

BOARD OF DIRECTORS MINUTES
June 28, 2017

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:** Accept the minutes as submitted from May 10, 2017. **TTa: 2nd.** All approved 5-0.

II: FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** A few small issues and the normal late members at XX and XXX Villa. No actions required by Continental Property Management (CPM) at this time.

B. Treasurer's Report

- a. **MS:** CD R28105 for \$250,000 came due and was renewed for only \$235,000, balance of \$15,000 put in Money Market Fund (MMF). Discussion on process at CPM that missed the rollover properly. R28103 is due July 6 for \$250,000. Finance Committee recommended 8-0 to go with a 14 month, 1.3% CD instead of a longer period. **PL: MOTION:** Place CD in July for 1.3% at First Bank. **JM: 2nd** Approved 5-0.
- b. **MS:** All bills were reviewed and paid.
- c. **MS:** New account established to address the Capital Contribution changes.
- d. **MS:** New Capital One credit card has been used for furniture and Beradelli bills to meet the initial use limit and the credit on the account is \$637.08. Discussion with CPM on repetitive bills being paid by the CPM people directly.
- e. **MS:** Discussion on the issues of CPM misses on billing VFP for another association insurance bill. **MS: ACTION:** Will ask Jim Stevens to the next meeting to explain.
- f. **MS:** Christ Homes to contribute to creek bed clearing bill.
- g. **MS:** TT items for review – drain cleaning bill to not be paid as this is part of the contract; Fence damage on Delmont. **PL:** Noticed on the bill that had the creek bed that there was a very large disparity on the charges for tree clearing. **MS: ACTION:** Will discuss in detail with TT.
- h. **MS:** New fountain is in the pond and installed.
- i. **MS:** Review of the reserve items for 2017 YTD.

III: GUESTS

A. Bert Soltoff (BS) 229 Fairway

- a. **BS:** Questioned when the driveways would be sealed to prolong their lives, or laying a new layer of asphalt on top of the existing surface without milling.
 - i. **JM:** Aware of a lot of cracks and the Board is reviewing the options for either acceleration of the recoating or treating of the existing cracks or both.
 - ii. **AW:** This is reviewed annually by the Board and is taken very seriously.
- b. **BS:** Questioned why our meetings are closed and not open.
 - i. **RR:** Some things that are discussed are confidential; such as those residents who are delinquent on assessments. However, there are generally two open community meetings per year, one of which is a formal Board Meeting.
 - ii. **JM:** Minutes of meetings can be reviewed on our community web page or by appointment at CMP.

B. Fern Hellinger (FH) 74 Five Ponds Circle

- a. **FH:** Unhappy with the no parking sign located across from her driveway as shown in the pictures that she presented. She is unhappy because when backing up out of her driveway, her cars can hit the sign. There are four cars parked in her driveway, two behind her garage and two behind those two cars. She feels that if the sign is moved two feet, it would be much better for her.
 - i. **PL:** As observed, the sign, which was installed by HBI, is directly between both houses. This is an access area for the Fire Department. **PL: ACTION:** Will visit the property and evaluate if the sign can be relocated. **MS: ACTION:** Will contact vendor to see what can be done about the moving of the sign.
 - ii. **JM:** Noted to FH that parking four cars in the driveway is not legal. It is encroaching in the fire lane access area and contributes to the driveway issue.

C. Larry McKeogh (LM) 159 Villa

- a. **LM:** Brought articles from Warrington Environmental Advisory Council about “Volcano Mulch” and how this is killing the trees. Also, both Penn State and DelVal have information regarding this. It appears as pine cones around the base of the tree. Mulching the trees so that the tree trunks are not exposed creates mold around the trees and prevents them from breathing and consequently they die. After about five years the death of the tree(s) is visible by the bark coming off. The tree trunks should always be exposed. Arborists are listed in the article distributed. Board agreed to request Mark Biresch from TreeEx Tree service who works for us and is an arborist to walk the property and

review individual trees and make recommendations. **LM:** Requested that this be done quickly so that we can prepare the trees for winter.

- i. **AW: ACTION:** Will have Mark evaluate the mulch around the trees. Plus, PL believes that the minimizing of the volcano application of mulch is specifically included in our contract as not to be done. The mulch should be cleared from around the tree trunks.
- ii. **MS: ACTION:** Will review our contract with Total Turf.

IV: LANDSCAPE/ARCHITECTURAL

A. Requests

- a. **PL: XX and XX** Five Ponds Circle-irrigation approved
- b. **PL: XXX** Fairway-Handrail. Discussion on designs from the ARC recommendations. Approved
- c. **PL: XXX** Fairway-planting bed-Rejected the request. Board would approve the bed if the cement blocks were removed and edge mulched to grass. Resident is to remove the cement block and edge or remove the entire bed back to grass.
- d. **PL: XXX** Villa-Stone work-approved.
- e. **PL: XXX** Villas – Stonework – approved.

B. Monthly Grounds Maintenance Schedule

- a. **PL:** The trimming is way behind schedule. **AW: ACTION:** Will request timing from TT to Board for dissemination to the community.

