

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

**August 7, 2019**

Directors present: Bob Shinholt, Dave Markowitz, Dan Marabello, Linda Steiner, Kate Leith, Dick Vehlow and Tom Chilton

Absent: Ellen Miller

Meeting was called to order at 7:11 p.m. at 32 Meadow Lark Drive, Milford, DE.

**President Bob Shinholt** opened the meeting and asked all members if they had reviewed the minutes from the last board meeting held on June 5, 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 Dick Vehlow. All members were in favor and none opposed. The minutes will be posted on the HOA's website.

Bob asked the Board to decide on dates for the rest of the board meetings for this Fiscal Year and for volunteers to host the meetings. Meetings are generally held every other month on Wednesday evenings at 7:00 PM and were scheduled as follows:

October 9, 2019 at Linda Steiner's home at 21 Meadow Lark Drive;  
December 4, 2019 at Dave Markowitz's home at 8 E. Thrush Drive;  
February 5, 2020 at Bob Shinholt's home at 4 W. Bullrush Drive;  
April 1, 2020 at Dan Marabello's home at 1 Windy Drive;  
June 3, 2020 - To be determined.

The Annual Meeting next year will be held on Wednesday, June 17, 2020 at 7:00 PM at The Rookery North Golf Club.

**Report of the Officers:**

**President Bob Shinholt** had nothing new to report and turned the meeting over to Dave Markowitz.

**Vice President Dave Markowitz** will report on the Neighborhood Watch during the "Report of the Committees" portion of the meeting.

**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 is \$18,919.32. The total amount in reserve in the ten (10) CD's is \$80,498.59. Approximately \$1,700.00 in interest has been earned for the year in the CD's. Total cash and assets equals **\$99,417.91**.

- **Income & Expenses** – Assessments received for fiscal year ending 6/30/2020 thus far are 164 payments at \$130.00, plus one partial payment of \$60.00 and one prepaid payment of \$130.00 for a total assessment income of \$21,510.00. The sum of \$124.30 has been collected in interest and administrative fees from late payments. Total income is **\$21,634.30**.

The following expenses have been paid to date: General Liability and Officers and Directors insurance \$2,518.00, Honesty Bond \$359.00; office expense \$102.05; postage \$44.00; Grounds expense \$859.00; Annual Dues signs \$104.19. Total expenses paid **\$3,986.24**. The sum of \$6,650 was deposited into a new CD in Artisans Bank. Net income is **\$10,998.06**.

- Unpaid assessments as of 8/7/19: There are 17 homeowners who owe \$135.65; one homeowner who owes \$70.00 and 8 homeowners who owe \$5.65. Total due for annual assessments, administrative fees and interest is \$2,421.25.

Dan suggested that the HOA should ask DNREC for a new figure to overhaul the ponds. Right now, the HOA's goal is to have \$125,000.00 in reserves by the year 2025. Kate Leith said she will contact Jessica Watson to get a new figure to restructure the ponds so we can determine that we are assessing enough in dues.

Bob suggested sending one more letter by certified mail to those homeowners who have not paid informing them that if the dues are not received by August 22, 2019, a lien will be placed on their property. Kate made a motion to accept that decision and it was seconded by Tom Chilton.

A motion was made by Bob Shinholt to accept the Treasurer's account as reported and it was seconded by Tom Chilton. All members were in favor.

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

- June and August 2019 – Delivered five (5) Welcome packages to new owners at 12 W. Bullrush Drive, 19 W. Bullrush Drive, 13 E. Bullrush Drive, 7 Big Pond Drive and 12 Big Pond Drive.
- June and August 2019 – Prepared two (2) violations letters for prohibited parking and animal and pets violation.
- 6/18/19 – prepared Fiscal Year 2020 dues letter to be mailed to all 183 homeowners.
- June and July 2019 – prepared two (2) architectural request approvals and Architectural Committee Chairman Dick Vehlow will report on the specifics of those in his report.
- 6/28/19 – Ordered 4 “Annual Dues” signs from Vista Print for posting at front and rear entrances.
- 7/14/19 - Emailed Jim Mandelblatt with 5 changes for the HOA website.
- 7/24/19 – Prepared 48 late notice letters for mailing.
- 7/29/19 – Prepared and mailed 9 letters to homeowners regarding partial dues payments.
- Gave legal update to Board Members on two (2) delinquent accounts.

## **REPORT OF THE COMMITTEES**

### **Architectural Committee**

**Chairperson Dick Vehlow** reported that he had two (2) architectural requests dated July 6, 2019 from homeowners at 8 Lenape Lane that were approved and delivered on July 16, 2019. The first request was for a 15' x 30' gravel replacement patio and concrete replacement steps on the back of the home. A referral to Milford's "exterior steps" permit was included because of the recent upgrade in the safety standards for steps.

The second request was for the installation of black and white, fixed frame, material covered awnings for six windows and double French doors on the back of the home. There was serious and cogent discussion of this issue by all members of the committee as to precedent. Dick checked with the City of Milford and permits are not required for awnings. The conclusion was that since awnings are not restricted in the Bylaws or Restrictions, the Board could not just disapprove. Following approval, Dick commented that the awnings have been installed and look very attractive. No other requests were brought to the committee during this period.

