

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

**September 10, 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: 21 Meadow Lark Drive

**OPENING: CALL TO ORDER**

President, Tom Chilton, opened the meeting at 7:06 PM and thanked Linda and Tony Steiner for inviting the Board Members into their home.

**APPROVAL OF THE MINUTES**

Tom asked if all members had read the Minutes from the last board meeting held on May 14, 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 Taylor Shunk 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:** President Chilton reported that the past fiscal year that ended on June 30, 2025 was a difficult year. At the first FY2025 board meeting held in September of 2024, Tom stated that his goal was to get the enforcement of the Declarations of Restrictions under control. Since July 2025, nine (9) courtesy letters have been mailed out. Lot owners are not taking our enforcement warnings seriously.

**POSSIBLE GOALS FOR THE REMAINDER OF THE YEAR**

1. Tom would like to set up a committee with a minimum of 3 board members to review the Violation Logs at the end of the month and make recommendations for letters and possible fines.
2. Tom wants to develop an offsite backup system so that all data is maintained in the "cloud" or offsite.
3. The Board should compose a letter to the community that strongly suggests the necessity of getting new volunteers on the Board with special emphasis on finance, secretarial and grounds experience.
4. The Board should look closely at the "Pros and Cons" of hiring a management company.
5. Tom asked the Board if anyone had any additional goals or ideas for the new fiscal year.

Towards the end of the meeting, the Board will go into executive session to discuss the filing of liens for those owners who have not paid the annual dues.

-- **Vice President's Report:** Bob Sheats reported that there were 14 homes in violation of the trash receptacle restriction between the period of May 15 – August 31, 2025.

-- **Treasurer's Report:** Dan Marabello prepared two (2) reports for tonight's meeting.

### **REPORT NO. 1**

#### **A) BALANCE SHEET as of June 30, 2025:**

Total in checking and CD's:	\$117,921/85
Other current assets:	<u>1,017.11</u>
<b>TOTAL ASSETS:</b>	<b>\$118,938.96</b>

#### **LIABILITIES & EQUITY:**

Total current liabilities (Corporate tax):	\$ 1,114.00
Total Equity:	<u>117,824.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY:</b>	<b>\$118,938.96</b>

#### **B) PROFIT & LOSS - July 2024 through June 2025:**

##### **Income:**

Total Income:	\$29,889.45
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##### **Expenses:**

Total Expenses:	<u>24,332.45</u>
Net Ordinary Income:	\$ 5,557.00
Other Income: Bank Interest:	<u>3,811.84</u>
<b>Net Income:</b>	<b>\$ 9,368.84</b>

### **REPORT NO. 2**

#### **A) BALANCE SHEET as of September 10, 2025:**

##### **ASSETS:**

Total Checking & Savings:	\$138,057.98
Total Assessments Receivable:	<u>858.85</u>
<b>TOTAL ASSETS:</b>	<b>\$138,916.83</b>

##### **LIABILITIES & EQUITY:**

Retained Earnings	\$ 3,644.56
Total Pond Maintenance Reserves	114,180.40
Net Income:	<u>21,091.87</u>
<b>TOTAL LIABILITIES &amp; EQUITY:</b>	<b>\$138,916.83</b>

#### **B) PROFIT & LOSS – July 2025 through June 2026**

##### **Income:**

Total Income:	\$ 35,265.60
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##### **Expenses:**

Total Expenses:	<u>14,850.47</u>
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Net Ordinary Income:	\$ 20,415.13
Total other Income - Bank Interest:	<u>676.74</u>
<b>Net Income:</b>	<b>\$ 21,091.87</b>

Dan printed out a current copy of the PNC Checking Account Posted Transactions page as of September 8, 2025 to show the Board Members. He also printed out a “Transactions by Account” sheet detailing all checks drawn and deposits made for the period of 7/5/2025 to 9/10/2025. Dan also printed out a statement from Artisans’ Bank to show Board Members the total in the three (3) CD accounts as of September 10, 2025.

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**

5/27/25 - Prepared the five (5) final documents for the Annual Meeting Packet.  
 6/1/25 to 6/16/25 – prepared all documents for Annual Meeting to be held on 6/17/25.  
 6/20/25 – Prepared dues notice letter to homeowners for the FY2026 Annual Assessment.  
 7/25/25 – Posted reminder on the “Next Door” website about the Meadows at Shawnee annual dues.  
 7/30/25 – Prepared “Past Due Annual Assessment” letter for mailing to 32 homeowners.  
 7/30/25 and 9/3/25 - Welcome letters were hand delivered to three (3) new homeowners.

### **HOA Website Postings:**

5/15/25 – Notice posted regarding the Milford Public Works Dept. construction work in the Meadows at Shawnee.  
 6/1/25 – New Policy No. 2025-001 posted: “Policy for the Clarification of the Declaration of Restrictions, Article VI, Section 7.”  
 6/30/25 – FY2026 changes posted regarding dues information, new Board of Directors, HOA Budget and upcoming board meetings.

