

**BOARD OF DIRECTORS MINUTES**  
**January 21, 2020**

**PRESENT:** Joel Mickelberg (JM), Mark Schwartz (MS), Paul Luff (PL), Tina Talansky (TTa), Amy Wert (AW), Property Manager

**ABSENT:** Merle Neulight Scribe

**GUESTS:** Ron Gordon (RG), Dale Baver (DB), residents

**JM:** Meeting was called to order at 9 a.m.

**I: PRIOR MINUTES**

- A. **PL: MOTION:** Accept the prior minutes. **TTa: 2<sup>nd</sup>** Approved 4-0.

**II: FINANCIAL REVIEW**

**A. Delinquency Report**

- a. **AW:** XX Five Ponds Circle- owes a late fee.
- b. **AW:** XX Villa Dr.- the house has been sold-owed monies will be excused.
- c. **AW:** XXX Villa Dr. owes assessment for December of 2019 and January 2020.

**B. Treasurers Report**

- a. **MS:** The December Financial report is delayed. Money Market funds have \$150,000.
- b. **MS:** Miscellaneous receivables include a credit from Capitol One for \$300.
- c. **MS:** Line 1710- Prepaid monthly charges for Anchor, AM Mechanical and Empire Fitness are shown under contract and need to be clarified.
- d. **MS:** Income Tax is higher because money was made.
- e. **MS:** Question raised regarding the money that was made from the sale of homes as to whether it is income. Discussion. Should be put into Capital Reserve
- f. **MS:** Line 6341- Legal issue with the Warminster Municipal Water Authority (WMWA) prompting ongoing legal expenses.
- g. **MS:** Clubhouse Supplies-reimburse MS who maintains petty cash at home
- h. **MS:** Line 6447- Pool maintenance – questions whether there will be additional charges
- i. **MS:** Line 6446 and line 6531 will need to be billed back.
- j. **MS:** Line 6541- Repair and Maintenance – Anchor Fire and Alarm- charges for drain repair (\$750). Contract item listed needs to be moved.
- k. **MS:** AM Mechanical bill for the motor blower repair is dated 1/9/20. Questioned the date of service for accounting purposes. Service is thought to have been in December.
- l. **MS:** Line 6541 reflects the payment to Total Turf (TT) to address the trees that were damaged in the storm that occurred in October.
- m. **MS:** 6740 Corporate Tax- have accrued \$5,032.

- n. **MS:** Line 6898 and Line 6898 have contributed \$840 a month to the Capitol.
- o. **MS:** Interest money accrued over \$29,000.
- p. **MS:** Discussion with other members of the Board regarding whether the motor blower that had been repaired in December should be replaced or to continue to replace the parts- decision was to continue replacing the parts.
- q. **MS:** Line 4020 Reserve replacement- Monies have been paid out as follows: Avalon Carpet- \$29,000; Design East- \$115,000 and the Fence repair \$875.
- r. **MS:** End of year 2019: Received \$3,929 from Capitol One as we receive back a percentage of the charges that are placed on the credit card.
- s. **MS:** Capitol One bill is due on 2/21/20.
- t. **MS:** PECO bill will be called in.
- u. **MS:** Checks are sent to Scott HVAC: Empire Fitness is sent to the Capitol One credit card.
- v. **MS:** History of snow reviewed in terms of costs incurred over the past few years, month by month (see attachment).
- w. **MS:** Proof of homeowners' insurance forms- staff person at Continental Management (CM) keeps track of those that are submitted, and she is paid by petty cash. If duplicates are received it costs money. Questioned if it is necessary to track if the documents are received. Discussion regarding the need to have Homeowners insurance and not condominium insurance. Board holds the copies that are received.
- x. **MS:** Almost all the Clubhouse furniture has been sold with cash. The funds were used to pay for the chair rail which was paid for in cash. There is \$140 left and discussion as to which account it should be placed. Discussion- will place in Capitol.
- y. **MS:** Direct Energy and SFG Contracting- PL verified the dates of the contract and they are good through November 2020
- z. **MS:** Anchor- contract has been paid for the year.
- aa. **MS:** Chew Bittel is coming Friday, January 24, 2020 and PL will meet in MS's absence.
- bb. **MS:** The floor in the pool did need coping and now matches
- cc. **MS:** -The reserve will be addressed at the end of the month.
- dd. **MS:** \$790 was taken out of the split rail line because it was repaired rather than replacing it.
- ee. **MS:** Will address further how to accommodate for other issues as there are too many lines for the Reserve- need to account for Replacement rather than Repair.
  - a. **MS:** Should funds be kept or shifted
- ff. **MS:** Outdoor pool fence- continue to repair
- gg. **MS:** Sidewalk- needs to be replaced per guidelines as the law requires that it be replaced.

