

VILLAS AT FIVE PONDS BOARD MEETING ZOOM

Tuesday, March 23, 2021 at 9:30 am

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

RR: Opened meeting at 9:34 am.

I: PRIOR MINUTES

A. JM: Accept the minutes from March 2, 2021 as presented. **PL: 2nd** All accepted 5-0.

II: FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** X Five Ponds Circle-\$795-house was sold and closed on 3/4/2021
- b. **AW:** XXX Clubhouse Ln-\$10
- c. **AW:** XXX Fairway-\$100-fine for parking on snow driveway
- d. **AW:** XXX Fairway-0-paid
- e. **AW:** XX Five Ponds Circle-\$25 Fine
- f. **AW:** XX Villa Drive-0-paid
- g. **AW:** X Fairway Dr-0-paid
- h. **AW:** XX Villa Dr-0-paid
- i. **AW:** XX Villa Dr-0-paid

B. Treasurers Report

- a. **MS:** The Money Market funds will be changed on April 3, 2021. As of now, there are three. Customer's Money Market has \$46K. \$258,930 at 1%. The end of this month, Customers 1% will drop to .3%.
- b. **MS:** Accounts Payable is \$143,016 for the snow bills.
- c. **MS:** We received two CD's-R28104 from Penn Community for \$250K at 0.65 with one bump and R28106 at TruMark for one year for \$250K at 0.70. We could not open a third CD from American Heritage. Erica is seeking other banks. As of now, Meridian is 0.55% with one bump, but we can only put in \$125K because we already have a CD of \$125K.
 - i. **MS: MOTION:** Open a n18 month CD from Meridian Bank with one bump for \$125K. JM: 2nd All approved 5-0.
- d. **MS:** #6280 Lock Box overcharge. It should be \$84 but we were charge \$156. It was Continental's mistake and we will be reimbursed.
- e. **MS:** #6341 Final bill from Stefan Richter.
- f. **MS:** #6436 Clubhouse Supplies-two drip trays from Purell.
- g. **MS:** #6465-\$127,560 ????
- h. **AW:** #20312-Needs to obtain a copy of the bill.
- i. **MS:** #6475-\$287 bill for securing the alarm.
- j. **MS:** #6541 Clubhouse repairs for \$418 from AM Mechanical

- k. **MS:** #65411-One hundred rails and nine posts replaced by TT.
- l. **MS:** #6542-Empire Fitness contract ended in February, but we will have another year “gratis” once we reopen.
- m. **MS:** #4010-Capital-\$910.74-Total of \$840 each month from 280 homes at \$3.00 per home.
- n. **MS:** #4020 in Reserve-\$12,068.51
- o. **MS:** AM Mechanical-\$20,586???\$23,647.26???, \$3,060.75 net plus???
- p. **MS:** Capital One-\$1883.44 cash.
- q. **MS:** We joined CAI for \$135 for one year.
- r. **MS:** Synopsis with money-our reserve \$290K negative because of the cleaning the snow in our driveways and streets. \$72,560over in snow.
- s. **MS:** Interest at 1% will be adjusted to ½%.
- t. **MS:** Management, trash, and landscaping contracts have increased.
- u. **MS:** Copy of our updated reserve plus synopsis of the roof projection has decreased to 25 years from 30 years.

III: LANDSCAPE

A. Grounds Maintenance Schedule

- a. **PL:** Much of the edging and spring clean-up has been done. Will speak with Clayton regarding the spraying of the insecticide. The Pine Weevil treatment has not been done nor the granular sprinkling. The sprinkler has not been turned on, but that is done at the end of April.
- b. **MS:** Aqua Link set up the fountain but never notified the Board that they had done this.
 - i. **PL:** Believes that the timer has been correctly set. Will reset the timer for daylight savings time.
 - ii. **PL:** There is a simple manual inside the timer in the event of a power failure.
RR: Will show another member of the Board how to re-set the timer in the event of a power failure.

