

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

**July 21, 2022**

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

Absent: Ellen Miller and Bob Shinholt

Also in attendance: Dave Markowitz, Chairman  
Neighborhood Watch Committee

**Opening Remarks:**

**President Mike Boyle** called the meeting to order at 7:06 PM. He reported that he had received an email from the Common Interest Community Advisory Council inviting the HOA to a Zoom meeting that was going to be held on Wednesday, July 27, 2022 from 2:00 PM to 4:00 PM. It is open to the public and Mike emailed the link to all board members earlier in the day. He asked board members to join the meeting if they were available.

Mike asked all members if they had read the Minutes from the last board meeting held on May 11, 2022 and asked for an approval. Tom Chilton made a motion to approve the Minutes as written and Bob Sheats seconded the motion. All board members were in favor and the Minutes will be posted on the HOA's website.

**REPORT OF OFFICERS:**

**President Boyle** reported that the City of Milford Code Enforcement office called to inform him that the three (3) food trucks that were coming into the development during June and July did not have current Business Licenses. The city advised him that the vendors needed to apply for a business license at a cost of \$50.00. Taylor contacted the three (3) vendors and gave them the information regarding the license.

The City of Milford Public Works was recently on Kirby Road trimming trees. A homeowner whose property backs up to Kirby Road signed a waiver and asked the city to cut down a few large trees behind her house. The city agreed to do the cutting.

**Vice President Bob Sheats** reported on the latest restriction violations in the community: Big Pond and Little Pond Drive – trash receptacles in view from the street; Kirby Road – immobilized truck in driveway; West Bullrush Drive and West Thrush Drive – portable basketball hoops. Letters will be mailed to the homeowners.

Linda Steiner made a motion to accept the Vice President's report and it was seconded by Taylor Shunk.

**Treasurer Dan Marabello** had prepared two (2) reports for the meeting as follows:

- 1) Year-End Report dated June 30, 2022;
- 2) Financial report as of July 21, 2022.

1) **JUNE 30, 2022 YEAR-END REPORT:**

**BALANCE SHEET:**

Assets:

PNC Checking: \$7,710.27.  
Total Artisans' Bank: \$98,378.57  
Total checking/savings: \$106,088.84.  
Accounts receivable \$-270.00.  
**Total Assets: \$105,818.84.**

Liabilities & Equity:

Total Current Liabilities: \$130.00  
Retained Earnings: \$15,461.40  
Total Temporarily Restricted Net Assets: \$97,085.51  
Net income: \$-6,858.07  
**Total Liabilities & Equity: \$105,818.84**

**PROFIT & LOSS:**

Assessment Fee Income: \$23,660.00 (182 payments @ \$130.00)  
Other Income: \$1,384.65  
Total Income: \$25,044.65

Total Expenses: \$28,046.86  
Net Ordinary Income: \$-3,002.21

Total Other Income: \$2,794.14  
Total Other Expense: \$6,650.00  
**Net Income: \$-6,858.07**

2) **JULY 21, 2022 FINANCIAL REPORT**

**BALANCE SHEET:**

Assets:

PNC Checking: \$16,482.69.  
Total Artisans' Bank: \$98,378.57  
Total checking/savings: \$114,861.26

Accounts receivable \$-270.00.

**Total Assets: \$114,591.26**

Liabilities & Equity:

Retained Earnings: \$8,603.33

Total Temporarily Restricted Net Assets: \$97,085.51

Net income: \$8,902.42

**Total Liabilities & Equity: \$114,591.26**

**PROFIT & LOSS:**

Assessment Fee Income: \$12,170.00 (86 payments @ \$140.00; 1 payment @ \$130.00)

Expenses: Grounds \$53.58; Insurance \$3,214.00

**Net Income: \$8,902.42**

Bob Sheats made a motion to accept the Treasurer's accounting as reported and it was seconded by Taylor Shunk.

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

**Welcome Letters:**

5/28/22 – Terri Eyer and Sharon Munshour, 50 Meadow Lark Drive

6/12/22 – Daniel and Jeana Nemschick, 6 West Bullrush Drive

6/12/22 – Kevin Saumell, 20 Meadow Lark Drive

**Violation letters:**

5/20/2022 – 2<sup>nd</sup> letter sent certified, West Bullrush Drive, overnight street parking

6/6/2022 – 2<sup>nd</sup> letter sent certified, Meadow Lark Drive, overnight street parking

6/14/2022:

Big Pond Drive (2 homes) - trash receptacles

Little Pond Drive - trash receptacles

Kirby Road - prohibited vehicle

W. Bullrush Drive - prohibited vehicle

(3<sup>rd</sup> letter) W. Bullrush Drive – overnight street parking

6/24/2022:

West Bullrush Drive – prohibited vehicle

Meadow Lark Drive (2 homes) – trash receptacles

West Thrush Drive – trash receptacles

Misty Vale Court – trash receptacles

6/30/2022:

Meadow Lark Drive (5 homes) – trash receptacles

Briar Court – trash receptacles

**Other matters:**

5/20/22 – Prepared documents for Annual Meeting Packets and mailing completed by Mike, Dan, Taylor and Linda.

6/1/22, 6/15/22, 6/29/22 – Posted notices on “Nextdoor” website for the Food Truck Thursday events.

