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

September 10, 2026

Members in attendance: Madeleine Mandelblatt, Jacob Feist, Dan Marabello, Linda Steiner, Nancy DeMarkis, Frances Fultz and Wanda Nesbit

Absent: Bindesh Shah

Also in attendance: Bob Shinholt, Homeowner/Member

Place of Meeting: Milford Police Dept. Community Room, 401 N.E. Front Street, Milford DE

OPENING and CALL TO ORDER:

President Madeleine Mandelblatt opened the meeting at 7:01 PM and thanked the Board for giving her the time to sort out her personal life over the past 2 months as her husband Jim recovered from surgery. She also expressed gratitude to Jacob for stepping up as Vice President during this difficult time for her.

Madeleine made a motion that the previous board meeting Minutes from May 20, 2026 be approved and it was seconded by Nancy DeMarkis. The approved Minutes will be posted on the HOA's website.

REPORTS OF THE OFFICERS

MADELEINE MANDELBLATT, PRESIDENT:

Madeleine did not prepare a President's Report as she has just stepped into the role. She will have commentary further on in the meeting.

JACOB FEIST, VICE PRESIDENT:

Jacob did not prepare a Vice President's Report, but he will discuss items further on in the meeting under the Unfinished Business and New Business sections.

DAN MARABELLO, TREASURER:

Balance Sheet as of September 10, 2026

ASSETS:
Balance in the PNC main checking account is $30,941.18; balance in the second checking account is $1,017.06; total in the Artisans' Bank CD is $79,849.72. Total in checking and savings- $111,807.96. Homeowners' receivables are $726.00. **TOTAL ASSETS: $112,533.96.**

LIABILITIES & EQUITY:
Total liabilities $160.00; Retained earnings $-27,943.75. Total Pond Maintenance Reserves $114,180.40; Net Income $26,137.31; **TOTAL LIABILITIES AND EQUITY: $112,533.96.**

Profit & Loss – July 1 through September 10, 2026:

INCOME:
Total Assessment Fee Income: $34,320.00; (176 homes @ $195 per home)
Initial Assessment Income (Buy-in fee): $150.00
Total Property Settlement Income: $163.35
Total Income $34,633.35

EXPENSES:
Total Administration $247.00; Insurance $3,927.00; Total Common Area maintenance $4,708.83
Total Expenses: $8,882.83.
Net ordinary income $25,750.52
Total Other income: $386.79
Net Income: $26,137.31

Jacob reported that 42 homeowners paid their annual dues this year through the new payment portal on the HOA website. Dan handed out 4 documents to the members: Balance Sheet, Profit & Loss sheet, Homeowners' Receivable sheet with a total due of approximately $2,200 from eight (8) liens. Five (5) liens were recorded this year and three (3) of the liens are from last year. The PNC Checking Account Transaction sheet shows a balance $34,941.18 as of today's date (9/10/2026). All figures on the Balance Sheet have been reconciled and there are no outstanding checks as of today.

Dan reported that Armstrong's Lawn Service had to mow the grass in the common areas 3 times in both July and August due to frequent rain during those two months. That will be an added expense of $1,400 for each month. Dan will be filing the annual tax Form 1128 with the IRS on September 11, 2026.

A detailed accounting of assets, liabilities & equity, income, and expenses can be provided by Dan Marabello upon a request in writing.

LINDA STEINER, SECRETARY:

Linda provided her report covering activities from May 20, 2026 to September 10, 2026 as follows:

Letters - Seven (7) letters were mailed out regarding the annual dues, 2 welcome letters, two (2) bank letters and three (3) violation letters;

HOA Website Postings - Four (4) emails were sent to Website Manager, Jim Mandelblatt, for various postings on the HOA's website;

Documents - Preparation of all documents for the annual meeting held on June 17, 2026 and two legal documents prepared for recording in the Sussex County Recorder of Deeds office, Georgetown, DE;

Emails -Three (3) emails sent to an attorney's office, homeowner, and real estate office;

Other - Ordered 4 lawn signs for the Annual Meeting; updated the Master Homeowners' List; posted Annual Meeting signs at the front and rear entrances; reminder posted on "Nextdoor" regarding the annual dues due date; attended meetings at two (2) banks to sign signature cards; called the Milford Police Dept. to reserve the community room for all FY2027 board meetings and the annual meeting.