B. Total Turf (TT)

- a. **Open Items Schedule**
 1. **MS:** Haydn asked for four mailboxes.
 2. **JM:** Yesterday, Larry McKeogh said that some of the mailbox levers are broken. But they are available at Lowe’s.
 3. **PL:** Are residents paying for the mailboxes. **JM:** Yes.
 4. **PL:** Three Japanese Maples will be replaced because of the twigs that TT initially planted plus the one that TT accidentally cut down at XXX Fairway.
 5. **AW:** Is Clayton on schedule for the creek?
 6. **RR to PL:** Do we have a written agreement with Christs Home for TT to bill them directly for their share of the clean-up of the creek bed?
 - a. **PL:** Yes. I have the letter from them stating that TT should bill them for half of the creek bed clean-up.
 - b. **AW: ACTION:** Will authorize TT to bill Christs Home for half of the clean up after giving them the letter.

b. **XXX Villa**-We removed a Locust tree with roots that would soon damage the resident's patio, but the stump has not been done yet. The resident wants another tree planted in its place because the tree provided shade on their patio. **AW: ACTION:** Will send a letter that they will not be given another tree, but they may purchase one on their own.

c. **PL: XX Villa**-Missing the insurance from their vendor. This can be approved pending the insurance. **AW: ACTION:** Will write a letter stating that once the insurance from the vendor is received, their request will be approved.

V: MAINTENANCE SCHEDULE

- A. **AW:** Pest control screen, fountain done, sprinkler system, Extinguisher not due in March but due in a couple of months. **PL:** Is it necessary to have them come out to do the fire extinguisher? **RR:** It is a sub-contractor. One exit emergency battery needs to be replaced. The flush tank with the water meter has been done.
- B. **MS:** Do we need to change the batteries once a year or change them when they "go"? **PL:** We now have about 20 new battery-operated systems. It would be a good idea to change them all at the same time instead of waiting until they die. Batteries. Tabled.
- C. **MS:** In the Clubhouse, the ceiling tile in the corner of the cardroom was replaced. When Manion comes, he will check outside of the cardroom. We did replace an entire line of tile.
- D. **MS:** The tankless-flushed. ??? All filters have been changed. Replaced the on/off switches in bathrooms at the pool.
- E. **MS:** The batteries in the motion detector have been replaced.
- F. **MS:** A waterproof barrier has been installed in the corner near the pool equipment and caulked in the pump room. But we are awaiting auto vent pricing in the pump room.
- G. **RR:** The plunger switches for the burglar alarm system have been replaced. While doing that, I noticed that at the two main doors a magnet was missing. It is working now, but a new wedge needs to be made and installed. (RR is making the wedge).
- H. **JM:** We should contact Berardelli Pools Service to have the pools operational right after Memorial Day.

VI: OPEN ITEMS

- A. **Review of monitoring contractor bids**
 - a. **AW:** There is no monitoring contract. **JM:** We should be obtaining bids to find a monitoring company. **AW: ACTION:** Will obtain bids for a company to monitor the current FOB and Fire System, and Burglar system.
 - i. **AW:** Who wants to be the person who will come to check out the FOB, Burglar and Fire Alarm Systems?
 - 1. **PL:** Suggest calling Nationwide Bldg. Security at 215-932-3156, Rachlin@comcast.net
 - 2. **MS:** Also, check with Anchor.
- B. **AW:** The pool entrance sign is torn; the light at XX Fairway is on during the day; the street signs are beginning to turn silver and are wearing.
 - a. **PL:** Copper or metal needs to be wrapped around the sign. Have Mario do the five signs. Plus, the sign at Five Ponds Circle needs to be straightened with wrapping.

- i. **AW:** There is much sign maintenance. I will drive around the community and note all the signs that need fixing.

- ii.

C. Staffing Clubhouse

- a. **JM:** Did the first draft of a reopening plan. First is a waiver. Need a plan that meets with the Federal, State, and local guidelines and to include monitoring.
- b. **AW:** Made some calls to staffing companies. Two of the companies were “excited” to discuss staffing. McCallion Staffing and PSI Personnel are interested, plus Arrow tech was super interested. The Board needs to approve the hours and discuss the responsibilities including wiping down all touch points. There should be a job description.
- c. **RR:** I suggest we meet on Tuesday, March 30th at 9:30am to further discuss issues with reopening.

D. Franks Lighting & Electrical Estimate 2046-tabled.

VII: CORRESPONDENCE

- A. **AW:XX** Villa-Resident concerned about the geese at the pond.
- B. **AW:** XX Villa-resident feels that the emergency entrance needs to be modified and that snow should not be piled there as it could impede emergency vehicles. Resident would like to speak about this at a Board meeting. Agreed to invite him to the next meeting.
 - a. **MS:** We do not control the Delmont Ave. plowing.

VIII: NEXT MEETING

- A. April 20, 2021 at 9:30 on ZOOM

IX: ADJOURNMENT

- A. **PL: MOTION:** Adjourn meeting. **JM: 2nd** All approved 5-0. Meeting adjourned at 11:29am.