

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

September 14, 2022

Directors in attendance: Mike Boyle, Linda Steiner, Tom Chilton, Taylor Shunk and Ellen Miller

Absent: Bob Sheats, Dan Marabello, Bob Shinholt and Dave Markowitz, Neighborhood Watch Committee Chairman

Place: 21 Meadow Lark Drive

Opening Remarks:

President Mike Boyle called the meeting to order at 7:07 PM. He asked all members if they had read the Minutes from the last board meeting held on July 21, 2022 and asked for an approval. Tom Chilton made a motion to approve the Minutes as written and Ellen Miller seconded the motion. All board members were in favor and the Minutes will be posted on the HOA's website.

REPORT OF OFFICERS:

President Boyle reported that the current "Enforcement Policy of Declaration of Restrictions, adopted 8-12-2009; amended 8-18-2010" is posted on the HOA website. He will contact the HOA attorney and email him a copy of the revised "Enforcement Procedures with Schedule of Fines for Violations of the By-Laws and Declaration of Restrictive Covenants". He will request the attorney to review the document and suggest any changes before it is finalized and posted on the website.

Due to **Vice President Bob Sheats'** absence from tonight's meeting, no report was available.

Due to **Treasurer Dan Marabello's** absence from tonight's meeting, he provided a copy of his financial report to Mike Boyle prior to the meeting and he reported on the HOA's financial status as follows:

BALANCE SHEET

Assets: The balance in the PNC checking account is \$18,045.50. The HOA's nine (9) CDs in Artisans' Bank have a total in savings of \$105,083.25. This figure does not include interest of \$113.00 for the period 7/1/22 to 8/31/22. **Total Assets: \$123,128.75.**

Liabilities & Equity: Retained earnings \$7,206.27; total temporarily restricted net assets \$105,082.04; net income \$10,840.44. **Total Liabilities and Equity: \$123,128.75.**

PROFIT & LOSS

Income - Assessment fee Income through September 7, 2022 is \$25,060.00 which represents

annual dues payments from 179 homeowners at \$140.00 per household. Administrative income and late payment interest \$142.59. Total Income **\$25,202.59**.

Expenses – Lien filing cost \$49.00; postage \$64.60; Grounds \$2,527.56; Insurance \$3,214.00; Pond maintenance \$1,858.20. Total expenses **\$7,713.36**. **Net Ordinary Income: \$17,489.23**. Total other Income \$1.21; Total other expense - \$6,650.00 deposited into a new CD in Artisans' Bank. **Net Income \$10,840.44**.

Accounts Receivable – There are 4 homeowners who are delinquent in the payment of one or more years of annual dues, plus lien filing fees and interest. Total accounts receivable is \$959.00.

Dan also prepared a Transaction Detail by Account which includes a listing of all expenses and checks disbursed since the start of FY 2023 which began on July 1, 2022.

Tom Chilton made a motion to accept the Treasurer's accounting as reported and it was seconded by Taylor Shunk.

Secretary Linda Steiner reported on the following administrative matters:

Welcome Letters:

7/31/22 – Donna Wham and Rebecca Ramos, 11 Misty Vale Court
8/12/22 – Kenneth and Patricia Grier, 14 West Bullrush Drive
8/12/22 – Edith Mancilla and Maria D. Cortez, 19 Meadow Lark Drive
8/31/22 – Tushar and Kanan Shah, 1 Misty Vale Court

Violation letters:

7/22/22 – Certified letter, Big Pond Drive, trash receptacles
7/22/22 – Certified letter, Little Pond Drive, trash receptacles
8/10/22 - East Bullrush Drive – Political sign violation
 Little Pond Drive – Political sign violation
 Briar Court - Political sign violation
8/14/22 - West Bullrush Drive – Basketball Goal violation
 (2) letters, West Thrush Drive - Basketball Goal violation
8/15/22 – Big Pond Drive, overnight street parking
9/6/22 - Certified letter, West Bullrush Drive, Basketball Goal violation
 (2) Certified letters, West Thrush Drive, Basketball Goal violations

Other matters:

8/1/22 – Composed Final Notice letters for past due annual assessments.
8/4/22 – Forty-two (42) Final notice letters mailed out by Dan Marabello.
8/26/22 – 8/30/22 - Dan Marabello visited or called 11 homeowners who were past due on their annual assessments. Linda sent out emails and one letter to homeowners who had not paid the annual dues.

