

BOARD OF DIRECTORS MINUTES

December 17, 2019

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

ABSENT: Merle Neulight (Scribe)

RR: Opened the meeting at 9:01 A.M

I. PRIOR MINUTES

- A. **JM: MOTION:** Approve the minutes from November 26, 2019.
PL:2nd All approved 5-0.

II. FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** XX Fairway Drive-owes monthly assessment of \$250 and a late fee of \$15.
b. **AW:** XX Five Ponds Circle-owes a miscellaneous fine of \$25.

B. Treasurer Report

- a. **MS:** CD due on 11/28/19 can be renewed at 1.75%. Still have good cash flow for the projects that are being funded in the first quarter. **MS: MOTION:** Renew the \$245,000 CD at Monument Bank for 1.75%. **TT: 2nd** Discussion concerning monies in the reserve. There is \$260,000 in the Money Market account as of January 1, 2019. More available funds will be needed in January due to redecorating. MS reviewed available monies in the Operating Funds. All approved 5-0.
- b. **MS:** Reviewed recent expenses and monies gained including expenses incurred due to the October 31 storm damage and winterizing costs as well as funds paid to Design East for furniture.
- c. **MS:** There were two house resales and the monies from those sales were gained in the Capital Account.
- d. **MS:** Bill for the repair of the aluminum fence on Street Rd. seems high. Particulars: Material-\$575; Labor-\$300. Discussion. It was agreed that the bill was appropriate. Money will be taken from the reserve. Bill Clendaniel Fence to be paid-\$875.
- e. **MS:** Money has been paid for the Life Magnets. It was sent to Jeanne Smyth. Items will be put in the bags with the Villa Voice for distribution. **JM: ACTION:** Will have Jeanne Smyth compile a letter of explanation to put into the bag with the next edition of the Villa Voice.

- f. **MS:** Chew Bittle documents provide an estimate of cost of repair of roof shingles as that is what is covered. Satellite imaging was utilized.
- g. **PL:** Presented questions about financials and questioned if interest (approximately \$25000 for 2019) from CDs would be allocated to the cost of repairing the roofs-line item in the Reserve. **MS:** Most of the money is booked out to the reserve and some to operating in December.
- h. **MS:** Capitol is \$98,000 and Operating Excess is \$182,000. Expenses for the year will be \$47,000 less due to limited snow in the early part of the year.

III. LANDSCAPE

A. Owner requests for approval: no requests presently

B. Quotes

- a. **AW:** Did not receive the quote for the tree line.

C. Owner requests & questions/landscapes

- a. **AW:** XXX Fairway Dr.-Resident is stating that the Board is responsible for having the roots cut from the tree that may cause damage to his property. Has been discussed previously. Discussion as to how to approach issue and possibly setting a precedent. **AW: ACTION:** Will obtain a quote as to how much it will cost to have the tree removed.
- b. **AW:** XXX Villa Drive-Submitted a concern about leaf build up in front of their garage.
- c. Discussion as to when Total Turf (TT) is scheduled to address the leaves.
 - 1. **AW:** One of the dates is to be in December after the Pin oak and Pear tree leaves fall.
 - 2. **PL:** Questioned if TT should come out again. **AW:** If there are more leaves late in the month, TT may have them come again, but will not have them come for individual homes.

IV: Action Log

- d. **AW:** The tree near XX Five Ponds Circle that the the resident has questioned whether it should be removed. **PL:** Sent an email requesting that It needs to be cut down and will send again. **AW:** Suggests waiting until spring and have all tree removal actions at that time to minimize cost. **AW: ACTION:** Will add to Spring list.
- e. **PL:** In addition, will clarify leaf pick up, tree line trim, and asked AW to have TT check trees in the creek bed and provide a quote with detail.

V: GROUNDS MAINTENANCE SCHEDULE and CONTRACT MAINTENANCE

- f. **RR:** Diesel pump has been checked and cleaned
- g. **MS:** Winterizing is complete. Need to decide when to take sump pumps on the outdoor pools inside.

VI: ADDITIONAL OPEN ITEMS

A. Decorating

A, TTa and Karen Schwartz (KS):

- i. Tentative schedule regarding the beginning of work in the Clubhouse. It reads as follows:
 - 1/17/20-Suburban to remove granite on fireplace
 - 1/18/19-Ambler Fireplace will repair fireplace
 - 1/20/19-Suburban will put the new granite on the fireplace and bathroom sink areas
 - 1/21/19-Plumber will reinstall the sinks

B. KS: presented the need to have the Clubhouse, including the Ballroom closed on Friday, 1/17/20 and Saturday 1/18/20. In addition, the whole Clubhouse needs to be closed on Monday 1/20/20. Decided Ballroom must be closed Friday, 1/17/20 and Saturday, 1/18/20, plus the entire Clubhouse must be closed Monday, 1/20/20 and Tuesday 1/21/20.

C. KS: Painter wants to come in January to remove the wallpaper and prep. She suggested that they try to schedule when the other work is being done. As soon as the bathrooms are finished, the painter would like then do the woodwork in the sports lounge.

D.KS: Chair rail: Reviewed the design and cost quote of \$1,000. The contractor has asked to do the work after the holidays.

E. PL: Awaiting Chew Bittel quote for the new chair rail in the conference room. Some of that material would need to be hand-made as it is not a stock item any longer. Board discussed efforts to maximize time that the Clubhouse is closed for the work to be accomplished. Agreed that on 1/17/20, 1/18/19 and 1/19/20 the pool and gym can be used.

KS: ACTION: Will check with the painter (Kaiser).

