

**BOARD OF DIRECTORS MINUTES**  
**October 22, 2019**

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

**ABSENT:** Merle Neulight (Scribe)

**RR:** Opened the meeting at 9:02 a.m.

**I: PRIOR MINUTES**

- A. **JM: MOTION:** Approve the minutes as submitted from the September 2019 and October meetings. MS: 2<sup>nd</sup>. All approved 5-0

**II: FINANCIAL REVIEW**

**A. Delinquency Report**

- a. **AW:** XXX Villa- there are ongoing court costs as well as unpaid HOA costs  
b. **AW:** XXX Fairway- owes one month of HOA costs (\$265.00) plus penalty (\$15.00)

**B. Treasurers Report**

- a. **MS:** Money Market is in good shape and under the \$250K limits.  
b. **MS:** Increased postage costs due to recent mailings to the community.  
c. **MS:** All costs have matched invoices  
d. **MS:** Utility bill had to be adjusted and payment made to PECO due to an error on PECO's part  
e. **MS:** Insurance – the balance sheet has been updated. Suggests paying the entire year bill upfront to avoid finance charges. **PL:** Thought this to be a good action and that the cash flow was available for this.  
f. **MS:** Corporate tax accrual for the quarter  
g. **MS:** Capital:  
i. No funds have been received from TD Bank (Affinity Program will be zero for 2019) and minimal money from the Social Committee  
ii. With no increase in incoming money there may need to be an increase in the HOA  
h. **JM:** Need to reiterate the need for insurance forms, but not to have them sent to Continental Management (CM) twice as it costs the Association additional money if they are sent again and then must be reviewed again.  
i. **MS:** invoices from Total Turf (TT) for the fall plantings will be reviewed with PL when they are received  
j. **AW:** Regarding the new carpet, the certificate of insurance will need to be corrected. **AW:** Has contacted the insurance company and is awaiting a response that indicates the Association as the additional insured.

- k. **PL:** Questioned if there is a charge from a voided check by Continental. **MS:** Noted that it was a mistake and there was no charge to the Villas at Five Ponds.

### III. LANDSCAPE

- A. **AW:** Two requests for Landscape forms still have issues-have not submitted them for Board and ARC review pending completion.
  - a. **AW:** XX Villa- resubmitted form to have the river rock removed and replaced with the approved downspout extension end caps. AW explained and Board discussed that resident has six months to do what was already approved. Resident reports that he is trying to get the landscaper to complete the work. Will add to the approval that the work needs to be completed within a month to encourage completion.
- B. **Quotes**
  - a. **AW:** Quote #30-has been asked to check the tree to see if it was salvageable. **PL:** Requested that TT add root fertilizer and reevaluate in the spring.
- C. **Owner requests and questions/landscape**
  - a. **AW:** XXX Clubhouse/ tree topping and TT response- TT quoted to do the tree topping. **PL:** It had been suggested by "Ed Langdon" that several trees in the community in general need to be cut back to help slow and control growth. Discussion by TT and Board as to considering this for the community for 2020.
  - b. **AW:** XX Five Ponds Circle- tree concern- **RR:** Suggested that the resident write to the Board. **AW:** Thinks that the growth may be lichen which is common on the tress. **AW: ACTION:** Will review with TT and respond to resident.
  - c. **AW:** XX Five Ponds Circle-a portion of his tree is down. **PL: ACTION:** Will check on it and follow up to AW.
  - d. **AW:** XXX Fairway-resident had reported a tree concern as the weeping cherries near her home have not flourished. Resident believes it is because of the location and lack of sun. **PL: ACTION:** Will follow up and move the tree due to location and will feed additional trees in the area with spikes to enhance growth.
  - e. **AW:** XXX Fairway-response to tree root issue. AW stated that resident said that roots from some of the trees on the common ground are affecting his personal property. **RR:** Resident can cut the roots on residential property, but the Association will not cover. **AW: ACTION:** Will inform resident.
  - f. **AW:** XXX Villa-resident wrote regarding the tree line and vines on the trees behind their home **PL: ACTION:** Will check the trees and cut the vines as necessary.
- D. **Action Log**
  - a. **AW and PL:** Reviewed- will postpone action and review again after bills have been received as several items on the list were completed.

- b. **MS:** Questioned if George has completed the lock on the Emergency Exit. **PL:** **ACTION:** Will follow up with the Township. Gate was angled to allow it to be opened due to the slope of the land and still match contour. **MS:** Stated that a key needs to be put there.
- c. **MS:** 95% sure that the pond level system has been repaired by Hal and believes that the timing has been resolved. Caulking of the outside pool windows and doors will be done. Hayden from TT will turn the sprinklers off in early November.
- d. **PL:** Three cherry trees on the island did not get watered and Hayden is aware. Jim Carson reported it to MS and TT.

