

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

**October 29, 2020**

Directors attending: Bob Shinholt, Dave Markowitz, Dan Marabello, Linda Steiner,  
Kate Leith, Ellen Miller and Tom Chilton

Guest: Architectural Committee Member - Robert Sheats

**NOTE:** Due to the continuing COVID-19 health threat and Governor Carney's orders that all persons maintain social distancing, the Board of Directors participated in a video conference in lieu of meeting in person at a board member's home.

**President Bob Shinholt** hosted the "Zoom" video conference and opened the meeting at 7:05 PM. All board members were in attendance and Architectural Committee member, Robert Sheats, attended as a guest. Bob stated that there was a time limit of 40 minutes for the free conference so the meeting would have to move along quickly.

Bob asked the Board if they had reviewed the minutes from the last board meeting held on April 9, 2020 and asked for a motion to approve. A motion was made by Tom Chilton to approve the minutes as written and it was seconded by Kate Leith. All members were in favor and none were opposed. The minutes will be posted on the HOA's website.

**Report of the Officers:**

**President Bob Shinholt** had nothing new to report.

**Vice President Dave Markowitz** also had nothing new to report and Bob turned the meeting over to Dan Marabello for the Treasurer's Report.

**Treasurer Dan Marabello** reported on the HOA's financial status as of today's date:

- **Balance Sheet** - the balance in the checking account is \$24,383.33. The total amount in reserve in the eleven (11) CD's as of September 30, 2020 is \$89,224.28. Total Accounts Receivable (\$530.00) and other current assets \$260.00. Total cash and assets equal **\$113,337.61.**

Total liabilities \$15.00; total Equity \$113,322.61; total liabilities and equity equal **\$113,337.61.**

- **Income & Expenses** – Total assessment fee income received \$23,790.00.  
Expenses paid to date: Collection costs, office expenses and postage \$253.81; Grounds \$4,019.24; Insurance \$2,877.00; Federal tax \$460.00; deposit to CD for retention ponds \$6,650; Total expenses \$14,260.05.

Other income: property settlement and interest \$68.91; 3 months of interest from CD's \$417.40; Total other income \$486.31. **Net Income: \$10,016.26**

Dan commented that for the first time in 12 years, dues were collected from all 183 homeowners for the current fiscal year. Total annual dues collected were \$23,790.00.

Tom Chilton asked Dan why the HOA has to pay Federal taxes. Dan replied that taxes are paid on the interest earned on the eleven (11) CD's held in the bank. For this year, the tax liability was \$460.00.

**Secretary Linda Steiner** reported on the following administrative matters:

Violation letters sent to homeowners:

4/15/20 – Little Pond Drive, overnight street parking  
4/18/20 – Meadow Lark Drive, trash receptacles in front of home  
4/29/20 – Meadow Lark Drive, overnight street parking  
8/12/20 – W. Bullrush Drive, trailer in driveway  
8/24/20 – W. Bullrush Drive, 2<sup>nd</sup> notice for trailer in driveway  
9/2/20 – W. Thrush Drive, trailer in driveway  
9/22/20 – W. Thrush Drive, 2<sup>nd</sup> notice for trailer in driveway  
9/23/20 – W. Bullrush Drive, trash receptacles and trailer in driveway  
10/19/20 – W. Bullrush Drive, portable basketball hoop in driveway  
10/19/20 – Meadow Lark Drive, portable basketball hoop in driveway  
10/28/20 – Big Pond Drive, overgrown lawn

Welcome letters sent to homeowners:

5/17/20 – John & Karin Jefferson, 50 Meadow Lark Drive  
5/25/20 – Tiano & Carolyn Nichols, 17 Big Pond Drive  
6/13/20 – Katie Kyle, 3 Briar Court  
7/19/20 – Michael & Trisha Barnette, 21 W. Bullrush Drive  
9/11/20 – Martina Dawn, 8 Meadow Lark Drive

Other matters:

4/22/20 – Emailed Declaration of Restrictions and Bylaws to Parkway Law for settlement on 50 Meadow Lark Drive.  
5/14/20 – Emailed Declaration of Restrictions and Bylaws to Wolfe & Associates for settlement on 17 Big Pond Drive.  
5/27/20 – Letter to Chief Kenneth Brown of Milford Police Department from Bob Shinholt regarding Memorial Day parade held on May 25, 2020 in the Meadows at Shawnee.  
6/8/20 – Prepared annual meeting packets for mailing to all homeowners.  
7/1/20 – Prepared letter with annual meeting voting results and FY21 assessment fee for mailing to all homeowners.  
8/3/20 – Prepared and mailed final notice letters to 28 homeowners regarding delinquent dues.

