

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

July 13, 2016

Directors present: Madeleine Mandelblatt, Michael Boyle, Daniel Marabello, Dave Markowitz, Ellen Miller, Bob Shinholt and Linda Steiner

Absent: Barry Zeigler

Meeting was called to order at 7:08 p.m. at 8 Lenape Lane, Milford, Delaware.

Newly elected President, Madeleine Mandelblatt, began by stating that the meeting tonight would proceed out of order with Treasurer Dan Marabello giving his report first since he had to leave the meeting early due to another commitment.

President Mandelblatt handed the meeting over to outgoing President Michael Boyle at this time to request approval of the minutes from the June 9, 2016 meeting. A motion was made to accept the minutes and seconded. None opposed. The minutes will be posted on the HOA's website

Report of the Officers:

Dan Marabello, Treasurer, reported on the HOA's financial status as of today's date.

- Balance Sheet – The current balance in the checking account is \$14,449.28 and total amount in the six (6) CD's is \$50,346.82 for a total cash balance of \$64,796.10. One of the CD's in the sum of \$16,814.94 matures on 7/28/16 and it will be rolled over for 10 years in Discover Bank at the rate of 2.3% per annum. The total interest earned on the six CD's was \$1,190.00 for the year. The HOA received two (2) payments in advance from closings totaling \$190.00. Total liabilities and equity equals \$64,606.10. The sum of \$6,650.00 is deposited every year in the reserve fund from annual assessments received.
- Profit & Loss - The current assessment fee income to date is \$11,050.00. There have been 85 payments of FY2017 annual dues as of today's date and 98 homeowners who have not paid.
- Aging Summary - There are 3 owners that are outstanding in the payment of dues from past years totaling approximately \$2,700.00. Liens have been filed against all 3 homeowners and Judgments have been obtained against 2 owners so far and one is pending.

A Motion was made and carried to approve the Treasurer's Report.

Dan Marabello reported that while he was driving around the development on the neighborhood watch, he noticed a free standing basketball hoop in a driveway on W. Bullrush and trash receptacles on the side of an owner's home on Meadow Lark Drive which were visible from the street.

Board Member Ellen Miller stated at this time that she would like to visit homeowners initially to give them a verbal warning about violations instead of the HOA sending a letter right away. Ellen will advise homeowners that they have 3 days to comply and after that the HOA will take action. The rest of the board members agreed to give this method a try.

Michael Boyle, Vice President, reported that he turned over all his paper records and files from the previous year to the new President, Madeleine Mandelblatt. All HOA electronic files were copied onto a flash drive and the President and Secretary will upload the files on to their respective computers.

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

A volunteer's meeting was held at my home on June 13, 2016 to discuss plans for the annual meeting scheduled for June 15, 2016. Those who attended were Dave and Gloria Markowitz, Bob and Wanda Rodenberg, Joe Palermo and Mike Boyle.

Prepared all forms for the annual meeting and photocopied packets for distribution to homeowners in attendance.

Mailed 183 notice of annual assessment letters on June 22, 2016 to all homeowners in the development. Dues are payable by July 23, 2016.

Mailed six (6) violation letters to homeowners during the month of June for prohibited vehicles, trash receptacles and lawn cutting.

There were eight (8) architectural approvals that were hand delivered to homeowners during the months of June and July 2016. Architectural Committee Chairman Bob Shinholt will address the specifics of those requests in his report.

A levy of an automobile was completed on a delinquent homeowner on June 3, 2016 in JP Court No. 17 and a Constable Sale will be requested through the court.

A wage garnishment was requested against a 2nd delinquent homeowner on April 4, 2016 but the out of state employer never responded to JP Court No. 17. The DE court will not enforce the garnishment over state lines.

A complaint was filed against a 3rd delinquent homeowner on April 13, 2016 and the Defendant never answered. A Default Judgment will be ordered by JP Court No. 17.

A motion was made to accept the Secretary's report and it was seconded.

Report of the Committees:

Barry Zeigler, Grounds Committee Chairman, was absent from the meeting due to illness and a Grounds Committee report was unavailable.

