

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

May 20, 2026

Members in attendance: Tom Chilton, Bob Sheats, Dan Marabello, Linda Steiner, Jacob Feist, Wanda Nesbit, Bob Shinholt and Taylor Shunk

Also in attendance: Dave Markowitz, Neighborhood Watch Committee Chairman
Mike Boyle, Homeowner/Member

Place of Meeting: 38 Meadow Lark Drive

OPENING and CALL TO ORDER:

President Tom Chilton opened the meeting at 7:07 PM and welcomed Mike Boyle for attending the meeting. Mike developed a Policy for the Financial Administration of the HOA and this will be reviewed later in the meeting under the New Business section.

APPROVAL OF THE MINUTES

Tom asked for a motion to accept the Minutes from the last board meeting held on March 11, 2026. Bob Shinholt 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.

REPORTS OF THE OFFICERS

TOM CHILTON, PRESIDENT:

Tom stated that this would be his last regular meeting as a member of the Board of Directors. He also reported that Robert Sheats and Taylor Shunk will be stepping down from the Board and thanked them for their years of service to the HOA. Tom has served on and off the Board for approximately 9 years. In his first year, he served as Treasurer and served as President for the last two years. His goal over the past 2 years was to clamp down on those not following the restrictions, but that goal was not reached. The establishment of a violation log with Jacob's assistance greatly helped to identify constant violators. Tom prepared a proposal for the new HOA Board to hire an Administrative Assistant to take on some of the responsibilities of reporting violations and assist the President and Secretary. He also drafted a description of each of the 3 Committees (Architectural, Grounds and Neighborhood Watch) and a list of duties for each chairperson.

Tom met with the HOA's insurance agent at Mid-State Insurance, Inc. on May 13, 2026 to review the HOA's Directors & Officers liability coverage and Fidelity Bond coverage. He typed up a detailed list of his questions and the answers he received from the agent. Tom also discussed with the agent the trees in the common areas and the HOA's liability. Tom recommended increasing the liability coverage from \$1 million to \$2 million.

With the discussion of trees, it was suggested that the Grounds Committee should take on the responsibility of checking all the trees in the common areas annually for safety issues. He recommended that a tree policy be established for removing dead trees or limbs in the common areas. On May 19, 2026, Tom and Dan walked through most of the common areas and found some trees that should be removed.

During the past two years, Tom has helped Linda with letter writing, printing and mailing. He would like to continue to help her if the Board agrees to this.

BOB SHEATS, VICE-PRESIDENT:

During the period of March 12, 2026 to May 20, 2026, there were two (2) homes in violation of the Trash Receptacles restriction for a total of 26 days. Letters will be sent to both homeowners to remind them of the restriction and to correct the violation to avoid fines.

DAN MARABELLO, TREASURER:

Balance Sheet as of May 20, 2026

ASSETS:

The balance in the PNC checking account as of today's date is \$9,021.25 and the balance in the second checking account is \$692.00. This 2nd account was opened in January 2026 to be used to receive the annual dues payments that are made through the new "Stripe" Payment Portal that has been set up on the HOA website. The total in the Artisans' Bank CD is \$79,031.30. Total cash equals \$88,744.55. Homeowners' receivables for four (4) liens are \$1,026.03. **TOTAL ASSETS: \$89,770.58.**

LIABILITIES & EQUITY:

Total liabilities \$550.00; Retained earnings \$3,644.56; Total Pond Maintenance Reserves \$114,180.40; Net Income \$-28,604.38; **TOTAL LIABILITIES AND EQUITY: \$89,770.58.**

Profit & Loss - July 1, 2025 through May 20, 2026

INCOME:

Total Assessment Fee Income: \$36,285.00;
Total Property Settlement Income: \$1,856.54
Total Income \$38,141.54

EXPENSES:

Administrative, Annual Meeting, Common Area Maintenance, Taxes, Professional fees - **Total Expenses \$69,097.48.**
Net ordinary income \$-30,955.94
Other income: Retention ponds interest \$2,351.56
Net Income: \$-28,604.38

A detailed accounting of assets, liabilities & equity, income and expenses can be provided by Dan Marabello upon a request in writing.

LINDA STEINER, SECRETARY:

Letters:

March 26, 2026 – Postcard notices of the 2026 Annual Meeting were mailed out to all 183 homeowners.

May 20, 2026 – Annual Meeting Packets consisting of a cover letter, agenda, proposed budget, Bio summaries and a Proxy Ballot were mailed out to all 183 homeowners.

HOA Website Postings:

3/30/26 – Notices posted of upcoming board meeting and June Annual Meeting, January Board Meeting Minutes, 2025 Annual Meeting minutes, and Spring cleanup.

4/24/26 – Posting of March 11, 2026 draft board meeting minutes.

Documents:

4/21/26 – Prepared Release of Lien for recording at the SC Recorder of Deeds office. Delivered recorded Release of Lien to homeowner on 4/30/26.

Emails:

4/1/26 and 4/21/26 – Emailed sample Bio paragraphs to three (3) homeowners running for a seat on the Board of Directors.