F. PL: Questioned if there is a quote from Suburban for the granite in the Sports Lounge. Discussion as to whether to fund that project now or not. Tabled for not. **KS:** Reported that the quote for the pool walls is \$6046.50 with additional costs of \$443.50 for other expenses.

G. KS: Discussion about items in the Clubhouse and who may be interested in buying them. Committee will put together a

list for possible safe to residents If outside groups fail to buy the lot. Waiting for designer to give further schedule.

H. MS: Reminded all that there is still a contract for the floor of the indoor pool to be redone. Suggests doing the walls first and the floor last.

I. KS: Decorator has sent samples of paint and will bring other items such as fabric this Saturday (12/21/19) when she comes. Decorating Committee is scheduled to meet tomorrow (12/18/19).

J. Discussion regarding other items that may be changed or purchased for the Clubhouse.

1. MS: MOTION: Have the work done on the indoor pool, small walls and the ledger stone. **TT: 2nd** All accepted 5-0.

K. Discussion was had by phone with Don Kaiser (Painter) regarding work to be done and scheduling. Mr. Kaiser said he can start work earlier, but KS needs to clarify with the decorator. **PL:** Rooms with wallpaper can be done earlier.

L. KS: Suburban (David) can do the granite work in the pool on 1/22/20, 1/23/20 and 1/24/20. **PL:** suggests waiting a week after to have the pool floor done.

M. MS: MOTION: Have Suburban do the pool ledger stone for \$6046.50. **TT: 2nd** All approved 5-0.

N. PL: Questioned if it will need grout.

O. KS: showed a sample of the stone and a picture of the granite.

P PL: MOTION: For the black granite for behind the bar.

Q Discussion regarding decisions as to the Decorating Committee suggestions.

1.TTa: Explained that decisions were made with finances in mind.

2.JM: Suggested making a list of what needs to be done.

3.RR: Suggested proceeding with other items that need to be done due to workers being on site. It is less expensive to have the work done while the craftsmen are here.

4. RR: ACTION: Will take responsibility for getting undermounted sink for the bar area.

5. Tabled as no second to the motion.

VII: MAINTENANCE SCHEDULE (Continued)

A. January Electrical Inspection

- a. **MS:** Required by the township every three years to be inspected and approved. On the schedule it says February. **PL:**

Requested AW put it on the schedule for January and arrange inspection.

VIII: OPEN ITEMS

A. Weight Watchers (WW)

- a. JM: Spoke to Ms. Johnson regarding WW guidelines and addressed issues. Not compatible with community regarding materials, storage of Items and setup. **PL: MOTION:** Reverse the approval from the prior Board meeting for the WW requested program in the Clubhouse. **MS: 2nd**All approved 5-0.

B. Create Associate Board Member Guidelines

- a. **RR:** Suggests that those who are interested in becoming involved with the Board commit to attending the meetings regularly. They may be asked to be liaisons with other Committees such as the Social Committee as there may be a need to have a backup.
- b. **PL:** Suggested that they participate in the annual items that need to be done such as start up and shut down of equipment and getting to know vendors.
- c. **AW:** Expressed that too much is being asked and that they need to be encouraged to come to the meetings as a first step.
- d. **PL:** Suggested that they spend time with individual members of the Board.
- e. **TTa:** Said that the person needs to be willing to do what is needed as compared to what they want.

C. Chew Bittel Proposal

- a. **MS:** Addressed the proposal to repair the cupola and front portico which is \$1480 for the portico and \$1640 to repair and seal the cupola.
- b. **PL:** Discussed what had to be done. Will do exterior marine quality plywood in the cupola which RR wants to insure. PL said that it is insured and it was discussed specifically. The Board asked to have the contract changed to list marine grade plywood. **MS: MOTION:** That the Board approve the proposal. **PL: 2nd** All approved 5-0.

- D. Discussion–after Clubhouse Decorating – no Ping Pong move rule: Will tell the players that the table will be in the lounge permanently. **PL:** asked who will communicate with them. **JM: ACTION:** Will Inform the players once the decorating is complete that the ping pong table will be permanently in the lounge and no longer should be moved to other locations.

E. Discuss letter explaining roof responsibilities to community:

- a. **MS:** Letter explaining roof inspection should be sent to homeowners. **RR:** Suggested sending a letter to all residents

that they should have their roofs checked. **PL:** Suggests that the letter be sent in March or April with the better weather.

F. **MS:** Follow up discussion with Men's Club and the desire to return to be part of the Social Committee and follow social guidelines.

Discussion.

G. Discussion as to use of rooms and scheduling of activities:

- a. **JM:** Change of functions of rooms needs to be relayed to the community. The Cooking Clubs, if they continue to operate as a closed group, could no longer expect exclusive use of the Ballroom as the Ballroom will become a "Multipurpose room" for any of their events. Need to understand that setup cannot interfere with other activities using the space. Cooking Clubs need to know that space has to be shared. Who will notify the Cooking Clubs? **JM: ACTION:** Will send out an email. **MS:** Need to consider increase in the cost per person for the kitchen supplies across all functions.

H. **Warminster Municipal Water Authority (WMWA)**

- a. **MS:** Would appreciate an update on WMWA issue.
- i. **RR:** WMWA is continuing to pursue discovery in the case. A court hearing is anticipated after the first of the year. Outside counsel feels that it is a strong case. If the case is won, it will be a protection for the community's sewer system.

IX: ADDITIONAL OPEN ITEMS

- A. **PL:** Questioned the need to determine where the money is coming from and being used for in terms of the decoration of the Clubhouse and the line items. Discussion.

X: NEXT MEETING January 21, 2020

XI: ADJOURNMENT

- A. **TTa: MOTION:** Adjourn meeting. **PL: 2nd** All approved 5-0. Meeting adjourned at 12:10 pm.