

BOARD OF DIRECTORS MINUTES
September 27, 2017

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

RR: Opened the Board of Directors meeting at 9:03 a.m.

I: PRIOR MINUTES

- A. **JM: MOTION:** Approve submitted minutes from August 23, 2017. PL: 2nd. All approved. 5-0.

II: VISITOR-10:30 (NB)

- A. **NB:** XXX Villa-NB is a caretaker for his ill wife. He discussed issues of the recent loss of his cell phone, a tree stump that is on the rear of his property, plus snow removal timing for emergency exit for medical reasons.
- B. **AW:** AW reiterated that if there is a medical emergency, 911 should be contacted. If there is a property damage emergency, especially with our common property, then call Continental Property Management (CPM). If it is after business hours, call the property management office at 215-343-1550 and the message will give an emergency number to call. **Do Not** call or email the Board members at home.
- a. **AW:** And also, very important, Do not call (CPM) to “test the emergency system” as one of our residents recently did.

II: FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** XXX Clubhouse Ln-Late charge of \$15.00
- b. **AW:** XX Villa Dr- \$237.00
- c. **AW:** XX Villa Dr-\$504.00 combining Assessment and late charge

B. Treasurer’s Report

- a. **MS:** All of our Money Market accounts and CD’s are under the \$250K threshold.
- b. **MS:** We received \$4800.14 interest on our sold CD’s.
- c. **MS:** All our invoices and bills match.
- d. **MS:** Our last check from American Express was \$38.47 which was put into our Capital Account.
- e. **MS:** The flowers, music, stand and other miscellaneous items were charged for our “Gala Event” being run by Cheryl Goldberg.

C. Year-End Tax Return and Report

- a. **MS:** From our CPA, Lorraine J. Grassi, CPA, P.C., for the years 2017, 2018, and 2019, the fee would be \$1650 per year for our full independent audit with the price held for all three years.
- i. **MS: MOTION:** Have Lorraine Grassi, CPA, PC, prepare a full audit for \$1650 for years 2017, 2018, and 2019 for each year.
M: 2nd. All approved 5-0.

D. Other

- a. **MS:** Has the bill from the cleaning service for \$149 for the rental of the commercial machine to clean the rug. **AW: ACTION:** Will send the bill to the owner with a “cc” to be given to the resident for payment of this extra service.
- b. **MS:** All of the insurance is finished. It is increased only a few dollars over last year’s actual for insurance for the Clubhouse, Cabana, Pools, Spa and the entrance to the development which is insured for \$3M.
- c. **MS to PL:** The UGI three year contract is finished in the spring. **PL: ACTION:** Will begin the negotiations for the next few years. We will be receiving a check for 1.5% of the total landscape contract amount at the end of the year-PL estimated this to be \$2700 from the landscaper.
- d. **MS:** Much discussion of the 2018 budget. Board to review and vote at the next meeting. Thanks to MS for putting in all of his time preparing the budget so far.
- e. **RR:** Our community switched filing methods with the IRS last year per the recommendations of our CPA. The result was an increase in income taxes of about \$2000 per year, but much better coverage if the association is audited by the IRS.
- f. **MS:** Spoke with Kelly Martyn, President of Continental Management Company regarding a five year contract. **MS: ACTION:** Will begin negotiations next week and would like a decrease for the contract for next year as part of the new contract.
- g. **MS:** Last year, as part of the reserve analysis, there was additional shingle coverage (for waste during installation) added to the roofs. We should be adding more money for our roofs. Discussion about whether we should change the reserve to 25 years. **JM:** The lifetime for the roofs is currently reserved at 30 years. **PL: ACTION:** Will do an analysis to determine the over impact of such a change at the current rate. **MS:** Current cost estimate of \$260 per square (100 square feet of roof surface) is high compared to current year actual replacement costs.

IV: LANDSCAPE/ARCHITECTURAL

A. Fall Pruning

- a. **PL:** Emails were recently sent regarding the hold on the fall pruning. We should now have the pruning done, except for the arborvitaes. This was approved without a motion 5-0. **AW: ACTION:** Will communicate this to TT.

