

## VILLAS AT FIVE PONDS ZOOM EXECUTIVE BOARD MEETING

**Tuesday January 18, 2022**

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

**RR:** Opened meeting at 9:30am.

### **I: PRIOR MINUTES**

- A. **JM: MOTION:** Accept prior minutes from December 28, 2021 as presented. **MS: 2<sup>nd</sup>.** All approved 5-0.

### **II: FINANCIAL REVIEW**

#### **A. Delinquency Report**

- a. **AW:** xxx Fairway Dr.-\$115 including \$15 late fee. Parked in driveway during snow removal. Resident wants to meet with the Board to discuss this.
- b. **AW:** xx Villa Dr.-\$275 including \$15 late fee.
- c. **AW:** xx Villa Dr.-\$30 late fee-waived.
- d. **AW:** xx Villa Dr.-\$165 including \$15 late fee. Assessment short by \$150.
- e. **AW:** xxx Fairway Dr.-Eliminated.

#### **B. Treasurer's Report**

- a. **MS:** Year-end Operating Report not done yet. Will review tomorrow (Wednesday, January 19) or Friday, (January 21) to have it confirmed with Continental Property Management (CPM).
- b. **MS:** Moved \$150K to a third Money Market at Quaint Oak Bank for 0.5%. The move was confirmed per Board approval-\$25K from Capital and\$20K from Operating Account to Reserve for Roof Shingles line item.
- c. **MS:** Empire Fitness contract was increased to \$2458/year (+\$150).
- d. **MS:** Scott Air contract was increased to \$475. Filter replacements were added into the contract.
- e. **MS:** Total Turf (TT) snow contract and Geese Remediation contract needs to be completed.
- f. **MS:** Request that there be a new line item #6535 called Geese. Also, am awaiting a description of all the fake dogs and swans in the contract. We will track this to see if the Geese Remediation works to eliminate the geese problem.
- g. **MS to AW:** Ask Jim Stevens about using our Capital One Credit card for our monthly payments and for settlements.
- h. **MS:** The Insurance contract is completed. **PL:** Should have the pictures of our Clubhouse by this weekend and will distribute the thumb drives then.

### III: LANDSCAPE

#### A. Grounds Maintenance Schedule

- a. **PL:** The creek bed inspection needs to be done by TT and we have an agreement to pay for 50% of the cost-other half needs to be billed to Christ's Home.
- b. **PL to AW:** Has the fall inspection been done? Discussion. Agreed to do some inspection prior to the March Board meeting.

#### B. Total Turf (TT)

- a. **PL:** No new items for TT.

### IV: EXTERIOR CHANGE REQUESTS FOR APPROVAL

- A. **PL:** xx Five Ponds Circle-TT removed a tree last fall. The resident would like a spruce tree in the front yard. After the resident does the paperwork for an Architectural Request (AR), PL would be willing to OK this. **AW:** Sent the paperwork to the secretary to mail the request for the formal paperwork.

### V: MAINTENANCE SCHEDULE

- A. **MS:** As suggested above, I would like to add to the Ground Maintenance Monthly Calendar at the end of February, "Geese Remediation and installation of the Dogs and Swans".
- B. **MS:** AM Mechanical HVAC Service has been here quite often for the last month working on the new system contracted by the Board.
- C. **PL to MS:** Will Ed's TV be fixing our screen? **MS:** Yes.
- D. **PL:** The creek bed clearing cannot be done until we are given the quote.
- E. **PL:** The attic insulation inspection needs to be put on the schedule for October.
- F. **JM to PL:** The copier is under an annual contract which renews each March with a 10% increase in the cost per copy. Once in a while the company reaches out for a "read" of the copy meter on the machine, since we are billed per copy.
- G. **MS to PL:** Please pick when AM Mechanical can check on all the condensers-the foam insulation that goes around the cooling lines. **PL:** This should be added in March.
- H. **AW:** Does the Board want me to do an early pre-spring inspection or is there something else you want me to do?
  - a. **PL:** Do by the March meeting and also inspect the walls. Also, inspect the mold on the residents' homes. Many have done the power washing in the last year but there are some that show mold.

### VII: OPEN ITEMS

#### A. Candidate for Clubhouse Maintenance

- a. **JM:** xx Villa Dr.-knows of a possible candidate for the Clubhouse Maintenance.

- b. **PL:** There are two reasons why we stopped searching last month. The first was a question of the work environment and the second was how we would manage this new part time employee as a Board. **TTa:** We would start slowly by having him do obvious things and then continue adding to his responsibilities.
- c. **Board to JM:** Contact resident asking that this person forward his resume to the Board.

