

**VILLAS AT FIVE PONDS EXECUTIVE BOARD MEETING**  
**May 19, 2020**

**PRESENT:** Rick Rodgers, President (RR); Joel Mickelberg, Vice President (JM); Mark Schwartz, Treasurer (MS); Paul Luff, Secretary (PL); Tina Talansky, Member at Large (TTa); Amy Wert, Property Manager (AW), Casey Bauer, Ass't Scribe

**ABSENT:** Merle Neulight, Scribe

**RR:** Meeting called to order at 9:00 a.m.

**I PRIOR MINUTES**

A. **JM: MOTION:** Approve the minutes as presented. **TT: 2<sup>nd</sup>** approved 5-0.

**II FINANCIAL REVIEW**

**A. Delinquency Report**

- a. **AW:** XXX Clubhouse Lane- \$250- one month behind in HOA payments
- b. **AW:** XX Five Ponds Circle- \$25- fine for overgrown thistle
- c. **AW:** XX Five Ponds Circle- \$504-two months behind in HOA charge plus \$15 late charge
- d. **AW:** XXX Villa Drive-\$249.75- consistently behind paying HOA

**B. Treasurers Report**

- a. **MS:** Followed through on April 30, 2020 on plan to obtain a new CD from Huntington Valley Bank for \$250,000 utilizing funds from Covenant and Customers
- b. **MS:** Funds from CD that was due May 1, 2020 from First Trust plus \$25,000 from True Mark Money Market account were used to purchase CD at Meridian Bank at 0.75% for 18 months with a bump option. This was supposed to be for seven months with no bump at First Trust
- c. **MS:** At the end of April the interest rates offered at Customers and Covenant are scheduled to go lower.
- d. **MS:** Account #5060-Assessment Capital- \$3,000 for one resale which is \$250 x 12.
- e. **MS:** 6 20- Management Company-\$5180 (18.50 x 280)
- f. **MS:** Account #6360- Phone bill-\$73.35- it did not go down as was thought might happen.
- g. **MS:** Account #6347-Bucks County Department permits for the pool permit
- h. **MS:** Account #6462-Exterminating-\$62 x 2 as last month was missed.
- i. **MS:** Account #6531-Cleaning Contract-\$1727.03 instead of \$2,235 as there were five less days of service in April.
- j. **MS:** Account #6470- Trash-\$4,480 (\$16 x 280).
- k. **MS:** Account #6521- Trees and Creek-All the trees have been replaced but did not receive some for free as had been anticipated, as PL had been informed. Received \$950 from Christ Home for half of the Creek clean up.

- l. **MS:** Account #6541- Nationwide Security Camera Reset-\$125
- m. **MS:** Account #6542-AM Mechanical- The new contract which will start in June or July because neither the pool nor the Clubhouse are open. Holding back on upgrading the filters. Will also push back the contract with Empire Fitness for two- or three-months next year.
- n. **MS:** Account #6740-Corporate Tax-\$3,250- lowered it by \$300 as an estimate which is due to the change in earnings. May need to continue to adjust quarterly.
- o. **MS:** Account #6351-Special Assessment- \$50 from 133 Villa-monies for the episode of fecal matter in the pool.
- p. **MS:** Account #4010--Contributed Capital-\$3959.95.
- q. **MS:** Capital One Credit Card- Total \$797.77.
  - i. \$120.97-Amazon for trays.
  - ii. \$138.38- Michael's for Framing
  - iii. \$105.99- Bed Bath and Beyond for trash cans
  - iv. \$432.43-Bed Bath and Beyond for trash cans
- r. **MS:** Account #4020-Reserve-Expenses on Capital One Credit Card- Total-\$31,496.49.
  - i. Avalon Carpet Balance-\$28,895.10
  - ii. Wayfair Desk Chair-\$201.39
  - iii. Fleishman Furniture Deposit-\$2400
- s. **MS:** Clubhouse supplies were 25% cheaper per Bob at Wonder Supplies. Have not yet placed an order. Discussion regarding when order should be placed. TTA and RR think order should be placed now.
- t. **MS:** has ordered three Purell stands. Have moist towels which should last.  
**MS: ACTION:** Will place the order
- u. **MS:** Questions the bill that was received from Total Turf (TT). Clarified that the bill for bush treatment and the replacement of 42 rails and six fence posts. There is a separate bill for the work around the water company. MS questioned whether the Warminster Water Authority will cover that bill. **MS: ACTION:** Will give PL the bill to review with Tim Hagey.
- v. **MS:** Suggested that any discussion or push back from residents regarding continued payment of the HOA since the Clubhouse and pool are closed should be met with reminders to the residents that the bills still need to be paid. Discussion regarding this should issues arise.

