

## **BOARD OF DIRECTORS MINUTES**

### **May 23, 2018**

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

**ABSENT:** RR arrived at 9:30, Tina Talansky

**JM:** Opened the Board of directors meeting at 9:07am.

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

A. **JM: MOTION:** Approve the minutes of April 25, 2018. **PL:** Even though PL was absent at prior meeting, JM had noted at the meeting of April 25, 2018, that the creek bed would be approved pending PL walking the creek bed and Christ Homes acceptance and approval. **JM: AMENDED MOTION:** Approve the minutes of April 25, 2018, as amended. **MS: 2<sup>nd</sup>** Approved 2-0. (PL was not present at the April 25, 2018 meeting and could not vote).

#### **II: GUESTS-JOYCE VANNESS (JV), RON DORFMAN (RD)**

A. **JV:** Has four flyers explaining how to use the AED machine. **MS:** The flyers can be placed by the machine, by the indoor pool, in the gym, and in the game room. **JV: ACTION:** Will purchase frames for the AED directions. In addition, a sign with an arrow showing where the AED machine is located will be acquired.

B. **JV:** What is happening with the telephone directory? **RD:** In June, there will be a statement that the directory will be able to be printed by PDF.

a. **RD:** People have died, moved, public phone numbers have been changed or eliminated. Plus some businesses that advertised in our directory 2 ½ years ago are out of business. **Discussion.**

i. **RD:** The cost for 1000 copies is approximately \$1050. Also, RD has spoken with three advertisers from our last telephone directory that were on the covers or center section and he suggested that they would advertise this time with right of refusal to advertise. There would then be advertisements on the outside and inside covers. The money for advertising would be sufficient to cover the cost of reprinting the directory. **Discussion.**

C. **JV and RD:** Left the meeting.

D. **MS: MOTION:** Print a new directory with no advertisers, printing 1000 copies per RD's quote of \$1050 to be effective June 30<sup>th</sup>, 2018. (June 30<sup>th</sup> is to allow time to obtain new residents information so it could be included with this printing). **PL: 2<sup>nd</sup>.** All agreed. 4-0.

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

##### **A. Delinquency Report**

- a. **AW:** XXX Fairway-turned over to HUD. HUD is responsible for the monthly assessment from the time that HUD takes over. **JM:** Have the papers been filed? **AW:** The papers should be filed after three months. HUD owes \$494.
- b. **AW:** XX Villa- Resident has made some payments. Total amount due is \$268, including the \$30 late fee.
- c. **AW:** XX Villa-paid all that was owed.
- d. **AW:** XXX Villa-Owes \$100 because car was not removed from the driveway during one of the snowstorms.
- e. **AW:** XXX Villa-Paid all that was owed.
- f. **AW:** XXX Villa-Owes \$262 including the \$15 late fee.
- B. **Treasurer's Report**
  - a. **MS:** We have a new CD of \$200k from Huntington Valley Bank for a rate of 2.25%.
  - b. **MS:** Beginning in May, both Money Market Accounts at Customers Bank increase from 1.75% to 1.9% and Convent 1.5%.
  - c. **MS:** Next month, fees will no longer be applied for monthly assessment collections from bank accounts.
  - d. **MS:** All bills and payments match.
  - e. **MS:** Capital One has approximately \$2000 from 2% cash back earned on expenditures.
  - f. **MS:** There is approximately \$80,000 in the Capital Account.
  - g. **MS:** The vending machine is ready for use. Ellen Jarvis is doing an excellent job with the vending machine. There is a problem with the dollar changer and for \$150 we will purchase a new dollar changer to be inserted into the machine.

#### IV. LANDSCAPE AND ARCHITECTURAL

- A. **PL:** The tree line quote was approved by PL and Christ's Home and Christ's Home will pay their half as they have done in previous years. This has been released to Continental Property Management (CPM) to issue to Total Turf (TT).
- B. **PL:** Walked the entire property and saw 11 leaning trees which were in a TT quote. We received another quote from TT stating that it would cost \$192 each to take out a stump, fill the hole with dirt and cover with seed for grass. There are eight trees in the quote of 11 that are possibly fixable. TT would "try to stake all of the leaning trees" for \$120 each for a total of \$960. There are definitely three that are deemed not fixable (NF). TT will remove these 3 NF trees at \$104 each, totaling \$312, but there will then be stumps sticking up. Again, to remove the stumps and put in grass, the cost for each would be \$198, totaling \$594. The cost for all the above is \$1866. **PL: MOTION:** Have TT do all the above. **MS: 2<sup>nd</sup>.** All approved 4-0.
- C. **PL:** Second quote for stump removal. PL thinks we are "over stumped." For this quote, PL wants to carefully walk and record the stumps to be taken out and seeded. We lost several Spruce trees along Cloverly Rd. Thinks that we should leave the stumps and in the fall plant trees along Cloverly. We should have TT do a portion of the 25 stumps up to \$4950. **PL: MOTION:** To tentatively

