

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

September 13, 2023

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

Also in attendance: Dave Markowitz, Neighborhood Watch Committee Chairman

Absent: Ellen Miller

Place: 21 Meadow Lark Drive

Opening Remarks:

President Mike Boyle called the meeting to order at 7:02 PM. Tonight, he will be discussing the status of the front entrance, the small and big ponds and the normal Fall activities. Board member Ellen Miller is absent this evening but there is a quorum with seven (7) board members in attendance and the meeting can proceed.

Mike asked all members if they had read the Minutes from the last board meeting held on May 10, 2023 and asked for an approval. Tom Chilton made a motion to approve the Minutes as written and Dan Marabello seconded the motion. All board members were in favor and the Minutes will be posted on the HOA's website.

REPORT OF OFFICERS:

President Mike Boyle reported that the summer was mostly quiet with no significant events or issues. The Annual Meeting in June went well thanks to everyone's help and Linda's organizational skills for setting up the sign-in process and arranging the agenda.

The final price for the little pond repairs came in lower than expected by about \$1,200 less. The Sussex Conservation District (SCD) granted the HOA \$5,000 towards the total price for the repair. The work that will have to be done at a later date in the big pond will cost approximately \$20,000 and the SCD will again grant \$5,000 towards that job.

Progress on the new police station continues on time and on budget with the completion of the building expected in late October and move-in in early November. The tax increase in the 2023 City of Milford property taxes was due to the building of the new police station.

The Milford Police Department continues to gain notice for its progressive leadership, forward thinking in community relations and its Behavioral Health Unit. Milford has received \$350,000 from the state to hire a Behavioral Health Specialist to deal with the behavior and mental health issues of the homeless and alcohol and drug problems in Milford. Homeless people that come into

the program will be taught how to manage money, learn to be self-sufficient and will be issued a state I.D.

The Police Chief, Cecilia Ashe, has been invited to participate in conferences and meetings sponsored by the U.S. Department of Justice and the National Association of Police Chiefs.

The Public Works Department thinks they have resolved the mechanical problems with its trash trucks and has initiated an in-depth program to train drivers and maintenance personnel. The city has hired some new people for this program.

This summer, Milford had the second lowest residential electric rate in Delaware. It expects the fall rates will remain among the lowest in Delaware.

Linda will update the board on home sales in the Meadows at Shawnee.

Vice President Bob Sheats reported on two (2) violations in the development regarding trash receptacles being kept out in the open and in view from the street. The violations were on Big Pond Drive and West Thrush Drive.

Treasurer Dan Marabello prepared two (2) financial reports for tonight's meeting. His first report was the year-end Balance Sheet as of June 30, 2023 and the Profit & Loss figures for the period July 2022 through June 2023. His second report was a Balance Sheet as of September 12, 2023 and Profit & Loss Statement for the period July 1 to September 12, 2023.

REPORT #1:

BALANCE SHEET as of June 30, 2023:

ASSETS: The balance in the PNC checking account - \$2,441.56. The total in the three (3) Artisans' Bank CDs - \$106,968.55. One of the CDs matured on 9/5/23 and the money was rolled over into a new CD with an interest rate of 4.5%.

Total in checking and savings: \$109,410.11.

Other Assets - Assessments Receivable \$331.73.

Total assets: \$109,741.84.

LIABILITIES & EQUITY:

Total Liabilities: \$536.00 (Federal Taxes)

Total Equity: \$109,205.84

Total Liabilities & Equity: \$109,741.84

PROFIT & LOSS - July 2022 through June 2023

Total Income: \$25,999.22

Total expenses: \$24,318.20

Net Ordinary Income: \$1,681.02
Net Interest on CDs: \$1,886.51
Other expense: \$6,650 deposited in bank CD
Net Income: \$-3,082.47

REPORT #2:

BALANCE SHEET as of September 12, 2023:

ASSETS: Current balance in the PNC Checking account is \$14,898.23. The total in the three (3) Artisans' Bank CDs is \$107,517.55.
Total in checking and Savings: \$122,415.78
Other Assets: Total assessments receivable \$959.75 (unpaid dues, admin. fees, lien fees and interest)
Total Assets: \$123,375.53

LIABILITIES & EQUITY:

