

VILLAS OF FIVE PONDS ZOOM BOARD MEETING

September 28 2021 at 10:00am

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:** Accept the prior minutes from August 31, 2021 as presented. **MS: 2nd** All approved 5-0.

II: FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** XXX Fairway Dr.-\$100. Next month will be charged a late fee of \$15.
- b. **AW:**XXX Fairway Dr.-\$260; will begin the \$30 late fee.
- c. **AW:** XX Villa Dr.-\$15.
- d. **AW:** XXX Villa Dr.-\$260.

B. Treasurers Report

- a. **MS:** Checking account at Huntingdon Valley Bank has \$43,567 and \$250K CD for a total of \$300K.which is over the Federal Reserve limit of \$250K. Spoke with Erica from Continental Property Management (CPM) to locate another bank to find a small CD elsewhere.
- b. **MS:** R28105-renewed for 0.25% for one year.
- c. **MS:** 1035-Miscellaneous Receivables-all match.
- d. **MS:** 6521- Ground Other-There are two bills-\$268 for invoice 20923 and \$175 for invoice 20913.
- e. **MS:** 6521-Ground Contract moved to Ground Other for \$268.
- f. **MS:** Ground Contract-\$13,469.20 for four mows.
- g. **MS:** 65411-Common Repairs-All bills match.
- h. **MS:** 6550-Pond-\$480 invoice for fountain work moved to 65411 (Common Repairs).
- i. **MS:** 4010-Contributed Capital paid for two indoor water fountains \$2,850 per Board approval.
- j. **MS:** 4020-Ed's TV \$2,230.26 for the purchase and install of two TV's in the gym. However, we received a credit from Capital One for that amount, so the TV's did not cost us anything.
- k. **MS:** All our other bills and invoices matched.
- l. **MS:** We saved \$500 for our renewal Insurance from CAU for full replacement value-our annual insurance billing will still increase to 7.7%.
- m. **MS:** Total Turf (TT)-has taken \$1000 off of our bill for the fall tree removal and plantings.

- n. **MS:** Next year, TT has agreed to charge us \$4700 for the Nutsage treatment per the contract pricing.
- o. **MS:** The cornices in the Ballroom have been removed and new fabric has been ordered. They are being replaced with non-rusting staple material for a total of \$2,912.88.
- p. **MS:** Two new pumps have been ordered for \$742 for the outdoor pool and spa during the winter.
- q. **MS:** New probes have been ordered from Beardelli who will store them. **MS:** **ACTION:** Will send an email reminding Beardelli that they are storing the probes that we have purchased.
- r. **MS:** Spoke with Lisa from the Insurance Company. She strongly suggested that pictures be taken of the entire Clubhouse and stored in a fireproof box.
 - i. **PL:** Spoke with son-in-law who is a professional photographer. He stated that we need videos or pictures of the entire Clubhouse, including the inside of drawers, all the equipment including the model numbers. There should be approximately 400 to 500 pictures. He will be able to give us a quote and if we accept his quote, take the pictures/video around Thanksgiving.
 - ii. **RR:** This should be on a thumb drive with multiple copies which can be stored, not only in the Clubhouse, but also with CPM, insurance company, Board members' homes, etc.

C. 2022 Budget

- a. **MS:** CPM set a benchmark of \$270 due to the anticipated increase in costs to the development of contracts and product costs increases.
- b. **MS:** Rentals and Guest passes-\$2500 income put into the budget just so an offset wouldn't occur in expenses, but the likelihood of having rentals in 2022 is low.
- c. **MS:** Maintenance-trash-this is the last year of our five-year contract. **MS:** Is negotiating with the company now.
- d. **MS:** CPM-estimated \$70K for snow. I feel comfortable with \$62K because of our excess.
- e. **MS:** TT-increased by 2%. Added \$10K-\$5K for Nutsedge and \$5K for the Spotted Lantern flies for \$225.80 for each application.
- f. **MS:** Pond-We have the contract for two more years.
- g. **MS:** Operating-lowered Clubhouse expenses by \$1K.
- h. **MS:** Pool Maintenance lowered by \$2,000.
- i. **MS:** Utilities-It is now \$2.537 per month, but will be higher next year.
- j. **MS:** Insurance decreased by \$500 but still reflects the 7.7% increase over 2021.
- k. **MS:** Corporate taxes decreased.
- l. **MS:** Feels we should increase our HOA by \$10: \$189-operating, \$3 Capital, \$78 Reserve totaling \$270. In addition, recommended to add an additional \$5 more per home per month into the Reserve in 2021 for roof cost increases. There is currently \$120K in Capital and \$285K in Excess Operating. The total for this extra would equal \$55,400 which will be transferred to the Reserve for the roofs.

