

**MEADOWS AT SHAWNEE
HOMEOWNERS ASSOCIATION, INC.**

P.O. Box 475

Milford, DE 19963

Website: www.meadowsatshawnee.com

Email: HOA@meadowsatshawnee.com

June 12, 2020

Re: Meadows at Shawnee HOA Annual Meeting by Mail

Dear Homeowners:

HOA Annual Meeting

As you are aware, the Meadows at Shawnee Homeowners Association's Annual Meeting was scheduled to be held this year on **June 17, 2020** at The Rookery North Golf Club located at 6152 S. Rehoboth Boulevard, Milford, DE. As per Governor Carney's State of Emergency Declaration that became effective on March 13, 2020 due to the public health threat of COVID-19, the annual meeting for this year has been **cancelled**. Even though the Governor announced June 1, 2020 as the date for Phase 1 of the reopening, it is still recommended for Delawareans to maintain social distancing and not gather indoors in large groups to avoid spreading the virus.

Therefore, in lieu of our annual meeting, we are mailing all necessary documents to homeowners so you can vote for the new budget and Board of Directors for the next fiscal year. Please note that the annual assessment fee for **FY2021** will remain at **\$130.00** per Lot and if approved, the dues will be payable by **July 31, 2020**.

Enclosed are the **Fiscal Year 2021** officers' reports, committee reports and 2 ballots for your vote as follows:

- President's Report
- Treasurer's Report with Budget Proposal
- Committee Reports - Architectural, Grounds and Neighborhood Watch
- Ballot to approve Budget Proposal (**green sheet**)
- Ballot to elect the Board of Directors (**cream sheet**)

Proposed Amendments to Article VI of the Declaration of Restrictions

Also enclosed are "Proposed Amendments" sheets (**orange sheets**) detailing seven (7) proposed changes and (1) proposed new restriction regarding the following numbered sections:

(over)

Section 2. Trailer, Mobile Homes, Etc.

Section 6. Trash Receptacles

Section 7. Prohibited Vehicles

Section 10. Swimming Pools

Section 11. Trees, Shrubs and Landscaping

Section 13. Yards & Yard Fixtures

Section 17. Outbuildings

Section 22. (New) Exterior of Home, Outbuildings and Fences

The Meadows at Shawnee consists of 183 Lots. Changes to the restrictions require **2/3's or 122 Lots** to approve in order to modify a restriction. Please read each proposed change to each Section, check the box if you "Approve" or "Disapprove" and sign where indicated. **Each Lot has 1 vote, but both owners must sign if the property is jointly owned.**

Kindly return the Board of Directors Ballot, the Budget Ballot and the "Proposed Amendments" sheets in the self-addressed, stamped envelope enclosed herein no later than **June 29, 2020**. The two (2) ballot sheets and "Proposed Amendments" sheets can also be hand delivered to Board President Bob Shinholt's home at 4 West Bullrush Drive by the above date.

Should you have any questions or concerns, please email Bob Shinholt at: HOA@meadowsatshawnee.com. Thank you for your attention to these matters.

Very truly yours,

Board of Directors
Meadows at Shawnee Homeowners Association, Inc.

Enclosures (7)

MEADOWS AT SHAWNEE HOMEOWNERS ASSOCIATION, INC.
PRESIDENT'S REPORT – BOB SHINHOLT – JUNE 2020

It's been an honor to serve on your HOA Board as President these past two years, and a great pleasure to work with your HOA's Board of Directors...you chose wisely! My colleagues all bring something to the table, and we work very well together as we have been for several years now. Most importantly, each member of this Board ALWAYS puts the interests of you, the homeowners as a whole, ahead of everything else. We, like you, are homeowners at the Meadows at Shawnee and have a vested interest in our neighborhood.

All HOA Board members are volunteers. We are always excited when another homeowner, with a volunteer's heart, asks to join the Board. If you feel so led, please contact me via email at: HOA@meadowsatshawnee.com or any Board member in the development.

You may have noticed that Milford is growing by leaps and bounds! Approximately 200 new homes are under construction or already completed as I write this. The city told me that approximately 200 more homes will be built every year for the next four years. It is vital that, to help keep our homes' values high, we maintain them in the best condition possible. With the MAS neighborhood in such close proximity to the Sussex Health Campus, we live in a strategic and very desirable location. Please help us keep our neighborhood looking its best at all times by adhering to the restrictions.