#### B. TREES

- a. **PL:** Resident at xx Fairway Dr. was concerned that a tree on his property will uproot and fall on his home and felt that the tree uprooted more than the previous week. **AW:** Dispatched Clayton, from TT, topped off the top of the tree.
  - i. **MS:** Unfortunately, as a Board, there are priorities plus a budget to adhere to. If resident wants tree removed, he can pay for the removal. We authorized between \$20 to \$25K more than the budget for trees and ground maintenance items in 2021.
  - ii. **PL:** A large maple tree was removed at 40 Villa Dr. because it was leaning and if it fell, it would have fallen on the house. That was a priority in the fall tree work.
  - iii. **PL:** xxx Fairway Dr.-Tree is tilting towards the home and needs to be removed because it can possibly fall on the home.

#### VIII: CORRESPONDENCE

- A. **AW:** xxx Fairway Dr.-has concerns about the letter that was sent to the residents at the Villas at Five Ponds from the Warminster Municipal Authority regarding the additional Storm Water Management fee and how it relates to all of us.
  - a. **JM:** Informed resident that the great majority of the homes in Five Ponds are Tier 3, and thus will be billed \$10 more per month for Storm Water Management in Warminster, but will not perform any storm water services in Five Ponds, by The Warminster Municipal Authority. Also, each resident ultimately will be responsible for 1/280<sup>th</sup> of the increase we will get for the Clubhouse. The amount is based on square footage, thus an additional fee for the Clubhouse property could be very large.
- B. **AW:** xxx Fairway Dr.-Reported that a resident is feeding deer.
  - a. **PL:** The Association does not have any ruling regarding feeding deer at the Villas at Five Ponds. **AW: ACTION:** Will send a letter to resident regarding the above.
  - b. **RR:** Pointed out that feeding a wild animal is not a good idea because they could become dependent upon the feeding.
- C. **AW:** xx Five Ponds Circle-reported that a resident was using a piece of equipment in the fitness center improperly. Discussion. **AW: ACTION:** Will send note to resident that resident should use the gym equipment as noted on the equipment with purpose and proper use. **MS to JM:** Please send a reminder to the community to use the gym equipment as it is

intended to be used. **JM: ACTION:** Will include the above in the next email sent to the community.

- D. **AW:** xx Villa Dr.-Resident wanted to donate silk flowers for the indoor pool area. Discussion. **AW: ACTION:** Will send thank you letter to resident but will refuse the donation because the flowers will become moldy in the indoor pool.

## IX: ADDITIONAL OPEN ITEMS

### A. Insurance for Water and Sewer Lines

- a. **RR:** Warminster Township sent letter to Warminster Township residents regarding insurance for the water and lines, but sewer lines were not included. This covers only a small part of the necessary lines. Another company, American Water Resource, covers both the water and sewer lines. **JM: ACTION:** On behalf of the Board, will send an email to the residents regarding this.
- b. **MS:** The poker table was delivered, but it had the wrong top. A replacement top for the poker table was ordered but it will take about two months to arrive. But residents can use the table until the new top arrives.
- c. **MS:** The high hat lights above the trash cans were fixed. Adding insulation upstairs in the Clubhouse as needed, especially near the fireplace.
- d. **MS:** We should have a sub-panel with more breakers. Frank's Electric will give us an estimate.
- e. **MS:** AM Mechanical put our heating system in over-ride mode to run in "occupied" temperatures 24/7. The Clubhouse hopefully will remain warm throughout the night, so no worries about damage that occurred years ago.
- f. **MS:** Thank you, RR for going to the Clubhouse with the police in the middle of the night.
  - i. **RR:** Thinks that the alarm may have gone off because of a strong wind that may have vibrated the door, opening it a bit. When I went to the indoor pool and locked the door to the pool, the back door toward the cabana was dripping wet because the wind was blowing the rain very hard.
- g. **MS:** There was an email from AW from Emilio Lopez. He needs to repair tile in the Women's Locker and to give us a quote for resurfacing our pools.
- h. **MS:** Need an estimate for the indoor pool to compare to Beardelli's quote.
- i. **MS:** The Villas at Newtown voted to turn the roof shingle replacement cost back to the homeowners and not through the Association. **JM:** The vote just met the requirements to make a change in the reserve policy. This angered many residents. They issued refunds to residents and lowered the monthly slightly, but now each resident is responsible for replacing their own roof shingles.
- j. **JM:** Jack from AM Mechanical has begun installing digital Honeywell thermostats. **JM:** Noted that they are Wi-Fi/digital you can download the App to your phone to adjust or view real time remotely.

- k. **PL:** MS Our key vendors are very responsive, but not Anchor who is responsible for our Fire Alarm, Burglar Alarm and FOB systems. Should we consider another vendor to replace Anchor?
  - i. **AW:** Is searching for another vendor for fire, burglar, and FOB system. The fire pump is with a separate company.

**X: NEXT MEETING**-February 22, 2022 Zoom at 9:30am

**XI: ADJOURNMENT**

- A. **JM: MOTION:** Adjourn meeting. **PL: 2<sup>nd</sup>**. All approved 5-0. Meeting adjourned at 10:50am.