

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

July 26, 2017

Directors present: Michael Boyle, Kate Leith, Daniel Marabello, Dave Markowitz, Ellen Miller, Bob Shinholt, Linda Steiner and Richard Vehlow

Meeting was called to order at 7:17 p.m. at 32 Meadow Lark Drive, Milford, Delaware.

President Michael Boyle opened the first meeting for the new fiscal year and welcomed newly elected board members, Kate Leith and Richard Vehlow.

Copies of the minutes from the June 7, 2017 board meeting were handed out to all directors and President Boyle asked if anyone had any comments or questions. A motion was made by Bob Shinholt to approve the minutes and Ellen Miller seconded it. All were in favor and none opposed. The minutes were accepted and will be posted on the HOA website.

Report of the Officers:

Mike Boyle, President, reported that he and new Grounds Committee Chairperson, Kate Leith, recently met with Jessica Watson from the Sussex Conservation District for the annual inspection of the ponds. Miss Watson found the ponds to be in good shape but there were some things that should be addressed. Kate will report further on that meeting in her report.

Mike also reported that he sent a few emails to Bayhealth CEO Terry Murphy to let him know that he had left behind a remote at the senior center when he attended our annual meeting in June.

A violation letter was sent to one homeowner at the end of June who had immobile cars in their driveway and a large pile of yard waste in the rear of their property. A month has past and the pile of tree branches are still laying there. Another homeowner was contacted about their new tenant who was parking cars on the lawn and keeping a trailer in the driveway.

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 \$15,681.67. The balance in the seven (7) CD's totals \$58,015.86 and that figure includes interest through June 30, 2017. Total current assets equal **\$73,562.53**.
- Profit & Loss - The assessment fee income collected as of July 26, 2017 is \$16,120.00. To date, 124 homeowners have paid their Fiscal Year 2018 annual dues of \$130.00 leaving 59 homeowners who have not paid. Total expenses paid thus far is \$30.42 for collection related costs and \$2,775.00 for general liability and directors' insurance. Net

income equals **\$13,314.58**. Since the printing of the statement, 3 more homeowners paid their dues adding \$390.00 to accounts receivable.

- Aging Summary – A list of all HOA members who have not paid their annual dues were listed on the Aging Summary. As of latest count, there are 56 homeowners who have not paid this year's assessment fee which was due by July 24, 2017. Final notice letters will be mailed to all homeowners who have not paid before the end of July reminding them that liens will be filed if payment is not received by August 24, 2017. If there is no attempt by non-payers to pay the dues and satisfy the lien in a timely manner, a complaint will then be filed in the Justice of the Peace Court to obtain a judgment against the homeowner.

A tax return will be filed in early August to pay the taxes on the interest earned on the CD's.

A motion was made by Bob Shinholt to approve the Treasurer's Report and it was seconded by Kate Leith.

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

- On 6/22/17, 183 annual assessment letters were mailed out to all homeowners regarding the Fiscal Year 2018 annual dues of \$130.00 with a due date of July 24, 2017.
- On 6/28/17, a letter was mailed to a delinquent homeowner regarding a judgment obtained in the Justice of the Peace Court for non-payment of last year's dues and requested full payment before garnishing wages.
- On 6/30/17, a violation letter was mailed to a homeowner regarding prohibited vehicles in the driveway and lawn maintenance.
- On 7/9/17, filed a request for garnishment of wages in the JP court.
- On 7/9/17, emailed 3 changes for the website to Jim Mandelblatt regarding the next HOA board meeting, updated Board of Directors list and the FY2018 budget.
- On 7/26/17, emailed approved April 2017 minutes to Jim M. for posting on the website.

A motion was made by Dave Markowitz to approve the Secretary's report and seconded by Bob Shinholt.

Report of the Committees:

Kate Leith, Grounds Committee Chairperson, reported that she recently met with outgoing Grounds Committee Chairman, Barry Zeigler, so he could fill her in on the status of the ponds and landscaping matters in the development.

On July 14, 2017, Kate and Mike Boyle met with Jessica Watson from the Sussex Conservation District to inspect the two (2) storm water ponds in the community. Ms. Watson said that both ponds were in good working condition and the pipes are clean with no sediment visible. She did recommend a few items to be addressed. In the Little Pond, she noticed that some of the rocks had moved. She suggested that the fabric be replaced and stones should be restacked. In

addition, she recommended that the soil be overturned in the little pond and wild flowers planted to improve aesthetics.

