

## **BOARD OF DIRECTORS MINUTES**

### **October 24, 2018**

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

#### **I: PRIOR MINUTES**

- A. **JM: MOTION:** Accept the minutes from September 26, 2018 as submitted.  
**TTa: 2<sup>nd</sup>** All approved 5-0.

#### **II: GUEST Hayden Schmucker (HS) Total Turf Landscape (TT)**

- A. HS: Presented the proposal from TT regarding changes in the front entrance at Five Ponds on Delmont Ave. The proposal was for each side bed by the lighted sign and the center large island. Discussion and questions regarding the plant materials, etc.
- B. PL: Presented a listing of the items that would be needed for the re-landscaping (mostly trees) for HS to quote on along with this project in "A." HS to work up a quote and in the next few days to be presented to the Five Ponds Board of Directors to review.

#### **III: FINANCIAL REVIEW**

##### **A. Delinquency Review**

- a. **AW:** Several homes are one month in arrears on the payments. Continental Property Management (CPM) will follow up.

##### **B. Treasurers Report**

- a. **MS:** CD 28104 is coming due in November. It was recommended by CPM to do a CD with Penn Community Bank for 2.5%.  
**MS: MOTION PL: 2<sup>nd</sup>** All approved 5-0.
- b. **MS:** We received a credit of \$217 from the phone company.
- c. **MS:** Fence was completed on Street road area near Erie Insurance. The cost was \$2,800 which came out of our Capital account.
- d. **MS:** All bills and credits match, however, the accrual for the insurance was missed and will be adjusted next month.
- e. **MS:** We received \$1,500 from the Social Club. Our Capital One account is currently over \$3,000 in credit that can used to offset bills. Discussion.
- f. **MS:** No Affinity Program from TD Bank this year. Deposits were lower than last year.
- g. **MS:** Regarding next year's Budget for 2019: **MS: MOTION:** Approve the preliminary budget of \$250 per unit per month, up \$3.00 from last year. **TTa: 2<sup>nd</sup>** All approved 5-0.
- h. **MS:** Scott's refrigeration repaired and maintained KT refrigeration equipment. Going forward, a contract was set up for semi-annual maintenance checks. Contract for \$291.50.
- i. **MS:** HBI to do crack sealing in November and may add one more driveway to repair at 205 Fairway. Discussion.

- j. **MS:** R&R Glass to redo six windows in the indoor pool area that are fogged; Two blower motors were replaced; The linens in the ballroom were cleaned; Interior design work is continuing with various visits/questions.
- k. **MS:** Reviewed the meeting with Gasper on the fountain proposal and the new update from Gasper. The pricing of the new changes has increased the project to over \$22,000. Discussion. Board decided to table the project as it is too costly. **PL and TTA: ACTION:** Will look at a much lower cost alternative project in the spring.
- l. **MS:** Street lighting change to LED. Discussion of proposal to do that and internal lighting in the clubhouse. Voted on via email interim meeting-see X below.

#### IV: LANDSCAPE AND ARCHITECTURAL

##### A. Architectural Requests

- a. **PL: XXX Fairway** All is in order and consistent with the landscape guidelines. Approved 5-0
  - b. **PL: XX Villa** Looks proper but not sure of drawing. **PL: ACTION:** Will follow up with homeowner and resolve questions. Tabled.
  - c. **PL: XXX Fairway** new garage door request. Needs additional proposal and insurance info. **PL: ACTION:** Will follow up with the homeowner. Tabled.
  - d. **PL: XX Villa** Follow up documentation of landscape already completed. Approved 5-0.
- B. **PL:** Presented early in the meeting, all the changes recommended in trees and bushes for dead and missing trees and dying plant material. Estimate of cost was approximately \$25,000. To be quoted by TT. Several violations were also noted and letters requested from AW.
- C. **AW:** Lantern Fly discussion on any actions and the costs to try and control. Will need to be monitored but remediation is costly.
- D. **AW:** Presented the bid quote for weeding the home gardens. Discussion. Cost would result in increase in monthly of \$8-10 per unit per month. Tabled.

#### V: GROUNDS MAINTENANCE SCHEDULE

- A. **PL:** All actions on schedule

#### VI: MAINTENANCE SCHEDULE

- A. **MS:** Need to add the refrigeration maintenance to the schedule in July.

#### VII: OPEN ITEMS

##### A. Home Owner Request Log.

- a. **AW:** Presented a spreadsheet she is developing to track issues, actions, homeowner requests to make sure things are not missed. Work in progress. Discussion and suggestions.

**B. Correspondence**

- a. **AW: XXX Villa** issue with overgrown grasses in the area of their home. Have been cut for the season. Tabled.
- b. **AW: XXX Fairway**-based on a complaint that TT hit their air conditioning compressor. They made a request for TT to put rocks around HVAC unit. Owner can submit an Architectural Request for Board consideration.
- c. **AW: X Fairway** regarding tree replacement. Quote in process.

**VIII: ADDITIONAL ITEMS**

- A. **Aqua Link**-question on fountain winterization. Request to have it removed in November.
- B. **XX Fairway**-driveway already discussed in actions above.
- C. **Trash Removal in Ballroom**-discussion on the trash removal for contracted parties. The agreement states the person needs to remove the trash from the clubhouse. **RR** told renter to leave it on the recent rental. **TTa** wants to be consistent and change the contract to reflect the approved process. Tabled for now- next month.
- D. **TTa**: Has selected a new and better faucet in the kitchen which is more suited for the types of pots and cleaning that is done in the kitchen. **PL and TTA: ACTION**: Will work together to replace the faucet.
- E. **MS**: Winterizing is almost complete. Should be done in the next two weeks.
- F. **MS**: Showed samples of pool deck material and selected type of design for the pool area. Discussion. Company is Sundek. **MS: MOTION**: Approve coating pool deck area only for NTE \$7000.00. **PL: 2<sup>nd</sup>** Approved 5-0.

**X: INTERIM VOTE IN OCTOBER VIA EMAIL**

- A. Change all street lights, fitness center lights and small card room lights, NTE \$15,000 by Franks Electric. Approved 4-0-1 TTa not voting. Additionally, MS obtaining prices to for Office Lights and over the door outside lights (middle door and door near indoor pool).

**XI. NEXT MEETING**-Wednesday, November 28, 2018 at 9:00am. Prep meeting for Annual Meeting Nov 9, 2018 at 9am.

**XII: ANNUAL COMMUNITY MEETING**-November 13, 2018 at 7:00pm

**XIII: ADJOURNMENT**

- A. **TTa: MOTION**: Adjourn meeting. **JM: 2<sup>nd</sup>** All in favor 5-0. Meeting adjourned at 11:50am.

**NOVEMBER 9, 2018 BOARD MEETING**

**PL:** Proposed TT quotes for the landscape improvements and reviewed the details. Discussion. **PL: MOTION:** Approve all the changes with part of the funds coming from the Landscape Operating Budget and the balance from the Capital Account. Total project NTE \$31,000. **TTa: 2<sup>nd</sup>** Approve 5-0.

**PL: 37 Fairway**–Architectural Request. Reviewed with homeowner and all is in order. This should be approved. Approved 5-0.