

Villas at Five Ponds Board Meeting March 24, 2020

Meeting was held via conference call.

PRESENT: Joel Mickelberg, Vice President (JM), Mark Schwartz, Treasurer (MS), Paul Luff, Secretary (PL), Tina Talansky, Member at Large (TTa), Amy Werth, Property Manager (AW), Casey Bauer, Ass't Scribe

ABSENT: Rick Rodgers, President, Merle Neulight, Scribe

JM: Meeting was called to order at 9:02 a.m.

I: PRIOR MINUTES

- A. **JM: MOTION:** Accept prior minutes as presented. **MS 2nd** All approved 4-0

II: FINANCIAL REVIEW

- A. **Delinquency Report:** reviewed and stands as listed

B. **Treasurers Report**

- a. **MS:** Money Market is now under \$250,000
- b. **MS:** CD was sold, and the money was put in a Money Market account at 25 but are only receiving 1.6%. As of April 1st, the Money Market rate drops down to 1%
- c. **MS:** Two CDs will be coming due, one at the end of April and the other at the beginning of May.
- d. **MS:** Line Items:
 - i. 6341: Bills for attorney fees
 - ii. 6360: Phone bill. Questioned whether the cost will decrease since we changed to Comcast
 - iii. 6362: Exterminating bill has been off by \$1 and need to adjust. Will owe two extra dollars for January and February. Exterminator is continuing to go into the building and MS is letting them into the building. **AW: ACTION:** Will follow up to make the adjustment.
 - iv. 6541: \$3,120 bills from Chew Bittel for the repair of the cupola and the entrance repair.
 - v. 65411-Common Area Repairs for \$423 for a street light repair.
 - vi. 6550: \$430 is a bill owed to Aqua Link for last year's year end work.
 - vii. 4010: Contributed capital for Clubhouse work:
 1. Home Depot: \$828.33
 2. Biograde: \$250
 3. Lorraine Incollingo: \$300
 4. Joyce VanNess: \$50
 - viii. 4020: AM Mechanical- Automatic faucet install \$2416.

- e. **MS:** Capital One account: Charged \$2,000 for Suburban marble; \$6126 for Sundeck Pool furniture; \$3388 for Ed's TV. Next month there will be a credit of \$2967 on the Capital One bill for the rebate to help pay for the TV.
- f. **MS:** Account status per Brian at Continental Management: Presently have \$100,000 in Capital and \$100- \$150,000 in excess Operating. Wait until May and determine what to do with the Capital after all the bills for the renovations are paid. Will need to determine what should be allotted where and what should go in the reserve.
- g. **JM:** Presented that the wallpaper person had said that a credit could be received for the unused rolls. **TTa:** Expressed the need to keep some for repairs. Discussion. **TTa:** Some wallpaper was defective and need to ensure that we are not charged. **MS:** Paid Cathy for the wallpaper and Kaiser to install. **JM** will clarify. **PL:** Questioned where the wallpaper is presently. **JM:** Will clarify.
- h. **MS:** Has a copy of the return for last year along with the Capital and Reserve sheet if anyone wishes to review them. **MS:** Has a clean copy of the audit that can be put on the bulletin board in the Clubhouse. **JM:** Suggested that the clean copy be used, and that Ron Dorfman put it on the website. **MS:** How can the community can see a hard copy. **AW:** Community can come to the Management office to view the hard copy. **JM:** Does not think it should be copied and sent.
- i. **MS:** Expressed confusion on the continuation of the natural gas contract. **PL:** Clarified that it has been renewed at almost the same rate as the last two years and there are now three more years on the contract. The electric contracts are coming up and he will get proposals.

III: CLUBHOUSE RENOVATION REVIEW/DISCUSSION

- A. **TTa:** The decorator has donated card tables to the Clubhouse to use while we are waiting for the new ones to be delivered. She has said that they can be kept. The Decorating Committee has met to discuss decorations for the holidays and rentals. The key recommendations are that holiday decorations will be limited to either side of the fireplace and wreaths on the front door. Holiday decorations in the lobby will no longer be permitted. Discussion.
- B. **MS:** Since the new tables have not arrived, the money for them has been held back.
- C. **TTa:** Questioned if we can get shades. **MS:** Doesn't want to give the deposit for the shades at this time.