Believe it or not, we take no pleasure whatsoever in having to deal with restriction violations, but as Board Members, we are required to enforce the restrictions as written. I kindly ask for your help in making our job easier. You may not know this, but almost 99.9% of the By-Laws and Restrictions were written before the current HOA system came into effect. Only five (5) changes have been approved in recent history, but with some issues and non-compliances that continue to come up, we feel we need to ask you to help us make some of the restrictions better defined. I refer to the attached list of recommendations to revise (or add) restrictions. We need 2/3's or 122 lot owners to approve these changes. Please take this request and opportunity seriously.

As a reminder, it is very important for the security of your vehicles and the contents therein, to keep vehicles locked at all times when not parked in your garage. An unlocked vehicle is an easy target for thieves, as has been proven this past year. I also highly recommend you install a "Ring" doorbell, or similar device, that provides video of anyone or anything caught in its range of view. These devices improve your safety and the security of your home. Many of your neighbors have found these to be invaluable in deterring crime or mischief and compliments our Neighborhood Watch Program.

Another reminder: Remove garage door opener remotes from vehicles parked outside of your garage, since a thief may break in and steal it and enter your home through your garage.

Finally, I love our neighborhood and the good friends my wife and I have made over these past 14 years. We have a wonderful neighborhood!!

Warmest regards,

Bob Shinholt, President
Meadows at Shawnee HOA

MEADOWS AT SHAWNEE HOMEOWNERS ASSOCIATION, INC.
ANNUAL HOMEOWNERS' MEETING
June 2020

Projected Actual Income & Expenses FYE 6/30/20
and Proposed Budget FYE 6/30/21

<u>INCOME</u>	PROJECTED <u>FYE 6/30/20</u>	BUDGET <u>FYE 6/30/21</u>
Homeowner assessment fees, budget for FY21 - 183 x \$130/yr.	\$23,660	\$23,790
Homeowner assessment fees, prior years	1,280	---
Retention pond reserve interest income	1,645	1,510
Delinquency fees	867	---
TOTAL INCOME	<u>\$27,452</u>	<u>\$25,300</u>
 <u>EXPENSES</u>		
Grounds maintenance	6,194	7,000
Retention pond maintenance	2,000	3,000
Insurance (General Liability, Directors & Officers Bond)	2,877	3,320
Net collection expense	242	300
Office, postage	728	600
Annual meeting expense	400	600
Miscellaneous general administration	616	350
Newsletter	110	200
Neighborhood Watch Expense	-	250
Contingency	-	1,000
Federal 1120H Tax & Delaware Franchise Tax	556	500
Reserve (future pond maintenance expenses)		
Goal = \$120,000 by 2025 (annual allocation \$6,650 plus earned interest income of \$1,645 Year 2020 and \$1,510 Year 2021)	8,295	8,180
TOTAL EXPENSES	<u>\$22,018</u>	<u>\$25,300</u>
Income over (under) expenses	\$ 5,434	\$ -0-
Overage allocated to Unrestricted Net Assets	(5,434)	-0-
	<u>-0-</u>	<u>-0-</u>
	=====	=====

Note: The total cash, including checking account and CD's, projected as of June 30, 2020 is \$95,800. All funds are secured by a Dishonesty Bond for \$100,000. As done in prior years, an internal review of financial reports for the year ending June 30, 2020 will be done by Vice President David Markowitz.

MEADOWS AT SHAWNEE HOMEOWNERS ASSOCIATION, INC.

COMMITTEE REPORTS – JUNE 2020

ARCHITECTURAL COMMITTEE REPORT by Tom Chilton:

Following is a list of the architectural review requests approved for the period March 23, 2019 through June 9, 2020:

03/23/2019 2 West Bullrush Drive-Fence
06/28/2019 14 Little Pond Drive-Pool (Not Completed)
07/15/2019 8 Lenape Lane-Installation of Awnings (rear of house), Patio & Step Replacement
10/21/2019 11 Misty Vale Court-Fence
01/14/2020 15 West Bullrush Drive-Fence
01/16/2020 17 West Bullrush Drive-Shed
03/21/2020 8 West Thrush Drive-Shed
04/09/2020 13 East Bullrush Drive-Installation of Garage Entry Door & Rear Shutters
04/27/2020 11 Misty Vale Court-Deck
05/02/2020 14 Little Pond Drive-Pool
05/02/2020 8 Little Pond Drive-Deck
05/07/2020 7 West Thrush Drive-Fence
05/11/2020 7 Big Pond Drive-Pool & Fence
05/17/2020 19 West Bullrush Drive-Deck
05/18/2020 7 Big Pond Drive-Gazebo
05/20/2020 50 Meadow Lark Drive-Fence
05/21/2020 15 Meadow Lark Drive-Deck
06/07/2020 1 Briar Court-Shed
06/09/2020 9 E Bullrush Dr-3 Season Sun Room

GROUNDS COMMITTEE REPORT by Kate Leith:

The Grounds Committee needs your help! There are opportunities to help maintain and beautify the front entrance on a continuing basis and neighborhood cleanups that are scheduled twice a year. Please contact Kate at 233-5079 if you would like to volunteer.

