

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

**June 7, 2017**

Directors present: Michael Boyle, Daniel Marabello, Dave Markowitz, Ellen Miller, Bob Shinholt, Linda Steiner and Barry Zeigler

Meeting was called to order at 7:10 p.m. at 21 Meadow Lark Drive, Milford, Delaware.

Acting President Michael Boyle opened the meeting by asking board members if they had any comments or questions about the minutes from the April 12, 2017 board meeting. A motion was made by Dave Markowitz to approve the minutes and Bob Shinholt seconded it. All were in favor and none opposed. The minutes were accepted and will be posted on the HOA website.

Dave Markowitz mentioned that to date he has never received any emails from anyone in the development from the Committee's tab on the website. Bob Shinholt said he has received emails from homeowners through the website and it is working.

Ellen Miller reported that she recently received a complaint from a homeowner about a neighbor who had many people residing in their home and numerous items laying all over their front lawn.

**Report of the Officers:**

**Mike Boyle, Acting President**, reported that his neighbor, Dick Vehlow, will be running for a seat on the board this year. He is familiar with computers and if elected, he will be able to assist the board with the 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 \$3,315.56 and all bills are paid to date. The balance in the seven (7) CD's is \$57,734.23. Additional interest earned on the CD's to date is \$185.00 and by the end of June it will be about \$275.00. Total current assets equal **\$61,234.79**.
- Profit & Loss - The assessment fee income collected to date is \$23,140.00 plus \$28.20 collected for interest charges for a total income of \$23,168.20. To date, 178 homeowners have paid their Fiscal Year 2017 annual dues of \$130.00 and there are 5 homeowners who have not paid. Total paid for expenses this year is \$16,117.92 for the following items: collection costs, administrative expenses, annual meeting expense, grounds maintenance, pond maintenance, insurance and legal fees. Interest earned this year on the seven (7) CDs equals \$922.41 and Federal income tax paid this year on interest earned was \$294.00. Net income equals **\$1,028.69**.

- Aging Summary - There are a total of five (5) homeowners who are outstanding in the payment of their dues. Three (3) homeowners owe dues for more than one year and total owed on these 3 accounts is approximately \$3,100.00. Six (6) percent interest per annum continues to accrue on these delinquent accounts. Liens have been filed against all 3 properties and Judgments have also been obtained against the 3 homeowners. The remaining two (2) delinquent owners owe this year's dues, plus interest and filing fees, and liens have been placed against both properties. One home is in foreclosure and the HOA will receive payment on the lien when the house goes to Sheriff sale. A debt action complaint was filed against the 2<sup>nd</sup> homeowner in Justice of the Peace Court No. 17 and a judgment has been obtained.

A motion was made to accept the Treasurer's Report and it was seconded.

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

- On 4/21/17, a follow up letter was mailed to a homeowner in the development regarding their intent to install a swimming pool.
- On 4/21/17, a letter was mailed to the Division of Human Relations in Wilmington, DE regarding the number of reasonable accommodation requests that were received by the HOA during the period of 11/21/16 to 3/21/17;
- On 4/28/17, a lien was renewed on a delinquent homeowner on E. Bullrush Drive
- On 4/28/17, a lien was released on a homeowner on W. Thrush Drive
- On 5/3/17, attended a 3-hour Fair Housing Training session with 5 other Board Members regarding the Federal Fair Housing Act which included information on the fair housing rights of persons with disabilities and reasonable accommodations. The training was conducted at a board member's home by two (2) Division of Human Relations employees.
- On 5/19/17, filed an affidavit in support of a default judgment with Justice of the Peace Court No. 17 to obtain a judgment against a delinquent homeowner;
- On 5/22/17, mailed annual meeting documents to all 183 homeowners in the Meadows at Shawnee;
- In May and June 2017, hand delivered three (3) architectural approval packages to homeowners and Architectural Committee Chairman Bob Shinholt will talk about the specifics of these requests in his report;
- On 4/30/17 and 5/26/17, hand delivered three (3) "welcome" packages to new homeowners on Big Pond Drive, Meadow Lark Drive and W. Bullrush Drive.

