

VIILLAS AT FIVE PONDS BOARD MEETING by ZOOM

May 25, 2021

PRESENT: Rick Rodgers (RR), Mark Schwartz (MS), Joel Mickelberg (JM), Paul Luff (PL), Tina Talansky (TTa), Amy Wert (AW), Merle Neulight (MN)

RR: Opened the meeting a 9:30am

I: PRIOR MINUTES

A. **JM:** Accept the prior minutes from April 20, 2021 as presented. **MS: 2nd.** All approved 5-0.

II: FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** X Five Ponds Circle-\$15.00
- b. **AW:** XX Five Ponds Circle-\$25.00
- c. **AW:** XX Five Ponds Circle-\$265.00 including late fee of \$15.00
- d. **AW:** XXX Villa Dr-\$469.00 including late fee of \$15
- e. **AW:** XXVilla Dr. \$275.00 including late fee of \$15.00

B. Treasurers Report

- a. **MS:** Money Market at Centric is below the \$250K threshold.
- b. **MS:** 28108-new Quaint Oak Bank CD \$100K for 0.35%.
- c. **MS:** Coming up CD due 6/24/2021 from Customers Bank for 1%.
- d. **MS:** 5060- money to go into Capital for one resale for \$3K.
- e. **MS:** High due waiver/distribution letters.
- f. **MS:** 6436-Supplies-Home Depot for opening items.
- g. **MS:** Water account now billed monthly-\$246.68
- h. **MS:** Capital One savings accumulated to \$2,376.75 total this month.
- i. **MS:** Landscape Q2 voted in between meetings and completed-additional rocks around the pond-put in Capital Account for \$2,190.
- j. **MS:** Taxes – still waiting on \$1,950 refund from Federal Government for last year.

C. Grounds/Maintenance Items

- a. **MS:** 6521-Ground Maintenance projects finishing up stumps from last fall approved work. Bill totaled \$9,927.50 after discount. We received a \$500 credit.
- b. **MS:** 6522-Contract billing this month \$52,454.60 Mulching, 1st weeding and turf, and Pine tree spray
- c. **MS:** 6542-Manion Roofing and AM Mechanical contract work.
- d. **MS:** 4010 Capital Contribution this month was -\$3,886.11 Reserve contribution was \$23,493.755.
- e. **MS:** \$280 to Stefan Richter for the last legal consult.

III: LANDSCAPE

A. Grounds Maintenance Schedule

- a. **PL:** The post emergent weed control and the spring annuals are done. Mulch will be treated again after the pruning.

B. Total Turf (TT)

a. Quote 4

- i. **PL:** XX Fairway-dead tree/shrub replacement. Remove eight red-twig dogwoods and leave the bed as is. Remove two stumps on Delmont Ave. Discussing the total cost of \$645 with Hayden Schmucker from TT and I am waiting for TT's comment. Tabled until more information from TT.

b. Quote 5

- i. **PL:** TT Needs to remove a plum tree and honey suckle tree to let in more light. Remove stumps, add soil, grade, seed and cover with straw. There are also large trees that may block sunlight throughout the years as they grow. This should be put on hold until the fall and I feel that the quote is much too high for the work listed. Discussion of possible other vendors. Tabled.

c. Resident Landscape/Tree Concerns and Requests and Exterior Change Requests

- i. **PL:** XXX Fairway-Dan from TT stated that the Japanese Maple will be installed today.
- ii. **PL:** XXFairway-tree replacement will be put on the list to be reviewed in the fall.
- iii. **PL:** XX, XX, X, and XX Five Ponds Circle-we no longer mulch under the Evergreens. **AW: ACTION:** Will send letter to residents.
- iv. **PL:** XXX Fairway-concerned that their pear trees have fungus and is bug infested. The property had five pear trees, one was removed a couple weeks ago and according to the homeowner, they all have a fungus. They will be looked at for possible action in the fall. **AW: ACTION:** Will send letter to resident.
- v. **PL:** XXX Villa-resident sent a picture which shows the pear tree. It is at least 15 years old (not a Maple as they stated). **PL: ACTION:** Will have TT review the tree.
- vi. **PL:**XXX Fairway-tree was already removed. Completed.
- vii. **PL:** XXXFairway Architectural Request-resident wants the tree removed so that she can plant in that spot. Appendix E has not been sent with all the paperwork. **PL: ACTION:** Will contact resident informing her that Appendix E is needed.
- viii. **PL:** XX Villa Architectural Request-resident wants to dig up grass and put in stepping-stones. Unfortunately, this is against the rules as this would cause a potential problem with the mowing of the lawn. Rejected. Also, resident wants to remove the shrubs on the retaining wall and plant golden thread cypress at their own expense. This is approved.
- ix. **PL:** XX Fairway Architectural Request-resident wants a standard awning. Approved.
- x. **PL:** X Fairway Architectural Request-Wants to plant a few bushes and put in some large stones and river rocks. Approved.

