



Biannual Membership Meeting Minutes
Milford Moose Lodge – April 9, 2024 – 7:00 p.m.

- I. **Call to Order / Welcome** : Meeting called to order at 7:01 p.m. by John Mitchell, President.
- II. **Roll Call**
 - Board members present: John Mitchell, Doug Carlino, Marion Chandler, Nora Mastrosimone, Veronica Hoffman
 - Quorum present: Yes. 29 Members present in-person. 2 Members represented via Proxy. Total = 31.
- III. **Approval of Minutes from Previous Meeting (October 2023)**: Motion made and seconded to approve. Unanimously accepted.
- IV. **Financial Report: Nora Mastrosimone, Treasurer**
 - Budget revisions and approval tabled until October meeting so that expenses for various methods of communication can be explored and compared.
- V. **Old Business**
 - Drainage Easements / ditches: John and Marion met with an DNREC representative on March 22nd. Areas along the ditches and Deep Branch that consistently have drainage and stormwater issues were examined. The agreement the HOA had with DNREC for a ditch cleanup in 2019/2020, which was postponed due to COVID19, was only valid for one year. New releases from homeowners along the ditches / creek will have to be obtained for DNREC to enter their properties. Prisoner labor is no longer an option at the order of the Governor. DNREC will bring a survey team out to assess the ditches and determine a course of action. Grant funding for any repairs or maintenance is being explored. We would like to form a “Ditch Committee” of volunteers to regularly inspect the ditches and report issues to the Board.
 - Plowing contract: A contract was entered into with Danny Roach Landscape Services for seasonal snow plowing. No plowing was done this year, but we did have the roads pretreated twice.
 - Landscape contract: Entrances will be cleaned up and sprayed by the current contractor.
- VI. **New Business**
 - City of Milford discussions RE Bike/Walking Path: John and Marion met with Mark Whitfield, Milford City Manager, on March 19th. The plan for the bike path did involve going through the golf course to the city’s pump station property.

Due to various deals falling through, the bike path is not currently happening. We expressed to Mr. Whitfield that in the future, our community would greatly appreciate a city representative attend a meeting with our homeowners to discuss any plans involving our neighborhood or affecting our residents.

- Proposal of New Bylaws
 - Several changes requested by Members present:
 1. Remove Section 2 – Corporate Seal
 2. Amend Section 5.3 Special Meetings Called by the Members to add: *"In the event requesting Members must directly notify all Members of a Special Meeting under this Section, the Executive Board will be required to reimburse requesting Members all reasonable costs for copying, postage, etc., associated with such notice."*
 3. Amend Section 9.3 Specific Powers, subsection (11) to add: *"not to exceed current Sussex County fines for comparable violations"*
 - Motion by Marion to accept Proposed Bylaws with the above changes. Seconded. Unanimously accepted.
- Introduction of new policies
 - Internal Dispute Resolution Process – Packets available upon request
 - Dues Collections – Please see:
<https://attorneygeneral.delaware.gov/wp-content/uploads/sites/50/2024/02/DCIC-Collecting-Delinquent-Assessments-2nd-Ed..pdf>
- Methods and Tools to enact and comply with new Bylaws and applicable statutes
 - Remote Meetings – Some residents are interested in remote meeting capability.
 - Accounting and Record-keeping Tools
 - Electronic Communications – please sign up for email notifications to reduce expenses. Emails will be sent blind copy to ensure email addresses are kept private.

VII. Open Forum / Q&A with Board Members

- Deed restriction violations: Several violations / problematic areas were brought to the attention of the board.
 1. Motion made by Doug, seconded by Marion to spend up to \$2500.00 in Attorney's fees to address the egregious violations and conditions of a particular property on Valley Forge. Unanimously approved.
 2. Executive board will address the following issues:
 - a. Empty lot on Saratoga – tree debris covering cul-de-sac and clogging ditch
 - b. Trees on Lexington and Saratoga overhanging the roadway
 - c. House on Valley Forge that appears to be empty and falling apart

d. Clogged drain pipe on Saratoga

e. Trees growing in ditch on Brandywine

- Motion made by Kim Ebke, Seconded by Ed Richardson to amend the Deed Restrictions to allow 6 foot fences. Unanimously approved. Board will begin the process. Please note that amendments to Deed Restrictions require *"the written consent of no less than sixty percent (60%) of the owners of all the lots in Shawnee Acres,"* per Deed Restriction #19 as filed with Sussex County Recorder of Deeds.
- Association financial records for the last three years are at the accountant's office for an audit and tax preparation.
- All Members are welcome to view and inspect all Association records. Please contact the Secretary.

VIII. Adjourn Meeting

Motion to adjourn by John Mitchell. Seconded. All in favor. Meeting adjourned at 9:04 p.m.