B. PL’s Specific Pruning List

- a. **PL:** For the last nine years, PL has set up a spring and fall pruning list, including, as an example, the bushes which are at the end of the Clubhouse driveway. They are now tapered at the ends of the driveway for better visual for the drivers exiting the Clubhouse parking lot. These specific pruning instructions have not ever been included in

with the specific details in our contract. **AW: ACTION:** Will present this list to Dan from Total Turf along with a couple of other changes to formally include in the contract.

C. Phase I and II Tree Replacement Quotes

- a. **PL:** AW and PL received quotes from four companies for adding six spruce trees to the property: Total Turf \$3200; Tree-Eex \$2700; TC \$3100; and Gasper \$2300. The last three include a one year warranty.
- b. **PL:** Discussed tree replacements in Phase I and Phase II. There were approximately 23 actions of new, replacement or seed over locations throughout the development. Discussion.
- c. **MS to AW:** TT had stated that any trees he planted while he is employed by our development will have a lifetime warranty. Discussion. **AW: ACTION:** Will verify and obtain the lifetime warranty included in the contract changes.
- d. **PL: ACTION:** Will slightly adjust the list and forward the list of changes and additions to AW for a quote from TT.
- e. **MS:** Because TT has a lifetime warranty on the trees that he plants, he feels that this is huge cost containment and eliminates concerns regarding dying trees. It is in our best interests to maintain our contract with TT and have them do the trees if there is a fair price structure.
 - i. **JM:** But Gaspear is a nursery which grows the trees.
 - ii. **MS:** Still feels that TT should have the tree contract because of the lifetime warranty. It was in the contract when Dan took the contract over from Elements. **MS: MOTION:** Follow PL's list and note that in the list of replacements that TT must replace three of the trees per the lifetime warranty. **JM: 2nd.** All approve 5-0.

D. Architectural Requests (AR)

- a. **PL:** XXX Villa-Stonework-The submitted AR does not include the type of fieldstone being used. This can be approved if using Bucks County Fieldstone, and therefore, this needs to be included in the AR reply.
- b. **PL:** XXX Fairway Dr-Removed the cement blocks and put in stones along the edging without Architectural approval. If the homeowner wants to keep the rocks, then need to have an AR submitted and edging installed. **AW: ACTION:** Will document to homeowner.
- c. **PL:** XX Villa-Wall planting reminder-the question is what to plant. Perhaps spirea from the basin. **PL: ACTION:** Will add to the list and select the appropriate plants.
- d. **PL:** XXX Clubhouse Ln-Stonework in the flower bed-Resident did not comply with the letter of instruction from the Board regarding the edging for the rocks. Was told that there should be edging between the rocks and grass because the mowers cannot mow cleanly. **AW: ACTION:** Will document to homeowner-to make the property in compliance, put edging between the stones and grass so the landscapers can mow and edge the property.

- e. **PL:** XX Villa Dr-questioned when the hanging baskets with the dead flowers will be removed and when will a second trimming of our community bushes be done. Response: Will be done shortly.
- E. **Monthly Grounds Maintenance Schedule**
 - a. **PL:** All is up to date, or in the process of being done.
- F. **Monthly Contract and Maintenance Schedule**
 - a. **PL:** If not done, will be done shortly.
- G. **MN to AW:** Resident sends emails to CPM when the Monday Clubhouse trash is not picked up by EnviroGreen. When email is received, AW has called EnviroGreen. However, there has been no Monday trash pick up in quite some time. **AW: ACTION:** Will follow up with the vendor to remind them of Monday Clubhouse trash pick up.

V: CORRESPONDENCE

- A. **PL:X** Five Ponds Circle-sent letter informing that the outdoor grill is only working on one side and needs repair.**PL:** Has been repaired.

