

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

**June 6, 2018**

Directors present: Michael Boyle, Daniel Marabello, Ellen Miller, Bob Shinholt and Linda Steiner

Absent: Kate Leith, Dave Markowitz, Richard Vehlow

Meeting was called to order at 7:10 p.m. at 43 Meadow Lark Drive, Milford, DE.

President Mike Boyle opened the meeting by reporting that since the last board meeting on May 9, 2018, HOA activity has been slow with no major problems or issues. Trash/recycle/yard waste receptacle storage and a few parking violations require attention. The random occurrences of brown water at some houses appears to have been resolved by the City Water Department.

There are two water mains in the development, on Longview Drive and Little Pond Drive. There was a sediment buildup in the water mains which caused the brown water. Mike will call City Manager Eric Norenberg to follow up on the problem. Bob Shinholt mentioned that homeowners in the Meadows at Shawnee who experienced the discolored water should request a credit on their water bill for dealing with this problem for a year. Mike reported that he and new Mayor, Archie Campbell, visited the pumping station and public works department.

Ellen Miller stated that there is a 15-foot easement behind her property. The city owns 15 feet from the edge of Kirby Road.

**Report of the Officers:**

**Mike Boyle, President,** reported that the 2018 Annual Meeting packet was mailed out on Tuesday, May 22, 2018 with most homeowners receiving them by Thursday, May 24.

Housing sales in the community appear to be a mixed lot. Some houses are selling quickly, like 54 Meadow Lark Drive; while others, like 11 W. Thrush Drive, are not moving. The owners of 12 Big Pond Drive have begun renovation. The renovation of 2 Meadow Lark Drive is nearing completion with interior painting underway. Linda will provide more information in her report.

There has been no response from any homeowners interested in having their name appear on the HOA Board of Directors ballot. Unless someone is nominated at the Annual Meeting, the current board will be re-elected.

Mike has been advised by the City of Milford Solicitor that he should not remain as an officer on the Meadows at Shawnee HOA Board of Directors to avoid any possible conflict of interest with the City. The Solicitor also suggested that in the abundance of caution, he should not serve on the Board at all. Mike would like to stay on the board but cannot serve as an officer or member

of the architectural committee. If he is elected and the new Board feels it would be in the best interest of the HOA for him not to be a member, he would resign.

Jim Mandelblatt took care of renewing the “meadowsatshawnee.com” domain name for five (5) years.

President Boyle then asked board members to approve the minutes from the May 9, 2018 meeting. A motion was made by Bob Shinholt to approve the minutes and it was seconded by Ellen Miller. All members were in favor and none opposed. The minutes will be posted on the HOA website.

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

- Balance Sheet – Current balance in the checking account is \$6,235.29. The total amount in the eight (8) CD’s is \$ 65,528.60 and that figure includes interest through March 31, 2018. By June 30, 2018, there will be between \$175.00-\$200.00 more interest earned on the CD’s. Total cash equals **\$71,763.89**. There is currently a \$50,000.00 bond to cover the total cash in the bank. This bond should be increased to \$75,000.00. A motion was made to increase the bond to \$75,000.00 and it was approved by the board members.
- Profit & Loss - The current assessment fee income collected as of June 6, 2018 is \$23,400.00 which represents 180 homes paid at \$130.00 per property. As a result of a sheriff sale, \$390.00 was collected from one property that was 3 years in arrears. \$11.36 was collected for interest and services. Total assessment fee income equals \$23,801.36. Following are the expenses paid to date: collection related costs \$6.64; administrative expenses \$1,049.27; annual meeting expense \$416.69; grounds maintenance \$5,083.52; bond and liability insurance \$2,775; pond maintenance \$3,771; and professional legal fees \$126.88. Total paid for expenses equals \$13,222.36. Other income was received in the sum of \$80.85 for property settlement and interest and current interest earned from eight (8) CD’s totaled \$862.74. Federal Income Tax paid was \$276.00. The sum of \$6,650.00 was deposited this past year into a new CD as a reserve for future pond maintenance expenses. Net income as of June 6, 2018 equals **\$4,596.59**.
- Aging Summary – A list of homeowners who are delinquent on their annual dues were listed on the Aging Summary. There are two (2) homeowners who owe multiple years of dues. Liens have been filed against both properties and there are judgments against both homeowners. An Estate Claim has been filed against a third property for fines owed as a result of a violation of the deed restrictions and this will be paid when the Estate is settled. Total amount outstanding to the HOA is **\$3,426.78**.

