

VILLAS AT FIVE PONDS BOARD MEETING

July 28, 2020

Zoom Meeting

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

i. PRIOR MINUTES:

- a. **JM: MOTION:** Accept as presented. the minutes from the previous meeting of June 23, 2020. PL: 2nd 5-0 All approved.

ii. FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** XX Five Ponds Circle-Weeds fine-\$25
- b. **AW:** XX Five Ponds Circle-Assess \$989 which included \$15 late charge
- c. **AW:** XX Villa-Paid in full
- d. **AW:** XXX Villa-June and July Assessment owed \$234.75

B. Treasurers Report

- a. **MS:** Continental Management Property (CMP) recommended cashing in the two Money Markets from TruMark. The value of the two Money Markets value is greater than the \$250K allowable by the FDIC (approximately \$280 K). Suggested purchasing a CD at Republic Bank at 1%. The other CD that we have at Centric Bank is 1.75%. The CD is due August 12, 2020.
- b. **MS:** There is \$1600 in Capital One Cash. Richard Gittis said that there are tickets to the show "Face to Face." The theater refused to refund the money and will only reschedule the date of the show.
- c. **MS:** We received \$100 for the wall unit which has been stored in the storage room. The money will be put into Capital.
- d. **MS:** \$4,674 is a combination of two bills towards our attorney for the case against the Warminster Township Water Authority.
- i. **RR:** Court date was changed to the end of September because the opposing attorney broke his leg.
- e. **MS:** Paid \$1,005.75 for June Janitorial services.

- f. **MS:** Account #6522-Ground Maintenance-\$30,691.60-one of the bills was accrued. We only paid \$16,696.40 and is shown on the June statement. The balance is \$13,995.20.
- g. **MS:** Account #6541-Common Repair-Fence repair by TT.
- h. **MS:** Account #65411-\$1,255 irrigation repair by TT by the Guardhouse.
- i. **MS:** Account #6542-\$204.76-Empire Fitness. The contract needs to be extended because of the gym closure due to Covid-19. Additionally, \$1200 of quoted repairs are necessary in the gym. Both will be addressed after the Covid-19 ends.
 - i. **MS:** All gym machines are unplugged. MS checked with Empire Fitness regarding possible issues when the machines are rebooted and was informed that there will be no issues.
- j. **MS:** The contract with AM Mechanical has not yet renewed. Payment will be paid to them when they come here for repairs and filters.
- k. **MS:** Account #6740-Corporate tax was paid. We will receive a rebate at the end of the year.
 - i. **PL:** If we know the exact figures, we should be able to reduce our monthly accrual payments.
 - ii. **MS: ACTION:** Will speak to Bryan at Continental Property Management regarding the above.
- l. **MS:** Account #4020-Reserve-Paid for Shades \$3,922.
- m. **MS:** We are \$82,835 under budget on snow. As a result of that and watching all other expenses, our half year summary of Income and Expenses shows income of \$61,128.67 YTD or \$21,129 favorable to planned spending. Additional spending for storm damage in the first half contributed to the difference.
- n. **MS:** We are 8 ½% over on Ground and because of the lack of snow this past season, our finances are in good shape. We should lower the snow budget but increase the Landscape and Other because our community is older, and the trees and other growths are more mature and require more care.
- o. **MS:** The removal of the trees was taken out of Capital but feel it should be taken out of "Ground Other."
- p. **MS:** Financials-Even though our financials are in good shape, our Capital account is earning less interest because the rates are down. The Clubhouse and facilities are closed, but there are still ongoing expenses.
 - i. **AW:** The Draft Reserve and 2021 Budget needs to be done by October 16, 2020.
 - ii. **MS:** I asked Bryan if he wanted me to do the Reserve. This year an extra \$9.00 will be going towards the roofs per the Board's approval last year.

iii. **PL:** Some Associations are putting extra money in their budgets for the roofs. When the facilities open, we will be needing Clubhouse supplies.

- q. **MS:** Speaks often to other communities, the insurance company, and lawyers regarding updates on potential liability of opening our facilities currently.