- xi. **PL:**XXX Villa Architectural Request-resident wants to put stone façade on the walls along her driveway, but she needs to have her neighbor sign off on this for the area between the garage doors. Also, she has not submitted the Workers Compensation from her contractor. **PL: ACTION:** Will contact resident that when completed, it will then be approved.
- xii. **PL:**XXX Fairway Architectural Request-denied no insurance from vendor included plus an unreadable drawing.
- xiii. **PL:** XX Villa Architectural Request-standard awning-approved.
- xiv. **PL:** XX Five Ponds Circle Architectural Request-dead bushes in regular beds. Resident wants to plant golden thread cypress. Approved.
- xv. **PL:** XXX Villa-Needs neighbor to sign off. **AW: ACTION:** Will send letter that it is denied with an explanation.

V: MAINTENANCE SCHEDULE

- A. **PL:** Will continue doing the pond by hand-if low, will open the valve manually.
- B. **PL:** AM Mechanical will be here this week to shut off water fountains and check filters. The tubes were replaced. HVAC Service.
- C. **JM:** The projector screen was lowered and raised.
- D. **JM:** The defibrillator's 9-volt battery was replaced.
- E. **RR:** The wind sensor for the awning batteries have not been replaced yet. When done, the awnings will be turned on.
- F. **JM:** The ice maker and refrigerators have been serviced, but the filters have not been replaced.
- G. **PL:** Summarize the pool/hot tube/awning-not usable yet. Need chlorine in the hot tub and the CAT system fully functional.
- H. **RR:** Dehumidifier in indoor pool needs to be turned off.
- I. **JM:** Add the outdoor pool and spa for lab test; Chemical tubes for the pool and spa completed.
- J. **JM:** Domaine registry needs to be renewed.

VI: OPEN ITEMS

- A. **AW:** XXX Fairway-dispute regarding a snow parking fine. Resident's car was parked in the turnaround of the drive before and during the snowstorm and during the snow removal process, however no picture of the parked car was taken. Discussion regarding eyewitness corroboration. **AW: ACTION:** Letter to the resident informing resident that car was left on the driveway during snow removal process and that resident fine will stand.
- B. **AW:** XX Five Ponds Circle-weeds were removed and \$25 fine waived.
- C. **Clubhouse Opening Items** Tabled to end of this meeting

VII: CORRESPONDENCE

- A. **AW:** XX Villa Dr-Birdfeeder-Resident asked question that if he signed the rules for the birdfeeder agreement that it would be approved? **AW: ACTION:** Letter to resident. Yes.
- B. **AW:** XXX Clubhouse Ln-Birdfeeder-**AW: ACTION:** Letter to resident. Birdfeeder Approved.

- C. **AW:** XX Five Ponds Circle-requesting approval for an air conditioning system in the loft. Discussion on placement and possible plantings. **AW: ACTION:** Letter to the resident that she needs to follow the approval process. An Architectural Request with the actual drawing, plus the contractor's insurance needs to be submitted.
- D. **AW:** XXX Fairway-Garter Snakes in lawn-AW spoke to resident and informed resident that if concerned, call an exterminator to ensure that it is not a poisonous snake. However, garter snakes, which are not poisonous, eat voles, etc.
- E. **AW:** XX Villa-Resident would like permission for her disabled daughter's personal trainer to accompany her to the gym. **JM: ACTION:** Will compose a letter for AW to send to resident stating that the aid needs to sign a waiver, photograph vaccination card and photo ID for approval to enter the Clubhouse.
- F. **JM:** Anchor still owes us two door plungers.

VIII: ADDITIONAL ITEMS

- A. Manager (AW) will be out of office week of June 14th.
- B. Request to schedule Mario to fix the gate leaving the pool area toward parking lot. Needs to be recemented again.