approve this quote until PL walks our property and verifies all of the details. **MS:** 2<sup>nd</sup> All approved 4-0.

D. **PL:** XXX Villa-Landscape-The Architectural Review Committee (ARC) approved the landscaping, however, there was no proposal from a landscape company, no insurance paper, no drawing, and no species of plants selected. **AW:** **ACTION:** Will send a denial letter to the resident explaining the above.

E. **PL:** XXX Fairway-Landscape Request-There is a wall about three feet high plus a fence that the resident wants to remove. The fence is a Township issue. Per the ARC, the species that the resident has chosen is fine as is the landscaping to be done by TT. The fence may be replaced by "like kind" but the fence may not be removed per the email to the resident dated April 12<sup>th</sup>. **AW:** **ACTION:** Will send a letter to the resident reaffirming that in the email dated April 12, 2018, the landscaping selected by the homeowner and by TT was approved and the same style fence as exists today may be put in, but it may not be eliminated.

F. **PL:** XXX Clubhouse-Roses and shrubs replacements-Golden Thread Cypress could be planted after all of the roses are removed. **AW:** **ACTION:** Will obtain a quote from TT to pull roses and plant the Golden Thread Cypress. **PL:** **ACTION:** Will provide a locations map for CPM to have quoted.

G. **PL:** There is a problem with the "big island" in front of the development. The Steeds Holly "string" of plants is dying and needs to be replaced. **Discussion.**

a. **PL:** **ACTION:** Will contact TT.

b. **MS:** Suggested replacing with a wagon in the landscape. The wagon could be filled with flower pots containing the appropriate seasonal plants and easily replaced each season.

H. **PL:** The white pine trees behind PL's home were planted along the perimeter of the property and the basin cannot be viewed. PL is interested in removing a couple of those trees. **JM** suggested that PL obtain approval from the adjoining property owners before removing the trees.

I. **MS:** When is the first pruning? **AW:** Will begin June 15<sup>th</sup> and should be finished by the end of June.

J. **MS:** The trucks have caused many ruts. MS asked Hayden if he checked all of the sprinkler heads in the common areas, plus, the sprinkler timers need to be checked.

K. **PL:** There is a dead White Pine Tree at XXX Villa. This needs to be cut off. **AW:** **ACTION:** A work order for this will be cut.

L. **PL:** Two Crepe Myrtles in the front of the Clubhouse by the front door are dead. These need to be replaced with two pink crepe myrtles. The pink myrtles will thrive better than the red ones.

#### V: GROUNDS MAINTENANCE SCHEDULE

A. **PL:** All grounds maintenance is up to date.

#### VI: MAINTENANCE SCHEDULE

A. **JM:** Will lower the projector screen for one hour.

- B. **RR:** Domain registry renewal is done every two years-to be done next year.
- C. **JM:** The change of chemical tubes for pool/spa is only half done. **PL:** If it fails, it will be the responsibility of Beradelli, the contractor, because if was not completed as per the contract with Beradelli. **JM:** Not correct.
- D. **JM:** All else has been completed on the maintenance schedule.

#### VII: CORRESPONDENCE

- A. **AW:** 65- Villa-request for a dumpster/waiting on Certificate of Insurance (COI)-**PL:** Approved. Contingent upon the COI.
- a. **PL:** Also, their homeowners insurance does not list the Association as an interested party.
- B. **AW:** XXX Villa-dog issues from XXX Villa with resident at XX Villa-One of the resident's dogs broke off of the leash and ran onto the patio at XX Villa scaring the resident. This violated the Township and our development leash law. **AW: ACTION:** Will send letter to the resident that she violated the leash law.
- C. **AW:** XX Villa (New Resident)-request for POD/Waiting on COI
- D. **AW:** XXX Fairway-awning request-acceptable, except the wrong name is on the COI. The company name needs to be changed on the COI.
- E. **AW:** Dubin-XXX Fairway-states that we do not have the right to have the association named on the COI as an interested party. We will need to request that the resident submit their Proof of Insurance to Continental Property Management (CPM).
- F. **AW:** XX Five Ponds Circle-Insurance-Need proof of insurance submitted to CPM. Resident will have the insurance company send a copy of the declaration page.
- G. **AW:** XX Fairway-Insurance-Need proof of insurance submitted to CPM. Resident will have the declaration page sent to CPM.
- H. **AW:** XXX Fairway-Insurance-need proof of insurance which will need to be submitted to CPM. Resident will have the declaration page sent to CPM.