A discussion began amongst the board members regarding the storm water ponds. President Mandelblatt asked if the city would ever consider taking over the ponds. The city manager was asked that question a few years ago and replied “Why should the city take over your ponds?” New Castle County has already taken over the storm water ponds in their county and created a new tax district. They took the reserve funds from the HOA’s when they did the takeover. Kent County is also looking to do something similar in their county. Sussex County is looking at this also similar to New Castle County.

Vice President Boyle stated that the Meadows at Shawnee land was first approved for mobile homes. It was changed to houses when the market exploded during the housing boom.

Bob Shinholt, Architectural Review Chairman, reported that there were eight (8) architectural requests received and approved during the months of May, June and July 2016, as follows:

- 5/31/16 – 29 Meadow Lark Drive, installation of solar panels, approved on 6/14/16;
- 5/31/16 – 9 Little Pond Drive, installation of solar panels, approved on 6/24/16;
- 6/10/16 – 3 E. Bullrush Drive, installation of solar panels, approved on 6/14/16;
- 6/21/16 – 9 W. Bullrush Drive, installation of fence, approved on 6/23/16;
- 6/21/16 – 3 W. Thrush Drive, installation of solar panels, approved on 6/23/16;
- 6/26/16 – 41 Meadow Lark Drive, installation of replacement deck, approved on 6/28/16;
- 6/30/16 – 5 Little Pond Drive, installation of solar panels, approved on 7/1/16;
- 7/2/16 – 18 Little Pond Drive, installation of solar panels, approved on 7/12/16.

Chairman Shinholt reported that homeowners are happy with the quick architectural approvals by his committee. He also stated that Solar City advised him that all requests for solar panels in the Meadows at Shawnee will go through him.

A motion was made to approve the Architectural Committee report and it was seconded.

Dave Markowitz, Neighborhood Watch, reported that flowers are being stolen from the front entrance. Neighborhood watch volunteers are checking at night for any cars in that area. Bob and Wanda Rodenberg volunteered many hours of their time to plant all the flowers and shrubs in the front area.

Police were called on July 12, 2016 regarding a gray truck with an extended cab cruising the neighborhood after 12 midnight. Four (4) cars from the Milford Police Department responded.

Dave also wanted to alert the community to watch out for deer on Kirby Road which he has seen in the area between the back entrance and Business 1.

A motion was made to approve the Neighborhood Watch report and it was seconded.

Old Business:

VP Boyle requested that the Secretary back up all her files on the HOA's computer on a flash drive so they can be preserved as a permanent record. He also requested that an inventory list be started to list all property purchased by the HOA thus far to include the printer, two laptop computers and a heavy duty stapler.

New Business:

President Mandelblatt reported on the housing discrimination complaint filed by a homeowner regarding the above ground pool matter. She sent all relevant information to the HOA attorney including emails and written correspondence between the Board and complainant, the original architectural request and past violation letters to other homeowners who had installed above ground pools. The President wants to amend the swimming pool paragraph in the Declaration of Restrictions under Article VI, Section 10 and remove the wording "Except as authorized by Declarant and/or the Corporation..." to avoid future problems.

Dave Markowitz reported that he received a post card in the mail from a company called "House Wash" located in Maryland. They quoted the following rates for house power washing: \$75.00 for one side of a home; \$175.00 for a 2,000 square foot home; \$199 for a 4,000 square foot room. Their phone number is 301-235-0154. President Mandelblatt stated that she had received 2 quotes so far from power wash companies and this information will be posted on the website.

Solar lights will be installed at the front entrance of the development and Grounds Committee Chairman Barry Zeigler will be taking care of this.

President Mandelblatt scheduled future board meetings for the remainder of the fiscal year to be held on the following dates: October 12, 2016, December 14, 2016, February 8, 2017, April 12, 2017, June 7, 2017 and the annual meeting on Wednesday, June 14, 2017.

Dave Markowitz volunteered to host the next meeting at his home on Wednesday, October 12, 2016 at 7:00 PM.

A motion was made to adjourn the meeting and it was seconded. The meeting adjourned at 9:00 PM.

Submitted by:
Linda Steiner, Secretary