### III. LANDSCAPE

#### A. Owner Requests for Approval

- a. **PL:** XXX Villa- to take out bushes and put in perennials-approved.
- b. **PL:** XX Villa Drive-suggested that the item could grow quite large, but owner will keep it trimmed. PL thinks that the item will be acceptable.
- c. **AW: ACTION:** Will send letters to both owners (above) informing them of the approval and advising them that the mulch they use must match the community used mulch.

## B. Quotes

- a. **PL:** Quote 6-XXX Villa and XXX Villa- The tree at XXX Villa does not need to be taken down per the assessment by Clayton Schmucker. Also, per Mr. Schmucker, the tree at XXX Villa is more precarious but would not hit the house. PL spoke to the resident at XXX and would like the tree to remain. The Quote to remove the tree is \$2550. Tabled no action required.
- b. **PL:** Quote 7-XX Villa-Plum tree is dying and leaning. Quote is \$450 to remove the tree but not the stump. PL raised the issue that there are several trees that need to be removed. Discussion as to how to proceed. Board suggests that removals be delayed until a list is compiled by PL and given to AW. Will then negotiate a price for all needed tree removals to be done at once.
- c. **PL:** Quote 8-XXX Fairway Dr.-remove Maple tree. Efforts to save the tree had been taken, but it needs to be removed. Discussion as to removal and replacement. Quote is \$450.
- d. **PL:** Quote 9-XX Villa Dr. and XXX Villa Drive- XX Villa Drive- recommendation by Clayton Schmucker is that the trees should be removed but they could attempt to cable them. The cost would be \$900 to cable. Quote is \$500 to remove the trees but that would not include taking out the stumps and replacing the trees. Discussion and tabled for part of the larger project list to be prepared by PL. XXX Villa-Roots of the tree are at the corner of the patio. TT - roots may be an issue in five or ten years. Does not feel that the tree will do damage. Quote to remove the tree is \$350 and to grind the stump and turn to lawn would be an additional \$350. This is a locust tree and PL does not think that it would need to be replaced. Board will not cover the cost for the removal of the tree, but homeowner can remove on their own after completing and submitting an Architectural Request. **AW: ACTION:** Will notify homeowner by letter.
- e. **PL:** Quote 10-XXX Villa Drive- missed taking out the stump and replacing tree which had been lost in the winter. Homeowner has asked for a Japanese maple, but PL thinks a Japanese Snowball would be preferable. Discussion. A Sunset Maple was suggested. Quote is \$160 to grind the stump and \$1485 to plant a Japanese Maple and a Sunset Maple. **PL: ACTION:** Will clarify action to recommend in overall list and notify AW.
- f. **PL:** XX Villa-wall damage. Common stone wall has been damaged. It is buckled in and smashed. Discussion as to how it could have occurred. Mario Molina of Genesis Concrete and Hardscape, Inc. assessed the damage and his explanation was that it could have been hit by a bobcat during snow removal. No clear explanation. Quote for Option 1: "recommended" repair is \$1815.00. Option 2 "Not recommended" repair is \$825. Discussion. **PL:** Must be repaired and done so correctly. **MS:** Suggested obtaining a quote from TT, but PL indicated the repair is complicated and that the quote could have been higher. Discussion as to whether the homeowner should be charged. Since the cause is not clear it will be paid for, but MS and RR asked

that the homeowner be notified that the Board will not cover the damage should it occur again. **PL: MOTION: That Genesis repair the wall and that the cost will be covered. MS 2<sup>nd</sup>. Approved 4-1 with JM opposed.**

