

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

May 14, 2025

Members in attendance: Tom Chilton, Bob Sheats, Linda Steiner, Mike Boyle, and Jacob Feist

Absent: Dan Marabello, Bob Shinholt and Taylor Shunk

Also in attendance: Dave Markowitz, Neighborhood Watch Committee Chairman and Wanda F. Nesbit, nominee for a seat on the Board of Directors for FY2026

Place of Meeting: 38 Meadow Lark Drive

OPENING: CALL TO ORDER

President, Tom Chilton, opened the meeting at 7:07 PM and welcomed Wanda Nesbit to tonight's meeting. Wanda will be running for a seat on the Board of Directors for the next fiscal year and the election will be held at our Annual Meeting on June 17, 2025.

APPROVAL OF THE MINUTES

Tom asked if all members had read the Minutes from the last meeting held on March 19, 2025 and if anyone had any comments or changes to be made. He then asked for a motion to accept the minutes. Mike Boyle made a motion to accept the Minutes as written and Bob Sheats seconded the motion. All members were in favor and the Minutes will be posted on the HOA's website.

REPORT OF OFFICERS

-- President's Report: President Chilton reported that he sent letters out to four (4) individuals in the development requesting that they volunteer for a seat on the Board. Wanda Nesbit was the only homeowner who responded and she sent her resume to the Board.

Vehicle parking and trash can violations continue to be a problem but they are down significantly since last July. In August of 2024, there were 274 violations, while in April 2025 there were 70 violations. Vehicle violations are way down, but yard waste violations are the biggest problem to date. Four (4) courtesy letters have been sent to homeowners regarding the restrictions.

Tom gave special thanks to Taylor for reviewing the Tributaries ponds maintenance contract and also thanked her for organizing the Spring cleanup in May and the yard sale. There will be more information on this in the Grounds Committee report.

Tom did some research on four (4) other community associations in the area regarding their annual dues and restrictions. They were Orchard Hill, Knotts Landing, Milford Ponds and Fork Landing.

- Orchard Hill's annual dues are \$198.00 and the late fee is \$19.00 per month. They have very few restrictions but do not allow commercial vehicles.
- Knotts Landing's annual dues are \$212.00. They have a restriction that allows $\frac{3}{4}$ ton vans and a 10,000 lb. limit on pickup trucks; no commercial vehicles. No swimming pools allowed, above ground or in-ground.
- Milford Ponds: Annual dues are \$350.00 plus \$250.00 for reserves = \$600.00 per year. 30% of owners is a quorum, 51% to amend Bylaws. No trailers, unlicensed vehicles, trucks and vans limit is 8,000 lbs. Parking on the road a maximum of 48 hours and can be towed after that.
- Fork Landing: Annual dues are \$400 and the maximum on trucks is $\frac{3}{4}$ ton. No unlicensed vehicles stored in the open and \$50 for each violation.

Summary: All 4 communities had a restriction on trash cans and yard waste not being visible. All had no commercial vehicles but allowed some according to weight; \$50 per fine.

Jacob asked what the MAS charges for violations. The MAS policy is to charge \$5.00 per day for violations for the first 30 days and after that \$10.00 per day.

-- Vice President's Report: Bob Sheats reported on violations he observed between the period of March 20 - May 14, 2025. Trash and yard waste receptacle violations were reported on 2 homes on East Bullrush Drive, 3 homes on West Bullrush Drive, 2 homes on East Thrush Drive and one home on Meadow Lark Drive. Violation letters will be sent to the homeowners reminding them of the restriction and that fines will be imposed if the violations continue.

