

VILLAS AT FIVE PONDS ZOOM BOARD MEETING

December 22, 2020

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

RR: Meeting open at 9:35am.

1, PRIOR MINUTES

- A. **JM:** Approve the supplementary prior minutes from October 28, 2020, and the minutes from the Board meeting of November 14, 2020 as presented. **PL: 2nd** All approved 5-0.

11. FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:**X Five Ponds Circle \$15.00-late fee
- b. **AW:** XX Five Ponds Circle-\$25.00
- c. **AW:** XX Five Ponds Circle-\$265-included \$15 late fee
- d. **AW:** XXX Villa Drive-\$469.75-includes \$15 late fee

B: Treasurers Report

- a. **MS:** Our Money Markets are below the \$250K thresholds. 1% at Customers. But C & N Bank Money Market and Money Market CD is covered until February 2021. The next CD is due from Huntingdon Valley Bank on April 21, 2021.
- b. **PL:** There is also a CD due at the end of January from Quaint Oak.
- c. **MS:** Account 5060-one resale for \$3K which will be put into Capital.
- d. **MS:** The fines for the dog-walker of \$25 and pool incident (12/20) \$50-paid.
- e. **MS:** The bills for postage and mailings paid.
- f. **MS:** Account 6341 for legal fees from Stefan Richter of \$777.75 has been paid. We also paid approximately \$1500 to Richter that will show in December. Year to date legal is \$15K over budget .
- g. **MS:** Account 6347-Warminster Fire Inspection-paid.
- h. **MS:** Clubhouse supplies-\$90.21 paid for all the plastic shelving.
- i. **MS:** Account 6531-twice a week cleaning of the Clubhouse of \$1,005.75-paid.
- j. **MS:** Under Ground Other-\$26K budget for the year. Remaining \$8,165 for December, total \$47,716.00. \$21,700K over budget. We will need to increase Ground Other going forward.
- k. **MS:** At the end of the year, between Ground Other and Legal, these two alone contributed to being \$60K over in 2020.
- l. **MS:** Account 6522-Ground Contract-flowers were adjusted down to \$900, contract price.
- m. **MS:** \$330.75-AM Mechanical HVAC blower and pool area heater repair.
- n. **MS:** Account 654011-\$165.00-Frank's Electric.

- o. **MS:** Account 6542-Empire Fitness-\$204.76-monthly bill.
- p. **MS:** Account 6550-Pool contract billing \$1,374.50-
- q. **MS:** Account 6898-Contributed Capital-\$3,905.10. Reserve \$17,699.27.
- r. **MS:** Account 4020-Reserve-HBI-\$575.00-seal cracks
- s. **MS:** Holiday Gifts-Cash credit rebate in the Capital One account paid for these this year.
- t. **MS:** Total Capital One rebates from purchases made (for 2% credit) was YTD \$3,175.987.
- u. **MS:** Design East Contract-after tables were delivered and checked, the remaining \$18K was paid. The remaining balance of \$12,068.51 is due January 9, 2021.
- v. **MS:** Reviewed other payments made on the accounts.

III: LANDSCAPE

A. Total Turf (TT)

- a. **AW to MS:** Regarding additional turf and power seeding response from AW independent source: "Doing extra turf applications does not remove the possibility of having to power seed. Power seeding may be needed due to many reasons/fungus, pet damage, drought, etc. The extra ferters makes the quality of the turf better reducing the applications would (overtime) lessen the quality and look of the turf over all".
- b. **MS:** Total mows for 2020 have been 24 mows.

B. Architectural Requests-none

C. Grounds Maintenance Schedule

- a. **PL to AW:** Possible wood line trim-Did we do this in the spring? I walked the area the other day and it looked fine.
- b. **PL:** The last leaf clean-up was before the snow.

D. Discussion Regarding Some Independence for AW

- a. **PL:** We should have AW have some independence in our development.
- b. **JM:** Give her a money limit.
 - i. **AW:** Most organizations allow under \$500. For example, being able to contact the landscaper about cutting back trees from common property, or branches hitting the roofs of houses. I would be able to expedite the situation instead of awaiting approval for the next Board meeting.
 - ii. **Discussion.** All in agreement for AW to follow CPM contract language-just update Board with actions as they occur.

E. Process for Individual Work Order Approvals

- a. **AW:** XXX Fairway Dr-cutting back the tree that overhangs the roof, driveway, and street, plus it is too close to the house and limbs bang the roof. This is home-owners responsibility. **AW: ACTION:** Will send letter to the resident that it is the resident's responsibility.
- b. **AW:** XXX Fairway Dr-Tree by front door is rubbing roof shingles and tree by rear deck is rubbing against the top of the stairs and railing. **AW: ACTION:** Will send letter to the resident that it is the resident's responsibility.

- c. **AW:** XXX Villa Dr-Remove some tree branches as they block sun coming through our windows. **AW: ACTION:** Will send a letter to the resident that trimming of the branches is the resident's responsibility.
- d. **PL:ACTION:** Will craft a letter to be inserted in the Voice regarding that maintenance of their trees to cut back limbs from their homes and that the Board agrees this will be the resident's responsibility.

F. Landscape Issues

- a. **PL: TT** Landscapers were cleaning up leaves and saw the damaged grate. PL remounted it, but a storm blew it off the mounts again. There is paperwork for TT to fix the grate, but no action so far. Discussion.
 - i. **AW:** Mario should be the person to fix the grate because he works with concrete and has the proper equipment.
 - ii. **PL: ACTION:** Will take a picture of the grate and send it to AW.
- b. **MS:** Informed Hayden that there is a post leaning over on Delmont Ave. Also, many residents have written about broken posts. **AW: ACTION:** Will ask TT to add up all these issues to make a list for repair.