- g. **PL:** Clubhouse sidewalk is lifted because of tree roots. There are four blocks that are lifted because of tree roots. The Quote from Genesis is \$2350. PL also noticed a cracked block near XX Villa Drive and questioned if it should be repaired. **AW: ACTION:** Will address both issues with Genesis and will address obtaining a better price for repairs.

### C. Action Log

- a. **AW:** Suggests that the Board review the Action Log and respond to her with issues, particularly PL. Will include in updated list.
- b. **PL:** XX Fairway-wants tree to be removed. Tree for removal should be added to the list.
- c. **PL:** XXX Fairway- tree is tilting over the property. **PL: ACTION:** Will have TT check the tree.
- d. **PL:** XXX Fairway- ponding behind the home and around the deck. **PL: ACTION:** Will have TT assess.
- e. **PL:** XXX Fairway-damage to concrete from tree removal equipment. **PL: ACTION:** Will look at the issue.
- f. **PL:** XX Fairway- tree fell behind the home. **PL:** A work order was sent to TT and PL will review
- g. **PL:**XX Fairway-wants broken fence rail repaired and new shrubs on the retaining wall. **PL:** Work order to replace the fence rail was sent to TT. Bushes are homeowner responsibility.
- h. **PL:** XXX Fairway- request that the gate that sits between 197 and 191 be repaired. **AW:** Has sent a work order to TT and PL will review.
- i. **PL:** XX Five Ponds Circle-there is a dead tree at the home, but no one is living there. **PL: ACTION:** Will review and advise AW. **AW:** Suggests trimming the tree and see what happens as ¼ of the branches on one tree appear to be dead.
- j. **PL:** XX Five Pond Circle-trench developing behind the home needs to be reviewed. It may need grass
- k. **PL:** XX Five Pond Circle- issue with shrubs behind the home and turf in the back of the home. The bushes are ok per TT. Just beginning to fill in. TT will seed the bare spots in the back in the fall.
- l. **PL:** XXX Villa Dr- area behind the home did not receive spring cleaning by TT. In addition, 125 Villa and 119 Villa need servicing by TT.
- m. **PL:** XXX Villa- owner feels shrubs need to be cleaned up and TT needs to service area.
- n. **PL:** XX Villa- turf is not growing in one area and TT needs to do more. AW: A work order sent.
- o. **PL:**XX Villa- tree in the back is staked, but stakes are not holding the tree. A work order has been sent to TT.

- p. **PL:** Am disappointed with the trimming and weeding work that is being done by TT along the golf course fence line and the bed adjacent to the golf course entrance as well as the wall beds at XX Five Ponds Circle.

**D. Ground Maintenance Schedule**

- a. **PL:** Annuals are being planted.
- b. **PL:** Asked that AW remind all that bushes must be trimmed to 3' except for XX Five Ponds Circle which has been given permission to have them be 4' high.
- c. **PL:** Reviewed owner requests and questions that had been raised.

**IV. Maintenance Schedule**

- A. **MS:** AM Mechanical: will be coming this week
- B. **PL:** Questioned if the filters were changed in March
- C. **JM:** The hallway is cold.
- D. **MS:** Jack is scheduled to come.
- E. **RR:** The battery in the defibrillator needs to be changed.
- F. **RR:** We need to order parts for the diesel heater. It is turned off in the summer. Circuit breaker 41 is turned off at this time of year. The oil tank is mostly full. **MS:** Questioned if the fuel gauge is okay? **RR:** It is almost full. When it was refilled it came up full.

