

**MINUTES OF THE MONTHLY  
NEWTOWN CROSSING  
COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETINGS  
2010**

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# **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**January 5, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, January 5, 2010 in the Spring House. The meeting was called to order at 7:40 by Jim Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Fred and Barbara Ehmman, Lorrie Strange, Aline Turner, Jill Collier, and Patrice Cichalski.*

## **General Business**

The minutes were approved as submitted.

A recent incident was reported regarding interaction with the management company of Liberty Square. The management company was contacted by the NCCA secretary regarding obtaining permission to use Liberty Square's parking lot facilities to access NCCA common ground for the purpose of removing several dead trees behind Lancaster Lane. When inquiry was made to the management company representative the rep informed the secretary that permission would have to be obtained from their Board of Directors and that NCCA had not particularly been good neighbors concerning the storm water system issue. The storm water system history with Liberty Square was reiterated, which included Liberty Square apparently contacting the Army Corp. of Engineers when we attempted to clean it up; after getting permission to clean it up then we were unable to do so because of beavers; eventually being able to clean it up with Liberty Square making a monetary contribution; and our monetary contribution to Liberty Square's storm water system repair.

Mr. Downey suggested contacting the Liberty Square Board to ask permission to attend one of their Board meetings to assess whether the attitude of the management agent is also the attitude of the Liberty Square Board, since Mr. Ancona pointed out we had a favorable interaction when we actually met with their Board. The Liberty Square Board may not be aware of the impression that their agent is conveying. Our landscaper, however, was contacted and found an alternative area for accessing our property instead of having to cross Liberty Square's property.

The Board reported that they received several favorable emails after residents received notice that the assessments would not be increased in 2010.

Bob reported on delinquent accounts. In December we filed District Court Complaints against four residents. The updated amounts include filing fees and court costs. Two residents are in foreclosure. One resident was sent a final notice. These seven residents owe a total of \$5,453.

The Treasurer distributed and reviewed the November, 2009 Profit & Loss Statement and the Profit & Loss YTD Comparison Statement of January 1 to November 30, 2009. Total income for the month of November totaled \$8,159 and expenses for the month totaled \$10,640, with a net loss of \$2,481 for the month. YTD income as of November 30, 2009 totaled \$173,743 and expenses totaled \$164,570, showing a positive cash flow of \$9,173 as of November 30, 2009.

Mr. Ruzicka had a call regarding a white Toyota with expired tags which was parked on a parking pad on Chestnut Street. This car had previously been parked with expired tags and had been cited and towed in the past. We will follow up on this and send a letter.

## **Maintenance**

At last month's meeting a resident, Mr. Chung, reported a dead tree between 25 and 27 York Street. Mr. Ancona looked at the tree and it was the same tree which had been reported some time ago, but the tree is on private property. Mr. Ancona contacted Mr. Chung and advised him of that.

## **Manor House**

We have been having a problem with the electricity at the Manor House/Spring House. Mr. Collier called Hepp Electric and had Mr. Hepp look at the situation. There appears to be a bad leg going out from the breaker to the Spring House. Mr. Hepp jumped one leg over to the other so we could get electricity going to all of the circuits, but now the heater at the Spring House does not work. Mr. Collier called M&H who in turn was going to contact the contractor who installed the heater at the Spring House, but they have not as yet contacted Mr. Collier. Mr. Collier also contacted another heating contractor, but they were unable to come out for several weeks. Mr. Abraham indicated he also has someone we could contact. Mr. Ancona had some from PA One Call come out and scan the area to indicate where all of the power lines come from and go to, indicated with flags. He also had someone from PECO come out and check the exterior lines coming into the house to ensure that there is no problem with the outside lines. All exterior lines are good. The power companies suggested we have our electrician find out where the break is. If Hepp does not have the equipment to do this, Mr. Ancona will try to find some names.

