

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

June 5, 2019

Directors present: Bob Shinholt, Dan Marabello, Linda Steiner, Kate Leith, Dick Vehlow, Ellen Miller and Mike Boyle

Absent: Dave Markowitz

Meeting was called to order at 7:05 p.m. at 4 West Bullrush Drive, Milford, DE.

President Shinholt opened the meeting and asked all members if they had reviewed the minutes from the last board meeting on May 8, 2019. He then asked for a motion to approve the minutes as written. A motion was made by Kate Leith and it was seconded by Ellen Miller. All members were in favor and none opposed. The minutes will be posted on the HOA's website.

Report of the Officers:

President Bob Shinholt reported that he had received two (2) annual meeting proxy ballots from homeowners on East Bullrush Drive and Meadow Lark Drive. Dan Marabello had received 6 proxy ballots from homeowners so far and gave them to Board Secretary Linda Steiner to hold until the annual meeting. Bob had nothing further to report and asked Linda to read Dave Markowitz's Neighborhood Watch report in his absence.

Vice President and Neighborhood Watch Committee Chairman - Dave Markowitz

Neighborhood Watch report as of June 4, 2019:

5-11-19 – Incident at 2 homes on East Thrush Drive. A neighbor was in his garage on E. Thrush Drive and he saw two teenage boys and one teenage girl doing something at the mailbox at neighboring home on East Thrush Drive. As they walked by a second home on E. Thrush, the girl went up the driveway, took a newspaper from its plastic sleeve, opened it up and threw the pages on the front lawn. Neighbor went up to the three and asked why she did that. The girl walked away, but one of the boys picked up the paper, folded it and placed it back into the plastic bag. The neighbor asked where they lived, and they said “on the next street.”

5-29-19 – Homeowner on East Thrush Drive had his vehicle entered during the night. His wallet with credit cards were stolen. Police were notified.

5-29-19 – Homeowner on West Thrush Drive talked to Dave about the attempted break-in of his and both his parents' cars during the same night. Perpetrator was caught on a video recorder, but wore a hoodie and the video is unclear. Police responded and obtained finger prints.

5-31-19 - Neighbors came to the house to report they found the wallet belonging to homeowner from East Thrush Drive under a bush at the end of their driveway. Credit cards and gift cards were

inside, but driver's license was not. Not sure if money was in the wallet when taken.

Bob Shinholt said that he will address the problem of car break-ins in the neighborhood at the annual meeting. Kate Leith said it would also be a good idea to advise owners that garage door openers should not be left inside vehicles at night. If a perpetrator breaks into a car, they can then use the opener to open the garage door and possibly get into the house.

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

- Balance Sheet – the balance in the checking account as of today's date is \$9,109.88. The total amount in the nine (9) CD's is \$73,415.74. Total cash in bank is **\$82,525.62**.
- Profit & Loss – The assessment fee income collected is \$23,400.00. The sum of \$1,176.83 in grant money was received from the Delaware Forestry Service for the planting of 6 trees in the big pond and \$300.00 was collected for HOA violation fines. Total Income equals \$24,876.83. The following expenses have been paid to date: \$849.00 in attorney's fees; \$291.59 paid for administrative expenses; \$460.82 for office expenses; \$421.10 for postage; \$334.00 for taxes and licenses; \$286.20 paid for a 3-year renewal of the HOA Website; \$150.00 was paid to the Rookery North for the room rental for the annual meeting and additional \$129.50 for postage for mailing of the annual meeting packets ; \$6,634.70 has been expended for grounds maintenance; \$2,838.00 paid for insurance and \$1,858.20 for pond maintenance. Total paid for expenses is \$14,253.11. Total other income equals \$964.28; \$6,650.00 was deposited into a new CD as a reserve for the retention ponds. Net income equals **\$4,938.00**.
- Aging Summary – total amount due on the two (2) delinquent accounts for the nonpayment of multiple years of annual dues, interest, court costs and fees is **\$3,251.78**. Two payments were received in advance from homeowners towards the new 2020 fiscal year's annual dues.

Dan also brought a "Transaction Detail by Account" to the meeting which listed every check written over the past year from July 1, 2018 through June 5, 2019. Total amount disbursed was \$14,253.11. He gave a copy of the spreadsheet to Secretary Linda Steiner for the HOA records. Dan will be meeting with Dave Markowitz prior to the annual meeting for a review of the HOA financial records.

Dan stated that tonight would be Mike Boyle's last HOA board meeting. Since Mike is serving his second year as a Councilman in the City of Milford's First Ward, he has decided to step down from the Board. Dan reminded board members that council meetings are held on the 2nd and 4th Mondays of every month starting at 7:00 PM at City Hall and they are open to the public. Bob Shinholt commented that he was glad to have two (2) councilmen, Mike Boyle and Dan Marabello, and the Mayor of Milford, Archie Campbell, all living here in the Meadows at Shawnee.

A motion was made by Mike Boyle to accept the Treasurer's account as reported and it was seconded by Kate Leith. All members were in favor.

Secretary Linda Steiner reported on the following administrative matters:

5/10/19 – Contacted agent at Masten Realty regarding the high grass and weeds at home for sale located on W. Bullrush Drive. The agent advised me that the house closed on May 10, 2019 and he will notify the new owners about cutting the lawn.

