

BOARD OF DIRECTORS MINUTES

June 27, 2018

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

I. PRIOR MINUTES

A. **JM: MOTION:** Approve the minutes from May 23, 2018 as presented. **PL: 2nd.** All approved 5-0.

II: Guest-Cheryl Goldberg (CG)

A. **CG:** Since I have lived here, I have been doing the New York trips without any incidents. Everything has run very smoothly, except for one incident. When one person did not get a ticket a “lottery” was begun. There were more people who wanted to attend a function, but there was room on the bus for only 56 people. As with other functions, this function should also be, first come first served. **MS:** Feels the “lottery” is unnecessary. **MS: MOTION:** A “lottery” is no longer needed for shows. When the NY function is listed in the Voice, there should be a two week waiting period and then opened for residents on a first come first served with a waiting list. **TTa: 2nd** 5-0 All approved.

III. FINANCIAL REVIEW

A. Delinquency Review

- a. **AW:** XXX Fairway-HUD has this and we will be pain when the house is sold. Invoices have been sent to HUD. **JM:** Were the weeds cut? **PL:** Yes.
- b. **AW:** All have paid fees except XXX Villa Dr-snow parking fee.

B. Treasurers Report

- a. **MS:** The interest is 1.75% on all Money Market funds.
- b. **MS:** Account #4010, Miscellaneous Receivables is \$575 which will be the check from Christ’s Homes.
- c. **MS:** This past month there has been one resale.
- d. **MS:** All utilities and our secondary provider are on the same PECO bill now which we can pay with our credit card and receive 2% cash back from the credit card company.
- e. **MS:** This past month our postage was higher due to letters sent to residents who had not yet sent insurance Declaration pages.
- f. **MS:** Have \$248 in Contributed Capital from the vending machine.
- g. **MS:** Some residents have had their deeds transferred to their children. Discussion. The residents are then tenants in their children’s home. **RR: MOTION:** The tenant/renter means the same. But the parent may give the children a proxy to vote. This is for the purpose of clarification as stated in the Rules and Regulations where the renter can be the renter or tenant. **JM: 2nd.** All approved 5-0. We will send a letter to the non renter/tenants that we need the proxy letter so that they can vote.
- i. **AW:** We are not automatically notified of the above change or of a home settlement. The management company is updated at resale and, or when we are

notified by the homeowner. It is necessary that we know who the owner is, or who has the proxy for the right to vote. There should be a Unit Master File update that captures these changes correctly.

- h. **MS:** Two of the Clubhouse phone lines were eliminated. We were charged \$79.85 when we cancelled the two lines. The third number was kept for outgoing and incoming phone calls into the Clubhouse and the burglar alarm was attached to that line as well. Our future burglar alarm phone bills will be \$20 per month from Starling plus the cost of one Verizon line. This will save us money each month.
- i. **MS:** Shady Brook has had to replace some of the quads roofs. They had a Gold 40 year warranty roof installed plus they received a rebate because the roofs lasted less than the guarantee of 30 years. We have different type of shingles because McGrath changed the shingle type with our development.
- j. **JM:** Pointed out that at least two or three quads in the Villas at five Ponds were done by the same roofer as Shady Brook. Based on what Shady Brook is paying for roof replacements, I believe that our reserve is under funded.
 - i. **RR:** If a roof's useful life is ended, we are responsible.
 - ii. **MS:** At the end of the year, the Reserve for the roofs should be increased by \$1.00, plus as previously suggested in 2016 by PL, the useful life of the roofs should be decreased from 30 years to 25 years. Discussion. Action tabled for now.
- k. **MS:** Each head on the irrigation system had not been checked because some were not working when turned on. Hayden found that six heads were not working and TT repaired them.
- l. **MS:** The entire circuit board on the vending machine is not working. The only way for the machine to work is with coins. **PL:** Suggested searching EBay for a circuit board to fix the problem.

IV: LANDSCAPE AND ARCHITECTURAL

- A. **PL:** XX Five Ponds Circle-awning request-approved
- B. **PL:** XX Five Ponds Circle-lights request-approved
- C. **PL:** XXX Clubhouse-weed removals. **JM: ACTION:** Will send general email about weed removal. **AW: ACTION:** Will send violation letter ten days after the general email about weed removal to those who did not remove their weeds.
- D. **AW:** XXX Fairway-Grill between two garage doors and two chairs and a table at the end of the driveway in front of garage need to be removed. **AW: ACTION:** Will send violation letter.
- E. **PL:** Creek bed clean up invoice was approved for payment. Christ's Homes will pay its portion.
- F. **PL:** Forty Ash trees, amongst other trees were removed and replaced. Each year there are dead trees along the creek bed which had been cut down and removed, many of them being Ash trees. Total Turf (TT) did a quote for \$1240 for cutting down three trees. **PL to AW:** Please obtain more quotes. Discussion. **MS:** Will contact Clayton (TT) for a reduced quote for trees. Also, have TT look at the Plum trees that are leaning; and at 39 Villa-white dead Pine tree needs to be removed. Also, the Plum trees behind 253 and 247 Fairway need to be removed.