IX: NEXT MEETING

Meeting to be June 29, 2021 9:30 AM

X: OPENING ITEMS

- A. **PL:** 420 residents have signed waivers. The opening rules have been edited. Decision that only vaccinated residents with approved waivers and wearing wristbands will be permitted in the Clubhouse. **PL: MOTION:** Anyone who enters the Clubhouse must have completed an approved waiver and be fully vaccinated. **TTa: 2nd** 3-2 MS and JM-not approve.
- B. **PL:** Presented rules specific to COVID Opening dated May 25, 2021. Discussion. Various amendments in meeting. As amended, approved 5-0.
- C. **PL:** Discussion by all on the open timing, process, and legal issues. **MS:** Concerned that we were opening too fast.
- D. **PL:** Discussion on solicitation of paid outside monitors for the summer months. Presented a proposed job description to be sent to the contract agencies. **PL:MOTION:** Will send out for bids and candidates for the external monitor description. **TTa: 2nd**. Approved 5-0.
- E. **JM:** Discussion on FOB shutoff strategy and process if done now. Noted that members of the Opening Committee were willing to be trained on the FOB system to do the work in-house. Discussion of the logistics and timing of the letter and the distribution to the people that have not signed or completed the waivers. Tabled for this meeting.
- F. **PL:** Opening schedule with volunteer monitors. Committee recommends we can open the clubhouse on limited hours with filling volunteer monitor positions from residents in VFP. Discussion on hours of operation. **JM: MOTION:** Open with monitors starting May 29th 10-5. **PL: 2nd**. Approved 5-0.

XI: **ADJOURN** 12:02PM.

SUPPLEMENTAL MEETING MINUTES FOR THE RECORD

Board Meeting May 17, 2021 3:30 PM

PRESENT: Mark Schwartz (MS), Joel Mickelberg (JM), Paul Luff (PL), Tina Talansky (TTa).

ABSENT: Rick Rodgers (RR)

JM: Called meeting to order.

- A. **PL:** Presented committee votes on several topics for the Board's consideration to vote on.
- B. **PL:** Reviewed status of Waivers from committee work. **PL: MOTION:** Have only people with Waivers allowed into the Clubhouse. **TTa: 2nd.** Approved 4-0.
- C. **PL:** Started the discussion on Service Person Waiver. Committee in favor of having all five categories approved as written. **PL: MOTION:** Approve a Service Person Waver for all five categories. **JM: 2nd.** Approved 4-0.
- D. **PL:** Committee recommended if outside monitoring only - Monitor Responsibilities were presented as committee approved them - hours and days recommendation of two people to start up seven days 10 -6. Maybe initially only Wed-Sun to start. Committee also thought that it could be done with VFP volunteers. **PL: MOTION:** Try and start with VFP volunteers until outside help could be secured. **TTa: 2nd.** Approve 4-0.
- E. Numbered Silicone Bracelets. Approved 4-0 **PL: ACTION:** Will place an order with number sequence. Jun 3rd is estimated delivery.
- F. Fine structure – Committee suggested a tiered approach versus one \$500 fine. Suggestion approved by committee of \$250 First fine, \$250 2nd with one-year suspended FOB - to be removed from participation.
- G. **PL:** Committee liked the idea of disinfection once per day. "Anything is better than nothing and that would be good". Presented a quote from SPC Cleaning for 7 days at \$400 per week. **MS: ACTION:** Obtaining a 2nd quote from current cleaner.
- H. Supplies at Tennis, Pools, and other locations? Agreed if it could be secured and waterproofed. **PL: ACTION:** Will go to Home Depot and purchase buckets. Cleaner to monitor and fill daily as required.
- I. **JM:** Opening Plans Reviewed. **JM:** Reviewed details of version 5. Approved 4-0

BOARD MEETING JUNE 3, 2021 7:30 AM Via Zoom

PRESENT: Rick Rodgers (RR), Mark Schwartz (MS), Joel Mickelberg (JM), Paul Luff (PL), Tina Talansky (TTa)

RR: Called meeting to order.

- A. **PL:** Presented Action alternatives for the Board to consider beyond 6/4/2021. Volunteer monitor scheduling board has been filled each hour through the first week, but not beyond. Many of the wristbands have been distributed by the committee and the monitors. Discussion on alternatives. **JM: MOTION:** Continue 10-5 for another week through June 11 and maintain

volunteer monitors if possible. If not, then the facilities would need to be closed. **MS: 2nd**.
 Approved 5-0. **PL: ACTION:** Will ask committee to help obtain volunteers for week two monitoring. **JM: ACTION:** Will send out email ASAP.