Dan reported that he will be going over all HOA financial records with Dave Markowitz before the annual meeting.

A motion was made by Linda Steiner to approve the Treasurer’s Report and it was seconded by Bob Shinholt. All members were in favor.

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

- On May 15, May 17, and June 6, 2018 -- Three (3) architectural approvals were hand delivered to homeowners and Architectural Committee Chairman Bob Shinholt will talk about the specifics of these requests in his report.
- May 22, 2018 – Annual Meeting Packets were mailed out to all 183 homeowners. Packets consisted of a cover letter, agenda, proposed budget, biographical summaries and proxy ballot.
- May 26, 2018 – A Welcome letter was mailed to new homeowners of 54 Meadow Lark Drive.
- June 6, 2018 -- Violation letter was mailed to a homeowner on Little Pond Drive for a utility trailer on the front lawn.

Two new homes have gone up for sale in the development: 3 Big Pond Drive and 11 Little Pond Drive. The home at 4 W. Thrush Drive recently sold and new homeowners will be moving in this month.

A motion was made by Dan Marabello to approve the Secretary's report and it was seconded by Bob Shinholt.

### **Report of the Committees:**

**Bob Shinholt, Architectural Review Chairman,** reported that he had three (3) architectural requests during the months of May and June:

- 5/8/18 – 9 E. Thrush Drive, request for pergola awning over existing deck, approved 5/11/18.
- 5/15/18 – 3 Briar Court, request for vinyl fence, approved 5/17/18.
- 6/5/18 – 6 Lenape Lane, request for roof-mounted solar panels, approved 6/5/18.

Bob informed members that “Solar City” was bought out by Tesla, Inc. in 2016.

A motion was made by Ellen Miller to approve the Architectural Committee report and seconded by Mike Boyle.

**Grounds Committee:** (Due to Kate Leith's absence from tonight's meeting, President Mike Boyle gave the Grounds Committee report.)

The tree planting has been scheduled for Saturday, September 8, 2018 after 4 PM. Kate will call Lynn at Eastern Ornamental in mid-August to finalize the types of trees that will be planted depending on what is available. As a reminder, the HOA will have to pay for the trees and planting and then will be reimbursed for it by the Delaware Forest Service. The amount of our grant was \$1,180.00.

We have received the estimate from Lou's Lawn Service for the flower planting at the front entrance and the tree removals from the ponds. The total cost to clean the flower beds, purchase

the flowers and plant the flowers will be \$375.00. The cost to remove the trees will be \$40.00 per tree for large trees (5 feet and above) and \$20.00 per tree for smaller trees (under 5 feet) for an approximate estimate of \$530.00 for the tree removals.

With regard to the treatment of the stumps, Lou is not a certified applicator. Kate will explore having a certified applicator treat the stumps.

A motion was made to approve the grounds committee report and it was seconded.

**Neighborhood Watch:** Due to Dave Markowitz's absence from the meeting, a neighborhood watch report was not available.

**Old Business:**

Linda Steiner reported that she checked the Vistaprint website to get the cost of purchasing two (2) "No Soliciting" signs. The cost for two 12" x 18" aluminum signs would be \$102.00.

Bob Shinholt said he will check with the Rogers Sign Co. in Milton for a 2<sup>nd</sup> price quote on purchasing the "No Soliciting" signs and report back to the Board.

Volunteers will be needed at the sign-in tables and to count the ballots at this year's annual meeting. Linda reported that she had emailed homeowners who volunteered last year and had received responses from 5 homeowners who agreed to volunteer again this year. So far, Tom Chilton, Bob Rodenberg, Gloria Markowitz, Joe Palermo and Carole Palermo will be volunteering. If we do not have enough volunteers, board members can also help out at the sign-in tables.

Mike Boyle will contact Dave Markowitz and ask him to follow up with the guest speaker for the Annual Meeting on June 14<sup>th</sup>.

**New Business:**

The next meeting will be the Annual Meeting being held on Thursday, **June 14, 2018** at 7:00 PM at the Milford Senior Center, 111 Park Avenue, Milford, DE 19963. All board members should arrive at the senior center by 6:00 PM to set up the sign-in tables so we are ready as homeowners arrive.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 8:50 pm.

Submitted by:  
Linda Steiner, Secretary