The approval of awnings brought up several additional items that require consideration by the Board. Dick believes that a precedent was set with the approval of the awnings. He asked board members if approvals for deck coverings and large umbrellas were granted in the past. He would not be in favor of awnings installed in the front of a home. Homes in the development have a cohesive, architectural appearance with 3-dimensional window and door treatments throughout. Current trim items might impede the placement of fixed frame awnings. Dick questioned if the Board has jurisdiction and should the restrictions be changed.

While checking the permits required by the City of Milford, Dick discovered that the list we have on our website is different from the City's website. He printed out a list of all the permits required now by the City. One of the new permits listed was for interior and exterior renovations. The Board should ask Jim Mandelblatt to update the website with this new information. The new permits should be reviewed by the Architectural Committee to determine which of them would apply to the Meadows at Shawnee.

Tom Chilton said it would be possible to add a maintenance clause to the Declaration of Restrictions. The Board would have to get 2/3's vote of the owners to add an amendment. Dan Marabello will check if there is a maintenance clause in the City of Milford's laws.

### **Grounds Committee**

**Chairperson Kate Leith** reported that she will contact Burr Monroe of Tributaries and request that he let her know when he is coming to work on the ponds. Tom Chilton asked why the weeds behind his property were not sprayed with weed killer and cut down as they were across the road leading into the little pond. Kate will inquire about the spraying of the weeds behind Tom's house along Little Pond Drive as well as the weeds by Kirby Road. The contractor has removed some of the trees in the small pond. Lou's Landscaping is still cutting the grass in the common areas. The Zinnias planted this summer look beautiful and Kate will be meeting with Wanda Rodenberg

to plant bulbs in the early fall which will bloom in the Spring. She will also trim the Cherry trees at the front entrance in the Fall and remove the bracing on the trees.

Kate would like to schedule the Fall cleanup after Halloween. She proposed Saturday, November 2, 2019 at 9:00 AM for the Fall Cleanup and the rain date will be on November 9, 2019.

Bob Shinholt called the City regarding the tree branches that were obscuring the light from the lamppost on the right side of the front entrance and they trimmed the trees. Dan Marabello suggested that a brighter bulb be used in the lamppost to give more light. Dan spoke to the City Manager about getting a 2<sup>nd</sup> lamppost installed on the left side of the front entrance for more lighting.

The Bamboo trees along Business 1 behind 5 West Bullrush Drive have grown very tall and the branches are hanging over the shoulder and should be trimmed.

Whenever it rains, water accumulates on Business 1 behind the properties located at 1 and 3 West Bullrush Drive. The City should be notified about the water problem since Business 1 is a city road.

The HOA will look into getting an irrigation system installed in the center island and both sides of the front entrance for the watering of the trees and plants.

### **Neighborhood Watch Committee**

**Chairperson Dave Markowitz** reported that there were no incidents in the community during the months of July and so far in August. He did state that he can always use more volunteers on the neighborhood watch.

### **Old Business:**

Tom Chilton commented that this year's Annual Meeting held on June 12<sup>th</sup> was the best meeting the HOA ever had. State Rep. Bryan Shupe gave a very informative speech. The speaker system was not working and this will have to be checked before next year's meeting. Dan will contact The Rookery to reserve the room for next year's annual meeting which will be held on Wednesday, June 17, 2020 at 7:00 PM.

Linda Steiner gave an update on real estate activity in the development. There are presently 8 homes for sale as follows: 3 E. Bullrush Drive, 23 E. Bullrush Drive, 7 W. Bullrush Drive, 15 W. Bullrush Drive, 21 W. Bullrush Drive, 11 Misty Vale Court, 3 Big Pond Drive and 6189 Kirby Road.

Kate Leith mentioned that a homeowner complained on the "Next Door" website about the flushing that is being done nightly by the City at the end of East Bullrush Drive due to the brown water problem. The water is leaving rust stains on the street and concrete curbing.

Dan Marabello and Dave Markowitz will ride around the neighborhood to see who is leaving trash receptacles out in the front of their homes. Letters will be sent to these homeowners advising them to correct the violation within a certain time frame or fines will be imposed at \$2.00 per day.

Dan stated that Discover Bank and Artisans' Bank both require the signatures of the four (4) officers on the Board. He asked Bob Shinholt, Dave Markowitz and Linda Steiner when they would be available to go to both banks to sign signature cards. He suggested going on a Saturday morning and would need each officer's availability.

**New Business:**

The status on the collection of the annual dues was covered in the Treasurer's report.

The Board meeting schedule for FY2020 was discussed at the beginning of the meeting.

President Shinholt asked the Board to state their goals and objectives for the new Fiscal Year. The following suggestions were proposed by the members:

- 1) Dan Marabello will obtain a list of all homes that are leaving their trash receptacles in full view of the street and have letters sent to those homeowners advising them to correct the violation.
- 2) Dan will follow up with the City regarding installing a 2<sup>nd</sup> lamppost on the left side of the front entrance for more lighting in the evening hours.
- 3) Continued updating and improvement of the HOA website.
- 4) Check with the City about any plans for a traffic light due to increased traffic along Business 1.
- 5) Continue to pursue collection of all outstanding dues, interest and fees from two delinquent homeowners.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 9:51 pm.

Submitted by:  
Linda Steiner, Secretary