

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

May 12, 2021

Directors present: Dave Markowitz, Dan Marabello, Linda Steiner, Tom Chilton,
Ellen Miller, Bob Sheats and Bob Shinholt

Absent: Kate Leith

The meeting was called to order at 7:00 PM at the Calvary Church located at 301 S.E. Front Street, Milford, DE.

Acting President Dave Markowitz opened the meeting and asked all members if they had reviewed the minutes from the last board meeting held on March 11, 2021. He asked for a motion to approve the minutes as written. A motion was made by Tom Chilton to approve and it was seconded by Bob Sheats. All members were in favor and none were opposed. The minutes will be posted on the HOA's website.

Report of the Officers:

Acting President Dave Markowitz stated that he received an email from a homeowner who lives on West Thrush Drive who wanted to volunteer to help the HOA and run for a seat on the Board. She included a bio in her email and Dave read it to the members. He replied to the homeowner that the HOA was pleased that she was interested in joining the Board and will add her name to the ballot for the Board of Directors election in June. Dave then turned the meeting over to Dan Marabello for the Treasurer's Report.

Treasurer Dan Marabello reported on the HOA's financial status as of May 12, 2021 as follows:

Balance Sheet

- Assets - the balance in the checking account is \$22,050.70; total amount in reserve in the eleven (11) CD's is \$89,665.97 for Total Cash of \$111,716.67. Accounts Receivable (-\$530.00); other Current Assets \$260.00. Total Current Assets **\$111,446.67.**
- Total liabilities \$15.00; Equity: Retained Earnings \$14,499.47; Temporarily Restricted Net Assets \$88,806.88; Net Income \$8,125.32; Total Equity \$111,431.67; Total Liabilities and Equity **\$111,446.67.**

Profit & Loss

- Total Income: \$23,790.00 collected in Assessment Fee Income (183 homes paid at \$130.00 per lot).
- Expenses: Total Administration \$1,542.95; Grounds \$4,460.73; Insurance \$2,877.00; Professional fees/legal \$1,080.00; Total Expenses \$9,942.68;

- Other income: Property Settlement & Interest \$68.91 and interest from CD's \$859.09 (plus \$400 in interest through April 2021); Total other income - \$928.00
- Other Expense: Deposit of \$6,650.00 into bank CD for Retention Ponds reserves; **Net Income: \$8,125.32.**

Remaining expenses for this fiscal year will include lawn cutting of the common areas and legal fees. Tom Chilton made a motion to accept the Treasurer's accounting as reported and Bob Shinholt seconded the motion.

Secretary Linda Steiner reported on the following administrative matters:

Notice letters:

- 4/14/21 – Little Pond Drive, dumpster in driveway and cars in street overnight.
- 4/14/21 – East Thrush Drive, dumpster in the street in front of home.
- 4/21/21 – Big Pond Drive, proposed pool and yard rental in private residence.

Violation letters:

- 4/14/21 – Kirby Road, trailer and boat (kayak) in driveway.
- 4/22/21 – Meadow Lark Drive, trailer in driveway.

Other matters:

- 4/12/21 – Printing of cover letter and proposed changes to restrictions; mailed to all homeowners by Linda, Tom Chilton and Bob Shinholt.
- 4/21/21 – Big Pond Drive, hand delivered paid in full HOA dues letter to homeowner for refinance.
- 4/30/21 – Email to HOA attorney with update on sign dispute.
- 5/5/21 – Email to Jim Mandelblatt with various postings to Home, Minutes and Community pages on HOA website.

Dave Markowitz made a motion to accept the Secretary's report and it was seconded by Tom Chilton.

REPORT OF THE COMMITTEES

Architectural Committee

Chairman Tom Chilton reported on one (1) architectural request approved in May 2021 as follows:

- Request dated 5/8/2021, 8 Meadow Lark Drive, installation of white vinyl 3-rail fence; approved 5/12/2021.

Tom also received a request for the installation of a railing for front steps, but an architectural approval was not needed for this request.

Grounds Committee

Due to **Chairwoman Kate Leith's** absence from tonight's meeting, a Grounds Committee report was not available.

