revised copy of the Declaration of Restrictions with the new amendment to “**Section 11. Trees, Shrubs and Landscaping**” has been posted on the HOA website.

The next board meeting will be determined after the new Board of Directors has been voted into office at the Annual Meeting on **Wednesday, June 15, 2022**.

A motion was made by Bob Shinholt to adjourn the meeting and seconded by Ellen Miller. The meeting ended at 8:05 PM.

(Note: Minutes were taken by President Mike Boyle and Board Members’ reports were collected at the meeting due to Linda Steiner’s absence).

Typed by:
Linda Steiner, Secretary