- m. **MS to AW:** Send this information to the residents in the form of a cover letter with the budget that this increase will be for the roofs which is covered by Capital and Excess Operating.
- n. **MS:** \$50,400 is specifically for roofs.
- o. **MS:** The snow contract ends next May, and I believe that TT will want to charge for only time and labor and no set amount in inches like we have had for many years. The contract will increase next year and the following year.
- p. **JM:** Feels the \$10 increase per month still does not address all on-going needs, inflation greater than any other time in VFP history, thus affecting any commodity we buy for the Clubhouse, the cost of all things we are reserving for “down the road”. Additionally, we do need to hire and pay for a person to oversee our facilities. However, because of the current excess Capital and Operating, I can support only a \$10 increase.
- q. **JM:** We must, again, bring up the discussion to our residents at our Community meeting that help is needed with the Board. Also must discuss the budget and the increase to our monthly HOA.
- r. **MS: MOTION:** Increase our HOA \$10 to \$270 from \$260 for 2022. **PL: 2nd** All approved 5-0.
- s. **PL: MOTION:** Put \$50,400 into the Reserve for the roofs prior to 12/31/2021 by removing funds from both the Operating Excess and the Capital accounts. **MS: 2nd** All approved 5-0.
- t. **MS to PL:** Please write a small cover letter regarding this and the budget increase to send to the community with the paperwork. **PL: ACTION:** Will prepare a letter and circulate it to the Board for comments prior to sending to AW.
- u. **MS: ACTION:** Will send the new budget to AW.

III: GUEST-BERNIE HOFFMAN (BH)

- A. **BH:** Gave an update regarding the Covid Committee and a job description for review for a future potential part-time manager for our Clubhouse.
- B. **BH:** Provided information to RR that allowed him to create a “preliminary” job description for review for this position for our Clubhouse. BH made 13 key points about a process to hire and employ a potential person to oversee our facilities.
- C. **BH:** The Covid committee has checked the 14 homes that have not responded or completed all the requested information for Covid wristband approval at the Clubhouse. Waiver documents have been given to our new residents as well. All were aware and thanked the committee for checking.
- D. **BH:** Shuffleboard members’ spouses/partners are not permitted to enter the Clubhouse unless they are fully vaccinated and they have submitted signed waivers.

- E. **BH:** The committee is aware of two couples who were fully vaccinated and had the breakthrough Covid virus. They are self-quarantining. Have spoken to others whose children were infected and they too are self-quarantining at home.

IV: LANDSCAPE

A. Grounds Maintenance Schedule

- a. **PL:** All was done except for the fall annuals.

B. Total Turf (TT)

- a. **PL:** TT should be giving us a price reduction because the spirea was not cut in the fall pruning.
- b. **PL:** Spoke with Clayton. To date, all trees with pink and red ribbons have been cut by TT. Also, he has already ordered all the replacement plant materials. However, the Japanese garden in the pool area has not been scheduled for completion yet.
- c. **JM:** The snow contract with TT ends May 1, 2021.
- d. **RR:** It would be nice if the snow and land contract could be the same time frame.

C. Resident Landscape/Tree Concerns and Requests

- a. **PL:** XXX Villa Dr.-I looked at the tree. It is not leaning and is in better shape than many other Plum trees. This will be reviewed next year. **AW: ACTION:** Will send a letter to resident.

V. EXTERIOR CHANGE REQUESTS FOR APPROVAL

A. AW: XXX Clubhouse Ln.-Submitted all necessary AR forms and plan is acceptable. Approved.
AW: ACTION: Will notify resident of approval.

B. MS: Noted that near the Regency of Upper Dublin, the fence rails on Welsh Rd are made of artificial material. These were perhaps provided by Upper Dublin and perhaps we should consider their use near roads and the Water Authority land in an effort to lower maintenance costs. **PL: ACTION:** Will review this month.

VI: MAINTENANCE SCHEDULE

- A. **MS:** AM Mechanical HVAC Service done in August; Pest Control, and Lowering of Projection screen done. Also, the contract renewal is done.

VII: OPEN ITEMS

- A. **MS:** We are early on work on the winterizing checklist. All outdoor pool furniture except the wicker has been stored. The awning controls need to be removed. We need a decision as to when to turn off the dehumidifier.