Total Liabilities: \$536.00 (Federal Taxes paid on 9/12/23)
Total Equity: \$122,839.53
Total Liabilities & Equity: \$123,375.53

PROFIT & LOSS for the period July 1 through September 12, 2023:

Income - Assessment fee income current: \$29,280.00 which represents annual dues payments from 183 homeowners @ \$160.00 per household. Administrative income and late payment interest: \$189.22. **Total Income \$29,469.22.**

Expenses – Total Administration: \$-41.56; Insurance: \$3,214.00; Common area maintenance \$13,212.09 (Grounds, pond repair, tree and shrub clearing);
Total Expenses: \$16,384.53
Net Ordinary Income: \$13,084.69
Other income (accrued interest) \$549.00
Net Income: \$13,633.69

Secretary Linda Steiner reported on the following administrative matters:

Violation letters:

5/25/23 – Briar Court, utility trailer in driveway
5/30/23 – Big Pond Drive, electric fence outside property line
6/29/23 – Big Pond Drive, (2 homes), overnight street parking
7/25/23 – Briar Court, 2nd letter re utility trailer in driveway
8/18/23 – Windy Drive, overnight street parking
8/18/23 – Meadow Lark Drive, Vehicle parked on lawn

Website Postings:

- 5/29/23 – Postings on Home page of the annual meeting for June 14, 2023 and ice cream truck schedule.
- 7/14/23 – Posting on Financials page of the FY2024 annual assessment of \$160.00 and due date of 7/31/2023.
- 7/15/23 – Postings on the Home, Board, Minutes and Community pages with updates for the new Fiscal Year 2024.
- 9/1/23 – Postings on the Community page of upcoming board meetings for FY 2024.

Other matters:

- 5/20/23 – Prepared Annual Meeting packets consisting of 5 documents. 183 packets prepared for mailing by Mike Boyle, Bob Sheats, Taylor Shunk and Linda Steiner. Tom Chilton printed all the envelopes; Dan helped with photocopying and took all envelopes to the Milford Post Office.
- 6/10/23 – Preparation and printing of sign-in sheets and packets for annual meeting.
- 6/28/23 – Prepared Annual Assessment letter for mailing to all homeowners. Tom Chilton printed all the envelopes and Dan printed the 183 letters. Mailing done by Mike Boyle, Veronica Campbell, Bob Sheats and Linda Steiner.
- 8/1/23 – Prepared “Past Due Annual Assessment Fee” letter to be sent to 29 homeowners who did not pay the dues by July 31, 2023. Letters mailed out on August 4, 2023 with final due date to pay by August 31, 2023.
- 9/1/23 – Emailed three (3) homeowners who did not pay the dues by 8/31/23.
- 9/2/23 - Dan hand delivered copies of the August 4, 2023 letter to five (5) owners in a last attempt to get the payment of annual dues before lien filing.
- 9/6/23 – Prepared lien document for 4 homeowners who did not pay the annual dues. Dan hand delivered the paperwork to the Recorder of Deeds office in Georgetown, DE on September 7, 2023.

Update on RE listings and home sales:

There are two (2) homes for sale in the development as of today’s date:

- 8 Meadow Lark Drive - Closing date is September 15, 2023.
- 11 Misty Vale Court - House still on the market.

Bob Sheats made a motion to accept the four (4) officers’ reports and it was seconded by Bob Shinholt.

REPORT OF COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported that he had one (1) architectural request approval since the last board meeting held on May 10, 2023 as follows:

9/6/2023 - 12 Meadow Lark Drive – installation of fence in rear yard.

Grounds Committee:

Chairwoman Taylor Shunk reported that she met with Tom Chilton in June at the front entrance to weed the beds. On August 1, Tom weed-whacked and sprayed the front entrance; On August 9, the 3 large Cherry trees at the front entrance were removed by Sussex Tree and the smaller trees were removed by Tom and Bob Rodenberg; On September 1, Tom and Bob Rodenberg removed a dying bush; and on September 4, Taylor and husband Craig removed smaller dead plants.

In June and July, Tributaries performed their normal maintenance on the two ponds. They treated the riprap and other weeds, removed saplings and did routine mowing.