### **Meetings:**

6/12/25, 7/14/25 and 7/23/25 – Sat in on pre-trial and trial Zoom meetings regarding JP17 lawsuit.

## **REAL ESTATE LISTINGS (as of 9/10/2025)**

### **Homes for Sale:**

- 7 East Thrush Drive
- 7 Meadow Lark Drive

### **Homes that sold:**

- 6199 Kirby Road
- 3 Briar Court
- 44 Meadow Lark Drive

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

## **REPORT OF COMMITTEES**

### **Architectural Committee:**

**Chairman Tom Chilton** reported on three (3) Architectural Requests that were approved since the last board meeting held on May 14, 2025:

8/4/2025 – 5 Misty Vale Court, installation of awnings at rear of house

8/12/2025 – 2 East Thrush Drive – replacement of roof shingles

9/1/2025 – 1 East Thrush Drive – replacement of roof shingles

### **Grounds Committee:**

**Chairwoman Taylor Shunk** reported that Tom Chilton weeded and sprayed the front beds at the front entrance throughout the summer. One of the Arborvitae trees were also sprayed due to bug infestation. There are a number of overgrown shrubs that have to be trimmed and Dan has the HOA hedge trimmer that can be used.

Taylor suggested that the Neighborhood Fall Cleanup be held on Saturday, November 1, 2025 at 9:00 AM and the rain date would be on November 8, 2025.

### **Neighborhood Watch Committee:**

**Chairman Dave Markowitz** reported that six (6) new members of the community have joined the Neighborhood Watch Committee. They have all started and are on the schedule.

Tom Chilton made a motion to accept the three (3) Committee reports and it was seconded by Jacob Feist. All members were in favor.

### **OLD BUSINESS:**

--Tom reported that as of today's date, there are eight (8) homeowners who have not paid the Fiscal Year 2026 annual assessment.

--Tom handed out a list of violation letters that were mailed out between the period of July 1 to September 8, 2025 for trash receptacle violations and vehicle parking violations. He asked all Board Members to document violations and report them to Jacob Feist on a monthly basis.

### **NEW BUSINESS:**

--Tom held a special meeting on August 19, 2025 with board members Dan Marabello, Bob Sheats, Taylor Shunk and Linda Steiner to approve the proposed repair work needed in the Big Pond. The Sussex Conservation District (SCD) sent an estimate to the HOA dated August 6, 2025 for

\$58,512.50. Tom made a motion that the estimate be approved so the necessary repairs can be made in the pond. Bob Sheats seconded the motion and the remaining 3 Board Members were all in favor. Tom signed the estimate giving his approval and it was mailed to the SCD office in Georgetown, DE on August 20, 2025.

--Taylor obtained an estimate for \$1,916.00 from SavaTree for the removal of three (3) trees in the Big Pond by the Kirby Road outlet. Taylor showed photos of the subject trees that had grown very large with limbs and branches hanging over the channel which could hinder the flow of water. Tom made a motion that all three (3) trees be removed at a cost of \$1,916.00 and it was seconded by Wanda Nesbit. All board members were in favor and none were opposed.

--Tom is concerned that the HOA currently has no backup system for data from 2009 to the present. Jacob will meet with Linda to assess the current digital document inventory and implement a backup solution using Microsoft or Google for icloud storage.

--The Board should continue to recruit new volunteers who have experience in finance, secretarial and grounds matters. The Board also has to look closely at the pros and cons of hiring a management company and the costs involved. A decision on hiring a management company should be made by the next meeting in November 2025 so the community can be notified in January or February of 2026. In the alternative, it was suggested that the HOA could hire an individual to handle the monitoring of the restrictions and sending out letters.

--Tom handed out a copy of the “**Section 8. Signs**” restriction to all members for their review. For years there has been an ongoing dispute over political flags vs. campaign signs, with residents claiming First Amendment rights. Dan will consult with the city attorney on whether political flags can legally be considered political signs under the current restrictions.

### **EXECUTIVE SESSION**

Board member Dan Marabello made a motion to go into Executive Session and Tom Chilton seconded the motion. At 9:00 pm, President Chilton paused the Board Meeting to enter into a closed session discussion.

### **Return to Open Session**

At 9:15 pm, Tom Chilton made a motion to return to Open Session and member Linda Steiner seconded the motion. Motion carried. Tom stated that the HOA will proceed with the filing of liens on those homeowners who did not pay the Fiscal Year 2026 annual assessment by the due date of August 31, 2025.

Taylor Shunk announced that she will host the next board meeting on November 12<sup>th</sup> at her home. Dan made a motion to adjourn the meeting and it was seconded by Linda Steiner. All were in favor and the meeting ended at 9:18 PM.

Respectfully submitted,  
Linda Steiner