

VILLAS AT FIVE PONDS BOARD MEETING

June 23, 2020 by Phone

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:** Approve May 19, 2020 minutes as presented. **MS: 2nd** **AW:** Presented corrections which were added onto those minutes. All approved 5-0.

II: FINANCIAL REVIEWS

- A. **MS:** Because of the virus should we consider waiving the late fees for July? Discussion. **MS: MOTION:** Waive the late fees for July. **JM: 2nd** All approved 5-0.

B. Delinquency Report

- a. **AW:** XX Fairway Dr-\$250.00
- b. **AW:** XX Five Ponds Circle-\$25
- c. **AW:** XX Five Ponds Circle-\$754 including \$15 late charge. Not paid April, May, and June.
- d. **AW:** XX Five Ponds Circle-\$250
 - i. **MS:** Received an email that the wife passed. PL: Spouse also passed per the internet search. As of February 3, it is in some sort of an estate situation and according to the County website, it has not yet been sold and transferred.
 - ii. **AW:** The courts opened as of 6/16/2020. No legal fees have been filed or handled yet as the courts are behind. The estate should let somebody know something. Wait until the next meeting.
 - iii. **RR:** We should send a certified letter to the home in addition to a letter. This must be put on the record the past due amounts so that we can be paid. Letters are for late fees and monthly assessments.
 - iv. **AW:** Is there activity there? We have not received any official notice about the house being sold. Send a late notice certified in addition to a regular letter. **AW: ACTION:** Will inform the collections department from Continental Management Company of this home and that the residents are, unfortunately, deceased.
 - v. **TTa:** Make certain that no one is living there. Who is responsible for the property now?
 - vi. **MS:** When a new buyer goes to settlement, the buyer must be notified from the settlement department. Will readdress this in July.
- e. **AW:** XX Villa Dr-\$250
- f. **AW:** The courts opened as of 6/16/2020. No legal filings yet as the courts are very much behind.

C. Treasurer's Report

- a. **MS:** Customers Bank Money Market \$243,857. Covenant 1.75 \$244,293. Trumark .2 % \$43,455. There is nowhere to put the money right now that will give a decent yield. There is one other CD due in August for \$105K.
- b. **MS:** Account 6522- Ground Maintenance-\$15,515.20
- c. **MS:** Account 6531-Cleaning twice a week \$894
- d. **MS:** Account 6541 \$1568-Repairs and Maintenance included. Anchor replacement of eight fire extinguishers that were outdated and GoDaddy renewal.
- e. **MS:** Account 65411-Two bills from Total Turf (TT)-\$2,860 for fencing
- f. **MS:** Account 6542-Contract for Empire Fitness. The company is still not open, but \$204.76 for March, April, May and June. This was pre-paid on Capital One and when Empire Fitness opens this will be discussed with an extension of the contract period.
- g. **MS:** A.M. Mechanical HVAC. Filters not needed until July or August. Checked upstairs and all was fine. Not on the contract right now but will set up a three-year contract when the Clubhouse is open.
- h. **MS:** Capital Account-\$495 for glass tops for library and conference room tables.
- i. **MS:** \$439.76-Capital One, but I do not yet have the breakdown. I need to speak with Bryan at Continental Property Management (CPM).
- j. **MS:** Reserve Account payment to-Don Kaiser for painting for the final part of the Club housework for \$43,880.
- k. **MS:** \$1,333 cash rebate in Capital One. Also, had to follow up with Capital One again and they will not be charging us an annual fee again this year.
- l. **MS:** Because the Clubhouse is closed.
- m. **MS:** The low CD interest rates, no rentals, and no pool passes, we have very little extra money coming in.
- n. **MS:** Water bill was high. **PL:** It was high because one of TT's employees used the hose out front on a Thursday and neglected to turn the water off and was on for several days.
- o. **MS:** One of the painters must have lowered the temperature to 58 degrees but never turned it back up and this was the reason the hallway was so cold. AM Mechanical fixed the problem.
- p. **MS:** Someone turned the middle outside AC unit. Jack reset the Ballroom thermostats and units to the thermostats. It is recommended that the central control unit be eventually replaced. They are 15 years old and many parts cannot be found. **PL: ACTION:** Will talk to someone AM Mechanical about this.
- q. **MS:** Jack said that the solenoid coil at the pond that controls the float mechanism is bad and needs to be replaced. I will speak with him today.