III: LANDSCAPE

A. Owner Requests for Approval

- a. **PL:**X Fairway-roof-There is serious roof and wood damage. **RR:** Had a discussion with the resident about the damage. Discussion. **JM:** The roof repair will affect the other attached roofs because of the difference of the color and how the new roof would be attached to the older roofs. This roof has damage over a section of the sunroom. When the roofs are eventually replaced, this roof, even though the repair will have been done, may also be replaced.
- b. **PL: MOTION:** Accept to have the resident replace the damaged roof. **TTa:** 2nd 5-0 All approved.
- c. **PL:** XX Five Ponds Circle-awning request-Have not received the written request yet. **JM:** If after PL receives the request and feels it is fine, then just approve it.
- d. **PL:** XXX Fairway-Landscape-This had been approved on 6/23/2020.
- e. **PL:** XXX Fairway-drainage repair-PL never received the Architectural Request, but AW has it and will forward it to PL. The repair was done before approval but was done well.
- f. **PL:** XXX Fairway-landscape-plastic edging is needed around the front and sides of rocks and grass. Ron Dorfman had told the resident that digging a ditch around the landscape would be fine, but it is inadequate per the Board approval. All requests need to be approved by the Board, not an individual on the Architectural Committee.

B. Quotes

- a. **PL:** Quote #15-tree removal-a huge limb had broken off a tree, plus many limbs and branches need to be removed. This is all manual labor because there of a gas line there and equipment cannot be brought in. **PL: MOTION:** Per the verbal agreement with myself and Clayton Schmucker from TT, approve \$750 to remove the limbs and branches of this tree. **MS: 2nd 5-0 All approved.**
- b. **PL:** Quote #16-Spotted Lantern Fly-Clayton from TT can do a systemic treatment for \$10K or spray a contact insecticide to all maples including Japanese maples, and river birch for two treatments (241 trees) for \$2150 for each treatment. **PL: MOTION:** Have Clayton spray the insecticide for two treatments of \$2150 each totaling \$4300. **MS: 2nd 5-0 All approved.**
- i. **MS:** Should this be added to the annual landscape budget or remain as an Other Landscape expense in the future regarding the Spotted Lantern Flies?

Discussion. **PL:** Probably should be put in the budget – this will be a long-term problem.

- c. **PL:** XXX Fairway-quote in response to a complaint about a crevice-the resident wants us to fill the crevice with seeds. Cost is \$65. **AW: ACTION:** Will inform the resident that we will do this in the fall.

C. Action Log

- a. **PL:** Most items have been completed. The tennis court has been finished.
- b. **PL:** Many weeds. Mulch and weed bed control are needed.
- c. **TTa:** XXX Fairway-a tree was pulled from this house, but there are shoots from the remaining roots that are growing in the lawn because the roots are still alive. **PL:** The roots will die, and the growth will eventually stop. TT will be treating each home as the shoots pop up throughout the community.
- d. **MS:** The landscapers are still doing the first pruning around the development. The spiraea has not yet been done completely and they will need to come back to finish the pruning.
 - i. **PL:** There are still 80 more homes to be pruned. The second pruning should be beginning in six weeks. **MS: ACTION:** Will speak to TT about a reduced fee for the second pruning and skipping most of it since it is so late for the first pruning this year.
- e. **MS:** Due to the heat, we should not have the lawns mowed this week. In review, usually there have been only two mowings in July. **AW: ACTION:** Notified TT by text not to mow this week.
- f. **MS:** The Ballroom screen has been lowered.

D. Grounds Maintenance

- a. **RR:** Lowered and raised the roof slides in the indoor pool.
- b. **PL to MS:** Is it necessary to have Hal come out and finish the pond water level project? He ordered the solenoid and ordered a new valve to change the water feed system for the pond level.
- c. **MS:** The mulch bed weed control still needs to be done.

IV: MAINTENANCE

- A. **RR:** Spoke with Industrial Diesel. He will be in next week to work on the starter for the backup diesel engine.
- B. **MS:** Scott Air-emptied the ice machine and performed annual maintenance on it as well as the two industrial refrigerators.
- C. **MS:** Defibrillator-updated-two additional pads are in the kit; one expires later this year and the other two years from now.

- D. **RR:** Changed the carbon monoxide batteries and defibrillator batteries.

