

VILLAS AT FIVE PONDS BOARD MEETING

October 19, 2021

9:30am/Zoom

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

RR: Opened the meeting at 9:40am.

I: Prior Minutes

- A. **PL: MOTION:** Accept the minutes of September 28, 2021 as presented. **JM: 2nd.** All approved 5-0.

II: FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** XX Fairway Dr.-\$100 plus \$15 late fee. Resident will start receiving late fee.
- b. **AW** XXX Fairway Dr.-\$500.
- c. **AW:** XXX Fairway Dr.-\$275 including the \$15 late fee.
- d. **AW:** XXX Villa Dr.-\$275 including the \$15 late fee.

B. Treasurers Report

- a. **MS:** All accounts at Customers Ban total \$271,345. Between the accrual of payables and other accounts payable, the amount will then be beneath the \$250K.
- b. **MS:** Account 1010-Checking account decreased from \$76K to \$73K which is in Huntington Valley Bank, plus we have a CD. **OPINION:** Wait until Account 028101 of \$125K is due on November 8, 2021 from Meridian Bank and then add \$75K to Operating CD.
- c. **MS:** \$50,400 will be transferred into the Reserve-\$25,400 from Capital and \$25,000 from Excess Operating per the motion last month to help cover the roofs.
- d. **MS:** 5050-Capital add one resale for \$3,000
- e. **MS:** I am awaiting the two missing invoices from Beardelli for the pool in order to properly match them.
- f. **MS:** 6451-Water and Sewer-\$242.74-also missing this invoice.
- g. **MS:** Account 6522-Ground Maintenance-\$34,548.60 for fall work and lawn cutting.
- h. **MS:** Account 6531-Cleaning-Accrued.
- i. **MS:** Repair bill paid from Franks Electric on the pond circuit issues.
- j. **MS:** \$347 Anchor billing in the wrong account-moved to Account 6542.
- k. **MS:** Account 65411- Minus \$40 for two mailboxes that were purchased by residents.
- l. **MS:** Account 6542-Contracts \$550.75 and AM Mechanical for normal maintenance.
- m. **MS:** Missing several invoices to match bills.

- n. **MS:** Account 4010-Contributed Capital-\$970-AM Mechanical for the water fountains. And Ron LPISUA \$848 for shades.
- o. **MS:** Account 4020-Aqua Link-\$2,475.10 on the replacement circuit board for the fountain.
- p. **MS:** During Thanksgiving, a photographer will take pictures and a video of the entire Clubhouse and place the results on a thumb drive so we will have this documentation in case an insurance issue arises.
- q. **MS:** At this time, I have all the Clubhouse information dating back 16 years in my home. Continental Property Management (CPM) can store all the information in their basement for us.
- r. **MS to AW:** Are you still working on the Reserve Expenditure Schedule?
- s. **MS:** Some contracts are coming up for renewal. All of the costs will be increasing.
- t. **MS:** Spoke to CPM because we have one more year on our contract and I would like to renew for five more years.
- u. **MS:** Spoke to John from our trash company regarding another five year contract.
- v. **MS:** Spoke to Clayton (Total Turf) twice so far. Our Snow Contract is up in May and we need a contract for 2023 and 2024.

III: LANDSCAPE

A. Grounds Maintenance Schedule

- a. **PL:** Want to winterize the sprinkler system. **MS:** Hayden feels it is still too early.
- b. **PL:** The granular fertilizing will be between now and November.
- c. **PL:** The last mow in November will basically be to pick up the leaves. Total mows this year will be 24.

B. Total Turf

- a. **PL:** The spirea was done the end of May and June. Clayton had made the decision not to do it. In June and July, he “hacked” them. It will not be done in the fall pruning and also, we should not pay the full bill. **MS: ACTION:** Will follow up on this.
- b. **MS:** There are trees hanging over, through and between the the Delmont Ave. black aluminum fence.
 - i. **PL:** As a normal maintenance, the trees should be trimmed at the fence. I would like to have TT do a “walk-through” with a combined list of all the items to be trimmed, raised, etc. and obtain a cost for it all based on the amount of days it will be to do all of the work and clean it up. **PL: ACTION:** Will follow through with Clayton and ask him to do that quote.