-- Treasurer's Report: Due to Dan Marabello's absence from tonight's meeting, he prepared three (3) accounting sheets to be handed out at the meeting. Tom Chilton went over the reports on Dan's behalf and following is the HOA's financial status as of May 14, 2025:

1) Balance Sheet as of May 14, 2025:

ASSETS:

Balance in the PNC Checking Account:	\$ 8,295.51
Total in Artisans' Bank CD's:	<u>113,500.05</u>
Total Cash:	\$121,795.56
Total Assessments Receivable:	<u>363.39</u>

TOTAL ASSETS: \$122,158.95

LIABILITIES & EQUITY:

Overpayments:	\$ -12.80
Retained Earnings:	\$ -1,912.44
Total Pond Maintenance Reserves	110,368.56
Net Income	<u>13,715.63</u>

TOTAL LIABILITIES & EQUITY: \$122,158.95

2) Profit & Loss - July 1, 2024 through May 14, 2025:

Income:

Total Assessment Fee Income:	\$29,647.85
Property Settlement:	259.40
Misc. Income:	<u>34.08</u>
Total Income:	\$29,941.33

Expenses:

Administration costs:	\$ 3,468.82
Insurance:	3,214.00
Postage:	369.37
Common Area Maintenance:	11,135.76
Neighborhood Watch Signs:	303.20
Taxes:	25.00
Legal and accounting fees:	<u>841.04</u>
Total Expenses:	\$19,357.19

Net Ordinary Income:	\$10,584.14
Other Income: Bank Interest:	<u>3,131.49</u>

Net Income: **\$13,715.63**

3) Profit & Loss Projections FYE 6/30/2026

Dan also prepared a Profit & Loss report with projections for the fiscal year ending on 6/30/2026. One column included a budget without funds set aside for the Riprap pond work and the second column included \$18,000 added in to the budget for the Riprap pond work.

Secretary's Report: Linda Steiner reported on the following administrative matters:

Documents:

3/22/25 – Prepared postcard notice for the 2025 Annual Meeting and printed 183 cards for mailing. Cards prepared for mailing by Tom, Mike B. and Linda;

5/8/25 – Prepared drafts of the Agenda, Biographical Summaries and Proxy Ballot for the 2025 Annual Meeting.

HOA Website Postings:

4/14/25 – Posted upcoming Board Meeting information and approved Minutes on the Home, Minutes, and Community pages.

4/17/25 – Posted January 2025 Board Meeting Minutes

Meetings:

4/2/25 – Attended meeting from 6 to 8 PM at Taylor Shunk’s house with owner Domenick Peronti of Investment Property Services (IPS);

4/4/25 – Attended “Collecting on Delinquent Assessments” webinar hosted by the Community Associations Institute (CAI) via Zoom from 6 to 8 PM.

REAL ESTATE LISTINGS (as of 5/14/2025)

Homes for Sale:

There are currently **five (5) homes** for sale in the Meadows at Shawnee as follows:

- 3 East Thrush Drive, listed for \$495,000
- 7 East Thrush Drive, listed for \$525,000
- 44 Meadow Lark Drive, listed for \$449,900 (in Contract)
- 3 Briar Court, listed for \$519,500
- 7 Meadow Lark Drive, listed for \$409,000

Bob Sheats made a motion to accept the four (4) Officers’ reports and Mike Boyle seconded the motion. All board members were in favor and none were opposed.

REPORT OF COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported on six (6) Architectural Requests that were received and approved since the last board meeting held on March 19, 2025:

04/09/2025 – 48 Meadow Lark Drive, replacement of deck

04/10/2025 – 7 Briar Court, installation of screened in deck

05/04/2025 – 19 Meadow Lark Drive, expansion of front porch

05/09/2025 – 16 East Bullrush Drive, installation of sidewalk and patio

05/12/2025 – 6 West Bullrush Drive, installation of fence

Grounds Committee:

Chairwoman Taylor Shunk was absent from tonight’s meeting and Linda Steiner reported on the Grounds Committee in her absence.

On April 8, 2025, Taylor and Tom weeded and sprayed the front entrance. Tom also fixed the metal edging around the two (2) main beds.