REAL ESTATE LISTINGS (as of 9/10/2026)

Homes for Sale:

- 5 W. Thrush Drive, listed for $535,000
- 15 W. Thrush Drive, listed for $440,000
- 20 Meadow Lark Drive, listed for $365,000 (closing on 9/18/2026)
- 5 Lenape Lane, listed for $395,000

Homes that sold:

- 2 W. Bullrush Drive, sold on 6/18/2026
- 9 Big Pond Drive, sold on 8/11/2026

Updated list of dates for the remaining Board Meetings for FY2027:

NOTE: All board meetings will be held at the Milford Police Department, Community Room, 401 N.E. Front Street at 7:00 PM.

- Monday, November 16, 2026
- Thursday, January 14, 2027
- Thursday, March 11, 2027
- Thursday, May 13, 2027

- **2027 Annual Meeting: Wednesday, June 16, 2027, 6:00 to 9:00 PM**

REPORTS OF THE COMMITTEES

Architectural Committee:

Chairman Tom Chilton was not in attendance at the meeting. Prior to the meeting, Tom prepared a written report to be distributed to the Board members at the meeting. Following is his report which includes architectural approvals from 7/6/2026 to 8/30/2026, plus a statement on roof replacements and a variance at East Thrush Drive:

07/06/2026 8 Meadow Lark Drive-Roof Replacement
07/23/2026 1 East Thrush Drive-Installation of a Fence
07/26/2026 16 Meadow Lark Drive-Roof Replacement
08/03/2026 18 East Bullrush Drive-Roof Replacement
08/03/2026 15 East Bullrush Drive-Roof Replacement
08/12/2026 48 Meadow Lark Drive-Roof Replacement
08/12/2026 50 Meadow Lark Drive-Roof Replacement
08/23/2026 46 Meadow Lark Drive-Roof Replacement
08/25/2026 02 East Bullrush Drive-Shed
08/28/2026 06 Little Pond Drive-Roof Replacement
08/30/2026 13 East Bullrush Drive-Roof Replacement

Roof Replacements: Roof replacement reviews are sent to the committee members for information only. As Chairperson, Tom approves the requests providing roof shingles are replaced with a similar design and color as to the original roofing on the home. Not all owners are asking for the architectural reviews and the city requires homeowners to apply for a permit. If a Board member sees a roof being replaced, they should check with Tom so he can check that a permit was obtained from the city for the replacement.

A variance was requested by an owner on East Thrush Drive to install a 5-foot fence in their rear yard. The city considers the corner of a lot the front also and the maximum height allowed is 42 inches. The HOA allows 5-foot fences to be installed. The variance was approved by the City of Milford's Board of Adjustment on today's date.

Grounds Committee:

The Grounds Committee currently lacks a chairperson and therefore, a Grounds report was not available. This prompted a discussion about recruiting an interested member of the community to Chair the committee.

Neighborhood Watch Committee:

Chairman Dave Markowitz was not in attendance at the meeting. Prior to the meeting, Dave reported to Linda Steiner that there were no incidents in the community since the last board meeting held on May 20, 2026.

Jacob Feist made a motion to accept the two (2) Officers' reports and the two (2) Committee reports. It was seconded by Nancy DeMarkis and all members were in favor.

UNFINISHED BUSINESS:

- Madeleine suggested the need for a "buddy system" for all executive committee members to ensure continuity if an officer is ill or unable to perform duties. She recommended that Nancy DeMarkis assist Secretary Linda Steiner with various administrative tasks, including sending letters for violations, posting updates on the HOA website, and

managing the Master Homeowner list. Treasurer Dan Marabello should also have a back-up person in the event he is unable to perform his duties. Officers should write step-by-step continuity plans to assist successors.

