

**MEADOWS AT SHAWNEE HOMEOWNERS ASSOCIATION, INC.
PO BOX 475
MILFORD, DE 19963**

**NINTH ANNUAL COMMUNITY MEETING
June 14, 2017
Milford Senior Center – 7:00 PM**

Board Member Attendees: Michael Boyle, Dan Marabello, Dave Markowitz, Ellen Miller, Bob Shinholt, Linda Steiner and Barry Zeigler

OPENING REMARKS:

Acting President Michael Boyle opened the meeting by welcoming all homeowners who were in attendance and gave a brief overview of this evening's agenda. The main purpose of the annual meeting is to elect a Board of Directors, hear the Treasurer's Financial Report and vote to approve the Fiscal Year 2018 annual budget and to hear reports from the Architectural, Grounds and Neighborhood Watch Committees. There will also be a question and answer period for residents at the end of the meeting.

Before calling the official annual meeting to order, President Boyle announced that Terence (Terry) M. Murphy would be tonight's guest speaker. Mr. Murphy is President and Chief Executive Officer of Bayhealth, Inc. and responsible for the day-to-day operations of both Kent General in Dover and Milford Memorial Hospitals. He will be giving a presentation about the new Bayhealth Sussex Campus being built at the corner of Wilkins and Cedar Creek Roads, just off Route 1.

The new Bayhealth Sussex Campus will include a 440,000 square-foot inpatient hospital and 70,000 square foot outpatient center. All patient rooms will be private. This project is an estimated \$300 million investment in the communities of southern Delaware and will bring in new jobs in healthcare and construction. It will provide expanded medical services and will attract and keep the best talent in healthcare. Bayhealth has also reached an agreement with Nemours Children's Health System to bring enhanced pediatric and senior care to southern Delaware.

Presentation by Terence M. Murphy

Mr. Murphy began his presentation by giving some background information on his career with Bayhealth. In February 2002 he was named Executive Vice President and Chief Operating Officer of Bayhealth. In October 2009, he was appointed President and Chief Executive Officer of Bayhealth, Inc. and the Bayhealth Medical Center, Inc. He lives in Camden, DE with his wife, Julie, and has 3 daughters.

Bayhealth is comprised of Kent General Hospital in Dover and Milford Memorial hospitals. There are more than 3,600 employees and a medical staff of more than 400 physicians employed

by the hospitals. In Fiscal Year 2016, Bayhealth admitted more than 17,000 patients to beds and recorded 91,879 emergency department visits.

Bayhealth provides a wide range of medical services including cardiovascular, cardiac care, cancer care, pediatrics, orthopaedic services, surgical services such as hip and knee surgeries, hand and sports injuries; physical, occupational and speech rehabilitation services; also digestive services, women's services, neurosurgery and 24-hour emergency services.

Bayhealth has an Inpatient Rehabilitation Center located at Milford Memorial Hospital and Outpatient Rehabilitation Offices located at Milford Memorial and in Dover at 560 S. Governors Avenue.

Cancer centers are located at both the Milford and Kent Campuses. Oncology services include chemotherapy, radiation, diagnostic imaging, immunotherapy and genetic counseling.

The completion date for the new hospital is October 2018 and it will officially open on January 1, 2019. The health campus is on 165 acres of land, with 50 acres being developed. All 128 rooms in the hospital will be private rooms. There will be 6 operating rooms, 2 procedure rooms, an intervention room for cardiac procedures and an expanded emergency room. The emergency department will also treat mental health issues and have a 12-bay clinical decision unit.

The main inpatient hospital will be 6 stories high and the outpatient facility will be 3 stories high. The main entrance of the hospital will be along Cedar Creek Road and there will be a private entrance on Wilkins Road for emergency vehicles. There will be a helipad on the roof of the building. Exterior panels of the hospital will be installed in July 2017. Fifteen million dollars (\$15 million) has been donated to the new hospital so far from this community.

The 70,000-square foot Nemours outpatient center will be a 3-story medical office building located directly adjacent to the hospital. The new facility will provide primary pediatric care, therapeutic services and senior care. Bayhealth will be recruiting new practitioners.

More than 50% of the laborers working on the hospital are residents of Delaware and more than 50% of the materials for the project are purchased through Delaware vendors.