## **Pool Committee**

Mr. Collier had called to have the water meter removed at the pool and the water company removed the wrong meter and also turned off the water to the Manor House. The water company charged us \$120 to take the wrong meter out and another \$120 to put it back in. Mr. Donatelli questioned whether the Board wanted to pay this bill or challenge the bill. Several Board members felt we should just pay the bill, but Mr. Collier offered to go into the water company and contest the bill. Mr. Donatelli felt that after this we would just leave the water on all year since it is cheaper to pay the minimum usage fee than to pay the cost of taking out and reinstating the meter.

Alene Turner made sets of keys for the pool and sets will be distributed to the appropriate pool personnel

Alan Most indicated to a Board member that if we need additional rubber chips for the playground, he may be able to get us a good price on this item.

## **Architectural Control**

Resident at 42 King Charles Lane submitted application to install new siding. Application approved as submitted.

With no further business, the meeting was adjourned at 8:50 p.m. The next meeting will be held on Tuesday, February 2, starting at 7:30 p.m. in the Manor House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

cc: Board Members; Officers; Committee Heads; Begley, Carlin and Mandio

# **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**February 2, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, February 2, 2010 in the Spring House. The meeting was called to order at 7:40 by Jim Downey with the following Board members and officers present: Pete Ancona, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Fred and Barbara Ehmman, Patrice Cichalski, Megan Vigrass, Paul Abraham, and Casey Gibbons.*

## **General Business**

The minutes were approved as submitted with two corrections.

Correspondence was reviewed. Mr. Downey reported that he received a call from Newtown Township that there was a raw sewage leak on Brentwood Court. The police found the home from where the leakage was occurring and the homeowner will need to assume responsibility for repair and any resulting clean-up.

Mr. Downey also received a call asking why there is no SEPTA bus stop in Newtown Crossing. That would not fall under the jurisdiction of NCCA, but an inquiry could be made to SEPTA. Street light outages on Hanover were reported to the Township. Repairs have not yet been made.

Mr. Donatelli reported that on December 31 we had a CD in the amount of \$17,558 renew for another year and the interest rate dropped from a rate of 2.7% to 1.1%.

Bob reported on delinquent accounts. In January we sent one initial collection letter. Court hearings were scheduled in January for two residents, who both paid prior to their hearing. One hearing is scheduled for March 2 and a second hearing is scheduled for February 23. Several other accounts are scheduled for sheriff sales. One final notice was sent in January. We collected on two accounts and added two accounts.

The Treasurer distributed and reviewed the December 2009 Profit & Loss Statement, the January 1 to December 31 Profit & Loss YTD Comparison, the Balance Sheet as of December 31, 2009 and the 2009 Performance vs. Budget Statement. Income for the month of December totaled \$10,184 and expenses for the month totaled \$24,904, showing a loss of \$14,719 for the month. Income YTD January 1 to December 31, 2009, totaled \$183,928 and expenses totaled \$189,485, resulting in a loss of \$5,557 for the year. Total Assets and Liabilities & Equity as of December 31, 2009 were \$199,442. In reviewing the 2009 Performance vs. Budget report, the report indicated capital improvement to the tot lot and retaining walls for a total of \$11,857, plus a deposit to Mt. Lake Pools for the deposit on the 2010 pool repairs, which increased our total disbursements for the year from \$189,485 to \$204,601.

Our assessments receivable now is over \$17,000 owed to the Association. We collected \$1,359, but that still leaves roughly \$16,000 owed to us. Total assets for the year declined 18%. but there are still sufficient cash reserves in the bank, although we had to use some of those reserves to carry us through the last few months.

## **Maintenance**

Mr. Abraham indicated that the inlet to the storm sewer on the corner of Canterbury is in very poor condition. That would be the Township's responsibility. Some of the sidewalks are also in really poor condition, which would be the homeowner's responsibility. The corner of York and Mill Pond looks really bad because of pine needles. It was suggested we have Moran rake and trim up the branches of those trees. It was suggested the corner homeowner be contacted or have her attend a meeting to indicate what she would like done with the corner. Mrs. Dempsey offered to contact her (Ailene Turner) to determine what her suggestion would be. It was also pointed out that if Mr. Moran were to maintain every common element,

the cost of maintenance would increase substantially so we do hope that people would maintain some of the common ground in their particular area.