- B. **PL:** Asked about the distribution of the remaining 45 or so wristband packages. Discussion on delivery (the committee was willing to facilitate). It was agreed to have JM send out an email to see if a push could be made to have all the remaining people pick them up without delivery option.
- C. **PL:** Presented a revision to the adopted rules of May 25. Discussion and amendments agreed. New rules approved 5-0.
- D. **PL:** Asked about the outside paid monitor candidates that have now been presented. Discussion on costs/timing. Decision to not hire currently. **PL: ACTION:** Will notify AW regarding the same.
- E. Meeting ended 8:15 AM.

BOARD MEETING JUNE 10, 2021 11:00 AM Via Zoom

PRESENT: Rick Rodgers (RR), Mark Schwartz (MS), Joel Mickelberg (JM), Paul Luff (PL), Tina Talansky (TTa), Bernie Hoffman (BH)

RR: Called to order.

- A. **BH:** Reviewed the process of the committee and how the work was conducted. He presented the recommendations of the Opening Committee.
 - a. Opening is realistic and attainable and do not need monitors
 - b. No volunteers at the door after this Friday June 11.
 - c. Security is still needed and should only have one door open to start.
 - d. Only residents with approved waivers – try the honor system.
 - e. Not to expand the food beyond the current rules currently.
 - f. Bring your own equipment for the ping pong, basketball, tennis.
 - g. Leave water fountains off, bring your own water.
 - h. No indoor showers currently.
 - i. Opening before 10 AM as there are a lot of people that would like to come earlier.
 - j. Review next week to see how it goes and expand beyond that.
 - k. Wavier plan as is now – do not change.
- B. The Board thanked BH for all his personal hard work and the committee as a whole.
- C. **PL:** Presented changes to the approved June 3rd Covid Rules. Several items were approved as written and a few required individual votes as shown below:
 - a. Indoor showers – **JM: MOTION:** To not have indoor showers open. **MS: 2nd**. Approved 3-2 to not have showers. PL, TTa voted yes to open them.
 - b. Shuffleboard to be able to be open with cleaning of pucks required. **PL: MOTION:** Approve opening. **TTa: 2nd** Approved 3-2 JM, MS no.
 - c. Open Basketball net to residents only. Discussion. **PL: MOTION:** Open basketball. **TTa: 2nd**. Approved 3-2, JM, MS no.
- D. Board discussion on hours of operation. Hours of 10-5, 8-8, 8-5 and 5 to 11pm were discussed. **JM: MOTION:** House and pool hours open from 10-5 for one more week for evaluation and better passive monitoring. **MS: 2nd**. Approved 3-2 PL, TTa voted no to normal hours.
- E. **PL:** Asked JM to solicit interest in water Zumba classes in the future via community email.
- F. Next Covid Board meeting at 7:30 am via Zoom on June 17, 2021

BOARD MEETING JUNE 17, 2021 7:30 AM VIA ZOOM

PRESENT: Rick Rodgers (RR), Mark Schwartz (MS), Joel Mickelberg (JM), Paul Luff (PL), Tina Talansky (TTa), Bernie Hoffman (BH)

RR: Called meeting to order.

- A. **BH:** Reviewed the Committee's recommendations this week regarding the opening after a week of passive monitoring. Committee is still recommending:
 - a. Return to normal 5am to 11pm hours.
 - b. Maintain no visitors or guests.
 - c. All clubhouse activities open.
 - d. Food is fine for individuals only.
 - e. Debate in the committee on the vaccinated or non-vaccinated question and the issue of masks.
 - f. Voted 6 to 1 to open with a waiver and a marked wristband.
 - g. **BH:** Personal recommendation is to stay the same until the June 28th opening by PA government. Then review all the recommendations then.
- B. **MS:** Noted that there are many organizations that are requiring full immunizations at their facilities.
- C. **Discussion:** The Board discussed various questions posed by BH. BH then left the meeting.
- D. **JM: MOTION:** Open hours to full limits from 5am to 11pm. **TTa: 2nd** All approved. **JM:** Do the rules need to change? **PL:** Stated that the rules were generic to allow the Board to change without the need for a rule(s) change.
- E. **PL:** Discussion on repair of the pool table and payment of the invoice from Joe Vissa. **JM: MOTION:** To not pay the bill if it is presented by Vissa. **TTa: 2nd** Approved 5-0. **JM: ACTION:** Will draft a letter to Vissa regarding the bill and the incident of unapproved guests.
- F. **JM:** Brought up the issue of the two men who were approached regarding their wristbands. **JM: ACTION:** Will check the FOB log on who it could be and verify they were approved.
- G. **PL:** Asked JM to set up training for the FOB system with the members of the Opening Committee to bring that job into the organization and not pay Anchor for it in the future.

ADJOURNED: 8:25am.