IV: LANDSCAPE

- A. **Quotes**
 - a. **PL:** Presented quotes from Total Turf (TT) regarding work that needs to be completed this spring
 - b. **PL: Quote #1:** Includes a partial list of what was taken out due to the October 31, 2019 storm. This includes the 13-line items from the Villas at Five Ponds

Spring Tree/Activity List. Some residents have requested that the trees be replaced, and others do not want new trees but prefer grass. In addition to the Q1 items, PL presented items 13-19 on his list of things that TT missed to quote. PL recommended that TT pay for those items and install them for free. Discussion.

- i. **PL:** XXX Fairway- a recommendation was made for a pear tree to be planted although a Maple had been removed. Estimate to replace the tree and grass over in Q1 is **\$7610** including items not listed in Q1 from the storm but discussed with TT prior to the meeting. Items 14-19 on the Villas at Five Ponds Spring Tree/Activity List are additional items that must be addressed.
 - ii. **PL:** XX Villa: replace two trees as one died near the newly installed gate.
 - iii. **JM:** Questioned if TT had planted all the trees and is responsible to replace the trees. **PL:** Possibly not as they may have been put in by another company. Villas may have to pay for the spruce trees listed on PL sheet as items 16, 17, and 18.
 - iv. **PL:** XXX Fairway has two dead spruce trees and questioned who had planted them. Discussion. Probably was TT or Evergreen Landscape.
 - v. **PL:** XX Villa-dead spruce needs to be replaced (#18).
 - vi. **PL:**XX Villa -had a tree that had died last year and needs to be removed. PL recommends that grass be put down. Questioned if this would be done for free. If not for free, then the above quote would be raised by \$195.
- c. **PL: Quote #2:** The clearing out of the area near the creek bed. There is a lot of damage from the October 31, 2019 storm. All the trees that fell across the creek will be removed. Christ's Home has reviewed the quote and will pay half of the total estimate which is \$1,900. The cost for the Villa's would be \$950.
- d. **PL: Quote #3:** Tree Line: The vines have grown into the trees and are chocking them off-they should be cleaned up with hopes of saving the trees. **TTa:** Questioned if the vines are cut if they would come back stronger. **PL:** Spraying might kill them but doubted that they can be sprayed as it is a wetland. Had asked Hayden about the cost to remove the cut material from the job and it would be over \$5,270 more. Tabled the idea of removing the cut material as too expensive. The cutting of the edge of the creek area has not been done for several years. AW estimated five years or more.
- e. **PL:** There is no quote for the following items but estimates of the costs would be.
- i. **PL:** XXX Fairway-Remove the tree and put in grass. The estimated cost is \$375. **AW:** Per TT, the tree does not need to come down. Discussion. **AW: ACTION:** Will obtain the statement from the landscaper to send to the owner. MS: **MOTION: A letter be sent to the owner that the tree had been assessed and that per the landscaper the tree does not need to be removed.** JM 2nd. Approved 4-0. Discussion regarding

clarification of all Q1,2,3 and PL additions/estimates. **PL:** Reviewed Quote costs of \$13,835. **PL: *MOTION: The quotes be approved, per PL sheet presented for \$13,835, with the understanding that Christ Homes will reimburse \$950.*** MS 2nd All approved 4-0.

B. Owner requests for approval

- a. **PL:**X Fairway-approved
- b. **PL:** XX Villa- wishes to put in plantings-approved
- c. **PL:**XXX Villa-approved. **AW** to note on all approvals that the mulch put down must match the rest of the neighborhood in color.
- d. **PL:**XX Five Ponds Circle- had previously been approved between meetings.
- e. **PL:** Questioned if there should be a motion that all landscaping requests must state that the mulch must match what the landscaper puts down. Tabled for now.

C. Owner Requests and Questions/ Landscape

- a. **PL:** XXX Fairway-inquired when the repairs to their lawn would be made as well as well as the grinding of the stump and grass planted. **AW: ACTION:** Will send a work order to have the grass repair work completed. Tree is part of the approved above.
 - i. **PL:** Questioned if the present staff of TT can do the work. **AW:** Landscapers are permitted to do maintenance but not new products. Will need to delay the installation of trees, etc. Discussion regarding landscaping work going forward including whether staff can come here from their countries to work. **MS:** Expressed concern that ground applications are being done too early. **AW:** Landscaper goes with the weather, not the specifics of the calendar.

