

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

November 12, 2025

Members in attendance: Tom Chilton, Bob Sheats, Dan Marabello, Linda Steiner, Jacob Feist, Wanda Nesbit and Taylor Shunk
Absent: Bob Shinholt
Also in attendance: Dave Markowitz, Neighborhood Watch Committee Chairman
Place of Meeting: 8 East Thrush Drive

OPENING: CALL TO ORDER

President, Tom Chilton, opened the meeting at 7:04 PM and thanked Taylor Shunk for inviting the Board Members into her home.

APPROVAL OF THE MINUTES

Tom asked if all members had read the Minutes from the last board meeting held on September 10, 2025 and if anyone had any comments or changes to be made. He asked for a motion to accept the Minutes as submitted. Bob Sheats made a motion to accept them as written and Dan Marabello seconded the motion. All members were in favor and the Minutes will be posted on the HOA's website.

REPORT OF OFFICERS

-- President's Report: Tom Chilton reported that the most important matter that occurred since the previous meeting was the major repair work completed in the Big Pond. The work was done in a timely manner and below the original estimate. Taylor and Dan will inform the board on the particulars of the project.

Since our last meeting, 8 courtesy letters have been sent to violators primarily for trash/yard waste receptacles being visible from the front of the home. Logging and following up on those homeowners not following the restrictions is still a major problem for the Board.

Tom is concerned about the future of the Board and this will be discussed during the New Business section of the agenda.

-- Vice President's Report: Bob Sheats reported on the number of restriction violations that he observed between September 11 and November 12, 2025 as follows: There were eight (8) homes in violation of the Trash Receptacles restriction and thirteen (13) homes in violation of the Prohibited Vehicles restriction.

A discussion started about the number of letters that are sent for violations. The Board approved a two-step process. The first warning letter should be a courtesy letter. The 2nd letter should

combine the cease-and-desist notice, the fines to be imposed and the option to have a hearing. If fines remain unpaid, a lien will be filed.

-- **Treasurer's Report:** Dan Marabello gave the financial report as of today's date, 11/12/2025:

BALANCE SHEET

ASSETS:

There is \$13,515.20 in the checking account and \$77,684.29 in one CD in Artisans' Bank. Assessments receivable is \$538.85. **Total Assets = \$91,738.34.**

LIABILITIES & EQUITY:

Retained earnings \$3,644.56; Total Pond Maintenance Reserves \$114,180.40; Net Income \$-26,086.62; **Total Liabilities and Equity = \$91,738.34.**

PROFIT & LOSS - July 1 through November 12, 2025

INCOME:

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

There are six (6) outstanding liens that total approximately \$1,365.00.

EXPENSES:

Total Expenses \$63,573.78.

Net ordinary income \$-27,091.17.
Other income: Retention ponds interest \$1,004.55.
Net Income: \$-26,086.62.

Dan printed out copies of a "Transaction Detail by Account" to show board members. The report listed every check written and deposit made for the period covering July 1 through November 12, 2025. Projected interest to be earned on the Artisans' Bank CD by June 2026 will be \$1,800. Biggest expense thus far has been for the major reconstruction and repair of the Big Pond by Sussex Conservation District that was completed in September 2025 and cost \$42,426.67. Also, monthly maintenance of the ponds and common areas by Tributaries and Armstrong's Lawn Service. All bills have been paid as of today's date.

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

Secretary's Report: Linda Steiner reported on the following administrative matters:

Documents:

9/11/25 – Prepared eight (8) Assessment Liens for the non-payment of the FY2026 annual dues.

10/21, 10/23, 11/8/25 – prepared three (3) Release of Lien documents for homeowners who paid their past due annual assessments.

Letters:

9/15/25 – Notice Letters mailed to eight homeowners with copies of recorded liens.
9/25/25 – Hearing notice mailed to owner to meet to discuss non-payment of fines.
10/14/25 – Certified letter mailed to owner regarding decision of hearing.
10/27/25 – Letter of commendation was mailed to the Sussex Conservation District regarding the reconstruction work performed in the Big Pond.
11/5/25 – Three (3) violation letters mailed for trash receptacles to homeowners

HOA Website Postings:

9/22 & 10/8/25 – Notices posted on repair work on the Big Pond and Fall Cleanup

Meetings

9/30/25 – Tom, Bob Sheats, Dan and Linda met with Matt Messina from the Sussex Conservation District to walk through the Big Pond after the completion of the reconstruction and repairs.
10/9/25 – Tom, Bob Sheats, Dan and Linda attended hearing with a homeowner regarding the non-payment of fines.

REAL ESTATE LISTINGS (as of 11/12/2025)

There is currently one home for sale in the development at 7 Meadow Lark Drive and it is under contract.