III: LANDSCAPE

A. Owner Requests for Approval

- a. **PL:** XXX Fairway Dr-Request for awning eight feet long even though they can put up an 11-foot awning. Approved.

B. Quotes from Total Turf (TT) for \$6,202.

- a. **PL:** XXX Fairway Dr-remove dead maple in front yard \$450

- b. **PL:** XX Fairway Dr-Remove tree and stump turn area to lawn \$475
- c. **PL:** XX Fairway-Remove arborvitae and turn area to lawn \$165
- d. **PL:** XXX Fairway-water ponding issue-Homeowners responsibility
- e. **PL:** XX Fairway-Retaining wall behind homes on Clubhouse-Remove 11 knock-out roses and install 11 gold thread cypress-\$1185
- f. **PL:**XXX Fairway-apply mulch on top for \$35
- g. **PL:** PL: XX Fairway-Repriced for a Japanese Snowbell and grind stump \$185 (repriced down).
- h. **PL:** XXX Fairway—straighten new installed spruce tree-N/C
- i. **PL:** PL: XX Villa-recommend removing the dying and leaning plum tree \$450
- j. **PL:** XX Villa-two leaning spruce trees too big to stake and Recommends removing both trees -\$500
- k. **PL:** XX Villa-Remove leaning tree and put in a new tree in fall-\$250
- l. **PL:** XXX Villa-one tree is gone so remove and grind stump. Instead of a Japanese Maple, plant a Japanese Snowbell and create a larger mulch bed. \$1485 is too high and will need to be requoted for one tree.
- m. **PL:** XX Villa-Discussed with homeowner about the lawn divots. Grass and soil were applied in the spring and should grow in nicely. Will reassess in fall.
- n. **PL:** XXX, 125, 127 Villa-Clean up debris from pine trees-N/C
- o. **PL:** XXX Villa-Six sand cherries should be removed, dig out all stumps plus a stump from a tree, cut weeds, remove rocks, grade seed and cover with straw-\$1750 **AW:** **ACTION:** Will give MS the contract from Hayden Schmucker, Construction Manager from TT.
- p. **PL:** XX Villa-trim dead material from Kousa Dogwood-N/C.
- q. **PL:** XXX Villa-Remove dead plum and stump but leave mulch in tree ring-\$\$425 \$200.
- r. **PL:** Five Ponds Circle-trim out dead stalks from the four Crepe Myrtles-N/C.
- s. **PL:** Between XXX and XX Villa-remove stump and add turf that is between the two homes.

C. Action Log and Relevant Correspondence

- a. **AW:** It would save time if PL reviews the architectural issues and then sends them to TT. PL: Yes. Will do.
- b. **PL:** XXX Clubhouse-W XXX Villa-would like to have someone trim and top off their trees.
 - i. **AW:** Has received requests from two other residents that the trees in the community need trimming, pruning, shaping, topping, etc.
 - ii. **TTa:** Many trees are rubbing against houses and roofs.
 - 1. **PL:** Will speak to Hayden from TT about a tree maintenance program.
 - a. **AW:** This needs to be addressed by a tree “guy.” **MS:** **ACTION:** Will have Dan call PL.
 - b. **AW:** **ACTION:** Will send letters to all those who sent letters about trimming of trees.

- c. **PL:** XX Five Ponds Circle-this is item #8 from last month's spreadsheet. Concern about two dead trees and the fact that no one lives there. Put on the new list for evaluation,
 - d. **MS:** Placed \$5,220 from the last storm on 6/3/2020 for damaged trees under Capital.
 - e. **PL to AW:** ACTION: Will review the list and will send it to AW.
 - f. **MS:** The landscaping is a bit slow as TT's landscapers are out of the country and it has been difficult finding enough quality landscaper workers to work. We need to be patient.
 - g. **MS:** Last week three men were here to clean up all the weeds around the Clubhouse.
- D. Spring Inspection**
- a. **PL:** Since JM had suggested power washing homes in the Voice, some residents hired power washing companies to clean the mold.
 - b. **PL:** XX and XX Fairway-had their homes power washed after being sent a letter about the mold.
- E. Ground Maintenance Schedule**
- a. **PL:** Pruning needs to be done. **AW: ACTION:** Will check on the timing.
 - b. **PL:** Mulch bed and weed bed control, and fertilizing needs to be done.