Mr. Murphy informed the audience to visit the website "**ImagineDE.com**" to see photos of the new hospital and to keep up to date on the progress of the Bayhealth Sussex Campus Project.

Comments and questions from the floor:

One person asked about the future of the current Milford Memorial Hospital. Bayhealth sold the 22-acre Milford Hospital site to Nationwide Healthcare Services and it will be transformed into a nursing home facility. This new facility will create more than 300 full time jobs.

Another member of the audience asked about the private rooms and if the cost will be covered under Medicare.

Someone expressed concern about the noise from ambulances and sirens on Business 1. Mr. Murphy said sirens will be limited since it is a residential area. Bayhealth will be a good neighbor and will address any resident concerns.

Mr. Murphy stated that the Women's Center currently located next to the current Milford Memorial Hospital will be coming over to the new campus. They will handle women's health screening matters such as mammography, ultrasounds and bone density tests.

Another attendee asked about urgent care. Mr. Murphy said there will be an expansion of primary care and Bayhealth will be recruiting more primary care physicians. Also more registered nurses will be hired.

The new hospital will have a full-service Level 3 Trauma Center.

Another member of the audience asked about the future usage of the remaining space on the 165 acres. Mr. Murphy replied that it will be used for other entities such as education, training, health care services and geriatric services.

Mr. Murphy concluded his speech at 7:45 PM. President Boyle thanked him for attending the Meadows at Shawnee Annual Meeting and for his informative presentation.

The Annual Meeting of the Meadows at Shawnee Homeowners Association was called to order immediately following Mr. Murphy's presentation.

As required by Article III, Section 2 of the Association's By-Laws, Acting President Mike Boyle opened the annual meeting. He announced to the audience that a quorum was reached with a total of **75** homeowners represented, consisting of 49 lot owners in attendance and 26 proxies.

Mike informed the audience that he has been serving as Acting President for the past 2 months because President Madeleine Mandelblatt stepped down in March 2017 due to health problems. He will explain further in his President's report.

The purpose of tonight's meeting is to elect a Board of Directors, approve the Fiscal Year 2018 annual budget, hear reports from the Architectural, Grounds and Neighborhood Watch Committees and lastly, have a question and answer period.

The President then introduced the current members of the Board to the audience. Bob Shinholt is the Architectural Chairperson who processes all architectural requests in accord with the HOA restrictions; Barry Zeigler is the Grounds Committee Chairperson and oversees the landscaping in the common areas and communicates with DNREC with regard to the maintenance of the ponds. Barry will not be seeking re-election on the Board this fiscal year as he and his family will be moving to Georgetown. Mike gave special thanks to Barry for his service on the Board for the past two years; Dan Marabello is the Treasurer who provides sound fiscal management of the HOA's finances; Linda Steiner is the Secretary and manages all HOA correspondence and

court filings; Ellen Miller is a Member at Large and the Board's "go to" person; Dave Markowitz is the Neighborhood Watch Chairperson who recruits, trains, schedules and supervises the activities of the 25 volunteers on the Neighborhood Watch.

The HOA had a very productive year. Everyone on the Board worked well together and volunteered much of their time for the benefit the community. President Boyle thanked all HOA members for coming to the meeting and gave special thanks to the volunteers in the community who help to make the development look as good as it does.

Nominations from the floor and Vote for FY18 Board of Directors:

President Mike Boyle asked all members of the audience to review the packet given to them at the door which included the names of eight (8) Meadows at Shawnee homeowners running for a seat on the Board of Directors. He asked twice if anyone in the audience would like to add their name to the Ballot as a nominee. No one from the floor stepped forward. At this point, homeowner Mike Zaremba made a motion that the eight (8) people on the ballot be elected to the Board of Directors. All members in the audience were in favor and none opposed.

The following homeowners were elected to the Board of Directors for Fiscal Year 2018: Michael Boyle, Marikate Leith, Dan Marabello, Dave Markowitz, Ellen Miller, Bob Shinholt, Linda Steiner and Richard Vehlow.

PRESIDENT'S REPORT:

On behalf of the entire Board of Directors, President Boyle thanked all members of the Meadows at Shawnee Homeowners Association for their support during the past year. He also extended special thanks to all of the homeowners who have volunteered their time and effort to make the neighborhood a better place to live and one of the best recognized communities in Milford.

