

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

SEPTEMBER 8, 2021

Directors present: Mike Boyle, Bob Sheats, Dan Marabello, Linda Steiner,
Taylor Shunk, Ellen Miller and Bob Shinholt,

Absent: Tom Chilton

Also in attendance: Dave Markowitz, Chairman,
Neighborhood Watch Committee

Place of Meeting: 21 Meadow Lark Drive, Milford, DE

Opening Remarks:

Newly elected **President, Mike Boyle**, called the meeting to order at 7:01 PM. He asked all members if they had read the minutes from the last meeting held on July 14, 2021 and asked for a motion to approve. Bob Shinholt made a motion to approve the minutes as written and Bob Sheats seconded the motion. The minutes will be posted on the HOA's website.

REPORT OF OFFICERS:

President Mike Boyle stated that he would like to set some goals for this fiscal year. His first suggestion was to develop a policy (procedural guidance) on amending the Declaration of Restrictions and By-Laws. He would like to propose that any homeowner/member of the HOA who has a suggestion for an amendment to a restriction would have to draft a petition and obtain signatures from other homeowners. Bob Shinholt suggested getting signatures from at least ten (10) homeowners. If it goes to referendum, the proposed amendment would be mailed to all homeowners with the annual meeting packages that are mailed out each year a few weeks before the June annual meeting. The ballots would be collected 5 days after the annual meeting. If the amendment does not get the required 122 votes to pass, homeowners would have to wait 2 to 3 years to request another vote on the amendment.

The second suggestion was the printing of Fall Newsletter to be mailed to all homeowners which Taylor Shunk will be reporting on. Mike's third suggestion was a Fall cleanup in the development which Taylor will also report on.

Mike asked Board members if they were in favor of holding another Holiday Decorating contest this year in December. A majority of the members agreed that it should be held again this year. A notice can be posted on the "NextDoor" website with the details and Taylor will include a paragraph on the contest in the Fall Newsletter.

Vice President Bob Sheats reported on the two-day cleanup at the front entrance that was conducted on July 17 and 18. On the first day, Bob Sheats, Bob Shinholt, Dan Marabello and Tom Chilton spent 2 hours weeding and cleaning up the 2 beds and the center island. Dan purchased 40 bags of mulch from Walmart and weed killer. On Sunday, July 18, the 4 men and Tom's grandson, Shaun, put down all the mulch and raked it even. The cost of the mulch and Preen weed killer was approximately \$200.00.

Bob Shinholt made a motion to approve the Vice President's report and it was seconded by Ellen Miller.

Treasurer Dan Marabello reported on the HOA's financial status as of September 8, 2021 as follows:

Balance Sheet

The balance in the checking account is \$33,582.83. There are currently six (6) CDs in Artisans' Bank and five (5) CDs in Discover Bank for a total savings of \$89,911.17. Total cash is \$123,494.00. Accounts receivable (-\$530.00) and other current assets \$260.00. Total Assets = **\$123,224.00.**

Retained earnings is \$14,947.69; Total temporarily restricted assets \$88,806.88. Net income \$19,469.43. Total Liabilities and Equity = **\$123,224.00**

Discover Bank recently changed their policy regarding Certificates of Deposit. They are no longer offering CDs to commercial businesses. Due to this new policy, the bank closed the five (5) CD accounts that the HOA had on deposit. Two of the accounts had matured as of July and August 2021 and the remaining three (3) accounts were due to mature in 2022 and 2023. Dan received a lump sum check from Discover Bank in the amount of \$48,812.51 which included all interest through the maturity dates for the three (3) remaining accounts. This check was deposited into a new CD in Artisans' Bank on September 7, 2021.

Dan withdrew the sum of \$6,650.00 from the PNC checking account and opened a second CD in Artisans' Bank on September 7, 2021. The HOA now has eight (8) CDs in Artisans' Bank with a total in retained savings of **\$97,892.00.**

Profit & Loss

Total assessment fee income is \$23,010.00 which represents annual dues payments from 177 homeowners at \$130.00 per household. There are six (6) homeowners remaining who have not paid their annual dues and late notice letters were hand delivered advising them again that the final due date is September 9, 2021. Administrative income of \$80.00 and late payment interest of \$10.75 has been collected so far. Total income is \$23,100.75.