On July 26, 2023, Taylor obtained a proposal from Sussex Tree Inc. to cut down the three (3) Cherry trees at the front entrance that were in poor condition and had not flowered this past Spring. Sussex Tree quoted a price of \$495.00 which included cutting down the 3 trees plus the grinding of the stumps and roots also. The quote was approved by seven (7) board members to proceed with the job and the work was completed by Sussex Tree on August 9, 2023.

On August 30th, Taylor and Mike Boyle met with Jim Mandelblatt to discuss creating an online version of the semi-annual Newsletter on the website. This will allow for regular updates between editions and provide for more timely information to the community. The new on-line version of the Newsletter will start in Spring 2024.

In August/September, Taylor obtained 3 quotes from local landscape companies to complete the landscaping of the three (3) beds at the front entrance. The scope of work will include the removal of the existing mulch and some topsoil, installing black aluminum edging and a weed mat, landscape staples and laying of 1 to 3” of River Rock. The three quotes came in at: \$3,808.75, \$4,820.00, and \$6,080.00. The Board discussed the 3 quotes and it was decided by the members to choose the middle quote due to the detailed description of the work to be performed and amount of river rock to be applied. A motion was made by Bob Sheats to hire Walls Property Management, LLC who quoted \$4,820.00 to do the job and it was seconded by Dan Marabello. All members were in favor.

Taylor reminded board members to submit their paragraphs for the Fall 2023 Newsletter as soon as possible. The Fall Newsletter will be posted on the HOA website rather than mailing 183 paper copies to all Meadows at Shawnee homeowners. Mike Boyle will be working on this edition of the Newsletter and wants to have it posted on the website by the end of October. Once it is posted,

postcards will be mailed to all homeowners advising them that the Newsletter is available for reading on the website.

Since the Cup 'R Cone ice cream vendor never showed up on September 7, 2023 due to mechanical problems with the truck, it was decided by the Board that the last ice cream event set for October 5th should be cancelled. Taylor will be looking for a new ice cream vendor for next summer 2024.

Taylor proposed the Fall neighborhood cleanup date to be held on Saturday, November 4, 2023 at 9:00 AM and the rain date to be on November 11, 2023. All members were in agreement.

It was discussed amongst the members that quotes be obtained from some property management companies on what the cost would be to hire one of them to assume the daily operational functions of the HOA. Mike will do some research and get information on what these companies would charge annually and how much it would increase the annual assessment.

Neighborhood Watch Committee

Chairman Dave Markowitz reported that there have been no incidents to report on in the development since the last meeting. He does need at least four (4) more magnetic signs which are posted on the cars that patrol throughout the neighborhood. Dan will check how much the last company charged for the signs and get some prices from other companies.

Linda Steiner made a motion to accept the Architectural, Grounds and Neighborhood Watch Committee reports and it was seconded by Bob Sheats.

OLD BUSINESS

Mike commented on the June 14, 2023 Annual Meeting in his President's Report on Page 1.

Taylor reported on the status of the front entrance in her Grounds Committee Report on Page 5.

Mike reported on the status of the two (2) ponds in his President's Report on Page 1.

Linda gave an update on the real estate listings and homes for sale in her Secretary's Report on Page 4.

NEW BUSINESS:

The Fall Newsletter was reported on in the Grounds Committee Report on Page 5.

Taylor has proposed the Fall Cleanup to be held on Saturday, November 4, 2023 in her Grounds Committee Report on Page 5.

Mike reminded Board Members that the Community Associations Institute (CAI) Delmarva Expo will be held on Friday, November 10, 2023 in Ocean City, MD from 8 AM to 2:15 PM. Dan Marabello will be attending and any other members who would like to attend should contact Dan.

Mike asked the board if the HOA should sponsor another Holiday Decorating Contest again this December. All members were in agreement that the contest should be held again this year.

The Ice Cream Truck event for Summer 2024 was reported on in Taylor's Grounds Committee Report on Page 5.

Mike talked about getting notes or cards signed by all Board Members to welcome new homeowners that move into the development. He also suggested that birth announcements and death notices be posted on the HOA Facebook page to keep the community informed.

Linda made a motion to adjourn the meeting and it was seconded by Bob Shinholt. The meeting ended at 9:10 PM.

Respectfully submitted by:
Linda Steiner, Secretary