We have had extensive cleanup work done in both of the ponds this year and they are looking much better. In support of the health of the ponds, please do not put grass clippings into the ponds.

Due to COVID-19, the Spring cleanup had to be postponed but will be rescheduled when it is safe to do so. This is a great opportunity to come out, meet some of your neighbors, and help to keep the Meadows at Shawnee a beautiful place to live.

(over)

NEIGHBORHOOD WATCH COMMITTEE REPORT by Dave Markowitz:

As always, the Neighborhood Watch team can use some new members. Some of us have been at it since we started, and we are not getting any younger! Call Dave at 422-8003 if interested.

Speaking of young, we've seen our development's population change over the past 15 years. A lot of the small children who moved into our development are now teenage drivers, some of whom tend to forget we have a 25-mph speed limit. With children and youth riding bikes in the street, adults walking and jogging, and parents walking babies, please remind your young drivers of the speed limit. Safety first!

The Milford Police Department provided me with a report of calls to our development for the past year. We had 74 incidents, but 18 were alarms that were false. We averaged about one call per week and a good number resulted in no report taken. The MAS compares favorably in regards to other developments in both number of calls and seriousness of issues responded to.

Remember, everyone is a member of Neighborhood Watch! The Milford Police Department's direct number is **422-8081**. Everyone should have that number on speed dial. The Milford PD is very responsive! They never mind checking things out if they are called, and usually arrive within 5 minutes once called. It's up to all of us to keep an eye out for each other and our properties!

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**MEADOWS AT SHAWNEE
HOMEOWNERS ASSOCIATION, INC.**

**ANNUAL HOMEOWNERS' MEETING
JUNE 2020**

BUDGET PROPOSAL BALLOT

**For approval of Proposed Budget of \$25,300.00 for Fiscal Year 2021
and annual assessment of \$130.00 per Lot.**

NOTE: If a property is jointly owned, both homeowners must sign.

Homeowner #1 _____

Approve Disapprove

Homeowner #2 _____

Approve Disapprove

Address of Homeowner(s):

MEADOWS AT SHAWNEE HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS BALLOT - JUNE 2020

Directors serve for one (1) year

VOTE FOR MAXIMUM OF EIGHT (8)

Thomas Chilton

My wife and I have been a resident of the Meadows at Shawnee since June 2007. For the first year or so, there was no Board of Directors for the Homeowners Association. In 2009, a Board of Directors was established and I was selected to be on the Board. I served on the Board from 2009 to 2011. I was Treasurer and Chairman of the newly established Architectural Committee. During that period most of the Homeowner Association Restrictions were evaluated and established. It was a very trying period for the community. Prior to moving to Milford, I had a home inspection business in NJ. I am a member of a number of volunteer organizations in the community. I am presently a member of the Board and Chairman of the Architectural Committee. I would like to continue to be on the Board so that I can give support in keeping our community a nice place to live and home values from declining.

Marikate Leith

I am seeking your support of my re-election to the Meadows at Shawnee HOA board as Grounds Committee Chair. I have been a resident of the Meadows at Shawnee since July of 2006. I hold a degree in Forest Management from Penn State University and am a certified arborist. I am employed full time as a contract manager for a large global consulting firm. I am also currently the president of the Delmarva Penn State Alumni association chapter. If re-elected to the Board, I will continue to work to maintain and improve the beauty of our community.

Dan Marabello

I firmly believe that to have and live in a good community, its citizens, when time permits, should get involved in that community. It has been my privilege to serve as the HOA's treasurer for the past nine (9) years where my experience as an accounting professional is valued by the Board. I had the honor of serving a two-year term as Milford Mayor and I am serving now as Councilperson in the First Ward. I am the treasurer of the Milford Second Street Players community theater and am also serving as its Building Committee chairperson and a grant writer. I was a past board member and treasurer of Downtown Milford, Inc. (DMI) and still am serving on many of its committees including the Farmers Market and Milford in Bloom Committees. If re-elected, it would be a privilege to continue representing you on the Board.