Mike informed the audience that he had been acting as the President of the HOA since April 2017 due to the former Presidents resignation in March of 2017. Madeleine Mandelblatt had a major medical issue and surgery in October of 2016 and had to step down to focus on her recovery and therapy sessions.

The President then reported on the Board's accomplishments over the past year. The Board ended the year within budget and will be able to keep the annual assessment at \$130.00 for Fiscal Year 2018. However, there may be a need to increase the annual assessment in Fiscal Year 2019 by \$10.00 due to anticipated increases in the cost of insurance and lawn maintenance.

In February 2017, the HOA joined the Community Associations Institute (CAI) which is an international membership organization dedicated to building better communities. The CAI provides information, education and resources to HOA communities providing products and services of interest to associations.

In May of 2017, the Board attended a 3-hour training session on The Fair Housing Act which was conducted by the Division of Human Relations.

The Board is continuing to make improvements to the website by posting upcoming events in the development and community plus posting of the annual budget, minutes of board meetings and newsletters. There is a “Committees” tab on the website with important information about the Architectural, Grounds and Neighborhood Watch Committees. In addition, useful forms can be found and contact information for the three (3) chairpersons. Under the “Community” tab, direct links are available to State and County websites as well as the City of Milford.

There is an area of concern. The HOA has traditionally relied upon homeowner volunteers to help with some tasks. We are now at a point where we need to involve more homeowners in volunteering. For example, for the past 8 years, the front entrance has been taken care of by a few homeowners who are no longer physically able to continue. As a result, the HOA had to contract with our landscaper to provide the service. The same can be said for the neighborhood watch and the architectural review committees. The same homeowners have been volunteering for years and new volunteers are needed. The ability to expand the HOA’s outreach and other activities is dependent upon homeowner volunteers. There is especially a need for younger homeowners to become involved in the HOA to provide a more rounded view of the community’s needs. The President asked homeowners to please become involved to keep our HOA and the Board relevant to all of the members.

Houses in the development are again selling at a better pace as compared to the past few years. Overall the future of the Meadows at Shawnee community continues to look good.

TREASURER’S REPORT:

Treasurer Dan Marabello began by stating that he has enjoyed working with the Board this past year. He then referred the audience to the HOA’s financial report sheet included in the packet. He reported that the goal of the HOA is to have \$120,000.00 in a reserve fund by the year 2025 for future pond maintenance expenses. To date, there is approximately \$58,000.00 in reserves now. All the money has been deposited into seven (7) CD’s and earning about \$1,000.00 of interest per year. There is \$3,000.00 in the checking account and the HOA is in good shape financially. Every check that is disbursed is signed by two (2) board members. Dan also reported that Board Member Dave Markowitz recently checked the books for all monies coming in and going out. In Fiscal year 2017, dues were collected from 178 homeowners and there are five (5) homeowners who are outstanding in the payment of their dues. Two homeowners owe 1 year of dues and three (3) homeowners owe dues for more than one year. Total owed on the 3 latter accounts is approximately \$3,300.00. Liens and/or judgments have been filed against all 5 properties. Dan then referred the audience to the new proposed budget. The total needed to cover all projected expenses in Fiscal Year 2018 will be **\$25,400.00**. Dan pointed out a few items that will increase in the coming year, such as the cost of liability insurance, pond maintenance and a contingency fund of \$1,000.00 will be included in next year’s budget.

Question from the audience:

A homeowner questioned the big difference between the amount spent for professional fees this year (\$4,269.00) and the amount allotted for next year (\$2,000.00). President Mike Boyle explained that the amount spent last year was for legal expenses to settle a complaint made by a

homeowner to the Division of Human Relations in July of 2016. This complaint was about a request for an above ground pool to be installed as a reasonable accommodation because of a family member's disability. The entire board attended The Fair Housing Act training session in May 2017 for instruction on the law and will know how to handle any other issues like this in the future. Due to privacy issues, this matter can be discussed after the meeting.

Board Member Dave Markowitz then reported that at Treasurer Marabello's request, he examined the HOA financial records and all monies were accounted for. He checked all receipts from last year, checks disbursed and all bank deposits into the checking account and CD's.

Dan asked if there were any other questions from the floor and there were none. At this point, homeowner Tom Chilton made a motion to approve the budget. There were no objections from the floor and all were in approval. The budget was approved with a total of **75 votes** consisting of 49 members in attendance and 26 proxy votes.