**V. OPEN ITEMS**

- A. **AW:** Confirmed to JM that Anchor will come on the 27<sup>th</sup> and will call JM to confirm.
- B. **MS:** Reminded all that the alarm is off in the card room. Anchor staff needs to check the Clubhouse and make sure that all is connected.
- C. **MS:** One more fire extinguisher needs to go outside the door near where the cleaning supplies are stored. **PL:** It had been scheduled to be done in March. **JM:** Needs to be done now.
- D. **Clubhouse Guest Policy**
  - a. **MS:** When the Clubhouse does open it has been decided that non-residents will not be allowed into the Clubhouse in discussion with other 55 plus communities and they agree. Discussion.
    - 1. **PL:** When we decide to open the Clubhouse, plans and guidelines can be clarified.
    - 2. **MS:** RR has also addressed reopening with lawyers and insurance company. The geographic area remains in the "red" and all is not yet open.
  - b. Residents have asked about tennis. Following the guidelines means that residents will not be able to play cards or be in the gym. Need to follow social distancing. Per RR, could have residents sign a waiver, but they could still sue the association and the Board individually should they become ill with COVID 19.

1. **RR:** Insurance company specifically does not cover illness. Even if they sign a waiver and sue the association would still incur legal fees. Feel cannot open at this time.

a. **MS:** Noted that he had spoken to staff at the Warminster Police station and learned that there would be interest in police working as guards.

c. **JM:** Need to note on guest policy.

d. **RR:** Will wait until we know that the Clubhouse can be opened. Suggested tabling Clubhouse issues until later.

E. Clubhouse Cleanings-being cleaned twice a week.

F. **JM:** Noted that the minutes from last month need to be corrected. Cleaning service is now coming twice a week.

G. **MS:** Spoke on the phone to the residents from XX Villa and reviewed The Villas at Five Ponds by-laws and declarations regarding the length of stay of guests under the age of 19 and specifically section 17.02(c).

H. Check cashed on April 28 for Health Department permit for pool. **JM:** Asked AW to confirm that the check was cashed. Yes. **JM:** Questioned if a new permit had been received; not yet.

## VI. CORRESPONDENCE

A. **AW:** XX Villa Dr. questioned the need to have a grill cover. **AW:** Questioned what can be done about grill covers as they blow away. **JM:** Suggests using a bungy cord. Discussion. Grill must remain covered, no action by Board, tabled. **AW: ACTION:** Will send a letter to the resident.

## VII. ADDITIONAL OPEN ITEMS

- A. **MS:** The tables in the Library and Conference room now have glass tops. Furniture in the Clubhouse is set up. Ed's TV needs to come and adjust the TV. Weights in the pool area have been put in racks that were bought specifically to hold them. Tennis Court crank mechanism has been repaired. Basketball crank has been installed. Outlets under the TV have been repaired. Kaiser Painting is to paint the repaired areas under the TV after the install. Dishwasher seems to have something clogged. **PL:** Questioned if Scott Air Conditioning does the repair. If not, he knows an appliance repair company.
- B. **RR:** Roof of pool has been opened fully to exercise the mechanism.
- C. **TTa:** Casey Bauer has requested if it is ok to collect food from the neighborhood for the local food bank. All agreed and asked JM to blast email.
- D. **JM:** noted that there is a new health dept inspector in Bucks County dealing with the pools.

## VIII: NEXT MEETING

A. Tuesday, June 23, 2020 at 9:00 a.m.

## IX: ADJOURNMENT

- A. **RR: MOTION:** Adjourn meeting. **TTa: 2<sup>nd</sup>** All approved. Meeting adjourned at 11:45 a.m.

**ADDENDUM TO THE MINUTES OF MAY 19, 2020 FOR VILLAS AT FIVE PONDS  
BOARD MEETING**

**On June 1, 2020**

**MS: MOTION:** (text message)"When and if any of The Villas at Five Ponds facilities open-pool, play court, or clubhouse- until further notice, these areas will be for resident use only." **JM: 2<sup>nd</sup> 4-1**

MS, JM, TT, PL voted YES RR: Voted NO.