Expenses - Postage \$165.00 and Grounds \$3,466.32. Total expenses \$3,631.32. Net Income = **\$19,469.43.**

Dan reported that with the help of an attorney, the HOA is finally collecting on one delinquent account through a garnishment for a homeowner who had not paid the annual dues for ten (10) years. A lien was placed on the property back in 2010 and it was renewed every 3 years. In addition, two (2) judgments were obtained against the homeowner in 2013 and 2019. The approximate amount to be collected is \$3,300.

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

Secretary Linda Steiner reported on the following administrative matters:

Violation Letters:

5/15/21– Little Pond Drive (2nd notice), trash cans in view of street

Welcome Letters:

5/17/21 – 7 Briar Court, Sarah and Jeffrey Yermal
6/16/21 – 15 W. Thrush Drive, Anthony and Laken Corea
7/17/21 – 13 Little Pond Drive, Ethan RW Lin
7/17/21 – 2 E. Bullrush Drive, Shawn McDonald
7/25/21 – 6 Big Pond Drive, Orest Wolynech
7/28/21 – 8 W. Bullrush Drive, Eugene Altidor and Wenderson Charles
8/27/21 – 5 E. Bullrush Drive, Katie and William Collick

Annual Meeting by Mail letters:

6/11/21 – Preparation of Annual Meeting by Mail packets for 183 homeowners. Collating, stuffing, labeling, stamping and mailing completed by Tom Chilton, Dan Marabello, Dave Markowitz, and Linda Steiner;
7/6/21 – Preparation of the annual dues letter. Mailing completed by Tom Chilton, Dan Marabello and Linda Steiner;
7/29/21 – Preparation of restrictions letter with results of the voting on the proposed amendments. Mailing completed by Mike Boyle and Dan Marabello;
8/11/21 – Preparation and mailing of 2nd and final notice letters to 24 homeowners for nonpayment of dues.

Other matters:

5/13/21 – West Bullrush Drive, delivered paid-in-full dues letter to homeowner for refinance.
6/14/21 – Ordered signs from Vistaprint for posting at the front and rear entrances of the development with the date to return the voting on the ballots.
6/19/21 – Notice posted on the “NextDoor” website reminding homeowners to return their voting on the ballots and restrictions by June 25, 2021.
6/26/21 – Contacted Mispillion Lawn Service regarding a quote for the cleanup and landscaping of the front entrance

6/22/21 – Email to Jim Mandelblatt with various postings for the HOA website on the Home, Minutes and Community pages.

9/1/21 – Email to Jim Mandelblatt to post a notice on HOA website with final date of September 9, 2021 to pay annual dues.

9/2/21 – Notice posted on “NextDoor” website with final date of September 9th to pay the annual dues.

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

REPORT OF COMMITTEES

Architectural Committee:

Linda Steiner read **Chairman Tom Chilton’s** Architectural report due to his absence from tonight’s meeting as follows:

There was only one Architectural Review approved since July 1, 2021: Request dated 7/14/21, 4 Windy Drive, add 10 x 12 Gazebo to existing concrete pad; approved 7/23/21.

Architectural requests are very slow compared to last year. There were a few requests for the painting of doors and replacement of walkways but these did not require approval.

Other: The HOA requested a bid from Sussex Tree in May of 2021 to remove the wood chips and add soil along the fence where the stumps were removed. They also would add top soil and seed. The bid was for around \$700.00 and it would be a good idea to get this done. The HOA could get another quote for the future.

Tom recommends another cleanup day. There is a need to cut lower branches on the trees along Kirby Road and Rehoboth Blvd. Taylor Shunk suggested checking with landscaper Ken Armstrong about trimming the trees.

Bob Sheats made a motion to approve the Architectural report and Bob Shinholt seconded the motion.