6/2/22 – Requested notice to be posted on the HOA website for the Food Truck Thursday events being held in June 2022.

6/28/22 – Prepared annual assessment letter and mailing completed by Mike, Ronnie Campbell and Linda.

6/28/22 – Notice posted on HOA website under Architectural Committee tab of the new City of Milford codes and permit forms per Tom Chilton.

7/13/22 – Requested various notices to be posted on the HOA website for the new 2023 Fiscal year. Changes made to the following tabs: Home, Board, Bylaws & Restrictions, Financials, Minutes and Community.

Bob Sheats made a motion to accept the Secretary’s report and it was seconded by Tom Chilton.

**REPORT OF COMMITTEES**

**Architectural Committee:**

**Chairman Tom Chilton** reported that he had received seven (7) architectural requests since the May 11, 2022 meeting as follows:

5/12/22 – 9 Big Pond Drive, Deck

6/5/22 – 5 W. Bullrush Drive, Expansion of Patio

6/7/22 – 48 Meadow Lark Drive, Shed

6/1/9/22 – 3 Lenape Lane, Fence

6/30/22 – 7 E. Thrush Drive, Front porch roof covering

7/6/22 – 10 Big Pond Drive, Concrete work on porch, steps and sidewalk

7/6/22 – 11 Big Pond Drive, Concrete work on porch, steps and sidewalk

Dan Marabello made a motion to approve the Architectural report and Mike Boyle seconded the motion.

**Grounds Committee:**

Chairwoman Taylor Shunk reported that she weeded the three (3) beds at the front entrance on two occasions with the help of Bob Shinholt and her husband, Craig Shunk.

Tom Chilton and Dan Marabello have started a schedule for the watering of the newly planted flowers and shrubs at the front entrance until the irrigation system is installed. Dan will be getting quotes for the irrigation system. Taylor said we would need about 40 bags of mulch to cover the three (3) beds.

The “Topsy Flamingo” and “Cup ‘R Cone” food truck vendors are applying for business licenses from the City of Milford and Taylor will notify the Board when they have received them. The Ennis BBQ truck will not be applying and will not return for another Thursday night event.

Coastal Tributaries removed debris from the ponds and mowed during the months of January through June as part of their regular maintenance.

Taylor started a Meadows at Shawnee ”Facebook” page and 25 people have already joined. She will start working soon on the Fall Newsletter and asked board members to email her any ideas.

Bob Sheats made a motion to approve the Grounds Committee report and it was seconded by Mike Boyle.

### **Neighborhood Watch Committee**

**Chairman Dave Markowitz** reported that he recently lost one of his long-time volunteers on the Neighborhood Watch but has two (2) new homeowners who have volunteered to serve on the Committee -- Steve Martini who lives on East Thrush Drive and Billy Collick who lives on East Bullrush Drive. There have been no incidents in the development since the last meeting in May.

Mike Boyle suggested to Linda to add a sentence in the “Welcome” letters that are delivered to new homeowners stating that volunteers are needed on the 3 HOA Committees: Architectural, Grounds and Neighborhood Watch.

Linda Steiner made a motion to approve the Neighborhood Watch report and it was seconded by Bob Sheats.

### **OLD BUSINESS**

Tom Chilton commented that there was a small turnout at this year’s annual meeting on June 15, 2022. It was well organized and the format works. Next year the HOA should consider having a guest speaker and maybe some giveaways to induce homeowners to attend.

Mike will take the original “Enforcement Policy for Violations of the By Laws and Restrictions” that was adopted in 2009 by the first HOA Board and add wording to the enforcement procedures and the schedule of fines.

Linda handed out a copy of the new list of “Homes for Sale” compiled by Gloria Markowitz as of July 15, 2022. There are currently 5 homes for sale at the following addresses: 19 Meadow Lark Drive, 14 West Bullrush Drive, 23 West Bullrush Drive, 9 East Thrush Drive and 3 Briar Court.

Two (2) homes were sold at 20 Meadow Lark Drive on May 28, 2022 and 11 Misty Vale Court on July 15, 2022.

Dan will check with the City of Milford about boring conduit under the roadway and decide on an electrician and contractor to install the irrigation system.

The remaining dates for the Food Truck Thursdays will be July 28<sup>th</sup>, August 4<sup>th</sup> and August 18<sup>th</sup>.

**NEW BUSINESS:**

Linda suggested the following dates for the remaining Board Meetings for Fiscal Year 2023 as follows: September 14, 2022, November 9, 2022, January 11, 2023, March 8, 2023, May 10, 2023 and the Annual Meeting for June 14, 2023.

The Board's goals and objectives for FY2023 will be to get the new irrigation system installed at the front entrance and replace HOA signs as needed. Continue the publishing of the Fall and Spring Newsletters to keep the community informed.

Taylor suggested the Fall cleanup to be held on Saturday, November 5, 2022 and the rain date on November 12, 2022.

The next board meeting will be held on **Wednesday, September 14, 2022 at 7:00 PM** at Linda Steiner's home at 21 Meadow Lark Drive.

The meeting adjourned at 9:12 PM.

Respectfully submitted by:  
Linda Steiner, Secretary