V: OPEN ITEMS

- A. Clubhouse items discussed above.
- B. **MS:** Review of Clubhouse items: Ordered some signs; Touchless toilets and touchless sanitizing stands. We are not able to obtain Purell containers, but there are other sanitizing brands except they will not fit the Purell stands.
- a. **RR:** There have been sanitizing recalls because some contain a poisonous chemical, methanol, which comes from Mexico.
 - b. **MS:** Torno sanitizing lotion could be used versus Purell. We have four Purell stands, but we will need to change these and do need to prepare for when we reopen.
- C. **MS:** Mitchell Dennis from HBI gave us a quote for asphalt repair, seal coating and crack sealing of the roadways and driveways for \$59K-There is an extreme number of cracks in the driveways. Total would be \$67K. Plus, to seal the roadways and driveways is \$5500.
- a. **AW:** We need a quote for stripes in the Clubhouse driveway. Crack fill is usually guaranteed for one year.
 - b. **MS:** There is not enough in our reserves to do this. We could take it from the Capital.
 - i. **JM: MOTION:** Approve HBI's contract to handle the driveways, Club house, lots, walkways, seal coating, etc., not to exceed **\$72,000** as negotiated by MS. **TTa: 2nd** All approved 5-0.
- D. **AW:** We have a quote from Rolling Suds Power Washing of retaining walls which would be the Clubhouse cabana, cement, entrance walls and around the Clubhouse for \$5,989 including tax.
- a. **PL:** Would like a second quote.
 - b. **PL:** Does the tennis court need to be cleaned. Concerned that it may be moldy.
 - i. **AW: ACTION:** Will obtain a second quote.
- E. **Berardelli Quote #44-**We have two quotes. One is for \$8,128.93 which includes a new heater, removal of the old and new plumbing. The second quote is for an upgraded heat exchanger heater and includes the same things that quote is for \$8,499.93 Both quotes do not include venting and hooking up the gas line. AM Mechanical will provide a quote for the heater and all the other items. If we have AM Mechanical do total replacement, it might cause responsibility issues when we need service, at least during the pool heater warranty period.
- F. **BCCSC-Because of Covid-19** BCCSC is extending our membership to December 31, 2020. The 2021 dues of \$50 is due January 2021.
- G. **MS:** Anchor upgrade-\$500 to upgrade 3G-dialer to LTE system. 3G will no longer work after next February. **JM: MOTION:** Accept Anchor's upgrade of 3G Dialer to be upgraded for \$500. **PL: 2nd.** 5-0 All approved.

H. Follow up Community Letter of Possible age Qualified violations

- a. 80% of homes must have a least one person over 55 years of age being an owner. However, in these emergency conditions, there have been a few homes with under 19-year old children living here. Discussion. **JM: MOTION:** Send the homeowners a letter that they are to stop housing people under 55 with children. **PL: 2nd.** 5-0 All approve.
 - i. **JM: ACTION:** Will write the base letter and RR will review and update if needed to ensure the letter meets community requirements.

I. Pet Limitation for Future Buyers

- a. Decrease the limit of two dogs to one dog. Discussion. Tabled.

VI: CORRESPONDENCE

- A. **AW:** XXX Fairway-Stone on wall near garage has become detached- **RR: ACTION:** will look at the detached stone and see if he can repair it himself.
- B. **AW:** XXX Villa-request to pressure wash common area-Board examining quotes.
- C. **AW:** XX Villa-request for trees-will do stump and replace one tree. Board will take this under advisement.
- D. **AW:** XXX Villa-roof issue-**JM:** spoke to Manion from Manion Roofing. Manion states that the shingles on this roof were not applied properly. **AW: ACTION:** Will send letter to the resident to advise resident of their responsibility.
 - a. All residents should have a contractor do a roof “tune up-roof maintenance” every few years. Improper installation on the roof from the builder is the resident’s responsibility
- E. **JM: ACTION:** Will send an email about roof maintenance, spotted lantern flies, and beetles.
- F. **AW:** XX Five Ponds Circle-Fence-Will be repaired when we have someone repairing split rail fences. **AW: ACTION:** Will send letter to resident.
- G. **AW:** XX Villa-complaint that we are an age qualified community and children are living here. **AW: ACTION:** Will send letter to the resident that this is being handled-we are enforcing this due to our bylaws.

VII: ADDITIONAL OPEN ITEMSMS: All of Genesis cement work has been completed.

- A. **TTa:** PL has been buying fish food for the koi and she feels that he should be reimbursed (he would not ask for reimbursement). **PL: ACTION:** Will give MS his fish food receipt.

VIII: NEXT MEETING

- A. Tuesday, August 18, 2020 by Zoom at 9:00am

IX: ADJOURNMENT

A. **PL: MOTION:** Adjourn meeting. **JM: 2nd.** 5-0 All approved. Meeting adjourned at 11:38am.