D. Action Log: AW: No need to address at this time

V: GROUNDS MAINTENANCE SCHEDULE

A.**MS:** Up to date and I am tracking the bills. **AW:** Will send any issues to MS going forward. **MS:** Will await PL reviewing before approving payment for the added bed by the pool fence from last year's contract.

VI: MAINTENANCE SCHEDULE

- A.**MS:** Is addressing Clubhouse issues and items that arise including lowering the screen.
- a. **PL:** Will address the pond timer and float. Discussed whether to activate the float and issues around the pond. **PL: ACTION:** Will check on the area.
 - b. **MS:** There is an issue with the dishwasher which he will have Jack check.
 - c. **JM:** Anchor owes a visit to service the card room sensor issue and to back up and reactivate the fob system. **AW: ACTION:** Will follow up.

VII: OPEN ITEMS

A.**JM:** Pool and County of Bucks Certificate- Regarding the pool, thinks that a request and appeal to have the license renewed. Questions how manual logging is beneficial as the CAT system is working to keep the water balance. Discussion. May need to upgrade

CAT due to the change in the WIFI in the Clubhouse. **JM**: Requested an estimate. Questioned why we are being controlled by the Public Health Department. These are old guidelines which he has tried to address with state representatives and state senator. **PL**: Questioned how long you have to comply/appeal. **AW**: Must be in compliance the same day that the report was received. Discussion. Decision made to apply for license and appeal the need to manually log and test water every six hours. The CAT controllers should eliminate this requirement.

B: **PL**: XXX Villa Dr-claim has been resolved

C: **PL**: Placement of signs was resolved prior to this meeting.

D: **JM**: Attendance to BCCSC- will probably be cancelled

E: **TTa**: Ballroom rentals and COVID19- TT: Decorating committee wants new guidelines for the Ballroom. These include that the security guard be a fireman or policeman, not a family member; no children's parties; children must be watched; no activities for children; no cooking in the kitchen; renters will be informed that cameras are being used. They are also requesting guidelines for residents' use of the furniture as it is to stay in its place and if there is a need to move the furniture, permission must be given. For the holidays there will be no decorations in the foyer. In the ballroom, there will be a menorah on one side of the fireplace and a tree on the other. Doors can be decorated but tape, staples, etc. cannot be used to attach it. **PL**: Requested that a list of the above be forwarded. **TTa**: Will send to all. **MS**: Spoke to Moscowitz and learned that off duty Warminster police may be interested in security guard position. When able will discuss with the Warminster police. **JM**: Discussed this with Shady Brook. They use a guard who is paid directly and they do not allow big parties. They charge \$350 for 50 people and \$500 for over 50 people. Discussion regarding rental guidelines going forward. **MS**: **MOTION: That rental rate will be \$350 for 50 people and \$500 for over 50 people and that a guard will be hired from the list provided and paid by the renter and that there will absolutely be no parties for children 19 or younger.** **TTa**: 2nd All approved 4-0.

VIII: CORRESPONDENCE

- A. **AW**: XX Villa Drive- cracks in the wall. **JM**: Requested that AW have TT and Mario look at the wall and obtain a quote.
- B. **AW-XX** Five Ponds Circle- requested that the sidewalk be cleaned- **AW**: ACTION: Will send a letter thanking for the information.

IX: ADDITIONAL OPEN ITEMS

- A. **JM**: Family with young children from NYC staying in the development. Discussion. **JM**: Will ask that the children stay in and around the house for two weeks.
 - a. **PL/MS**: XX Five Ponds Circle- Request to change the lock to an electronic lock-approved.
- B. **MS**: Will begin summarizing list. Discussion on person who is placing dog poop in the Clubhouse trash cans. **PL** noted that the rules specifically prohibit this.

X: NEXT MEETING-

- A. *Tuesday, April 21, 2020 at 9:00am*

XI: ADJOURNMENT

A: JM: MOTION: *Adjourned at 11:20am. TTa: 2nd All approved 4-0.*