Dave Markowitz

I have been a resident of the Meadows at Shawnee since July of 2005 and have been on the board for five (5) years. I am a retired Human Resources professional, having worked for over 35 years in that field. I have been involved in a number of civic organizations and am currently Chair of the board of directors of Home of the Brave, which provides transitional housing and related services for homeless veterans. I am past Chair of the Milford Workforce Development Commission and was an original member of the Milford Economic Development Advisory Council. I helped organize the Neighborhood Watch and am currently one of the Captains. If re-elected to the Board, I will continue to work to preserve our property values and to help the Board conduct its business to ensure that we always recognize the duty we have to the members of our community.

Ellen Miller

Since coming to DE, I have become a member of DE Medical Reserve Corps (DMRC), as well as a peer leader--Diabetes Self-Management Program. A member of the Board for the past seven (7) years, I worked for change and believe in common sense enforcement. Collection of dues is important and I believe 'friendly discussion' should be used before 'legal action' is taken. If elected, I will work hard to keep this a proud and desirable place to live.

Bob Shinholt

It has been my privilege to have represented all the homeowners (members) of the Meadows at Shawnee HOA as Board President. My wife, Hazel, and I have been residents of the MAS since 2006. I strongly believe all residents must support our HOA Board whose primary purposes are to ensure the safety of the homeowners, protect the value of our homes (typically one's biggest investment) and to support and defend the freedom of expression and quality of life of all residents under the By-laws and restrictions, which are intended to do the same. I remain committed to working for the benefit of all homeowners in the Meadows at Shawnee and making our wonderful community the best place to live in Milford, where fond memories are made and where our neighbors become life-long friends.

Linda Steiner

My husband and I have lived in the Meadows at Shawnee since September 2006. I am proud of our development and enjoy working with the Board to represent and protect the best interests of the community. I have 18 years' experience as a legal assistant and retired in 2014. I have served as Secretary on the Board of Directors for the past five (5) years and if re-elected, I look forward to volunteering my services for another year. Thank you for your support and consideration.

MEADOWS AT SHAWNEE HOMEOWNERS ASSOCIATION, INC.
DECLARATION OF RESTRICTIONS
PROPOSED AMENDMENTS FOR HOMEOWNERS' VOTE
JUNE 2020

As per Article II, Changes in the Declaration, "... covenants and restrictions may be changed, altered, modified or extinguished in whole or in part, at any time, by the instrument in writing signed by the record owners of two-thirds (2/3) of the Lots, which shall be recorded in the Office of the Recorder of Deeds in and for Sussex County, State of Delaware..." **NOTE: If a property is jointly owned, both homeowners must sign.**

Article VI - General Use Restrictions

Current restriction:

Section 2. Trailer, Mobile Homes. No temporary structure, including trailers and mobile homes, shall be permitted or maintained upon any lot.

Proposed change to restriction in bold and italics:

~~**Section 2. Trailer, Mobile Homes.** No temporary structure, including trailers and mobile homes, shall be permitted or maintained upon any lot.~~ ***Section 2 removed in its entirety. Trailers and Mobile Homes are addressed in Section 7.***

Homeowner #1 _____

ADDRESS OF HOMEOWNER:

Approve Disapprove

Homeowner #2 _____

Approve Disapprove

Current restriction:

Section 6. Trash Receptacles. Trash receptacles shall be kept in clean, sanitary and enclosed areas, hidden from view, excepting that they may be placed temporarily at street side on the regular day of collection if required by the collection agency.

Proposed change to restriction in bold and italics:

Section 6. Trash Receptacles. Trash receptacles shall be kept in clean, sanitary and enclosed areas, hidden from view, ***and shall not be visible from the street,*** excepting that they may be placed temporarily at street side on the regular day of collection if required by the collection agency.

Homeowner #1 _____

Approve Disapprove

Homeowner #2 _____

Approve Disapprove

Proposed change to restriction in bold and italics:

Section 7. Prohibited Vehicles. No unusual vehicle including trucks (except non-commercial pick-up trucks), buses, travel trailers, boat trailers, boats, utility trailers, commercial vans, tractors, campers, aircraft, mobile homes or vehicles immobilized for any reason, shall be kept or maintained on any Lot, driveway, street or Open Space. All motor vehicles owned and operated by residents of the subdivision must be parked overnight in their respective garage or driveway. No such vehicle may be parked elsewhere on any Lot or street except for temporary parking. For purposes of this paragraph, "temporary parking" shall mean the parking of such motor vehicle on an intermittent and non-recurring basis during the period between dawn and the following midnight. *Recreational vehicles, camping trailers, boats and boat trailers may be parked in a driveway for a maximum of three (3) days in a row for maintenance/cleaning purposes. A total number of seven (7) days will be allowed during a continuous 30-day period to accommodate for maintenance/cleaning.*

Homeowner #1 _____

Approve Disapprove

Homeowner #2 _____

Approve Disapprove

Current Restriction:

Section 10. Swimming Pools. Except as authorized by Declarant and/or Corporation, no above ground swimming pools shall be constructed or maintained on any lot, except that children's wading pools not to exceeding one (1) foot in height shall be permitted.