8/15/20 – Prepared letter to City of Milford regarding no restrictions on interior renovations for homeowner on W. Bullrush Drive.

10/13/20 – Prepared paid receipt dues letter for homeowner on Little Pond Drive.

## **REPORT OF THE COMMITTEES**

### **Architectural Committee**

**Chairman Tom Chilton** reported on nine (9) Architectural Requests that were approved during the months of July, August and September 2020 as follows:

07/06/2020 9 West Thrush Drive-Fence

07/09/2020 2 Meadow Lark Drive-Deck

07/16/2020 13 West Bullrush Drive-Fence

08/27/2020 1 Lenape Lane-Shed (not approved due to location)

09/08/2020 9 Meadow Lark Drive-Deck/Platform

09/08/2020 3 Briar Court-Finished Basement (approval not required)

09/09/2020 22 Meadow Lark Drive-Patio

09/13/2020 8 West Thrush Drive-Inground Pool

09/25/2020 9 Big Pond Drive-Inground Pool

### **Grounds Committee**

**Chairperson Kate Leith** reported that she received an email from the owner of Lou's Lawn Service stating that he would no longer be doing commercial lawn cutting after the end of this year. He will finish out his contract with the Meadows at Shawnee which ends in December. Kate asked board members for any recommendations for another landscaper to maintain the common areas in the development. She will start looking for other lawn service companies and get a few bids. Bob asked what areas were being cut by Lou's Lawn Service in the development. They cut the grass around the two ponds, the common grassy areas along Rehoboth Boulevard and Kirby Road plus the grassy areas that run along the side of the Boyle property at 43 Meadow Lark Drive and the Frazier property at 1 Briar Court. The grass was cut every 2 weeks and the charge was \$775 per month. Kate will get a request for a proposal for the lawn cutting and weed whacking by January. There will probably be an increase in the price.

Kate recommended that the Fall cleanup be held on Saturday, November 7, 2020 at 9 AM with a rain date of Saturday, November 14. Volunteers will have to social distance during the cleanup plus wear masks. Dan suggested to Bob that the HOA should invest in safety vests and orange cones for future use when volunteers are working along Business 1 and Kirby Road.

Kate commented that the roads in the development are looking shabby due to the fading of the road surface, sink holes and cracks caused by the flushers. Dan stated that the city has a 5-year plan to repair some of the roads in Milford but the streets in the Meadows at Shawnee are not on the list. The city can do some patching.

Kate will check the terms of the Tributaries LLC contract and let Dan know the balance due as per the contract.

### **Neighborhood Watch Committee**

**Chairman Dave Markowitz** reported that there have been no incidents in the development for the past 6 months.

#### **Old Business:**

The subject of political signs came up for discussion amongst the board. The restriction regarding “**Signs**”, which is **Article VI, Section 8** in the Declaration, reads in part as follows: “A maximum number of two (2) Political Signs, no larger than 18” x 24” are permitted to be placed on each lot 30 days prior to an election and must be removed within 48 hours after.” A few members commented that a home on Windy Drive had political signs and flags up on the property more than 30 days prior to the November 3<sup>rd</sup> Presidential election. Bob reported that he spoke to the resident about the violation and advised him of the restriction. The resident took the signs off the lawn and put them on his pickup truck. Bob commented that **Section 8** of the Declaration covers signs, but not banners. It doesn’t cover bumper stickers or signs or flags affixed to a vehicle. Flags are covered under **Section 13** and decorative flags no larger than 3’ x 5’ are permitted. The current restrictions are vague.

Linda Steiner reported that there are currently 5 homes for sale in the community as of today’s date: 3 E. Bullrush Drive, 11 E. Bullrush Drive, 9 Meadow Lark Drive, 4 W. Thrush Drive and 14 W. Thrush Drive.

#### **New Business:**

Bob asked Linda to look up the details for the Holiday Decorating Contest that was held last year so we can prepare for the contest for this December.

Tom Chilton thanked Bob Sheats for joining in on the Zoom video conference and welcomed him as a new member on the Architectural Committee.

Dan and Dave will be driving around the community within the next few weeks and make a list of the restriction violations. Tom mentioned that he has seen a large black trailer parked in the driveway at a home on Kirby Road on a number of occasions. Bob Shinholt stated that he had already spoken to the resident about the trailer. The resident stated that he was a contractor and currently doing renovations in the house.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 8:15 PM.

Submitted by:  
Linda Steiner, Secretary