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

REPORT OF COMMITTEES

Architectural Committee:

Chairman Tom Chilton reported on two (2) Architectural Requests that were approved since the last board meeting held on September 10, 2025:

10/30/2025 – 7 East Thrush Drive – replacement of roof shingles
11/03/2025 – 4 East Thrush Drive – replacement of roof shingles

Grounds Committee:

Chairwoman Taylor Shunk reported that on October 28, 2025, she, Tom Chilton and Bob Rodenberg trimmed all the overgrown shrubs at the front entrance and removed a few shrubs as well. Bob Shinholt ordered six new LED spotlights and placed them in the front beds on the evening of October 31, after the Halloween event was over.

Taylor will look into purchasing black paint to freshen up the “Meadows at Shawnee” Styrofoam lettering on the 2 front entrance walls.

The reconstruction and erosion repairs performed by Sussex Conservation District (SCD) on the Big Pond were started on September 22, 2025 and completed by September 30, 2025. Due to the favorable weather conditions, the workers were able to finish the job sooner than expected. The original estimate from SCD was \$58,512.50 and the final bill from them was \$42,426.67. This was a saving of \$16,085.00 for the HOA. The Board praised the SCD’s work performance and responsiveness.

Jacob asked about the ditch on the other side of Kirby Road that is overgrown with foliage and who is responsible for its upkeep? It was suggested that Representative Bryan Shupe be contacted to find out who would be responsible for clearing out the area so water can flow freely from our ponds in the event of a heavy rainfall.

The Fall Cleanup was conducted on Saturday, November 1, 2025 at 9:00 AM and the following volunteers participated in the front along Rehoboth Boulevard: Rick Sylvanus, Craig and Taylor Shunk, Bob Shinholt, Bob Sheats and Dan Marabello. In the rear of the development along Kirby Road, the following volunteers participated: Bob Rodenberg and Linda and Tony Steiner.

There was a discussion about the monthly maintenance of the two (2) ponds. Taylor will get at least two (2) competitive bids for next year’s pond maintenance contract. A follow-up inspection should be scheduled with the Sussex Conservation District.

Taylor reported that three (3) trees were removed around the pond outlet by Kirby Road at a cost of \$1,916.00. The contractor had to be called back to remove debris left in the area.

Taylor requested that a Visa Gift Card be purchased by the HOA to be given to our volunteer homeowner who oversees the HOA website.

Neighborhood Watch Committee:

Chairman Dave Markowitz reported on the passing of a long-serving Neighborhood Watch volunteer in October and the Board expressed condolences. The Neighborhood Watch remains active but struggles with volunteer turnover.

There was police activity on E. Thrush Drive during the month of November. Six (6) State Police cars were on the scene and 12 policemen went into the house.

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

OLD BUSINESS:

--Linda Steiner reported that as of September 10, 2025, there were eight (8) homeowners who had not paid the FY2026 annual assessment. On September 11, 2025, the lien document was prepared

and on September 12, 2025, Dan Marabello hand delivered the document to the Recorder of Deeds office in Georgetown, DE to have the liens recorded.

--Tom Chilton gave an update on restriction violations in his President's report on Page 1.

--Jacob will oversee digital backup and archiving of HOA documents from 2009 to the present. He will coordinate file collection from board members and will use Microsoft or Google for icloud storage.

--The Big Pond reconstruction project by the Sussex Conservation District and tree removal in the Big Pond were reported on by Taylor Shunk in her Grounds Committee Report on Page 4.

NEW BUSINESS:

--Tom questioned what a property management company can do to ease the burden on the Board particularly with implementing the enforcement of the restriction policy. The main concern for this year is recruiting new volunteers to serve on the Board in the next fiscal year of 2026/2027, preferably with experience in the accounting and secretarial fields. There was also a discussion about hiring a temporary employee to handle some of the duties now of the Treasurer and Secretary.

--Tom will draft a volunteer recruitment letter to be mailed out to all homeowners in January 2026. The Board is specifically looking for members of the community who can train in the Treasurer and Secretary positions. If new volunteers do not step up, a property management company may have to be hired. This could cost each lot owner a minimum of \$100 per year on top of the current \$195.00 annual assessment.

--The Board approved the development of an online dues payment portal (Stripe) to be integrated with the HOA website. Homeowners will input their property address and contact information for accurate payment matching. Payments will go into a separate checking account for transparency. Dan will oversee payment matching and reporting. Jacob will coordinate with Dan and Jim Mandelblatt on the portal rollout.

--Taylor made a motion to adjourn the meeting and it was seconded by Dan Marabello. All were in favor and the meeting ended at 9:07 PM.

Respectfully submitted,
Linda Steiner