- A tree policy should be established to manage the common area trees which would include the removal of dead trees or limbs to prevent property damage during storms. Priority was placed on a large dead tree that borders the property of a homeowner on Briar Court that should be cut down due to safety risks. Quotes can be obtained from Sussex Tree, Inc. and other tree removal companies to remove dead trees in the common areas and plant evergreens in their place. This would improve visual appearance and act as a buffer between properties and Route One.

- The Board discussed the existing insurance coverage with the Mid-State Insurance company, including General Liability, Directors' and Officers' Liability and a $100,000.00 Fidelity Bond against embezzlement. There was a discussion regarding whether to increase the liability limits from $1 million to $2 million based on potential lawsuits. The current HOA policy covers eight (8) acres of common areas. VP Jacob Feist will research how to update the liability insurance and move to a new broker.

NEW BUSINESS:

- A towing policy should be adopted to deal with the street parking issues, noting that narrow roads hinder emergency vehicle access for fire engines and ambulances. The Fire Department needs at least 14 feet to get trucks through the streets. President Mandelblatt suggested working with the City of Milford to establish "red line" parking restrictions or alternate side parking to ensure emergency vehicle access.

- President Mandelblatt commented on the number of faded street signs in the community that should be replaced. Dan Marabello will contact the Public Works department regarding the replacement of the signs.

- Vice President Feist suggested that a raffle be held at the Annual Meeting to encourage homeowners to attend. The grand prize could cover the amount of the annual dues for the upcoming year.

- VP Feist will draft a storage container policy regarding temporary structures like storage containers, PODS, and dumpsters to avoid legal ambiguity. The policy can be voted on at the next board meeting in November.

- VP Feist suggested that a method should be formalized for sending community-wide event notifications by posting notices on Facebook, the HOA website and Nextdoor.

- There was a discussion about the most frequent restriction violations that occur in the community which are: trash receptacles not hidden from view, parking violations which include parking on the grass and vehicles parked on the street overnight, and prohibited vehicles (trailers). Jacob suggested formalizing the process for determining eligibility for

courtesy letters/fines as a result of restriction violations. He proposed that letters be sent out when there are four (4) consecutive days of violations or seven (7) total violations in a month.

Other topics of discussion:

There was a long discussion about parking on the street, whether during the day or at night. The Fire Department needs at least 14 feet of clearance to get through the streets in the case of a fire or other emergency. Board member Wanda Nesbit expressed concern over the need to park on the street overnight when having the driveway paved. Also, if you have relatives staying at your house over the holidays and cars are parked on the street overnight, would that be a problem? Board member Nancy DeMarkis also asked about parking her car on the grass temporarily when having her driveway paved. If homeowners need to park on the street because of paving their driveway or will be having many guests at their house during the holidays, they should notify the HOA and an exception can be made about parking on the street overnight.

Madeleine described the due process procedure in enforcing association rules: the first letter should be a warning; the second letter, a cease and desist; and the third notification would be the scheduling of a show cause violation hearing. If it is determined that a violation of a restriction is valid, fines can be imposed and eventually a lien filed if fines are not paid.

The Board addressed concerns regarding overpopulated households and multi-family occupancy in single-family homes in the development which violate both city rules and HOA restrictions. At these particular homes, there are as many as six (6) vehicles being parked in the driveways. A discussion was held on how to enforce these issues through the City of Milford Manager, Chief of Police and the Fire Department rather than direct confrontation. Dan Marabello will check with the City of Milford on this matter.

A suggestion was made to require rental agreements to be submitted to the HOA so the Board can monitor occupancy levels.

Madeleine and Jacob both agreed that all Board members should have access to the Community Associations Institute's (CAI) daily Open Forum emails. Linda will contact the CAI and submit an application with the names of all the new Board members. The current membership expires on February 28, 2027 and Dan will renew the membership at that time for another year.

Board members discussed acquiring a "Notice Board" to be placed at the front and rear entrances.

Dan Marabello moved to adjourn the meeting and it was seconded by Linda Steiner. The meeting ended at 9:00 PM.

Respectfully submitted by Linda Steiner, Secretary