

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

**May 15, 2024**

Directors in attendance: Mike Boyle, Bob Sheats, Dan Marabello, Linda Steiner, Tom Chilton, Taylor Shunk and Dave Markowitz

Absent: Bob Shinholt

Place: 8 West Thrush Drive

**Opening Statement:**

President Mike Boyle opened the meeting at 7:00 PM and thanked Taylor and Craig Shunk for hosting tonight's meeting.

**REPORT OF OFFICERS:**

-- **President Boyle** reported that things have been quiet this Spring with no problems with the ponds or the front entrance landscaping.

The Spring 2024 Newsletter was posted on the HOA website on April 1<sup>st</sup> but there hasn't been many views from the residents. Now that the Newsletters will be published online, this can be mentioned at the annual meeting. We may need a dedicated postcard mailing for the Fall newsletter.

Taylor said she will post a message on Facebook to remind homeowners to attend the annual meeting on June 19, 2024 so we will have a quorum.

Mike stated that every five (5) years we seem to encounter pushback from homeowners regarding the HOA parking restrictions. He has requested a confirmation from the Milford City Clerk and City Solicitor that a Homeowners' Association is authorized to impose restrictions regarding overnight parking on city streets. He has not heard back as yet. Our previous letter from 2017 is a bit dated and he wants to get a more current verification of that authority. If the 'pushback' continues, he will update the letter about overnight parking and send it to all homeowners and residents. Dan Marabello said he will check with the City Manager also about the overnight parking issue.

Dave Markowitz commented that for security reasons, it is better for homeowners to park their cars in the driveway.

The HOA Board has pushed back on the inevitable need to provide a Spanish and Haitian language version of the By-Laws and Restrictions for our residents that are not proficient in English. We may need to do a summer mailing to address these issues. Mike said he looked into hiring an interpreter to translate the Restrictions and By-laws but it would be very expensive. Dan Marabello

suggested adding a paragraph in Haitian Creole and Spanish to the two (2) governing documents advising homeowners to seek help from a local Haitian or Spanish community outreach program to translate the two (2) documents.

Tributaries was on site today in the development and Taylor will report on that. The Spring cleanup held on April 6, 2024 went well and Taylor will also address that in her report.

The Southern Delaware Golf Club opened on May 1<sup>st</sup> and has been busy each day. The opening of the Big Oyster Brewing Co. Brew Pub/Restaurant has not been announced yet.

Mike announced that he will not serve as President on the Board of Directors if he is reelected for the next year. He will stay on though as a Board Member. Taylor checked with Bob Shinholt and he will be running for a seat on the Board again this year.

Mike asked if everyone had read the Minutes from the last board meeting held on March 20, 2024 and requested a motion to approve them. Tom Chilton made a motion to approve the Minutes as written and Bob Sheats seconded the motion. The approved Minutes will be posted on the HOA's website.

-- **Vice President, Bob Sheats**, reported on the current restriction violations as follows: Big Pond Drive - Two homes with yard waste receptacle violations; Meadow Lark Drive - Car parked on the grass; East Bullrush Drive - above ground pool; West Thrush Drive - exterior renovations without HOA approval; Meadow Lark Drive - unregistered vehicle in driveway.

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

**Balance Sheet as of May 15, 2024:**

**Assets:** The balance in the PNC checking account as of today is \$2,156.35. The total in the Artisans' Bank CDs as of today is \$109,790.64 which includes interest earned up to April 30, 2024. Total cash in bank: \$111,946.99.

Total Assessments Receivable is \$356.19. There are currently three (3) homeowners that are delinquent on a portion of their FY2024 annual assessments, or owe interest charges and lien filing fees. **Total Assets: \$112,303.18.**

**Liabilities & Equity:** Retained earnings \$2,237.29; Total temporarily restricted net assets \$106,968.55; net income \$3,097.34. **Total liabilities and equity: \$112,303.18.**

**Profit & Loss as of May 15, 2024:**

**Income** - Assessment fee income current: \$29,280.00, which represents annual dues payments from 183 homeowners at \$160.00 per household. Property Settlement Income - \$189.22.

**Total Income: \$29,469.22.**

**Expenses:**

Total Collection Related Costs - (-\$117.11)  
Total Administration - \$1,088.97  
Insurance - \$3,214.00  
Total Common Area Maintenance - \$24,442.20  
Holiday award expense - \$301.40  
Delaware Franchise tax - \$25.00  
Newsletter postage - \$122.40

**Total Expenses: \$29,193.97**

Net Ordinary Income: \$275.25  
Total other Income - Interest on CDs: \$2,822.09

**Net Income: \$3,097.34.**

Dan prepared a draft of the “**Projected Actual Income & Expenses for FYE 6/30/24 and Proposed Budget FYE 6/30/25**” to show the board members. The annual dues for FY 2025 will remain at \$160.00. A copy of the proposed budget will be mailed to all homeowners in the Annual Meeting packet and Dan will also report on the proposed budget at the annual meeting on June 19, 2024.