C. Monthly Contract and Maintenance Schedule

- a. **Bingo Renewal** is too early, must be done no earlier than August.

V: CORRESPONDENCE

- A. AW:** XX Villa-issue with the Board's email regarding guests parking cars in the Clubhouse parking lot for more than a couple of days. Resident missed and obviously did not read the entire email stating that the car must have valid registration and license.
 - a. **AW: ACTION:** Will respond to resident regarding the above.
- B. AW:** X Five Ponds Circle-timing of trash pickup.
 - a. **PL:** The Township states that Contractors are not permitted to begin before 7:00am, however, our contract states not before 8:00am.
 - i. **AW: ACTION:** Will contact Envirogreen and reiterate no trash pickup before 8:00am.
- C. AW:** XXX Villa-Tree Replacement-Wants a "pretty tree" to replace the dead tree. Fall issue to review.
- D. AW:**XX Five Ponds Circle-Damage to pond alligators-They are being played on by grandchildren. **AW: ACTION:** Will follow-up on this.
- E. AW:** XXX Villa-Privacy issues and tree line. Dead tree was removed two years ago. The stump was about 1 ½" high and was covered with mulch. A new tree was installed closer to the houses by 15 feet. In a few years, the tree will grow and will cover up Cloverly.

- a. **AW: ACTION:** Will send letter to the resident stating “Thank you” for your correspondence and that the Board is aware of your issue.
- F. AW:** XX Five Ponds Circle-Driveway and Patio-Wants driveway cracks fixed, plus stated that the landscaping equipment ran over and damaged the patio.
 - a. **AW: ACTION:** Will send letter that the Board is aware of the driveway cracks. Repairs will be made to the patio. **AW: ACTION:** Will follow-up with TT on patio.
- G. AW:** XX Villa-tree issues
 - a. **AW: ACTION:** Will send letter that an arborist will look at the trees.

VI: ADDITIONAL ITEMS

A. Spring Inspection

- a. **MS:** Where can we purchase green pop ups and the white caps (access to sewer lines)? Wants to purchase a case of each.
 - i. **AW: ACTION:** Will find out where they can be purchased.

B. PL: ACTION: Will review Spring Inspection and make action items for AW.

C. Ballroom Moving of Furniture

- a. **TTa:** Residents are moving ballroom furniture and not replacing the furniture in the area where it was initially located. Discussion.

D. Hiring Maintenance Person

- a. **MS:** Eventually, we will need to hire a maintenance person.
- b. **JM:** Shady Brook has a handy resident who is in the Clubhouse for many hours. However, there are other developments who share an on-site manager. We have items that are in need of repair: the outside fan timer is broken as is the outside water fountain. The Clubs have not been making money which previously has been used for repair and upgrade/replacement items.

E. Pool Furniture-JM: Even though we have purchased additional tables and umbrellas, some residents have requested that we buy more. Discussion. Tabled.

F. Dinner Dance Friday, October 20th-will be held at Spring Mill Manor for \$60 per person plus the Board is subsidizing \$10,000 from the phone book advertising last year.

- a. **PL:** What are the rules?
 - i. **JM:** After 125 homes (250) residents sign up, the names will be put into a lottery and names will be taken in order. After three weeks, it will be open to friends and family. Discussion. **JM:** Will propose the lottery rule process for this and other future sell out events.

G. PL: XXX Fairway-Violations

- a. **AW: ACTION:** Will send letter to resident that no more than two rocks are permitted. There are more rocks than were permitted per the agreed request to the Board.
- b. **PL:** House sign is still present and is non-conforming to the rules. Discussion. **AW: ACTION:** Will send second letter.

H. Driveways

- a. **PL:** What will be done about the driveways? There is a two year guarantee to redo the driveways plus, the cracks were to be filled in, but there are now many more cracks.
 - i. **AW:** Have sent letters to vendor from last year to return and do the warranty work, but have had no response.
 - 1. **MS: ACTION:** Will try to contact the initial person who did the driveways, but he was so sloppy and substandard, that we should just have HBI do the work this year.
 - a. **AW:** Company policy requires that we obtain three quotes. HBI will be included with these quotes.

I. Solicitation at Events

- a. **JM:** opened discussion on solicitation at events that are put on by the various groups. Discussion. **JM: ACTION:** Will make sure that the Social Committee understands no solicitation from any of these “vendor types”.

J. Generator

- a. **PL:** Generator has been quoted and would like to get the project approved. We will have to have Total Turf move a couple of bushes back and then AM Mechanical could do the work to install the new gas line; electrical vendor to do the overall install.
- b. **RR:** If we install a generator won't the Home Owners then want to install one in their homes which is against policy.
 - i. **MS:** We are doing this to protect a \$3M building.
- c. **PL:** HR Benjamin, Inc., Stewart Electric. **PL: ACTION:** Will ask AI for a quote plus will ask Total Turf for a quote.
 - i. **RR:** We also need the air compressor, jockey pump and diesel heater to run on this generator if installed. Discussion on re quoting the list if necessary. Tabled.

VII: NEXT MEETING – July 19th, 2017 at 9:00am.

VIII: ADJOURNMENT - Meeting adjourned at 12:00.