We have not resealed the parking lot or the Manor House cul de sac for quite some time and there are now a lot of cracks. Mr. Ancona suggested we get an estimate to do that work before the paving deteriorates further. We did not include this item in the budget, but it does need work. Jeff Connolly was suggested as a contactor to do this work.

Mr. Abraham asked what we could do to make it easier for him to access the pool bathroom and the Spring House/Manor House. Mr. Ancona suggested that Mr. Moran could smooth out the back path to the Spring House and we will work on modifying the access at the pool.

### **Manor House**

Discussion followed regarding the electrical situation at the Spring House. It was suggested that PECO come in through the Carriage House and bring in a line to the Spring House instead of from the Manor House. Mr. Ancona indicated that if there was an increase in load or a significant amount of demand, that suggestion is something that PECO would consider, but in this case there is no increase in load. PECO generally will not install new wiring for a situation like this. We need to find someone who has the equipment to fault locate where the wiring problem is located underground. Mr. Ancona will try to contact a few people who might have the right equipment to pinpoint where the problem is located.

Mr. Ancona mentioned that some time ago we talked about getting an estimate to replace some of the plumbing on the lower level of the Carriage House. Mr. Abraham offered to contact the contractor he has worked with.

### **Pool Committee**

Mr. Abraham showed a sample of the 3" tile that the Pool Committee has been chosen to replace the tile at the pool.

George Hepp went through all of the electrical work at the pool. Everything is fine in the pump house, but he recommended sodium lights for the spot lights outside. He indicated that they provide more light, are cheaper to operate, and do not cost that much more than the current lighting.

Mr. Abraham pointed out that there are two trees by the dog house that look like they could come down. We should have Jim's Tree take a lot at these and give an assessment. He also indicated that the dog house is in really bad condition and he feels that is the first building we should repair.

Mr. Donatelli reported that he received a letter which stated that the person handling the chlorine at the pool is required to be certified. He said that there is a course at the Neshaminy Manor Center in March and he recommended Mr. Abraham or Mr. Collier attend, with the Association paying for the course. The one-day course is roughly \$300, which includes materials, and afterwards the applicant takes a certification test and applies to become a certified pesticide applicator.

We also need an electrical inspection; our current three-year inspection expires in May. Middle Atlantic Electrical Inspection in Feasterville is the agency we have used.

Mrs. Vigrass brought up work that needs to be done at the playground, especially with the spider toy, the rocking toy and the old slide. Some of the items can be sand blasted and repainted. She offered to help. Mr. Ancona suggested getting a few people together to do an assessment of work needed at the playground. We have not budgeted for new equipment but we could pay for paint and minor items if people wanted to do the manual labor. Mrs. Vigrass asked if we would be able to get any Township funding or contributions from companies if a company would donate. We do have company sponsors for the swim team and their names are mentioned on the website, so company sponsors are accepted. The Association welcomes

suggestions from residents who would volunteer to purchase and volunteer to install minor items for the playground. Cost of the materials can be reimbursed by the Association.

It was suggested we pick a date for a weekend to do repair work at the playground. Saturday, April 17, and Sunday, April 18, will be designated a playground work weekend, starting at 7:30 – 8:00. This will be publicized on the website and in the newsletter.

### **Architectural Control**

Resident at 180 Union submitted application to replace existing fencing with same type. Application approved as submitted.

Resident at 180 Commonwealth Drive submitted application to replace siding, similar color. Application approved as submitted.

### **Social**

A Pancake Breakfast with the Easter Bunny will be held March 21, 11:30 to 1:00. Lorrie is requesting \$300 for this event. A pot luck dinner will be held on April 24 and a car wash will be held on April 25 at the Stockburgers corner in Newtown.

### **Publicity**

The ballot will be forwarded to the webmaster for inclusion on the website and to Mrs. Dempsey for inclusion in the next newsletter.

