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

January 14, 2026

Members in attendance:	Tom Chilton, Bob Sheats, Dan Marabello, Linda Steiner, Jacob Feist, Taylor Shunk
Absent:	Wanda Nesbit and Bob Shinholt
Also in attendance:	Dave Markowitz, Neighborhood Watch Committee Chairman
Place of Meeting:	38 Meadow Lark Drive

OPENING: CALL TO ORDER

President Tom Chilton welcomed Board Members to his home and opened the meeting at 7:04 PM.

APPROVAL OF THE MINUTES

- Tom asked all board members if they had read the minutes from the last meeting held on November 12, 2025 and if anyone had questions or changes. No comments were made and Tom asked for a motion to accept the Minutes as written. Bob Sheats made a motion to accept the Minutes as written and Jacob Feist seconded the motion. All members were in favor and the Minutes will be posted on the HOA's website.

REPORT OF OFFICERS

Tom Chilton, President:

- A letter with fines was issued to an owner for repeated trash receptacle violations for 31 days in December. The notice was delivered on January 8 and compliance is expected by February 5th.
- Additional restriction violations were logged for:
  - Trash receptacles – on Meadow Lark Drive, Big Pond Drive and Briar Court
  - Trailer parking – on East Thrush Drive
- Overall, vehicle violations (overnight street parking) have decreased, indicating improved compliance.
- Tom is concerned about getting new volunteers in the future to serve on the Board and sent out a letter on January 9, 2026 to all homeowners. He has received responses so far from three (3) owners who expressed interest in volunteering to serve on the Board. The letter also reminded homeowners that we live in a deed-restricted community and Bylaws and Restrictions must be followed.
- The Board has renewed their contract with the Community Association Institute (CAI) for another year. The CAI provides information, resources and education programs for homeowner associations.

- Enforcement of the Restrictions continue using an escalation process from courtesy letters to fines. Thresholds for issuing notices are under review. Jacob volunteered to review historical violation data to establish consistent enforcement thresholds.

Bob Sheats, Vice President:

Between November 12, 2025 and January 14, 2026, there were eight (8) homes in violation of the trash receptacles restrictions including one (1) home in violation of the prohibited vehicles restriction. There were 209 days of violations in total.

Dan Marabello, Treasurer:

BALANCE SHEET as of January 14, 2026

ASSETS:
There is $11,153.85 in the checking account and $78,142.47 in one CD in Artisans' Bank. Assessments receivable is $364.85. **Total Assets = $89,661.17.**

LIABILITIES & EQUITY:
Retained earnings $3,644.56; Total Pond Maintenance Reserves $114,180.40; Net Income $-28,163.79; **Total Liabilities and Equity = $89,661.17**

PROFIT & LOSS - July 1 through January 14, 2026

INCOME:
Assessment Fee Income $35,205.00;
Other Income and Interest $1,277.61.
Total Income $36,482.61.

EXPENSES:
Total Expenses $66,109.13
Net ordinary income $-29,626.52
Other income: Retention ponds interest $1,462.73.
Net Income: $-28,163.79

Dan printed out copies for Board members of the PNC "Business Checking Transactions" sheet reconciled as of 1/14/2026 and the Artisans' Bank "Time Deposit Statement" which covered the period of January to December, 2025.

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

More Financial Status:
- All delinquent accounts remain secured by liens. There are six (6) outstanding assessment liens and the total accounts receivable as of 1/14/2026 is $1,426.64.

- One homeowner has submitted a number of payments to satisfy outstanding fines.
- Total income consists of annual assessments from 179 homeowners at $195 per home, plus initial assessment income of $300.
- The Board approved payment of $1,858.20 for pond maintenance under the current auto-renewing contract with Tributaries.

Linda Steiner, Secretary:

Meetings
11/14/25 – Tom met with Linda and transferred all of her computer files onto a 64 GB flash drive and it was delivered to Jacob Feist for the digital backup and archiving of HOA documents.