-- **Secretary Linda Steiner** reported on the following administrative matters:

**Violation letters:**

3/29/24 – E. Bullrush Drive, overnight street parking and trash receptacles  
4/10/24 – W. Thrush Drive, 2<sup>nd</sup> letter re trash receptacle  
4/16/24 – Briar Court, 6<sup>th</sup> letter and Invoice for trailer  
4/16/24 – Meadow Lark Drive, 5<sup>th</sup> letter and Invoice for trash receptacles  
4/16/24 – Little Pond Drive, 3<sup>rd</sup> letter and Invoice for trash receptacles  
4/20/24 – W. Bullrush Drive, 5<sup>th</sup> letter re trailer in driveway (with invoice to follow)  
4/22/24 – W. Bullrush Drive, trailer in driveway  
4/26/24 – E. Bullrush Drive, above-ground pool in backyard  
5/9/24 – Windy Drive, political flag displayed on flag pole

**Welcome Letters:**

4/25/24 – Constance Sulsenti, 23 E. Bullrush Drive  
4/25/24 – Morgan E. Lynch, 8 Windy Drive

**HOA Website Postings:**

3/20/24 – Posting on Minutes page of the 2023 Annual Meeting Minutes (Draft).  
4/3/24 – Posting on Home and Community pages of the Milford Annual Election on 4/27/24.

5/1/24 – Posting on Minutes page of the January 10, 2024 board meeting minutes.

**Other matters:**

3/24/24 – Prepared and printed 183 postcards regarding three (3) upcoming dates: The annual meeting to be held on Wednesday, June 19, 2024; the Spring cleanup on April 6<sup>th</sup> and the Milford Annual Election on April 27<sup>th</sup>. Tom Chilton printed and applied the labels and Dan Marabello stamped and mailed all the cards on 3/26/24.

**Update on RE listings and home sales:**

There were two homes that sold in the Meadows at Shawnee within the past 4 months:

- 23 E. Bullrush Drive was sold on November 27, 2023;
- 8 Windy Drive was sold on March 26, 2024.

There is currently one home “For Sale by Owner” in the development on East Thrush Drive.

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

**REPORT OF COMMITTEES:**

**Architectural Committee:**

**Chairman Tom Chilton** reported on the seven (7) Architectural Review Requests that were received and approved between March and May 2024 as follows:

- 3/22/2024 – 15 E. Bullrush Drive – Fence and approval HOA Property
- 4/3/2024 – 2 W. Thrush Drive – Patio
- 4/10/2024 – 9 Big Pond Drive – Concrete patio
- 4/15/2024 – 6177 Kirby Road – Shed
- 4/22/2024 – 14 W. Thrush Drive – Shed
- 4/22/2024 – 15 Big Pond Drive – Screened-in enclosure over existing deck
- 5/10/2024 – 11 Big Pond Drive – Deck

Tom also reported that he had received an email from Elizabeth Cavallaro-Feist in April who lives on Kirby Road stating that she would like to volunteer to join the Architectural Committee. She has degrees in interior design and interior architecture and would be an asset to the committee. As of now, there are 5 homeowners who are serving on the committee with Tom: Mike Boyle, Kent Del Rossi, Bob Rodenberg, Bob Sheats and Bob Shinholt.

Tom made a motion to approve Elizabeth’s membership on the Architectural Committee and it was seconded by Bob Sheats. All members were in favor. Tom will advise Elizabeth by email that she was approved by the Board.

### **Grounds Committee:**

**Chairwoman Taylor Shunk** reported that Coastal Tributaries performed their regular monthly maintenance on the two ponds between January and April 2024. They were in the development on today's date and they sprayed the Bradford pear trees.

The Spring cleanup was held on Saturday, April 6, 2024 at 9:00 AM and it went very well. Following are the Grounds Committee members and residents who volunteered to help on that day:

Mike Boyle, Francisco Chacez and his son Samuel, Tom Chilton, Jacob and Elizabeth Feist, Jennifer Jackson, Dan Marabello, Bob Rodenberg, Bob Sheats, Bob Shinholt, Taylor Shunk and Linda Steiner.

### **Neighborhood Watch Committee**

**Chairman Dave Markowitz** reported that there were four (4) incidents in the development over the past three (3) months:

- On March 29, 2024 there was a vehicle break-in/theft incident on West Thrush Drive.
- In early April, a homeowner on West Bullrush Drive reported to a Neighborhood Watch (NW) Committee volunteer that a man had trespassed on their property and entered their home.
- In mid-April, a new homeowner on East Bullrush Drive reported to the NW that potted plants were taken from their front porch.
- In mid-May, another homeowner on East Thrush Drive reported to the NW that two potted plants were taken from their back deck.

Linda Steiner made a motion to accept the three (3) Committee Reports and it was seconded by Tom Chilton.

### **OLD BUSINESS**

The Spring cleanup that was held on April 6, 2024 was reported on by Taylor Shunk in her Grounds Committee Report on Page 5.

The update on real estate listings and home sales was reported on by Linda Steiner in her Secretary's Report on Page 4.

### **NEW BUSINESS:**

-- Linda Steiner reported that the annual meeting packets will be mailed out to all homeowners by the last week in May. The packet will consist of a cover letter, meeting Agenda, FY2025 budget proposal, Biographical Summaries of all members running for a seat on the Board, a Proxy Ballot and an article about "Mold on Vinyl Siding". The budget proposal and Bio Summaries are needed by May 20, 2024 so all the documents can be printed for the packets.

-- There was a discussion amongst board members about waiving fines on an owner for violations of the restrictions because of a language barrier. The members could not agree on whether to waive the fines or not, so no final decision was made at this time.

-- Addressing the language barrier issue for new homeowners was discussed and reported on in the President's report on Page 1.

-- It was proposed by President Mike Boyle that a "Buy-In" fee of \$150.00 be charged to all new buyers that are purchasing a home in the Meadows at Shawnee HOA as of July 1, 2024. All members were in agreement and none were opposed.

A motion was made by Dave Markowitz to adjourn the meeting and it was seconded by Tom Chilton. The meeting ended at 9:13 PM.

Respectfully submitted by:  
Linda Steiner, Secretary