

VILLAS AT FIVE PONDS BOARD MEETING

December 28, 2021 9:30am Zoom

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

RR: Opened Zoom meeting at 9:30am.

I: PRIOR MINUTES

- A. **JM:** Accept the prior minutes as presented from November 30, 2021. **TTa: 2nd**. **PL:** Accept the final addition by PL of the Annual Community meeting minutes from November 16, 2021. **JM: 2nd**. All approved both Board minutes and Annual Community minutes 5-0.

II: FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** xx Fairway Dr. \$260.
- b. **AW:** XXX Fairway Dr. \$100-fine starting 12/21 because letter was mailed late.
- c. **AW:** XXX Fairway Dr. \$500-fine waived.
- d. **AW:** XXX Fairway Dr.-settlement- \$825 including \$45 late fee. The house was closed on 11/17/2021, but will show on report in January, 2021.
- e. **AW:**XX Villa Dr. \$275 including \$15 late fee.
- f. **AW:** XXX Villa Dr. \$10.
- g. **AW:** XXX Villa Dr. \$275 including \$15 late fee.

B. Treasurers Report

- a. **MS:** Money Market from Centric bank has \$247,188. The checking account in Huntingdon Valley Bank has \$68,426.40 and a \$250K CD. This week, we opened a 3rd Money Market Fund in Quaint Oak's Bank of \$150K from Customer's Bank into a new Money Market. We will open a money market for 0.50% before year's end at Quaint Oak's.
- b. **MS:** Account 5060-\$6K from two resales.
- c. **MS:** Account 6328-\$53 for the annual zoom meeting costs.
- d. **MS:** Account 6436-\$1,189.50 for Clubhouse Supplies.
- e. **MS:** The Management Company, per Stevens, is settling up a Capital One credit card to be used at Settlements plus will be used for the monthly management fee.
- f. **MS:** Still in talks with Total Turf (TT) regarding the snow and landscaping contracts, trash, and also Continental Property Management for future contracts for multi-year pricing.
- g. **MS:** Approximately 700 pictures of the Clubhouse, inside and out, have been taken. These pictures will be stored at Continental Management Company, the Clubhouse and the Board members.
- h. **MS:** Reviewed many accounts and reconciled all the invoices and payments

III: LANDSCAPE

A. Grounds Maintenance Schedule

- a. **PL:** Possible wood line trim was reviewed but not done this year; pin oak, pear and other tree leaf clean ups will be done by 12/31/2021; “dogs” are at the basin to help keep the geese away.
- b. **PL:** Fall Cleanup-**MS:** There are normally 24 mows, but this season there were 25 due to the unusually warm weather.

B. Total Turf (TT)

i. Quote #13-2021

- 1. **PL:** XX Villa Dr. \$600 to remove three dying diseased plum trees and \$600 to remove the stumps and turn tree area to lawn. There are about 15 or 20 red plum trees that are in worse shape and in need of removal or replacement ahead of this resident. It will be on the list for next year to review.
 - a. **TTa:** Is it possible to find a company to do the removal for less? **PL:** TT guaranteed the trees they replace if we are under contract with them.
 - b. **RR:** Perhaps a crew could come for the day instead of for each individual tree and the cost would be less. Inform the resident that we are passing on it for this year.

IV: MAINTENANCE SCHEDULE

A. Contracts by the Month

- a. **MS:** AM Mechanical HVAC Service-contract done. Other contracts not completed discussed above.

B. Projector Screen

- a. **PL:** Projector Screen-Screen may possibly be sticking on something. The screen is still down. Ed’s TV should check it out.

C. Key FOB List review and Update

- a. **PL:** Key FOB computer program to be reviewed and updated with new or changed residents for the FOB system. **JM:** Anchor does not have any vaccinated employees to train our people on our FOB computer operating system. Unfortunately, our FOB list is way behind. There are self -training videos on u-tube. **JM to AW: ACTION:** Please call Anthony regarding if anyone in his organization who is trained and vaccinated, update the Keri FOB system program, and then, they can then train someone here who will then be able to continue updating the system. **RR:** Also speak with Anthony about the FOB’s not working at times.

D. Electrical Inspection

- a. **MS:** Current 1/08/20 to 1/07/23 (three years)**PL:** Not for another year.

- E. **PL to AW:** Has the fall inspection/annual inspection been completed? AW: No, but I will try to do it soon.
- F. **RR:** The Fire Inspection is OK.

V: EXTERIOR CHANGE REQUESTS FOR APPROVAL

- A. **PL:** XX Villa Dr.-Deck-Approved if it is the same color and same material as stated in the Architectural Request.
- B. **PL:** XXX Fairway Dr.-Drainage Repair-Resident is trying to address the water and drain where the downspouts are. Then looking at an underground drain away from the house. Approved with TT as the contractor.
- C. **PL:** XX Villa Dr.-Addition of River Rock-Resident has a problem because water is draining off the roof creating a great volume going underneath the sidewalk pushing the mulch onto the sidewalk. Wants to put river rock down. The river rock must match the size and color of the other river rocks by the driveway-(proper stone).
- D. **MS:** The large red maple tree on Street Rd was removed, per the quote with TT.
- E. **MS:** The 1st application of "Flight Control" for the geese removal (four applications per year) was done. The next one will be in February which is the time or year they would return. I also ordered two large swans with an anchored bottom. Geese hate "swans" so between the "swans" and the "dogs" at the pond, hopefully the geese will not return. The "Flight Control" was sprayed around the pond and tennis courts. Perhaps this will do the trick. TTa: There is a horn that could also be blown, but do not think any residents would want to do that.
- F. **MS:** Nutsage, lantern fly and geese should be another line item so that we can track them.
- G. **MS:** The pond was filled and then the water system was drained and re-shut down. **PL:** There may possibly be a leak in the pond as the level has already dropped again in just a few days.
- H. **MS:** The ballroom cornices have been installed in the Ballroom and are perfect; the round poker table for the lounge will be delivered on Thursday; hi-hats were adjusted; winterizing has been completed; the three additional electric heaters that were installed this past summer are running in the office, women's bathroom and maintenance room and hopefully they shut off when it is not too cold.

