

## VILLAS at FIVE PONDS BOARD MEETING by ZOOM

November 24, 2020

**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 previous minutes from October 20, 2020, as presented. **TTA: 2<sup>nd</sup>.** All approved 5-0.

### II: ELECTION RESULTS

- A. **AW:** Elected are Paul Luff and Tina Talansky.

### III: ELECTION OF OFFICERS

- A. **JM: MOTION:** For the upcoming year, have the same positions for officers. **MS: 2<sup>nd</sup>** All approved 5-0.

### IV: FINANCIAL REVIEW

#### A. Delinquency Review

- a. **AW:** XXX Fairway-timing-not collected from settlement yet as resident moved, house sold.
- b. **AW:** X Five Ponds Circle-\$15-late charge paid
- c. **AW:** XX Five Ponds Circle-\$25 Fine
- d. **AW:**XX Five Ponds Circle-\$15 Fine. Resident has never previously been late and requested the fine be waived. **PL: MOTION:** Waive fees because resident has never been late with payment. **MS: 2<sup>nd</sup>.** All agreed 5-0.
- e. **AW:** XX Villa Dr-\$25 fine for more than two dogs which she could not control.
- f. **AW:** XXX Villa Dr-\$204.75 remaining-paid half of previous amount.
- g. **AW:** XX Five Ponds Circle-thistle in bed was removed, but this is an annual problem and complaints of the thistle came from 33 Five Ponds Circle.

#### B. Treasurer's Report

- a. **MS:** Our two Money Markets are under the \$250K threshold. The interest at Customers Bank is still 1%, C & N-3/4 % and we are protected for FDIC Insurance until February. Continental Property Management (CPM) has the backup letter stating this guarantee until February.
- b. **MS:** Account #5060 Capital-for one resale.
- c. **MS:** Account #6311-Office Supplies \$352.62 for Minute Man annual payment books.
- d. **MS:** Account #6341-Stefan Richter for \$816. Our total legal expenses including the Warminster Water Municipal Authority suit are \$15,107.78.
- e. **MS:** Account #6436 for Clubhouse Supplies-\$976.66.
- f. **MS:** Account #6447-Pool Supplies-\$167.94 which has been adjusted.
- g. **MS:** Account #6442-Bee extermination.

- h. **MS:** Account #6475-Security Alarm-\$278.85 for Motion Sensors.
- i. **MS:** Account #6521-for approved quote work #20057 from \$7,005. \$1,096-for removal of large tree on Cloverly property line.
- j. **MS:** \$2,150-Second insect lantern fly spraying.
- k. **MS:** Account 6521-\$3,080 for power seeding. The total is \$13,331.
- l. **MS:** Account #6522-Ground Contract \$1,680 for fall flowers which was adjusted down to the contract amount of \$900.
- m. **MS:** Continue cleaning for the Clubhouse-twice per week.
- n. **MS:** Account #6541-Anchor upgrading the phone network connections. This was moved to Security and Maintenance to enable us to track the alarm.
- o. **MS:** Account #65411-\$371-SPC-Cleaning-to wash walls at the front entrance.
- p. **MS:** Account #6542-\$204.75-Empire Fitness per month. We prepaid the contract will be extended for one-year contract and since it has been prepaid, we will not have to pay anything for the next year.
- q. **MS:** Account #4010-Capital-\$6,850 HBI for paving of the walkways plus stenciling.
- r. **MS:** \$10,857 to AM Mechanical for the no-touch flush mounts and the sink faucets.
- s. **MS:** \$810.94-Ed's TV
- t. **MS:** \$306.42-furniture sliders for replacement of all the chair sliders to protect the new rug.
- u. **MS:** Our new Electric rate is down to 0.066 beginning in December, thanks to PL.
- v. **PL:** We have a CD of \$200K which is coming due at the end of the January. Should we add \$50K? Open discussion tabled for now.
- w. **PL:** Huntingdon Valley Bank-we are over the FDIC limit of \$250K because of a \$250K CD and the open checking account for the Association (that varies by day)-at the end of the month report by \$12,500. Something should be done with this. Discussion: **MS and AW: ACTION:** Will speak with CPM finance for minimizing this account.