- hh. **MS:** Gave notes on Reserve and Operating accounts and how monies are allotted.
- a. **MS:** Nearly \$96,000 in Reserve for designated costs and present costs for redecorating and money earned from the sale of items.
  - b. **MS:** \$182,000 is In the Reserve at the end of 2019.-Will have \$76,374 in excess in Operations.
  - c. **MS:** \$21,811 is being used to maintain the assessment at \$250 a month per household.
  - d. **MS:** There is \$236,563 in operating excess.
  - e. **MS:** \$53,331 (**per month?**) is needed for Operations in 2020.
  - f. **MS:** Two extra months of Operating expenses is maintained which is \$106,662.
  - g. **MS:** \$136,000 Can be used for decorating costs for the Clubhouse which would leave \$100,000 in Operating Capital.
  - h. **MS:** Provided information on a proposed new 85” Sony TV for the Clubhouse which would cost \$2,799 and an additional \$399 for the arm. Discussion. Will try to obtain the TV with verbal commands.
  - i. **MS:** MOTION: Purchase new TV and arm with a cost of \$3400 with the funds coming from the Reserve. PL 2<sup>nd</sup> Approved 4-0.
  - j. Discussion regarding accounting of present purchases.
  - k. **PL:** Question of having roofs “cleaned” regarding mold.
  - l. **AW:** conferred with the roofer with whom she is most familiar and later reported that he does not recommend cleaning roofs.
  - m. **MS:** Reviewed monies that go into reserve and anticipated future expenses

### III: CLUBHOUSE RENOVATION/REVIEW

1. **TTa:** The decorating committee is looking for furniture for other areas of the Clubhouse and are checking with various vendors for specific items (Ron Gordon suggested a possible vendor).
2. **TTa:** The pool and the workout room will be open first and provisions will be made as to how these areas can safely be accessed.
3. **MS:** The painting is presently being done in the bathroom and the hallway areas.
  - a. Discussion regarding on going efforts and when areas can be accessed and how to deter entry into areas that are still undergoing refurbishing. Still need to determine when each area can be opened.

### IV: LANDSCAPE

1. **PL:** No Owner requests for approval currently.
2. **PL:** No Quotes currently.
3. **AW:** xxx Villa Dr.- request to remove fence and have leaves removed.
  - a. **PL: ACTION:** Will investigate before responding: **AW:** Leaf removal is complete. **AW: ACTION:** Will send response to resident.

**V: ACTION LOG**

1: **JM:** Questioned if “Anthony” can come and work on the FOB concern; **AW:** ACTION: Will address this with him.

**VI: GROUND MAINTENANCE SCHEDULE**

1: **PL:** Reviewed with Ron Dorfman and Dale Baver.

2: **PL:** Asked if the wood line area had been inspected as he had noticed that trees had fallen during the October storm and will need to be addressed. He added that the wood line still needs to be addressed.

**VII: MAINTENANCE SCHEDULE**

1: Reviewed with Ron Dorfman and Dale Baver.

2: Discussion on a variety of subjects including the reason to maintain the list. Also, efforts to get Volunteers. especially considering the changes that are being made and concerns. Discussed reactivation the Clubhouse Committee and the possibility of a Clubhouse manager. It was presented that there will need to be a meeting to further address issues concerning the reopening of the Clubhouse. **TTa:** Recommends a meeting that puts something in place before the Clubhouse reopens.

3: **MS:** Reviewed the January contracts per the schedule.

**VIII: OPEN ITEMS****1: Clubhouse rentals and guard/increase**

- a. **TTa:** Explained recent episode in the Clubhouse with guests of renters behaving in an unacceptable fashion that could have caused damage to the Clubhouse.
- b. **MS:** Suggested having someone remain in the Clubhouse when it is being rented as there have been issues
- c. **Discussion:** Current contract allows for a guard. Questions raised as to how to enforce the guidelines in because of the observed behavior of children and lack of parental supervision. Also, questioned who should be allowed to rent the Clubhouse. Decided to table until RR available.
- d. **PL:** Suggested adding in the contract that a person would not be allowed to rent again.

**B. Pool Rope Damage**

- a. **JM:** The pool rope has been repaired
- b. **MS:** The resident who had observed the damaged rope had contacted the Board and has offered to pay the cost for the repair, but it is not clear if the damage was caused by a swimmer or the result of wear and tear.
- c. **AW:** Is awaiting the bill for the repair

**C. Correspondence**

- a. **AW:** 14 Five Ponds Circle-concerned about a crack in the driveway. **AW:** ACTION: Will add to the Action list. **PL:** ACTION: Will have the contractor here to repair. Discussion as to how to address-suggest crack fill this year.

**IX: ADDITIONAL OPEN ITEMS**

1: **MS:** Reviewed items that will need to be covered in his absence, including the closing of the Clubhouse.

**X: NEXT MEETING**

1: Wednesday, February 19, 2020.

**XI: ADJOURNMENT**

1: **TTa: MOTION:** To adjourn meeting. **PL: 2<sup>nd</sup>** all approved 4-0.