C. Resident Landscape/Tree Concerns and Requests

a. Tree Issues

- i. **AW:** XXX Clubhouse Ln.-**AW: ACTION:** Letter to the resident that we will be evaluating this and will notify resident when this will be done.
- ii. **AW:** XX Villa Dr.-deer had eaten the bark off the tree. **AW:** This is a healthy tree and the bark will regrow over time.

1. **RR:** Please notify the resident that there is a spray they can buy to spray on the tree to discourage the deer from dining.
- iii. **AW** XX Villa Dr.-dead trees on property. **AW: ACTION:** Will have Clayton look at these trees.
- iv. **AW:** XXX Fairway Dr.-Had five Plum trees, one of which was dead which PL had moved in the spring. **AW: ACTION:** Will notify resident that the tree is aging, but is healthy.
- v. **AW:** XXX Villa Dr.-Resident questioned if another tree will be planted to replace the dead tree. **AW: ACTION:** Will inform the resident that it is not recommended planting a tree in that spot because it is not an acceptable spot to plant other trees per TT. However, if resident would like to plant one at his expense, then that is acceptable, with an Architectural Request.

IV: GUEST BERNIE HOFFMAN (BH)

- A. **BH:** The committee recommends that if the Clubhouse is opened for Clubs, all Covid rules must be followed, including residents only who have been vaccinated, wearing of wrist bands, social distancing, and no shared food, and signed waivers. Club/Group must set up and breakdown and leave the space clean, just as it is found. Also, all chairs and tables used are to be sanitized. Again, no outside guests.
- B. **BH:** Art-Tables must be covered, and, again, no damage.
- C. **TTa:** What is the limit of people permitted in the Conference room?
- D. **BH:** If in the Ballroom, if there is a speaker, then chairs should be set up, appropriately spaced.
- E. **BH:** The committee contacted new residents and informed them of the Covid rules and that there is to be no shared food.
- F. **PL:** The only item in the Covid rules that would need to be changed is Rule #4.
- G. **TTa:** Start small...open to Clubs with a number limit and stress that everything must be put away. Possible 30 to 35 residents.
- H. **RR:** Cannot be more than 35 residents.
- I. **PL:** Change in Section 4 of the Covid rules-change to formal group meetings with a maximum of 35 people. All furniture must be placed back as found, but all other rules remain in place.
- J. **PL:** Will draft new rules-the committee's input and we are modifying the rules.
- K. **MS:** Current COVID operating rules for the furniture presently have a "no move furniture rule".

V: EXTERIOR CHANGE REQUESTS FOR APPROVAL

- A. **AW** XXX Fairway Dr.-Resident is aware that their landscaping plans were rejected. They thought that it is acceptable to plant items of their choice within the perimeter of their property, per a conversation they had with RR.
 - a. **PL:** Resident planted some items that were not approved and were fined because of this.

- b. **TTa:** Resident was given a list of approved plantings, but planted items of their own choosing.
- c. **JM: MOTION:** Unless the resident plants outside of their flower bed we waive the \$500 fine. **TTa: 2nd.** 4-1. **PL-no.**

VI: MAINTENANCE SCHEDULE

- A. **JM:** Projection screen to be lowered.
- B. **PL:** Manion to re-inspect roof. **MS: ACTION:** Will schedule.
- C. **PL:** Sprinkler heads to be retested in December and will be good for one year. **RR-following.**
- D. **MS:** Pressure test of fire pump is due to be done in March.
- E. **PL:** Three items-the Alarm system test due in March; Fire Extinguishers are good, the CO2 detectors in the attic (six), need to be tested.
- F. **MS:** Winterizing, sprinklers, Pond, Lights/Timer not done yet.
- G. **MS:** When will the tennis net be taken down?