## V: LANDSCAPE

### A. Total Turf (TT)

- a. **PL:** There are four quotes that have been approved and many open items that TT is still working on.
- b. **PL:** XXX Fairway-resident wanted a Japanese Maple. TT removed a tree that was in the front yard which was not on any of our quotes. **PL: ACTION:** Will discuss options with TT.
- c. **JM:** Wanted to know if the tree at XXX Fairway was removed, since it was "banned."  
**PL:** Yes.
- d. **PL:** TT installed two of the three red maples yesterday. They were like tall four-foot twigs. They had previously installed others which were nice, not like these. I will speak with Dan later today regarding the above two issues.

e. **PL:** TT has done many of the tree removals. The stumps and grass will be done in the spring.

1. **TTa:** The reason why TT is so far behind is because of the lack of help plus Covid-19. Probably because it is the end of the season.

2. **AW:** TT should have called regarding the size of the trees.

f. **RR:** The leaves have been collected only from the front houses, not the back. **PL:** Noted that Dan stated they are not done with the leaf cleanup.

#### **B. Owner Requests for Approval**

a. **AW:** XXX Villa Dr.-Roof replacement-advised resident that roof replacement was rejected because Workers Compensation Insurance is needed plus confirmation that the contractor will be using GAF Timberline weathered wood shingles, were to be used.

b. **MS:** 2<sup>nd</sup> or 3<sup>rd</sup> year for power seeding about \$3,000. We are paying for all grass., plus fertilizations. Do we really need all of that?

c. **AW: ACTION:** Will ask TT about the power seeding and fertilization and if we should be doing all of this.

d. **MS to AW:** Also, discuss with TT about the thin trees plus the tree that was inadvertently taken down. If decent trees were not available, this should have been discussed with PL.

#### **C. Grounds Maintenance Schedule**

a. **PL:** TT should be pruning and possibly thinning all common area trees. Thinning, so that when there are storms, the wind will blow through them instead of blowing them over.

b. **AW:** TT said that the fall pruning was finished on 11/13.

c. **PL:** There should be one more granular winter fertilization.

#### **VI: MAINTENANCE SCHEDULE**

A. **MS:** Finished is the pest control, screen in the Ballroom lowered, fountain turned off outside, pumps are on in the outdoor pools. Left is the fall inspection by AW.

#### **VII: OPEN ITEMS**

##### **A. Discussion-Clubhouse, Gym, Outdoor pool**

a. **MS:** Clubhouse is cleaned twice a week; Bought plastic shelves for changes in the storeroom; next week will order supplies in preparation for when we open the Clubhouse.

b. **MS:** We still need sanitizing stands for the Purell.

c. **MS:** Moved Bingo material into the kitchen cages. AM Mechanical is looking into touchless water fountains. All wicker furniture, tennis net, and dogs by the pond

have been put into storage. After that, winterizing will be completed. PL put the “dogs” from the basin in as well.

- d. **MS:** Sam’s Club has 60” round molded hard plastic stackable tables which will save room in the storage area. I will further investigate this.
  - e. **MS to RR:** When you have a chance, please look at the indoor pool exit door as it needs repair. **RR:** 9-volt batteries are needed. Will do that.
  - f. **MS:** Mario (concrete contractor) fixed the outdoor pool fence gate. Items in the Clubhouse have been fixed. Jack (AM Mechanical) is supposed to be here this week because one of the PVC pipes in the pond area is cracked.
- B. Indoor Pool Heater**
- a. **MS: ACTION:** Will call after the meeting about the new indoor pool heater for a delivery update.
- C. HBI**
- a. **Crack Fill of Roads/Roadway Markings**
    - i. **MS:** On Tuesday and Wednesday, December 1<sup>st</sup> and 2<sup>nd</sup>, HBI will crack fill in streets. We should also stencil all the roadway markings for \$450.
      - 1. **MS: MOTION:** Have HBI restripe and mark all the roadway markings for \$450. **JM: 2<sup>nd</sup>.** All approved 5-0.
    - b. **AW:**X Five Ponds Circle-Resident has had an ongoing driveway complaint with the driveway since 2019. **AW: ACTION:** Will notify resident that HBI inspected the driveway. Our vendor does not find an issue, but if resident wishes to handle this, as it is on resident’s property, to please inform us. Mitch from HBI stated that he does not feel that the grade is a problem. Any changes may require an Architectural Request and Approval.
- D. Aqua Link**
- a. **MS:** Not happy that when Aqua Link removes the fountain, etc., the company does not give us notice. **AW: ACTION:** Will contact Aqua Link and check with them as to why the bubbler was turned off. The fish hibernate in the winter and if oxygen is not received, they will die.
- E. Anchor**
- a. **RR:** Replaced the cell phone connector to the LTE’s after the system was upgraded.
- F. Indoor Pool Floor/Sundeck Covering**
- a. **JM:** Indoor pool was emptied, and the floor has been cleaned and acid washed. The indoor pool was re-filled with “municipal water,” which was much less hard and should reduce chemical usage.
  - b. **JM:** Might have someone come to redo the small cement repair done by Marion on the Sundeck covering. **AW: ACTION:** Will schedule with the vendor.
- G. Power Washing**
- a. **AW:** The power washing is not done this late in the season. It will be done in the spring when the weather breaks.
- H. Franks Electric Quote**
- a. **MS:** Has a quote to remove all lights on timers and replace with photo eyes sensors. In the guardhouse, need to kneel on your hands and knees to change the timer twice a year.