#### VIII: OPEN ITEMS

- A. **AW:** XX Villa-Issue closed as the "dog waste bin" has been removed.
- B. **AW:** XXX Villa-confirm invitation to resident for the June 27, 2018 Board meeting at 9:00 am...
- C. **AW:** XXX Villa-violation-broom stored outside home plus cage like device which was, initially, at the front door, but now moved to the side of home. **AW: ACTION:** Letter to the resident that he is in violation of two of our rules. These items are not permitted to be stored outside. The fine will be \$25. Also, dogs must be leashed when outside, even if the intention was to have them roam free in the cages.
- D. **JM:** Paula Leder may not be able to do the Holiday Bazaar because of her spouse's health issues. Because he is not able to do anything this year, many more volunteers are needed to help. Paula will meet with the group and determine whether or not she can do the Bazaar.

E. **JM & MS:** Met with Dan from TT and discussed his lack of follow-up to residents' damage issues. Issues with the snow contract that needs to be updated and issues about pushing snow to the side of the homes plus banging a wall. Followed up with Fred Haas about a wall issue caused by the snow removal crew.

F. **JM:** Snow was pushed up on the side of houses which could cause damage to the homes. A large front loader is needed to remove snow in the event of back to back snowfalls like we had this past winter. Also, he follows some of the items that are in the contract but not others.

G. **JM:** The Fire Alarm, per Anthony Ferrugio from Anchor, stated that we could eliminate two phone numbers now that the fire alarm is monitored via cellular and still be as efficient, plus save money. **AW: ACTION:** Will send letter to Anchor stating that two phone lines are to be discontinued-215-773-9073 and 215-773-9095 plus notify Verizon to discontinue these two lines as they are no longer needed.

H. **JM:** New Copier-\$4533. Plus, the cost per page decreases to .008 cents for black and white copies and the new copier could also do color copies at a cost of 7.8 cents per copy. The cost on our present copier for BW copies is 2.2 cents and has no color copy capability. **RR & PL:** Questioned whether this copier was too much for our requirements and that perhaps a desk top machine would suffice. **Discussion.** Tabled.

I. **JM:** Tables and umbrellas for the pool are needed. Looked at various vendors for quality and prices. **MS:** Umbrellas need sun block, sunbrella. **MS: ACTION:** Will explore other places to purchase replacements. **Discussion.** Tabled.

J. **JM:** XXX Clubhouse-suggested that residents should have badges with their photographs with an embedded FOB. **Discussion.** Not at this time as there are too many issues with this type of project and much ongoing maintenance.

K. **PL:** XXX Fairway-damage was done to the grass from their moving van in the limited common area. **AW: ACTION:** Will check on the cost of repair and if minimal will have TT repair with a work order.

L. **PL:** Street light from CAK Electric-have requested additional information regarding the specifics on the lights in the quote. PL is obtaining information for a quote from another electrical vendor. **MS:** Jim Stevens stated that A & R Company has done this type of conversion in other communities. **PL: ACTION:** Will obtain a fixed spec sheet for consistent quotes.

M. **PL to MS:** Water level sensors in the pond need to be fixed.

N. **MS:** Warminster Water department has not returned our call. Hagey might be changing some or all of the meters. **RR: ACTION:** Will call and ask where he is on this project.

O. **MS:** Still looking for decorations for the front of our development.

P. **MS:** Jim Stevens had said that Finlandia has "amazing" portable saunas and "steam rooms" that can be retrofitted to fit anywhere.

#### IX: NEXT MEETING

Wednesday, June 27<sup>th</sup>, 2018. Amy Wert, Manager, will be on vacation that week.

**X: ADJOURNMENT**

**JM: MOTION:** To adjourn meeting. **MS: 2<sup>nd</sup>** All in favor 4-0. Meeting adjourned at 11:55 am.