Architectural request to have two white pines removed from behind 253 Fairway at the owner's expense (common area trees). Approved 5-0. One white Pine behind 247 Fairway is also to be removed from the common area by the homeowner at the homeowner's expense. Approved 5-0.

G. **PL:** The soil test analysis done by Clayton Schmucker from Spectrum Analytic came back with good results. No need for additional lime treatment.

H. **PL:** There is a section of missing chicken wire fence that was on our property but near Erie Insurance Co. Someone removed it without our permission resulting in about 150 feet of exposed area without any fencing. The cost should be about \$1000 to remove the weeds and replace the wire fence. Discussion. **RR:** We should consider a five foot chain link fence with posts. **AW:** Will ask George from Clendaniel for a quote for both options.

I. **PL:** Hayden inspected the walls with roses. The roses should be ripped out and replaced in the fall.

V: **GROUNDS MAINTENANCE SCHEDULE**

A. **PL:** The maintenance for June is almost complete. When the first pruning is finished, the shrub contact treatment will begin.

VI: **MAINTENANCE SCHEDULE**

A. **MS:** All maintenance on our schedule has been done.

B. **MS:** Repairs from Empire Fitness have been done and paid.

C. **MS:** Jarred found windows in the front of the Clubhouse and others that are fogged and need to be replaced. Work will proceed over the next few weeks. Windows are still under warranty.

D. **MS:** Two metal pool signs will be replaced and new racks for pool supplies have been ordered.

E. **MS:** Defibrillator signs will be installed so that the defibrillator location will be well known.

F. **MS:** The Canadian Company who built our indoor pool building was here and did a complete inspection. They noted that when opening and while closing our indoor pool roof there was a crunching and cracking sound. They have the replacement original plastic rails that were used and will replace the rails. Also, there is mildew on the upper windows.

VII: **SPRING INSPECTION**

A. **AW:** Residents need to be reminded that weeds are their responsibility.

JM: ACTION: Will send a general email that property owners should clean out the weeds from their property.

B. **AW:** Cracks need to be filled along the tennis court, around the base at the basketball net, and signs at the tennis court should be fixed.

C. **MS:** Cracks have reopened in the street. **AW: ACTION:** HBI should check the walking path and the storm drains.

D. **AW:** The sign that indicates that residents should have proper attire on the tennis courts and proper sneakers needs to be straightened and hung properly.

VIII: CORRESPONDENCE

- A. **AW:** Cindy Woldow and Arlene Pollack requested a portable pickle ball set at a cost of \$179. Discussion. **MS: ACTION:** Will discuss with Larry McKeogh.
- B. **AW:** XXX Villa complaints about the weeds in XXX Villa. **AW: ACTION:** Will send violation notice to 191 Villa that weeds need to be removed. If not, then TT will remove the weeds and then resident will be billed.
- C. **AW:XX** Villa-Complaint about resident at XX Villa parking in the turn around space. **AW: ACTION:** Will send violation notice to XX Villa.

IX: OPEN ITEMS

- A. **AW:** Sixty-four residents still have not responded about the copy of their Declaration page from Homeowners Insurance.
- B. **AW:** XX Villa Dr-Unleashed dog. **AW: ACTION:** Will send violation notice and a \$25 fine.
- C. **MS:** The quote from Berardelli Pool service to repair the leaks on the spa heater and gasket of inlet/outlet bronze header for \$750.00. Before repair JM wants to discuss with Berardelli about the gasket-is it the bronze or the seal or the gasket? **JM: ACTION:** Will have the quote detail clarified.
- D. **JM:** Will contact Dan that he did look at XXX Fairway, but that it is Dan's responsibility to contact the owner and notify him. TT is to discuss with the homeowner if TT is or is not responsible for this damage.
- E. **MS:** We need a certificate of Insurance from every vendor, including those for the dumpsters. Also, the dumpster should not be over a certain size plus wood should be put under the dumpsters tires so no damage will be done to the driveways. Plus, we need the forwarding address of the moving resident.
- F. **RR:** There have been resident complaints of "pet waste." People outside of our community walk their dogs in our neighborhood without bags. When seen, these people need to be informed that this is private property. Also, as a reminder, our residents need to have pet bags and dispose of their pet's waste at their own home.
- G. **MS:** Has a meeting on July 25th with Gasper to discuss waterfall, plants, etc.
- H. **MS:** Discussion about updating our umbrellas, tables and Clubhouse.
- a. **TTa: MOTION:** Have a decorator evaluate updating our clubhouse for \$3000. **MS: 2nd** All approved 5-0. This money should come out of Capital.

X: NEXT MEETING

- A. Wednesday, July 18th at 9:00 am.

XI: ADJOURNMENT

- A. **JM: MOTION:** Adjourn meeting. **PL: 2nd**. All approved 5-0. Meeting adjourned at 12:15.