**Report of the Committees:**

**Barry Zeigler, Grounds Committee Chairman,** reported that the HOA landscaper applied the mulch on the 2 sides of the front entrance and the middle island. In addition, 97 flowers were purchased at \$1.00 per piece and they were planted at the front entrance. The landscaper charged \$232.00 for the plants and planting. Jessica Watson from DNREC came out to the development in mid-May and checked the ponds. She said everything was okay. Dan Marabello asked Barry to request a letter from Ms. Watson regarding the inspection. Barry advised the Board that he

would not be running on the HOA ballot this year. Dave Markowitz asked Barry to fill in the new board member who will be taking over the Grounds Committee for the next fiscal year.

**Bob Shinholt, Architectural Review Chairman,** reported that there were three (3) architectural requests received and approved during the months of May and June 2017 as follows:

- 5/17/17, 8 E. Bullrush Drive, request to install screened sunroom, approved 5/22/17
- May 2017, 17 W. Bullrush Drive, request to install picket fence, approved 5/22/17
- 5/20/17, 14 Little Pond Drive, request to install pool, approved 6/17/17

**Dave Markowitz, Neighborhood Watch Chairman,** reported that there have been no incidents in the development since the last meeting in April. He called the Milford Police Department to get the crime statistics for our development and is waiting for the Sergeant to call back. During neighborhood watch patrols throughout the development he has noticed that no cars are being parked on the street overnight. Dan Marabello asked Dave about the condition of the Neighborhood Watch magnetic signs and suggested the HOA purchase a few more.

#### **Old Business:**

President Boyle said he will continue to work on improving the HOA website including adding some pictures of the front entrance and other scenes in the development. If Mr. Vehlow is elected to the board, he would like him to work on the HOA website with Jim Mandelblatt.

As a follow-up to the Fair Housing Training that was attended by board members in May, Mike spoke with Claudia Sosa-Ducote at the Division of Human Relations Office in Georgetown. She said she was preparing certificates of training for all the members that attended the training session.

#### **New Business:**

President Boyle asked all board members if they had any questions about the Agenda for the annual meeting that had been mailed to all homeowners. Mike reported that CEO Terry Murphy from Bayhealth Medical Center will speak at the beginning of the meeting for about 30 minutes. He asked that each chairperson for the Architectural, Grounds and Neighborhood Watch committees give a short presentation about their respective committees. Mike suggested that Barry talk about the repaired pipe in the storm water pond, the clean-up of the two ponds and that weed control has been applied.

Mike asked the board for suggested topics of discussion for the annual meeting. Ellen Miller said that a garage sale will be held in the development on June 16 and 17 and asked that it be announced at the meeting. Linda Steiner suggested that residents in the development join the Meadows at Shawnee “Next Door” website for information on current events, requests for recommendations for contractors, alerts from the Milford Police or State Police, meeting notices, etc. Also, homeowners should be reminded to register for “Code Red” on the City of Milford website so they receive alerts from the police department. Residents should also be reminded about keeping their trash receptacles hidden from view and grass has to be neatly maintained.

Dan reported that he had recently met with Dave Markowitz for a review of all the bills and finances of the HOA. Dave stated that all financials were in order.

Dan will call the Milford Senior Center to check on the chairs, tables, microphones, power supply and a screen for the Bayhealth organization presentation. Mike Boyle asked Dan to buy water bottles and cookies for the annual meeting.

Mike asked all board members to hand in any proxies they receive from homeowners. There is only one vote per family for all voting at the meeting and the HOA needs at least 55 people in attendance and/or proxies for a quorum.

The next meeting is the Annual Meeting to be held on Wednesday, June 14, 2017 at 7:00 PM at the Milford Senior Center, 111 Park Avenue, Milford, DE. Mike asked all board members to arrive at the senior center by 6:00 PM to help set up the tables in the lobby so we are ready for the residents as they arrive to sign in.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 9:10 pm.

Submitted by:  
Linda Steiner, Secretary