IV: MAINTENANCE SCHEDULE

- A. **PL:** HVAC-Filter changing is not due until next month.
- B. **RR:** The diesel testing will be done in two phases because it was too cold to run water in the parking lot.
- C. **JM:** The projector screen is down.
- D. **JM:** The key fob list-Have we a list of the new residents to give to Anthony so the list can be updated? **AW: ACTION:** Will follow up with Anchor.
- E. **JM:** The Electrical inspection is current 1-08-2020, not due until 1-07-2023.

V: OPEN ITEMS

A. Discussion-Clubhouse, Gym, Outdoor Pool, Play Area

- a. **PL:** I would encourage everyone on the Board to watch the information presented by the 12 (different HOA members) HOA Group Zoom video, especially the last 20-25 minutes. It was enlightening listening to the other communities who have opened their Clubhouses. The video is only available for viewing until after Christmas. These organizations have set up many rules, committees for opening, etc. For example: Shady Brook had \$48K for a line item in Covid expenses in their 2021 Operating budget. Light switches have been changed to touchless switches, many Purell stands acquired, etc.
- b. **MS: For VFP-**Supplies have been ordered; Purell stands; Ballroom and card tables have been delivered and inspected; Sliders have been put under all chairs and tables; Mario fixed the pool gate and repaired the corner cement block in pool; the area PVC pipe at the pond has been fixed; the solenoid valve was replaced; Franks Electric did the repair; HBI filled in and sealed all the cracks; the insulation issue in the office was repaired. But my question is, should we add more insulation above the office?

- i. **PL:** Possibly go into the plenum and staple the plastic between the insulation and down below. Otherwise, I think we are ok.
 - c. **MS:** Briefly had a conversation with Hayden. Each year when the pond is set up, he would check the float at the opening and closing of the pond.
 - d. **MS:** When we open and close the pool, we should hire someone to bring the furniture out and then return it at the end of the season. Unfortunately, we are greatly in need of community volunteers. There are very few.
 - e. **MS:** Waiting for the pool heater.
- B. AquaLink Questions Follow-up**
- a. **AW:** What is the process and what happened? The bubbler must stay on. They have noted that it must remain on because of the koi. Also, they should keep us informed as to what they are doing when they are there, not just send a bill.
 - b. **TTa:** Our pond is very shallow because of all the silt.
 - c. **PL:** It was five feet initially, but now it is only four feet.
 - d. **TTa:** We should put in a liner, deepen it or grass it over. PL led the discussion regarding work quoted by the Architectural Committee many years ago for the pricing of a liner or natural filtration system. Tabled.
- C. XX Villa Follow Up**
- a. **JM:** AW received a letter from the family after the meeting with our attorney.
 - i. **JM:** Read the letter from the resident that was written on 12/15/2020.
 - ii. **Discussion.** Decision. The fines will begin on 1/2/2021-\$100 daily fine. **AW:** **ACTION:** Letter to resident: You are not in compliance and as of 1/2/2021, you will be fined \$100 per day plus attorney fees”.

VI: CORRESPONDENCE

- A. **AW:** XXX Villa Dr-the plow gets stuck on the water meter cover. Repair would be less than \$500.
- B. **AW:** XXX Fairway Dr-one of the trees was removed from the property and the resident would like a new tree. AW informed resident that she could put in a tree at her own cost but must submit an architectural request.
- C. **AW:** XXX Villa Dr-Would like a bigger recycle bin. **AW: ACTION:** Will ask John at Evergreen if it is possible if he could swap out the smaller bin for a larger bin.
- D. **AW:** XX Villa-there have been rose bushes there previously which had died. Would like to have additional rose bushes installed. Discussion regarding putting in Golden Thread Cypress like most of the other walls in the neighborhood. **AW: ACTION:** Will communicate. No rose bushes. Will look at Cypress in the 2021 season.
- E. **PL:** Left the meeting.

VII: ADDITIONAL OPEN ITEMS

- A. Snow Removal Issues**
- a. **JM:** disregarded key areas of the Snow contract by pushing snow against home walls and crews not beginning the start of the plowing as directed.
 - b. **TTa:** The crew in her driveway was driving, in her opinion, recklessly, at great speed, and pulled up sod, plus never shoveled her walkway.

- i. **AW to TTa:** Should have sent an email to AW.
- c. **JM:** This is the first snow that Dan was not here supervising. There should have been an onsite contact person. **AW: ACTION:** Will discuss with Dan.
- d. **MS:** Also, one of the trucks was down the entire time. This storm was a multi-precipitation storm-rain, sleet, and snow. Snow was close to 6".
- e. **JM:** XXX Villa Dr-Had an issue because the middle of his driveway was never ploughed. JM had called Dan and informed him about XXX Villa. **AW: ACTION:** Will send a letter to resident thanking him for his letter an that we have addressed the issues with TT regarding the finishing of the driveways and the timing.
- f. **AW:** XX and XX Five Ponds Circle-snow was ploughed against the houses.
- g. **AW:** XXX Villa Dr-Thank you letter to the Board.
- h. **MS:** Going forward, we will need to hire people to do things in our community because of lack of volunteers.

VIII: NEXT MEETNG

- A. Next meeting by Zoom January 26, 2021 at 9:30am.

IX: ADJOURNMENT

- A. **JM: MOTION:** Adjourn meeting. **TTa: 2nd** All 4 approved. Meeting adjourned at 11:35am.