VIII: CORRESPONDENCE

- A. **AW:** XXX Villa Dr.-Rule Distributions-PL: **ACTION:** Will give JM the paragraph of the changes in the Rules and Regulations that we have made to email all residents. This page will also be included in the notice for the annual meeting.
- B. **AW:** XXX Fairway Dr.-Rule question-Where in the Association Rules and Regulations is it stated that homeowner is responsible for trees on his property? **PL:** Page 19 Appendix A-tree and shrubbery trimming is the responsibility of the Association. **AW: ACTION:** Will notify resident that we are evaluating this now and will be scheduling a review of the trimming like this in the community, however, if you want this done now it would be your responsibility. If you decide to do this on your own, please send an Architectural Request.
- C. **AW:** XX Five Ponds Circle-Unbalanced Pool table-The pool table has been leveled twice in less than a year. **AW: ACTION:** Will notify resident that the pool table had been releveled by a professional company and will not be leveled again.

IX: ADDITIONAL OPEN ITEMS

- A. **JM:** We need to set up a date for our annual community meeting. Should it be Zoom or in the Clubhouse?
- B. **RR:** Only those who have been vaccinated may be in the Clubhouse, so that means that there will be residents who cannot attend.
- C. **AW:** There could be a Zoom option so those without vaccinations may participate and others may decide whether to attend in the Clubhouse or on zoom.
- D. **JM:** How about Tuesday, November 16, 2021 at 7pm? Discussion. All agreed.
- E. **MS:** When should the letters be sent out for elections?
- F. **AW:** There will be a Zoom meeting with possible attendance in the Clubhouse for only vaccinated residents. **ACTION:** Will send out notice stating that more information to follow as we approach the meeting date. There are two ways of voting-one by absentee ballot and the other is to hand in the ballot by a certain date and time. At the annual meeting, then do a presentation and annual update.
- G. **JM:** XX Villa Dr.-Problem with the situation is that neither he nor any of the residents who knew of this reported the accident. In our rules under Article 3, B10 and C10 it states that any damages to the property are to be reported to a committee member, CPM, or the Board. C10 states that residents are encouraged to report damages. **JM: ACTION:** Will write something for AW to send all people at the Texas Holdem table at the time of the incident.
- H. **JM to PL:** Please use a large tie to re-put up the top rubber bumper around the street light in the Clubhouse parking lot.
- I. **MS to RR:** Still have Industrial Valley for batteries? **RR:** Yes. They are to be done before the winter.
- J. **MS:** I have the quote for the three heaters for the pump room, women's locker room and office since March.
 - a. **PL: MOTION:** Purchase the heaters informing Frank's Electric that we accept the quote. **JM: 2nd.** All agreed. 5-0.

- K. **MS:** I have not pursued the two signage companies, but will follow through.
- L. **MS:** XXX Fairway Dr.-Desired to donate something to the community in memory. Previously discussed regarding donating something in memory of someone and was agreed that we would not do this because once it is done; there would be an obligation to do it for all.
- M. **PL:** What about the status for the fine for XXX Fairway Dr.? AW responded that she has not heard anything back from them.
- N. **PL:** Water Zumba instructor has been changed and the new instructor has handed in the waiver and has been vaccinated plus we do have the green band from the other instructor. The class wants to open the vents at the top of the pool. **MS:** Concern that the vents could not close. Discussion. Approved.

X: NEXT MEETING-Tuesday, October 19, 2021 at 9:30 am in the Clubhouse. AW and MN will be on Zoom.

XI: ADJOURNMENT

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

BERNIE HOFFMAN-JOB DESCRIPTION

I: BH: After discussing “job descriptions” with many outside Board members and associations, I came up with over 200 pages.

II: RR: I condensed BH’s list to 16 pages, sending this list to our Board members requesting that you...they mark the job descriptions that are most important.

III: BH: I spoke with four experts who gave pointers which I will pass on to you.

- A. **BH:** After you hire and train the person with the specifics of the job, you should NEVER micromanage.
 - a. I know that this will be very difficult for all of you.
- B. **BH:** A five to seven person Board is good. Never deal with a Board greater than seven.
- C. **BH:** The Board president is the director and the director and other Board members must establish their own rules and all must agree.
- D. **BH:** The Board members must list which jobs they do not want to give up.
- E. **BH:** Important to understand that not one person can do all that you want them to do.
- F. **BH:** Repeat...All items must be agreed upon by all Board members.
- G. **BH:** Also, take the time to ask for input from the community.
- H. **BH:** Try to maintain the current Board through this process because Boards who have not done this have had disastrous results.
- I. **BH:** Key job descriptions must have an emergency person to contact.

- J. **BH:** Consider all levels of expertise you require.
- K. **RR:** One of the key ways to do this is by everyone having the summation and then check what each individual feels important.
- L. **BH:** The tenure of the Board as a whole, it is important to note the jobs you want to continue and those you are willing to give up.
- M. **BH:** This is a huge undertaking and takes much time. The amount of time and thought you invest in this will pay off in the long run.