REAL ESTATE LISTINGS (as of 5/20/2026)

Home(s) for Sale:

- 2 W. Bullrush Drive, Sale pending, \$450,000
- 15 W. Thrush Drive, For sale, \$440,000
- 9 Big Pond Drive, For sale, \$469,900
- 6183 Kirby Road, off the market

LIEN STATUS AS OF MAY 20, 2026:

Last September 2025, 8 liens were filed for the non-payment of the 2026 annual dues. To date, 4 liens have been satisfied and 4 remain unpaid. Accounts receivables as of today total \$1,026.03.

A 5th homeowner who had a lien placed on their property back in September 2021 made their final payment on March 20, 2026 and a Release of Lien was filed on April 24, 2026.

PREPARATION FOR THE ANNUAL MEETING ON JUNE 17, 2026:

- 1) At the beginning of June 2026, the following documents for the annual meeting will be prepared and printed: Agenda, Proposed Budget, Directors Ballot, Budget Ballot, Sign-in sheets, table set up for the four (4) sign-in tables, Committee sign-up sheets, question postcards and volunteer instructions.
- 2) Volunteers are needed for the four (4) sign-in tables.

Bob Shinholt made a motion to accept the four (4) Officers' reports and Wanda Nesbit seconded the motion. All members were in favor.

REPORTS OF THE COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported on six (6) Architectural Requests that were approved since the last board meeting held on March 11, 2026:

04/20/2026 – 10 Big Pond Drive– Replacement of roof shingles
04/22/2026 – 16 East Bullrush Drive – Installation of pergola over patio
04/28/2026 – 1 West Bullrush Drive – Replacement of roof shingles
04/28/2026 – 3 Misty Vale Court – Replacement of roof shingles
04/28/2026 – 7 Misty Vale Court – Replacement of roof shingles
05/02/2026 – 7 Meadow Lark Drive – Replacement of roof shingles

Grounds Committee:

Chairwoman Taylor Shunk reported on the Spring Cleanup which was held on Saturday, April 11, 2026. Volunteers in the front were Taylor and Craig Shunk, Tom Chilton, Rick Sylvanus, Bob Sheats and Bob Shinholt. Volunteers in the rear included Bob Rodenberg, Mike Boyle, Jacob and Elizabeth Feist and Linda Steiner. The front entrance was weeded during the cleanup and Tom Chilton sprayed the weeds at a later date. Two dead plants at the front entrance were removed.

Neighborhood Watch Committee:

Chairman Dave Markowitz reported on one incident in the development. He received a call from a homeowner on West Bullrush Drive complaining about a man riding around on a Segway ringing doorbells. He was soliciting for a pest control company.

Jacob Feist made a motion to accept the three (3) Committee reports and it was seconded by Bob Shinholt. All members were in favor.

OLD BUSINESS:

- Update on real estate listings - Linda reported on the current real estate listings in her Secretary's report on Page 3.

- Update on restriction violations and enforcement - During the month of April 2026, Tom mailed out five (5) letters to homeowners for trash receptacle violations, vehicles on the street overnight, and vehicles on the grass.

NEW BUSINESS:

- Payment Portal - Jacob gave an update on the new Payment Portal link on the HOA website. The “QR” code will be printed on the Annual Dues letters which will be mailed out to all homeowners at the end of June. Jacob will ask Jim Mandelblatt to set up the payment portal link on the HOA website as of June 18th so homeowners can pay their dues following the approval of the FY2027 Budget at the annual meeting. The Payment Portal link will be removed as of August 1, 2026. After that, homeowners will have to pay their annual dues by check, cash or money order.
- Policy for Financial Administration - At the request of Tom Chilton, Mike Boyle drafted a policy for the administration and management of the HOA’s financial operations. Copies of the draft Policy were distributed to board members for their review and approval. The policy provides for two signatures on checks, prior approval for purchases over \$250.00, maintaining expense vouchers and the ordering of compilation, review or certified audits of financial records when needed. Dan Marabello made a motion to accept Policy Number 2026-001 with an effective date of June 1, 2026 and it was seconded by Bob Sheats. All board members were in favor and none were opposed. The new Policy will be posted on the HOA’s website under the “Bylaws and Restrictions” tab as of June 1, 2026. Dan Marabello will contact CPA Bob Starkey at Starkey & Company, Milford, DE and order a Compilation Annual Report by August 15, 2026.
- Tree Policy – Tom Chilton recommended that a tree policy be established for removing dead trees or limbs in common areas in his President’s Report on Page 2.
- The mailing of the Annual Meeting Packets on May 20, 2026 and the final preparation for the June 17, 2026 Annual Meeting were reported on by Linda Steiner in her Secretary’s report on Pages 3 and 4.

The next meeting will be the Annual Meeting to be held on **June 17, 2026** at 7:00 PM at the Milford Police Department located at 401 N.E. Front Street, Milford, DE.

A motion was made by Tom Chilton to adjourn the meeting and it was seconded by Linda Steiner. The meeting ended at 8:42 PM.

Respectfully submitted,
Linda Steiner