Proposed change to restriction in bold and italics:

Section 10. Swimming Pools. *In-ground and above-ground swimming pools are authorized. A Residential Pool Building Permit must be applied for and issued by the City of Milford. All Compliance Guidelines for Swimming Pools must be strictly followed and adhered to. Once built, all pools must be kept in a clean, safe and sanitary condition. The owner assumes all liability associated with their pool including but not limited to bodily injury or death.*

Homeowner #1 _____

Approve Disapprove

Homeowner #2 _____

Approve Disapprove

Proposed change to restriction in bold and italics:

Section 11. Trees, Shrubs and Landscaping. Any and all trees, shrubs, and/or landscaping planted or provided by the Declarant, their successors or assigns, as to the Open Spaces or required landscape buffers must remain undisturbed for a period of ten (10) years except for ordinary maintenance, feeding and disease control. *Any homeowner who plants trees or shrubs on or near common areas are solely responsible for those plantings. Such plantings must be properly maintained by the homeowner. The HOA will not be liable for any damage or injury caused by the planting or installation of any tree or shrub planted on or near common areas. Effective July 1, 2020, nothing is to be planted on the common areas without the written approval of the HOA.*

Homeowner #1 _____

Approve Disapprove

Homeowner #2 _____

Approve Disapprove

Proposed change to restriction in bold and italics:

Section 13. Yards & Yard Fixtures. No statues, sculptures, painted trees, ornaments, or replicas of animals or other like objects larger than 4' high x 30" wide or round may be affixed to or placed on any lot or building. Decorative Flags no larger than 3' 5' are permitted. *Areas around the exterior of the main house and outbuildings are to be maintained and free from litter, trash, debris, or accumulation of any material that presents an unsightly appearance. Yard fixtures, structures, and fences must be maintained in a reasonable condition to ensure they do not become unsightly.*

Homeowner #1 _____

Approve Disapprove

Homeowner #2 _____

Approve Disapprove

(OVER)

Proposed change to restriction in bold and italics:

Section 17. Outbuildings. No outbuildings, sheds, garages, enclosed outdoors storage facilities, or other similar structures shall be erected, placed or maintained on any lot within the property unless such structures are (i) constructed of a material other than metal; (ii) are located only in the rear yard of any lot; (iii) do not exceed the aggregate size of one hundred twenty (120) square feet on each lot; (iv) do not exceed a height of ten (10) feet; and (v) are built in accordance with plans, specifications, and illustrations approved by Declarant, or their successors or assigns pursuant to this Declaration and complies with the City of Milford Ordinance. (The Board wants to advise that placing sheds on the easement and/or right-of-way are at risk of having to be removed if the city or county wants access.) *Siding and trim on all outbuildings are to be painted to match the color of the main home.*

Homeowner #1 _____

Approve Disapprove

Homeowner #2 _____

Approve Disapprove

New Section added to the Declaration of Restrictions in bold and italics.

Section 22. Exterior of Home, Outbuildings and Fences. *The exterior of any home, outbuilding or fence must be maintained in a condition similar to original construction. This would also include such things as the roof, doors, windows, siding, trim, and shutters. Mold, mildew or algae must be removed from any of the above within 30 days once it becomes visible from the street. It shall be the responsibility of each numbered lot owner to prevent the development of any unclean, unsightly, or unkempt conditions of the buildings or grounds upon such lot which shall substantially decrease the beauty of the neighborhood as a whole or the beauty of the specific area. No noxious or offensive activity shall be carried on upon any numbered lot nor shall anything be done thereon tending to cause embarrassment, discomfort, annoyance or nuisance to the neighborhood. There shall not be maintained on any lot, any plant, animal, device or anything of any sort the normal activities or existence of which is in any way noxious, dangerous, unsightly, unpleasant, unlawful or of such a nature as may diminish or destroy the enjoyment of other property in the neighborhood by owners thereof.*

Homeowner #1 _____

Approve Disapprove

Homeowner #2 _____

Approve Disapprove