In the Big Pond, Ms. Watson said that the 4 weeping willow trees should be cut down and the stumps treated with an herbicide. She also suggested planting aquatic plants in the pond to reduce erosion and improve aesthetics. The 3 pipes that run under Kirby Road need maintenance and her office will notify DELDOT about this matter. Ms. Watson also noted that the concrete is pitting by the drain at Kirby Road and there should be no trees on top of dam at Kirby Road. Mike Boyle said he would ask the city about removing some trees in this area. Kate received a follow up letter from Jessica Watson after the inspection and a copy was given to HOA Secretary Linda Steiner for the record.

Kate also met with Lou from Lou's Landscaping to get a price quote on eliminating some of the vegetation in the big pond, removing the 4 big willow trees and drilling and treating the stumps. Estimated cost to remove the trees would be about \$4,000 and there would be a cost to remove the wood also. She will get a 2nd quote from another vendor and email the information to all board members. Bob Shinholt said he would volunteer to take out the stumps.

Kate will inform the City of Milford that there are two (2) HOA trees interfering with power lines on Kirby Road and the HOA is not opposed to the city removing both of them.

The **City of Milford's Municipal Code** has a Chapter on trees with a vegetation paragraph that indicates the number of feet that trees should be planted away from underground utility lines. Kate has noticed that many homeowners in the development have planted trees or shrubs very close to utility boxes throughout the community. She would like to have a letter sent to these homeowners to inform them of the city's code and advise them that if roots from a plant knocks out any underground utilities, the owner will be responsible for the cost of the repair and removal of the trees and/or shrubs.

There are Urban Forestry Grants that can be applied for and the funds can be used for tree planting, tree care and tree management. The deadline to apply for this year has passed and the HOA can apply next year.

Bob Shinholt, Architectural Review Chairman, reported that there were no new architectural requests since the June 7th meeting. He did report that he received an architectural request for the above ground pool going up on Little Pond Drive. Mike Boyle said he will contact the city to have code enforcement check that everything is to code. The city is supposed to inspect the pool.

Mike mentioned that when he and Kate were inspecting the ponds, a new homeowner on Meadow Lark Drive inquired about submitting an architectural request for stone work he was planning to have installed on the front steps and foundation around his home.

Dave Markowitz, Neighborhood Watch Chairman, reported that he purchased six (6) new "Neighborhood Watch" magnetic signs that will be used on volunteers' cars when they patrol

through the neighborhood. The cost was \$240.00 and they were purchased from a sign company in Felton. There have been no new incidents in the development since the June meeting.

Old Business:

President Boyle said he will introduce new board member Dick Vehlow to Jim Mandelblatt to review the format and information on the Meadows at Shawnee website.

It has been suggested by a homeowner in the development, that solar lighting be installed at the front entrance so the “Meadows at Shawnee” wording is illuminated in the evening hours. This owner recently had people come to visit in the evening and they could not see the name of the development at the front entrance.

New Business:

President Boyle discussed the scheduling of meetings with the board for the rest of the fiscal year and the following dates were agreed upon:

- Wednesday, September 20, 2017
- Wednesday, November 8, 2017
- Wednesday, January 10, 2018
- Wednesday, March 14, 2018
- Wednesday, May 9, 2018
- Wednesday, June 6, 2018
- Thursday, June 14, 2018 (Annual Meeting)

Mike also asked Grounds Committee Chairperson Kate Leith to decide on a date for the Fall clean up. It was agreed upon by board members to have the Fall clean up on Saturday, November 4, 2017 at 9:00 AM. The date for the Spring cleanup will be scheduled at a later date.

Mike asked board members for some board goals for the new fiscal year. Dan Marabello suggested that the HOA consider amending the Declaration to limit the number of rentals in the development. Mike will check with HOA attorney Seth Thompson to find out the legality of limiting the number of rental homes.

Another goal of the board will be to continue with the necessary maintenance of the two storm water ponds and start working on the punch list of items recommended by Jessica Watson.

Regarding Halloween activities in the development, Kate Leith stated that there are too many cars and children walking in the streets on Halloween which creates a safety hazard. In case of any problem in the development, emergency vehicles could not safely get through the streets. Dave Markowitz said he would contact the community police officer at the Milford Police Department for any suggestions on dealing with the number of cars and “trick or treaters” that come into the development each year. Bob Shinholt agreed that the number of cars should be curtailed for safety reasons.

Bob Shinholt volunteered to host the next board meeting which will be held on Wednesday, September 20, 2017 at 7:00 PM at 4 West Bullrush Drive.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 8:45 pm.

Submitted by:
Linda Steiner, Secretary