IV: MAINTENANCE SCHEDULE

- A. **AW:** XXX Fairway- the sidewalk has a crack. It was repaired, but again cracked on the very edge of the block.
 - a. **PL:** The crack will increase with time and the block needs to be replaced with new cement and the correct amount of strength of concrete.
- B. **TTA to PL:** Behind XXX Villa Dr-A new patio is being put in, however there are piles of dead limbs which need to be cleaned up. Discussion. The original work on the cleaning of the creek bed included a quote to remove the debris at approximately \$5500. **PL: ACTION:** Will look at the debris.

V: OPEN ITEMS

- A. Clubhouse, Gym, Outdoor Pool, and Play area Discussion**
- a. **MS:** The Clubhouse is cleaned twice a week.
 - b. **MS:** We need to begin having everything in order in preparations for when things open. The two urinals and toilets have flush meters. Inquire about prices.
 - c. **PL:** We need the "no touch" on four additional sinks, all the urinals, and ten toilets.
 - i. **RR:** We should finish the toilets and sinks to help with the "no touch."
 - ii. **TTa:** The kitchen sink and the bar room sink should also have the "no touch."
 - iii. **MS and TTa:** The biggest risks are the bathrooms and kitchen.
 - d. **MS: MOTION: Add flushing meters to nine or ten sinks and urinals, not to exceed \$10K in Capital Account funding. TTA: 2nd All approved 5-0.**

VI: CORRESPONDENCE

- A. **AW:** XX Villa Dr-has concerns that we are an over 55 community and there are visitors at one of the homes with children well under 55 and are here for well over 30 days. They are breaking the law.
- a. **JM:** Has written two reminders to the community. But we now have a formal complaint. This the first complaint we have received. The children are not in school yet, but they have not been socially distancing when walking on common ground or wearing face masks.
 - i. **PL:** They have been having parties at their home (XX Villa Dr). The resident at XX Villa Dr has observed this.
 - ii. **RR:** We have looked the other way because of the virus. But there is an age restriction.
 - iii. **TTa:** They need to be contacted and this must be addressed. This should be an informal discussion. We have been more than kind. Everything is opening and we need to know their plans of when their family will be returning to NY. There is no longer a “stay at home order.”
 1. **AW:** There is no longer any reason for them to remain here. We have now received a complaint. It is time.
 2. **AW: ACTION:** Will respond to XX Villa stating that we are aware of this situation and we are dealing with the resident.
 3. **MS: ACTION:** Will call the residents at XX Villa Dr to have an update as to when the departure of the under 19 children will be.
- B. **AW:** 326 Clubhouse Ln-crack fill needed-has been put on the list for crack fill.
- a. **JM:** The driveways and streets need to be crack filled and coated. **AW: ACTION:** Will obtain a quote for crack fill and coating.
- C. **AW:** XXX and XXX Clubhouse Ln-damage to garage borders-no snow removal equipment this past winter so it is not from snow removal or any vendor with whom the Association contracts .
- D. **AW:** XXX Fairway-fish feeding by **TTa:** Has purchased fish food for koi. **JM:** Will again remind residents to not feed the fish ANY type of table food. Only koi food.

VII: ADDITIONAL OPEN ITEMS

- A. **RR:** A non-jury trial against Warminster Municipal Authority from the Villas at Five Ponds is now scheduled for late July.
- B. **MS:** When first entering the Clubhouse, there is a birds’ nest or wasp nest. **TTa:** If it is in the same spot as last year, it is the Starlings nest with babies and by law, cannot be removed.
- C. **MS:** New shades are in the ballroom, but the tables will be delivered in August. The wallpaper is stored in the ballroom along with the shades.
- D. **JM:** I sent a picture of the post and rail that I saw at the store at Dresher and Welsh Rds. It is vinyl but looks like wood. **MS:** Will visit the store to look at it.
- E. **MS:** Even when Warminster goes green, how can we open the Clubhouse? Discussion.
- F. **MS:** Is concerned that our development does not need to be mowed this week? Discussion. **PL:** Decided to mow now but skip the following week.

G. **JM:** PL, MN, and I have already been on Zoom. Would like to do the next meeting on Zoom.

VIII: NEXT MEETING

A. Tuesday, July 28, 2020 9:00 am by Zoom.

IX: ADJOURNMENT

JM: MOTION: Adjourn meeting. PL: 2nd 5-0 All Approved. Meeting adjourned at 11:50am.