9/6/22 - Requested various notices to be posted on the HOA website on the Home, Bylaws & Restrictions, and Community tabs regarding the Board of Directors meetings, Fall Cleanup, and current Enforcement Policy for Declaration of Restrictions.

9/6/22 – Filed a lien in the Recorder of Deeds office in Georgetown, DE against one homeowner for the non-payment of the FY2023 annual assessment.

Tom Chilton made a motion to accept the Secretary’s report and it was seconded by Taylor Shunk.

REPORT OF COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported on four (4) architectural requests that were approved since the July 2022 board meeting as follows:

07/06/22 - 10 and 11 Big Pond Drive – Concrete work on porch, steps and walkway

08/15/22 – 9 Big Pond Drive, Construction of covered porch over existing patio

09/14/22 – 3 Little Pond Drive, Construction of outdoor shower – rear of property

Linda made a motion to approve the Architectural Committee report and Ellen Miller seconded the motion.

Grounds Committee:

Chairwoman Taylor Shunk reported that Tom has been watering the newly planted shrubs at the front entrance and weeding the beds also. Preen weed control has been applied by Tom and Bob Rodenberg. Truckloads of mulch were donated to the Meadows at Shawnee for the front entrance by East Gate Nursery. On August 13, 2022, homeowners Rick Sylvanus and Bob Rodenberg used their pickup trucks to make a number of trips back and forth to East Gate to pick up the mounds of mulch. The mulch was applied to the two beds and center island at the front by volunteers Tom Chilton, Dave Markowitz, Linda Steiner, Bob Rodenberg, Mike Boyle, Rick Sylvanus and Taylor Shunk.

Taylor is waiting on the July and August reports from Coastal Tributaries and will email them to the HOA when they are received.

The new Meadows at Shawnee "Facebook" page has about 100 followers now.

Taylor suggested that a section be added to the Fall Newsletter to explain what the purpose of the HOA is and the duties of the Board of Directors.

Mike Boyle made a motion to approve the Grounds Committee report and it was seconded by Tom Chilton.

Neighborhood Watch Committee

Due to **Chairman Dave Markowitz's** absence from tonight's meeting, a Neighborhood Watch Committee report was not available.

OLD BUSINESS

After a final review of the "Enforcement Procedures with Schedule of Fines for Violations of the By-Laws and Declaration of Restrictive Covenants", Mike asked for a motion to approve the new enforcement policy. Tom Chilton made a motion to approve and it was seconded by Taylor Shunk. All members were in favor.

Linda handed out a list of "Home Sales" and "Homes for Sale" as of today's date, September 14th. There were five (5) properties that sold during July and August 2022 as follows: 19 Meadow Lark Drive, 14 West Bullrush Drive, 11 Misty Vale Court, 3 Briar Court and 1 Misty Vale Court. There are currently two (2) homes for sale in the development at 9 East Thrush Drive and 23 West Bullrush Drive.

Mike reported that Dan Marabello will be getting an estimate from Bradshaw Irrigation Co. for the installation of the irrigation system. Dan will also check with the City of Milford about boring conduit under the roadway and running a water line to the pit.

Mike attended the "Common Interest Community Advisory Council" Zoom Meeting on July 27, 2022. The presentation went well and it dealt mostly with Condominium issues.

NEW BUSINESS:

At the end of August, Mike, Taylor, Dan and Bob Sheats walked around the perimeter of the development to check on all the trees on the common ground. Some of the pine trees that were planted by the developer 17 years ago are dying and large branches are falling. These trees will have to eventually be cut down and this will be at the expense of the HOA.

Mike will be start working on the preparation of the Fall 2022 Newsletter and he will need reports from the Vice President, Treasurer and Secretary and from the three (3) committee chairpersons. He will include upcoming Fall events in Milford in the Newsletter.

It was agreed by all Board Members that the HOA should conduct another Holiday Decorating Contest this year during December.

The next board meeting will be held on **Wednesday, November 9, 2022** at a place to be determined.

The meeting adjourned at 8:42 PM.

Respectfully submitted by:
Linda Steiner, Secretary