Grounds Committee:

Chairwoman Taylor Shunk reported that a new amended contract has been signed with Armstrong’s Lawn Service. In the original contract, Ken Armstrong was being paid \$400 per cut (or \$800 per month) to mow all the grass in the common areas in the development. In the new contract, the landscaper will be paid \$600 per cut or \$1,200 per month. In addition, Mr. Armstrong extended the contract to July 31, 2023 at the same rate.

Taylor contacted Sussex Conservation District by email regarding inspecting the ponds. She received a response and Inspector Buddy Griffith will be inspecting the ponds on September 9, 2021. After his inspection, he will write up a report to send to the HOA.

Dan Marabello commented that he has a check for \$1,858.20 to be paid to Tributaries as per the contract. However, there were certain conditions in the contract that had not been fulfilled. Taylor will contact Tributaries owner Burr Monroe and set up a meeting with him and a few board members to discuss the two-year contract that was signed in March 2019.

Taylor reported that she had purchased 12 Mums so far in yellow, orange and dark purple from East Gate Nursery to plant at the front entrance. She will have to purchase at least 15 more plants to fill in the flower beds on both sides. She will also purchase more mulch to put down once all the Mums have been planted.

Taylor proposed **Saturday, November 6, 2021** as the date for the Fall cleanup and a rain date of Saturday, November 13th. Grounds Committee members and volunteers should meet at 9:00 AM at either the front or rear entrances of the development. Neighborhood cleanup signs will be posted at both entrances at least 2 weeks before as a reminder.

Mike Boyle commented about the Meadows at Shawnee Spring cleanup that was held on April 24, 2021 in conjunction with the Milford Community Cleanup. One thousand (1,000) pounds of trash were collected by all the teams and he is hoping the Meadows at Shawnee will join in with the City's cleanup again next Spring.

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

Neighborhood Watch Committee

Chairman Dave Markowitz reported that there haven't been any new incidents in the development since the last meeting held on July 14, 2021. Many "Neighborhood Watch" volunteers have been dropping out of the committee and new members are needed. Taylor suggested adding a paragraph in the Newsletter regarding the need for new volunteers. Dave will write up a paragraph and email it to Taylor.

Dave mentioned that he frequently sees a car parked on the front lawn of one of the homes on Big Pond Drive while doing his patrols. He will let Linda know the address of the property so a violation letter can be sent.

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

OLD BUSINESS

Dan reported that the only amendment to the restrictions that received enough votes to approve was **Section 11. Trees, Shrubs and Landscaping**. He received 125 ballots back from homeowners with 122 approvals of the change to Section 11 and 3 disapprovals. None of the proposed amendments to the remaining ten (10) Sections received the required 122 approvals and therefore were not approved. The new amendment to the Declaration of Restrictions will be recorded in the Recorder of Deeds office in Georgetown, DE.

Linda gave an update on the status of the “signs” dispute in the development and reported on communications between the Board and the HOA attorney during the period of June 4, 2021 to July 26, 2021.

Linda handed out a list of recent home sales. There have been 7 homes that sold between April 2021 and August 2021 as follows: 2 E. Bullrush Drive, 5 E. Bullrush Drive, 8 W. Bullrush Drive, 15 W. Thrush Drive, 6 Big Pond Drive, 13 Little Pond Drive and 7 Briar Court. There is currently one house for sale in the community at 7 West Bullrush Drive.

NEW BUSINESS:

Taylor reported that she will be drafting a Fall Newsletter to be sent out to the community. She would like to get this ready for mailing in October and will be contacting board members by email to request officer and committee reports that can be included in the newsletter.

Dan reported that he obtained a quote from the city to install a new lamppost on the left side of the front entrance. The cost to bore the holes, install pipes and wiring, plus the light fixture and pole is \$4,284.14. He will also be getting a quote to have a well drilled, installation of meter and the cost of an irrigation system.

A motion was made to approve the cost to install a meter and lamppost at the front entrance. It was seconded and approved by the Board.

The next board meeting will be held on **Wednesday, November 10, 2021** at 7:00 PM at Bob Sheats’ home at 13 East Bullrush Drive.

A motion was made to adjourn by Mike Boyle and the meeting ended at 8:50 PM.

Submitted by:
Linda Steiner, Secretary