Letters:
12/3/25 – Letter mailed re Settlement Agreement.
12/4/25 – Letter mailed re continued violations with notice of fines.
1/6/26 – Two-page letter prepared for mailing on January 9, 2026 to homeowners regarding the need for volunteers.

HOA Website Postings:
1/8/26 – Notices posted for upcoming board meetings.

Real Estate Listings:
There is one (1) home for sale at 7 Meadow Lark Drive with a closing date of January 15, 2026.

Taylor Shunk made a motion to accept the four (4) Officers' reports and Jacob Feist seconded the motion. All members were in favor.

REPORT OF THE COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported that there were no new Architectural Review Requests submitted since the last Board meeting held on November 12, 2025.

Grounds Committee:

Chairwoman Taylor Shunk reported on pond maintenance and groundskeeping.

- Taylor made calls to two (2) pond maintenance companies to get quotes. One company never responded to her and the other company was based in North Carolina and gave a quote of $8,440.00 for a yearly contract.
- The Board reviewed the pond maintenance options and elected to continue with Tributaries. A meeting will be scheduled in February with Tributaries to review service expectations and improve communication.

- Tom and Taylor will also meet with a landscaper on January 17th to get a quote on the mowing of the common areas.
- Taylor suggested the Meadows at Shawnee Spring Cleanup to be held on Saturday, April 11, 2026 and a rain date of April 18th.

Neighborhood Watch Committee:

Chairman Dave Markowitz reported that there were no incidents in the development since the last Board meeting held on November 12, 2025.

Linda Steiner made a motion to accept the three (3) Committee reports and it was seconded by Bob Sheats. All members were in favor.

OLD BUSINESS:

Update on Assessment Liens: Dan reported on the current outstanding liens in his Treasurer's Report on Page 2.

Update on restriction violations: Tom reported on restriction violations in his President's Report on Page 1.

Update on payment portal: Jacob reported that the online payment portal needs a separate account for receiving payments for the annual dues. Dan will open a separate bank account at PNC bank for online payment portal deposits segregating annual dues, fines, and lien payments. The portal is targeted for launch in March 2026, offering:

- Credit card payments (fees passed to payers)
- Direct bank transfers (no fee)

NEW BUSINESS:

Volunteer recruitment and Board Staffing:

- The Board discussed upcoming vacancies and the need to replace key members.
- Strong volunteer recruitment messaging will be included in the annual meeting communications.
- The possibility of hiring part-time administrative assistant was discussed, but deferred in favor of volunteer efforts.

Technology, Records & Website Management:

- Jacob reported that the backup to Microsoft OneDrive was completed, consolidating HOA documents dating back to 2009. Files were uploaded from a flash drive to ensure secure backup and shared access.
- The Board is reviewing options for backing up financial files.
- Website access policies were discussed:

    - Meeting minutes will remain publicly posted
    - Financial details will be summarized publicly, with detailed reports available upon written request
- Website security and access controls will be reviewed.

Planning, Compliance & Community Issues

- The Board discussed increasing the late payment interest rate from 6% to 12% annually, pending homeowner notification at the annual meeting. The new rate would begin as of July 1, 2026.
- The Board proposed sending a general letter to all homeowners regarding wrong-side-of-the-street parking pending confirmation of city ordinances.
- Dan will order a compilation report of the HOA's financial records after the end of this fiscal year on June 30, 2026.
- Dan will reserve the Community Meeting Room at the Milford Police Department for the annual meeting which is planned for June 17, 2026.
- Architectural compliance issues were noted, including unapproved roofing work without permits.
- The Board discussed concerns regarding group homes allowed under state law and how it could affect the community.
- The last two (2) board meetings for this fiscal year will be held on March 11 and May 20, 2026.

A motion was made by Linda to adjourn the meeting and it was seconded by Bob Sheats. The meeting ended at 9:00 PM.

Respectfully submitted,
Linda Steiner