VI: GUEST-BERNIE HOFFMAN (BH) at 10:30

- A. **BH:** The information that I have been given after speaking with six doctors and a legal team is very important. The doctors stated that they have never witnessed a viral infection spreading so quickly. The legal team stated that our waiver, dated 4/14/2021 is the best they have seen and is so complete and so strong. On 11/10/2021, the Board published a set of new rules to bring it up to date to match CDC recommendations. On 12/19/2021 BH had

spoken to the seven member re-opening committee and the majority of the committee agreed that the Clubhouse should remain open, but stressed that the “social groups” should be fewer than 35 residents. But there is concern that this new variant, Omicron, may overpower the Delta variant. Stress again to the residents that if you do not feel well, be diligent and do not come to the Ballroom.

- B. **MS:** Without the booster, the vaccination value is only 35%.
 - a. **BH:** Recommends that a letter be sent to the residents with a stamped envelope asking if they received a booster. We probably would have about a 30% return. In section four of the Covid Rules and Regulations, it states there may be informal social group meetings permitted of no more than 35 residents.
 - b. **JM: MOTION:** Return to earlier Clubhouse Covid Rules changing some items with a personal plea to the community.
 - i. **BH:** Remove informal groups not to exceed 35 and multipurpose and informal social gatherings. The rules must be “realistic, doable, and attainable”. There should be no more large groups. We need everybody’s help in keeping our community safe. I will help to write a draft letter to the community. Residents having the two shots should be given a strong recommendation for the booster.
 - c. **MS: ACTION:** BH will draft a letter, sending it to JM and then sent to the Board for additional input. We will use 11/10/2021 rules with minor changes.
 - d. **PL:** Discussion regarding ordering 500 red bands for those residents with boosters. Discussion tabled.

VII: OPEN ITEMS

- A. **Job Description-VFP Maintenance Person**
 - a. **TTa:** Each Board member needs to set aside time to help train the part time person.
 - b. **PL:** We need a part time person who will need much training.
 - c. Project tabled for now due to probable lack of applicants in this job market.
- B. **Clemons Richter & Reiss Fee Update**
 - a. **PL:** A letter was sent for a new fee schedule with fixed prices.

VIII: CORRESPONDENCE

- A. **MS to RR:** XXX Villa Dr.-Ramp removal-Resident sent a letter from her doctor that the ramp is necessary for her, now. Develop a letter to XXX Villa that the ramp should be included in her insurance. It is her responsible to inform her insurance company of the ramp and to insure it. The snow and ice should be cleaned and must be removed on the ramp and that she is responsible for any damage to it.
 - a. **AW:** Will speak with TT about how the company handles clearing snow on ramps.
 - b. **RR:** If there is an extra charge, it may be passed on to her.

- c. **AW:** XXX Fairway Dr.-Trash Company complaint made by resident being concerned about impatient fast drivers and concern for the trash collectors. **MS to JM:** Send email to residents about speed.
- d. **AW:** 54 Villa Dr.-Waive late fee. Approved.

IX: ADDITIONAL OPEN ITEMS

- A. **JM:** When doing the new snow contract, will it be possible to have a phone number of someone on site during snow removal? If the new contract is all timer and materials versus current fixed pricing, and no Board member is plowed out early on, there is no way to check that the contract is being fulfilled, in terms of equipment and manpower.
- B. **AW:** TT is trying to have the snow removal done quickly and efficiently and it may not be possible to begin the snow removal in different places like the contact states.
- C. **JM:** Roof Shingles-there are two quads in the Villas at Five Ponds (VFP) that had the same shingles as Shady Brook, which they have replaced. Per my conversation with Tom Manion, the roofs in VFP now that are in need of considering replacement are because of initial poor installation and/or, no continuing maintenance. Neither of these are HOA responsibility. HOA responsibility is "end of shingle life".
- D. **PL:** Sent a picture, while in the mechanical room. The pool chemical boxes have been piled in front of the electrical boxes. There is an obligation to keep this room clean and the electrical boxes cleared of chemicals.
- E. **PL:** While taking pictures yesterday, on the wall next to the ping pong table, near the exit doors, the molding has lots of footmarks.
- F. **PL:** Have not done anything to distribute the formal rule on Appendix A with change to the wall responsibility. Discussion that it could be distributed with the annual audit review documents.
- G. **PL:** XXX Fairway Dr.-Resident's next door neighbor complained that resident has an intense bright light on all night. There is a rule that a resident is not permitted to disturb another neighbor. Resident needs to change the lights to motion sensors. **AW: ACTION:** Will send letter to resident that it is requested that you change to motion sensor because neighbors have complained about the lights. In our rules, section 16 C, it is stated that NO lights are permitted after 11pm and if disturbing to neighbors, it should be converted to motion sensors.
- H. **PL:** The CDC has stated five days quarantine and then five day with a mask from 14 days quarantine down to ten days and now five days. These changes will be adjusted in our Covid rules.

X: NEXT MEETING-Tuesday, January 18, 2022 Zoom.

XI: ADJOURNMENT-JM: MOTION: Adjourn. **PL: 2nd** All agreed 5-0. Meeting adjourned 12:25.