VII: OPEN ITEMS

- A. **AW:** XXX Fairway Dr.-his wall is settling. **PL:** We should maintain the walls. **AW: ACTION:** Will send a letter that we will inspect the wall. Also, will contact Mario and TT for a quote from each vendor on pricing of wall repairs.
- B. **AW:XX** Villa Dr.-Resident questioned about who would do the mulching around his new bed. Also, the branches of the pear tree on common ground are hanging over the roof and the driveway and would like the tree trimmed. **AW: ACTION:** Will notify resident that the Association will do the mulching. Also, if they care to trim the tree, they may, however, within the next few months the Association will be evaluating trees to be trimmed.
- C. **AW:** XX Fairway Dr.-Concern is that there are multiple street lights that area in need of repair. **AW: ACTION:** Will contact resident that in the future to document a street light, please inform the CPM by writing the light number which is located at the base of each light and also the street address of the fixture. Thank you for notifying us.
- D. **Wall Repair and Resident Billing Issues**
 - a. **AW:** XXX and XXX Fairway and XX and XXX Villa-Wall Repairs
 - i. **DISCUSSION: MS:** The walls in the development should be inspected in April after the snow season. Will speak with TT about splitting the repair bill for the two driveways that were repaired. **RR:** If the wall is bowing, wear and tear, then the Association should pay for the repair. **JM: MOTION:** Change Appendix A in the Rules and Regulations that the Association is responsible for wall damage. If visible damage is apparent, the Association should be notified. **MS: 2nd** 4-1 **PL-no.** Approved.
 - ii. **AW: ACTION:** The rule has been revised and will notify the quads listed above that the Association will be responsible for repair and money will be reimbursed to any resident who has paid.

VIII: ADDITIONAL OPEN ITEMS

- A. **JM:** Need to plan a meeting to prepare for the Community meeting on November 16, 2021 at 7:00pm. Discussion. Preparation meeting November 9, 2021 at 9:00am in the Clubhouse.
- B. **AW:** How many residents can be on a Zoom meeting? PL: 100.
- C. **JM:** When we send the budget, should we also add information regarding direct deposit since there are so many new residents.
- D. **MS:** That will be discussed at the Community meeting.
- E. **TTa:** About four more chairs are needed in the indoor pool area. One of the showers is not working in the Women's bathroom.
- F. **RR:** A shower in the men's bathroom is leaking at the top plus the hot water fluctuates between hot and cold. **MS: ACTION:** Will follow up with AM Mechanical.
- G. **RR:** Residents should be aware that when a spouse passes, the deed should be in the name of the resident residing there. This should be changed by the resident's personal representative.
- H. **PL:** The light pole in the Clubhouse parking lot needs a specialty strap 60" long and UV sensitive. I am hoping that I can find them on the secondary market. If not, I may need to contact the manufacturer and purchase replacements directly from them.
- I. **MS to RR:** In the fire pump room there are two new large batteries. The system was checked and the new engine block heater was installed. It has now been re-certified. Plus diesel tank has been filled. It took 115 gallons of diesel fuel.
- J. **MS:** Going forward, the community needs to know that expenses are and will be increasing quite a bit, but we want to keep the community as pristine as possible. Even though the HOA will be increased by \$10, it should really be \$25.
- K. **RR:** Please send me your culled down job descriptions so that I can combine it all and then cull it down more.

IX: NEXT MEETINGS

- A. **RR:** November 9, 2021-9:00am. Our planning meeting for the Annual Community Meeting.
- B. **RR:** November 16, 2021-7:00pm-Annual Community Meeting-Clubhouse/Zoom-how to do it. Discussion: -tabled.
- C. **RR:** November 30, 2021-9:30am-Zoom Board Meeting

X: ADJOURNMENT

- A. **JM: MOTION:** Adjourn. **PL: 2nd** All approved. Meeting adjourned at 11:55am.

