



Biannual Membership Meeting Minutes
Milford Police Station – Community Meeting Room
October 27, 2025 – 7:00 p.m.

- I. **Call to Order / Welcome** : John Mitchell, President @ 7:01 pm
- II. **Roll Call**
 - a. Board members present: John, Nora, Marion, Cece
 - b. Quorum present: Yes – 25 Properties represented (2 by proxy)
- III. **Approval of Minutes from Previous Meeting (April 2025):** Approved and accepted as written.
- IV. **Financial Report: Nora Mastrosimone, Treasurer**
 - a. 2026 Budget – See attached – Shortfall of \$806.00 - \$4.40 per property
 - b. Reserve Funding – Recommended funding for 2026 per Reserve Study - \$4302.00. With 183 billable units equates to \$23.51 per property.
 - \$15,000 has already been deposited in CDs, with plans to deposit another \$5000 from checking within the next few days. Estimated interest earned on CDs for 2025 is approximately \$353, giving a discount to reserve funding of \$1.93 per property.
 - c. 2026 Assessments – Per Property

• Current Dues	\$40.00
• Budget Shortfall	\$4.40
• Recommended Reserve Funding	\$23.51
• Less: Interest earned	(\$1.93)
• Total 2026 Assessment Per Property	= \$65.98
 - d. It was noted that per the US Bureau of Labor Statistics Inflation Calculator, \$40 in 2008 has the same buying power as \$61.39 in 2025
 - e. Current Funds Balances

• Checking (Operating Funds) -	\$13,525.72
• Certificates of Deposit (Reserve Funds)	\$15,000.00
 - f. Outstanding Dues
 - Balance of unpaid dues - \$2540.00
 - \$1720.00 of that is three property owners who have not paid in many years and liens have been placed on their properties
 - The remaining balance due represents 17 homeowners who have not paid 2025 dues. Late fees will be assessed and billed.

- g. Motion made by John Mitchell, Seconded by Celeste Williams, to accept the budget and assessments at \$66 even, with the option to pay in two installments of \$33 each, one being due January 10 and the second being due July 10. (20 in favor / 5 against) – Motion passed

V. Old Business

- a. Drainage Project Update – Notice has been given to the HOA that the state will be installing rip-rap at Lexington and Elks Lodge Rd to alleviate wash-out and erosion occurring with heavy rains. DNREC and Army Corps of Engineers considering work to be done to Deep Branch. Per our DNREC contact, Jesse Barr, we are still on the list for some surveying and potential repair and / or maintenance of our ditch system. The list is long and budgets are getting tight. It was reiterated that it is the responsibility of homeowners to maintain to the center line of the ditch if their property abuts it. They will be responsible for any fees incurred by the HOA if we are required to maintain it to allow for the flow of stormwater.
- b. Deed Restriction Amendments – Ballots drafted, Ready to proceed with voting
 - FENCES – After much discussion concerning the proposed 4 ft height restriction to front facing fences, it was decided to revise the proposed amendment to allow 6 ft fences around the entire perimeter of the backyard only. No fencing will be permitted around front yard boundaries.
 - Ballots were distributed to attendees for the other 4 proposed amendments. Marion and Nora plan to hand deliver a majority of ballots, if people answer their doors, to save the extra postage costs. Ballots will be mailed to all non-resident property owners and anyone we are unable to make contact with. All ballots must be returned to the board no later than December 12th. Ballots can be mailed to the HOA PO box or hand delivered to a board member.
- c. Plowing & Maintenance Bids
 - An advertisement for the RFP for plowing services was placed in The Guide on 9/10 and 9/17 with a deadline of 9/24 for submissions. The only bid received was from Danny Roach.

VI. New Business

- a. City of Milford – Annexation
 - Marion read the email exchanges and attachments from the HOA attorney, David Rutt, former City of Milford solicitor, Rob Pierce, City Planner, and the FOIA request filed seeking copies of any agreements with Shawnee Acres residents concerning annexation. (Please see Secretary for copies of this correspondence.)
 - Per the documents received in the FOIA request package, the city is requiring all property owners who connect to city water and sewer to sign an agreement which requires them to file for annexation within 90 days if / when their property becoming contiguous with City boundary lines. Some of the agreements date back to 2020.

- Joanne Milton spoke concerning the property at 2 N. Brandywine (Addition) and their application for services. She stated that they were required by the city to request annexation as a condition of receiving services as their property is contiguous to city boundaries.

b. Elections – 3 open seats

- No nominations received prior to the meeting
- Nora nominated Marion to serve again
- Marion nominated Nora to serve again
- Kimberlie Ebke volunteered to serve
- No objections by attendees – written ballot not required as these three would fill the board

VII. Open Forum / Q&A with Board Members

VIII. Adjourn Meeting – 9:06 pm