Questions and comments from the floor:

President Boyle then spoke about the few vacant houses in the development and the mold problem that has developed on them. A homeowner from Big Pond Drive complained about the mold problem on the vacant house next to him. Mike informed him that the bank that holds the mortgage on this vacant home has been notified about the mold issue. Kate Leith commented that the health department should also be notified about the mold problem on this house.

A homeowner from E. Bullrush Drive also commented about the green mold issue on many of the homes in the development and the health concerns. Something should be posted on the website regarding this matter.

Another homeowner asked why there was only one HOA meeting held per year. Mike responded that the annual meeting is required by the By-Laws. The Board of Directors meet every 2 months and the meeting information is posted on the website. HOA members are entitled to attend these meetings but must give notice to the President ahead of time that they will attend. Meetings are held at the private homes of the various board members.

One homeowner had a question about the school tax issue. Mike directed them to speak to Gloria Markowitz who has been involved with this matter since the big raise in the property taxes in 2016. The next school board meeting is scheduled for July 10, 2017.

Mike recently contacted the City Fire Marshall about the parking of motor vehicles on the streets during the day or at night within our development. He was informed by the Fire Marshall that they need 20 feet of room for trucks to get through the streets. This is a safety issue in an emergency.

Mike reminded homeowners that all trash cans should be kept in the garage or in an enclosure so they are hidden from view from the street.

In addition, lawns must be cut at least twice during the months of March through November and lots kept in a neat and presentable manner.

Another homeowner from Big Pond Drive who backs up to the big pond complained about the pond maintenance. The weeds are 4 feet high and the mosquitoes are very bad this year. Resident Joe Palermo commented that the City of Milford sprays Anvil for mosquito control which is a carcinogen. For that reason, the HOA in the past instructed the City not to spray the ponds.

ARCHITECTURAL COMMITTEE REPORT:

Architectural Committee Chairman Bob Shinholt reported that architectural requests have to be submitted for all fence and shed installations. Homeowners can go on the HOA website to fill out the Architectural request form on line. The form can then be dropped off at his home at 4 W. Bullrush or emailed to him at architectural@meadowsatshawnee.com. If anyone in the development plans to install a fence or shed where there will be digging involved, he reminded homeowners that they must call "Miss Utility" at "811" to have their property marked to avoid hitting utility lines. Architectural requests are not necessary for any improvements made inside the house. One homeowner on E. Bullrush Drive asked if an architectural request has to be submitted for the replacement of a shed. Mr. Shinholt said yes, a new form must be submitted.

GROUNDS COMMITTEE REPORT:

Grounds Committee Chairman Barry Zeigler first thanked the community for the opportunity to serve on the Board over the past 2 years and that he would not be seeking re-election. He reported that the front entrance was recently landscaped by Lou's Lawn Service. Vinca flowers at a cost \$1.00 per plant were planted and mulch was laid down. The cost for this service was \$450.00. In addition, 2 Yoshino Cherry trees were planted behind the wall on the left side of the entrance to match the trees on the opposite side. Chairman Zeigler stated that more volunteers are needed for gardening at the front entrance during the summer months. Volunteers are also needed each year for the Fall and Spring clean ups throughout the community. Homeowners can email the new Grounds Committee Chairperson at: grounds@meadowsatshawnee.com with questions or to volunteer.

NEIGHBORHOOD WATCH REPORT:

Neighborhood Watch Chairman Dave Markowitz reported that when he patrols the neighborhood late at night after 11 PM, he has noticed that some homeowners have their garage doors open. He wants to alert homeowners to close their garage doors in the evening. He also sees bikes left out at night. There are people who come into the development and wander around. He had to call an incident into the police one time this past year. The Neighborhood Watch is working and having good success.

Chairman Markowitz reported that a novice driver recently had an accident by his house. He has noticed that some drivers are not stopping at stop signs. He reminded all homeowners to obey traffic signs in the development.

Board member and resident Ellen Miller reminded all residents that there will be a community yard sale being held in the development on Friday and Saturday, June 16 & 17.

A motion was made by homeowner Mike Zaremba to adjourn the meeting and it was seconded. The meeting ended at 8:45 p.m. A transition meeting with the new Board Members immediately followed.

Respectfully submitted by:

Linda Steiner, Secretary