The Spring cleanup was held on May 3, 2025. In the front, the volunteers were Dan Marabello, Taylor and Craig Shunk. There was another homeowner from Big Pond Drive (Cindy Koegle) that also helped with the weeding of the two (2) beds at the front entrance. The cleanup was finished by 9:45 AM. In the rear, the volunteers were Linda Steiner, Mike Boyle, Bob Rodenberg, Jacob and Elizabeth Feist and the cleanup was finished by 10:15 AM.

Taylor will contact Sussex Conservation District to get a quote for the repairs needed in the Big Pond as reported in the inspection held on April 22, 2025.

Tributaries comes once a month to conduct their monthly maintenance service of mowing and spraying weeds. Taylor will schedule an on-site meeting with the owner, Burr Monroe, to discuss the maintenance problems in both ponds and what their responsibilities are as per their contract.

Domenick Peronti and his daughter Christina Peronti from IPS Management Company will be the guest speakers at the Annual Meeting on June 17, 2025. Taylor will contact them to confirm their attendance.

Neighborhood Watch Committee:

Chairman Dave Markowitz reported that there were two (2) incidents that occurred in the MAS during the month of May. The first incident was regarding a young boy riding around the entire development on a small motor bike for days that was very noisy and constantly backfiring. A number of homeowners called the Milford Police Department who contacted the parents and the problem ended.

The second incident involved a homeowner whose front door was broken into by the Milford Police. The police had received a concerned call to do a “check” on a veteran. When the vet did not answer the door, the police had the right to break in to the home to make sure the person was okay.

Linda Steiner made a motion to accept the three (3) Committee reports and it was seconded by Mike Boyle. All members were in favor.

OLD BUSINESS:

Jacob Feist logs all restriction violations on spreadsheets as they are emailed to him. At the end of each month, he emails the full report to all Board members. Courtesy letters are mailed first to those homeowners who are in violation. If the violation continues, a 2nd notice letter is mailed with the warning of fines to be imposed.

Mike Boyle spoke about Article VI, Section 7, of the Declaration of Restrictions regarding prohibited vehicles and the policy on commercial vehicles. He will rewrite the policy to clarify the difference between commercial and non-commercial vehicles and will email the final version to all Board members for review, voting and approval.

Secretary Linda Steiner reported on real estate listings and homes for sale in her report on Page 4.

NEW BUSINESS:

Tom asked Taylor Shunk to call the Sussex Conservation District and schedule a meeting with Buddy Griffith to walk through both ponds with Board members to get an estimate on the repairs that are needed.

Tom is concerned about the drainage ditch on the north side of Kirby Road. He sent an email to Jessica Watson at the Sussex Conservation District on May 8, 2025 about the drainage ditch being completely overgrown with vegetation and not being maintained. He questioned which government entity is responsible for maintaining the ditch which should be cleaned out to prevent any water back up into the Meadows at Shawnee in the event of a heavy rainfall.

Milford Public Works will start construction work on Monday, May 19, 2025, at the intersection of Little Pond Drive and Briar Court. The city will provide underground water and sewer municipal services to a new Schell Brothers housing development project site across Highway 1.

Annual Meeting preparation is underway and the Annual meeting packets will be mailed out to all homeowners on May 27, 2025. The dues will have to be raised to cover the \$18,000 needed for the repair work in the ponds. The owner of IPS Management Company, Domenick Peronti and his daughter, Christina Peronti, will be the guest speakers at the annual meeting.

Dan will order a Compilation of the HOA's financial records to be conducted by a local accounting firm after the end of this fiscal year on June 30, 2025.

Tom's goal for this year is to propose an amendment to the Declaration of Restrictions to include a maintenance clause. This is necessary due to the number of homes in the development that have mold or algae present on their homes and those owners who keep debris on their property.

Linda made a motion for the meeting to be adjourned and Mike Boyle seconded the motion. The meeting ended at 9:05 PM.

Respectfully submitted,
Linda Steiner