5/10/19 – Called agent at Keller Williams Realty regarding the removal of the “For Sale” sign at home located on Little Pond Drive that had been for sale for weeks. Agent informed me that the homeowners decided to take the house off the market.

5/13/19 – Contacted agent at Berkshire Hathaway Gallo Realty regarding the removal of the “For Sale” sign at a home located on W. Bullrush Drive that had been for sale for months. The agent informed me that the house is off the market.

5/17/19 – Prepared cover letter, Agenda, proposed budget, Board of Directors biographical summaries and Proxy Ballot for the annual meeting packets. The 183 packets were divided among Bob Shinholt, Mike Boyle and Linda Steiner for mailing by May 21, 2019.

5/18/19 and 5/22/19 – Emailed Jim Mandelblatt to request postings on the HOA website: 1) date, time and place of board meeting on 6/5/19; 2) date, time and place of annual meeting on 6/12/19; 3) posting of the approved minutes of March 13, 2019 board meeting.

5/20/19 – Contacted Re/Max Twins RE agent for names of the new owners at 13 E. Bullrush Drive.

5/20/19 - Contacted agent at Long & Foster Realty for names of new renters at Kirby Road home and emailed agent a copy of the Meadows at Shawnee Declaration of Restrictions.

5/22/19 – Emailed information to attorney regarding the lease and new renters at Kirby Road home.

5/22/19 – Contacted volunteers regarding the annual meeting and working at the sign-in tables.

6/5/19 – Updated the “Homes for Sale” list and gave copies to all board members for their information.

Linda asked Bob Shinholt and the three (3) committee chairpersons to prepare written reports for the annual meeting and provide her with copies so she can use them as a guide when typing up the minutes. There was a discussion amongst the board about certain topics that should be brought up at the annual meeting such as cars parked on lawns or on the roads overnight, trash cans in view of the street, lawn cutting during the summer months and car break-ins.

Kate Leith made a motion to approve the Secretary’s report and it was seconded by Ellen Miller.

Report of the Committees:

Architectural Committee - Chairperson, Dick Vehlow, stated that he had nothing new to report as he had not received any architectural review requests since the last board meeting in May.

Grounds Committee - Chairperson, Kate Leith, reported that during the month of May, Dan Marabello, Wanda Rodenberg, Bob Rodenberg and she all worked together at the front entrance to do the weeding and gardening. All the pansies in the two flower beds were removed and Zinnias were planted. Fresh mulch was also laid in the beds. In the Fall, more perennials will be planted and one of the cherry trees has to be trimmed. Kate also suggested that new borders should be installed around the beds, either pressure-treated wood or composite. Kate will recognize Bob and Wanda Rodenberg at the annual meeting for all their help with the gardening at the front entrance. She will also recognize all the volunteers who participated this past year in the Fall and Spring cleanups.

Dan suggested purchasing a few gift cards to give to those homeowners who have volunteered many hours of their time this past year in the community. All Board Members were in favor and none opposed.

Kate will email Burr Monroe from Tributaries regarding the first installment check that was sent to him. Mr. Monroe has been to the ponds twice so far. The ponds are still full of water and certain work cannot be done until they dry out.

Gator bags will go back on the new trees that were planted in the big pond this past year.

Kate will get a few estimates from concrete companies to repair the concrete that is flaking and deteriorating around the outflow chute by Kirby Road and also by the drain cover between the small pond and big pond near Meadow Lark Drive.

Neighborhood Watch Committee – Chairperson Dave Markowitz (Report given above on Page 1).

Old Business:

As per the updated “Homes for Sale” list, there were three (3) homes sold during the month of May (13 E. Bullrush Drive, 12 W. Bullrush Drive and 19 W. Bullrush Drive); two (2) homes were taken off the market (23 E. Bullrush Drive and 9 Little Pond Drive) and there are presently 4 homes for sale (11 Misty Vale Court, 3 Big Pond Drive, 7 Big Pond Drive and 12 Big Pond Drive).

Mark Whitfield and Steve Ellingsworth from the City of Milford Public Works Department will speak at the annual meeting. They will report on the ongoing “brown water” issue in the Meadows at Shawnee and the measures that have been taken to correct the problem.

New Business:

Our next meeting is the annual meeting on Wednesday, June 12, 2019 at The Rookery North Golf Club. Ellen Miller will get in touch with the events manager before the meeting to confirm the setup of the chairs and tables. All Board Members should arrive at the Rookery by 6:00 PM to help set up the sign-in tables. Homeowner volunteers, Gloria Markowitz, Bob Rodenberg, Joe Palermo, Carole Palermo, Mike Zaremba and Tom Chilton, have been contacted and will also arrive at The Rookery by 6:00 PM to go over last minute instructions for the sign-in tables. Guest

speakers for this year will be Bryan Shupe, Mark Whitfield and Steve Ellingsworth and they will speak at the beginning of the meeting. Dan Marabello announced that he will purchase refreshments to bring to the meeting.

A motion was made by Linda Steiner to adjourn the meeting and it was seconded by Kate Leith. The meeting adjourned at 9:22 pm.

Submitted by:
Linda Steiner, Secretary