VI: OTHER

A. Anchor

- a. **JM:** The burglar alarm automatically “kicks on” at night. Discussion on the zones, safety and effectiveness of the overall system and how and when to override (for late night events). Possibly, the addition of motion detectors will increase the system effectiveness. In addition, the computer that is here that is used to make changes and monitor the FOB system needs to have Anchor restart it so it can be used remotely by Anchor to make changes.
- b. **JM:** The alarm “arms” at midnight. The 800 number can be called to the monitoring company that the arming is to be disregarded for an hour in the event of an affair in the Clubhouse. However, with this process it will only stop the process of having the police sent. It will not stop the alarm from going off in the building.
- c. **MS:** We need more motion detectors. We need to have Anchor here to suggest locations and pricing. The motion detectors are needed in the kitchen, gym, game room, ball room, and hallways. **AW: ACTION:** Will have Anchor come and address this in a quote.

B. Security Cameras

- a. **JM:** Presented two quotes from two vendors, Ed’s TV and Nationwide Security.
- b. **JM:** Discussion of Ed’s TV versus Nationwide Security. Nationwide is about \$1000 less than Ed’s TV. The Board is divided as to which company to use. Decided to obtain references for both companies and places to visit. Tabled until next meeting.
- c. **HBI Quote**
 - i. **PL:** The estimate is to clean and seal all cracks which are greater than ¼” in width because less than that cannot be sealed. The quote was for cleaning and sealing cracks over ¼”

in driveways (\$5,500) and the quote is to seal cracks in the Clubhouse lot (\$800) for a total of \$6,300, including labor and material. A clarification is needed in this quote. **AW:**

ACTION: Will follow up with vendor to clarify.

1. **PL: MOTION:** Take the money out of Capital once this is clarified. **TTa: 2nd**. All approved 5-0.

d. **Age Qualification (bi-annual update)**

- i. **PL:** This needs to be done every two years in 55 and over adult communities. **AW: ACTION:** Residents will be notified as part of the fall mailings.

e. **HOMEOWNER INSURANCE UPDATE**

- i. **A. TTa:** Not finished receiving this from the residents. Have 70 out of 280 homes still missing information. **TTa: ACTION:** Will send this list to AW. Also, this list should be computerized.

- f. **MS:** In conversation with TT, TT offered an alternative in which he would keep an extra tractor and truck for the snow. However, we would need to pay him for eight hours minimum even if we use only six hours. That means that for every snow, we would have two men with two pieces of equipment beyond the additional current crews. The cost would be \$1960 per eight hours. But do not know that if they work for nine hours would we need to pay an additional eight hours or after the initial eight hours are they then paid an hourly rate.

- i. **AW to MS: ACTION:** Clarify this with TT.

g. **Berardelli Quote**

- i. **JM: MOTION:** Have Berardelli clean and acid wash the pool using well water for \$736.70. **PL: 2nd**. All approve 5-0.

h. **Lottery**

- i. **JM:** Rose Gold and the Social Committee do not want the lottery for Social Club functions. Discussion on the process and the need if it arises. **JM: ACTION:** Will inform the Social Club that the Board, again, will require the Social Club to have a lottery when needed.

i. **Board Elections**

- i. **JM to AW:** Inform JM when the date for submission for running for Board will be, plus the deadline for this so JM can modify his Board nomination form.

j. **Magazine Rack**

- i. **MS:** Ordered a new magazine rack for the library as the current one is broken. It has been installed in the Library.

- k. **MS:** HVAC replacement filters was completed.

- l. **MS:** Three screen doors to the indoor pool are being fixed.

- m. **MS:** The winterizing list will be started shortly. Items such as the batteries will be taken down from the awnings, the pool furniture put away, etc.

- n. **MS to PL:** Was nutsedge done? (This is a treatment that stops the growth of that type of weed). AW stated it was completed.
- o. **TTa:** There will be a “newcomers” lunch on October 15, 2017 from 11 to 1. Attending residents will pay \$3 and this will be free to the new residents.
- p. **Basin**
 - i. **PL:** Brought the Board up to speed with the discussions with the Warminster Water Authority and TT on the basin status.

VII: NEXT MEETING(S)

- A. **Board Meeting**-October 18, 2017
- B. **Annual Community meeting**-November 15th, 2017. The mailing will be sent with the request for the age certification.

VIII: ADJOURNMENT

- A. Meeting adjourned at 1:11pm.