- i. **PL: MOTION:** Accept the quote from Frank’s Electric for \$450 to complete the work. . **JM: 2<sup>nd</sup>**. All approve 5-0.
- I. **XX Villa Dr (XXXX)**
  - a. **MS:** The resident was given, via a Board letter which was written by our Attorney, Stefan Richter, until 11/30 for the children to stop residing at their home. The letter does indicate to them that if they need another 30 days, we will permit them to remain until the end of December with proper documentation. But, if we do not receive a letter with proper documentation by November 30, 2020 as the letter states, we will need to proceed with the daily fine process as indicated in the letter.
- J. **XX Villa Dr**
  - a. **JM:** Stefan Richter, our attorney, wrote a letter to the resident accepting the date of 11/12 that their children will be moving out of state. But he stated that after that, if the children are still living there, they will be in violation and the Board will proceed as stated in counsel’s letter of October 2, 2020 which was sent to them. This states that fines, in the amount of \$25 per day will be imposed beginning November 2, 2020.
    - i. On November 19, 2020 both MS and JM “observed the daughter and one of the grandchildren on the XX Villa Dr driveway.
  - b. **MS:** Have Stefan send a letter requesting follow up of written confirmation that the committed date of November 12<sup>th</sup> was met, and that their children are no longer in residence at their home. **AW: ACTION:** Will inform Stefan.
- K. **Fine Increase**
  - a. **Discussion:** Regarding whether to change the daily amount of fines until problem or issue is corrected from \$25 daily to \$100 daily.
  - b. **JM: MOTION:** Increase the daily fine rate from \$25 to \$100 by amending (Appendix O) “plus costs.”\*
    - i. **RR: \* Plus Costs** would include attorneys’ fees and court costs, if applicable. **TTa: 2<sup>nd</sup>** 5-0 All approved.
  - c. **JM:ACTION:** Will inform AW as to when to contact Stefan and when to follow up the 64 Villa Dr situation (Gold) if we do not hear from them as required in our letter by November 30, 2020.
  - d. **AW to PL: ACTION:** Please send an update and then have JM inform Ron to insert the rule change with the daily fine amount in the Villa Voice so that all residents are aware of the change. Also, insert the election update.

## VIII: CORRESPONDENCE

- A. **AW:** XXX Fairway-tree with roots-PL and Dan from TT reviewed the priority of the trees to be removed based on the proximity of the trees to the homes and patios and the growth rate of the trees. This resident’s tree is not currently a first-tier priority. The highest priority trees will be removed first.
  - a. **AW: ACTION:** Will send a letter to the resident stating that removal of the tree is not a priority at this time.
- B. **AW:** XXX Fairway Dr-Will review and choose an appropriate tree replacement.

**IX: ADDITIONAL OPEN ITEMS**

- A. **JM:** One could go to the zoning office to inquire about the person who inspected and approved XXX Fairway Dr and did not note that there was a missing pipe. Tabled.

**X: NEXT MEETING**

- A. Tuesday December 22, 2020 at 9:30 by ZOOM

**XI: ADJOURNMENT**

- A. **TTa: MOTION:** Adjourn meeting. **PL: 2<sup>nd</sup>**. All approved 5-0. Meeting adjourned at 11:35