**E. Grounds Maintenance-**

- a. **MS:** Grounds are being mowed this week with fertilizer. There have been 23 mows this year to date.

**IV. GUEST-BERNY DUBIN (BD)**

- A. **BD:** Presented to the Board his concerns that the Men's Club is not being treated fairly by the other groups in the community and that due respect is not being given when events are scheduled. Discussion and questions from various Board members. **MS: ACTION:** The Board will look into the issue with the groups in question and attempt to resolve the issue within its control.

**V. MAINTENANCE SCHEDULE**

- A. **JM:** -Residents have reported seeing mice in the Clubhouse. **PL:** There will be mice, especially at this time of year. **JM:** Exterminator was contacted to address the situation.
- B. **PL:** The following items need to be done: Check the cleaning of the windows, Inspection the roof, check the fire pump servicing, and service the ice maker. **RR:** Recently had emptied and cleaned the ice maker and checked the detectors in the attic and had changed the Carbon Monoxide sensor batteries.
- C. **PL and MS:** Discussed the shutting down of the sprinkler and the need to do so before the water is turned off for the winter. This needs to be scheduled.

**VI. OPEN ITEMS**

**A. Correspondence**

- a. **AW:** XXX Villa- resident wrote regarding an issue at the Clubhouse where another resident is bringing in numerous outside friends and leaving the front door unsecured to allow them easy entry. **AW: ACTION:** Letter will be sent to the resident. **MS:** Suggested he could speak to the resident in question.

**VII. ADDITIONAL OPEN ITEMS**

- a. **AW:** Has a possible candidate to hire for part time support. This candidate was previously employed at Continental Management. Christy and Hal have experience and they are starting their own company. **MS:** Has been in touch with them and is hoping to meet with them soon. **MS: ACTION:** Will compile a list of duties and responsibilities. Most important is to get through the winter.

- b. **MS:** Franks electric lighting has been contacted about new spot lighting on the islands. **PL and MS: ACTION:** Will meet with Frank to address and assess the system that should be installed. Asking for suggestions.
- c. **AW:** Has a new quote to have the concrete block retaining walls in the entire development power washed from Genesis Concrete. **PL:** Also contacted additional cleaning companies. Discussion on cost and timing. Will table the project for additional quotes until spring.
- d. **PL:** Needs to schedule with AM Mechanical to try and adjust the heating to ensure that the pipe areas in the winter are properly heated. **MS:** Also noted that AM Mechanical needs to replace several thermostats. Also, the dehumidifier for the pool area have fried wires and need repair.
- e. **TTa:** Request by a resident who is an employee of Weight Watchers and she would like to hold meetings for residents in the Clubhouse. Board discussion and it was stated that Weight Watchers would need to provide documentation that Villas at Five Ponds had been added to their insurance. **KB: ACTION:** Will inform the resident, Andy Auerbach, who had made the request.
- f. **PL:** Function of the ballroom- need to give consideration as to how it will be utilized.
- g.**PL:** Has been informed that Ron Dorfman had sent out a statement that there will be no rentals in the Ballroom in January or February. Board discussion on when the refurbishing and decorating of the ballroom will begin, including when to stop rentals of the room. **TTa:** Clarified for PL that the decorator will act as the General Contractor and that she will hire the needed workers **PL:** Raised the issue that the ceiling will need to be patched. **MS:** Clarified that he has been in touch with Don Kaiser (painter) and he awaits an estimate, but he wants to clarify this with the decorator. **TTa:** Informed the Board that the decorator will present a proposal to the Board at which time the schedule as to when the work will be done will be established. **PL and TTa:** Had a discussion as to when the decorating will be completed.
- h. **PL:** Presented a lengthy explanation of present funds available and possible additional monies that might be available, if needed. Board discussed the operating funds available and how those funds depend on expenses for the rest of the year. There has been \$59,000 approved by the Board for the project so far and there needs to be an ongoing effort to define the overall project budget. **MS:** Pointed out estimates in PL's financial analysis are probably lower than the funds that may be available for the operating excess amount. **PL:** Revised the estimate presented for the available dollars for the total project to be approximately \$300K from reserve fund line items, available Capital funds and excess Operating funds.

#### VIII. NEXT MEETING

- b. **Annual Meeting** will be held on November 19, 2019 at 7 pm. Pre- Annual Meeting Board Meeting will be held on Tuesday, November 12, 2019 at 9 am
- c. Monthly **Board Meeting** will be held on Tuesday, November 26, 2019.

**IX. ADJOURNMENT**

- a. **JM: MOTION:** Adjourn meeting. at 11:20 am and **PL: 2<sup>nd</sup>** the motion. All approved 5-0. Meeting adjourned at 11:20