Dave Markowitz stated that the HOA signed a one-year contract with Armstrong's Lawn Service in April 2021. This vendor will be cutting the grass in the common areas twice a month from April 15, 2021 to October 31, 2021.

Dan Marabello will contact the Milford City Manager and Public Works Department regarding the installation of a second lamppost at the front entrance for more lighting. He will also contact a landscaper regarding the cleanup and landscaping of the front entrance and inquire about an irrigation system for the front entrance and center island. He will report back to the Board with all estimates.

The subject of the tree stumps along Business 1 behind West Bullrush Drive came up for discussion. Tom Chilton will contact Sussex Tree to get an estimate for the grinding of the 29 stumps and report back to the Board. It was also suggested that Jessica Watson from the Sussex Conservation District be contacted to do an inspection of the two ponds. The last inspection was done on January 8, 2020.

Neighborhood Watch Committee

Chairman Dave Markowitz reported that he received an email on April 22, 2021 from a homeowner on Misty Vale Court complaining about the vandalism of a number of plants on their property. The owner wants to install a security camera on the property and inquired if an architectural approval was needed. An approval is not needed for the installation of a security system.

Also, during the month of April, a home on West Thrush Drive had a gas leak and the Fire Department responded to the call.

Old Business:

Dave Markowitz reported that he received only six (6) responses to the HOA's April 12, 2021 letter which was mailed to all homeowners regarding proposed amendments to our restrictions.

1) A homeowner from Meadow Lark Drive inquired about the proposed amendment to remove Section 2 in its entirety and that Section 7 does not address "temporary structures".

2) Three (3) homeowners agreed with the restriction changes.

3) A homeowner from Lenape Lane posted a notice on "Nextdoor" suggesting that white aluminum fences be added as an option to the Fence restriction. Bob Shinholt made a motion to add aluminum fences to the Section 9 Fence restriction and it was seconded. Tom will draft the proposed change and email it to the Board for review.

4) Regarding the Section 10. Swimming Pool restriction, a member questioned if fencing is required for above-ground swimming pools. The City of Milford does not require a fence to be erected for above-ground pools.

Tom Chilton reported that the Meadows at Shawnee Team's participation in the Milford Community Cleanup on April 24, 2021 went very well. Mike Boyle and Tom rounded up a total of 14 homeowners from the community to form the Meadows at Shawnee team. Team members cleaned the Route 1 off ramp to the Meadows at Shawnee front entrance; both sides of Rehoboth Boulevard from Wilkins Road to SE Front Street; and Kirby Road from Rehoboth Boulevard to the Moose Lodge driveway. The Milford Police Department provided a patrol vehicle for protection on the Route 1 ramp and along Rehoboth Boulevard. Team members started the cleanup at 8:00 AM and finished at 10:45 AM. This was a great showing of community spirit and a big thank you to all who participated.

Linda Steiner gave an update on the status of the signs dispute in the development and reported on communications between the Board and the HOA attorney during the period of March 12, 2021 through May 5, 2021.

Linda gave an update on homes for sale in the development. Following are the three (3) properties currently for sale: 15 West Thrush Drive, 6 Big Pond Drive and 8 West Bullrush Drive.

New Business:

The HOA will conduct its Annual Meeting by mail again this year due to ongoing COVID-19 restrictions regarding large gatherings. Linda reminded officers and committee chairs that the following reports are needed for the Annual Meeting packet as follows: President's Report, Treasurer's report, reports for the Architectural, Grounds and Neighborhood Watch Committees, biographical summaries for the Board of Directors' ballot and the final version of all proposed Amendments to the restrictions. She requested board members to prepare their reports by May 26, 2021.

The next meeting will be the Annual Meeting by mail in June. The target date to mail the Annual Meeting packets will be June 4, 2021 and the return date for the ballots and voting on the proposed amendments to the restrictions will be June 21, 2021.

Bob Shinholt made a motion to adjourn the meeting and it was seconded by Dan Marabello. The meeting adjourned at 8:40 PM.

Respectfully submitted by:
Linda Steiner, Board Secretary