With no further business, the meeting was adjourned at 9:10 p.m. The next meeting will be held on Tuesday, March 2, starting at 7:30 p.m. in the Manor House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

cc: Board Members; Officers; Committee Heads; Begley, Carlin and Mandio

# **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**March 2, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, March 2, 2010 in the Spring House. The meeting was called to order at 7:40 by Jim Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Fred and Barbara Ehmann, George Brown, Diana Luff, Ailene Turner, Patrice Cichalski, Paul Abraham, and Jill Collier.*

## **General Business**

The minutes were approved as submitted with one grammatical correction.

A resident on Churchill Lane raised complaint regarding receiving a \$100 sign fine for a realtor sign that was posted on the NCCA entrance island. He further raised complaint that while he received a \$100 sign fine for posting on the entrance island, other residents within the community are parking on the cul de sac islands without retribution, are parking abandoned vehicles within the community, are parking boats in driveways on streets, and he cited other issues relative to private property.

First of all the Board explained that the sign fine is relative to postings on property owned by Newtown Crossing. This fine has been in effect for many years (at least eight), has been posted each year in the yearly newsletters and has been permanently posted on the NCCA website, so residents should have no recourse in not having been made aware of the fine involved in posting signs on the islands.

Further, the Board explained the difference between Community Association jurisdiction and the Township's jurisdiction. NCCA has power to enforce fines within its jurisdiction but we have no jurisdiction to enforce fines on issues that fall within the jurisdiction of the Township. Despite the fact that NCCA residents maintain the cul de sacs, all of the cul de sacs and roads within Newtown Crossing are Township roads and thus fall under the jurisdiction of the Township. Any vehicles inappropriately parked fall under the Township's jurisdiction and fining process, and Newtown Crossing has no authority to ticket or fine vehicles parked on the street. Furthermore, we have no authority to cite residents who have unregistered vehicles parked in their own private driveway. The Township has regulations regarding parking of unregistered cars, junk and trash, height of grass on personal property, and such items can be referred to the Township for enforcement. However, the Association has no authority to regulate issues that fall under Township jurisdiction. Therefore, while there may be some items of concern within the community, the Association does not have the authority to overstep the boundaries of items that fall within the jurisdiction of the Township. The Township needs to be contacted regarding items that fall under Township regulation.

Bob reported on delinquent accounts. In January an initial collection letter was sent to one resident and, since no payment was received in February, our attorney will file a Complaint in the District Court. Another resident was sent a final notice in the amount of \$355 and paid \$213 on the account. A default hearing was held regarding a property in arrears in the amount of \$759 and another hearing was also scheduled in the amount of \$584.50.

The Treasurer distributed and reviewed the January 2010 Profit & Loss Statement Income. Income for the month of January totaled \$28,813 and expenses for the month totaled \$23,012.

Finances were discussed, and because of the payments that will soon be due for pool work, pump house work and storm damage cleanup, we will be facing a cash flow situation. We may be looking at withdrawing a CD and taking an interest penalty on early withdrawal. With interest rates so low at this time, however, the penalty will only be about \$75 to \$125.

## **Maintenance**

Resident at 115 Commonwealth inquired as to the status of cleanup of the damaged trees, including damage on common ground behind her property. Mr. Downey has contacted Jim's Tree Service and they will be meeting to go through the entire development and make a list of the work that will need to be done

## **Manor House**

Mrs. Dettra reported that the Turners rented the Manor House on February 12 and there was no heat in half of the house so they plugged in a space heater and shorted out the electricity. After many phone calls back and forth, they made the best out of a difficult situation. Due to all of the problems, the renters have asked that they be refunded half of their rental fee, which amounts to \$62.00. The Board agreed to this refund.

Lecks Exterminating serviced the Manor House on January 13. Kenderdine came out to service the heater on January 12 and 14, and a bid to fix the heater was given to Mr. Downey. Mr. Abraham felt that Kenderdine's estimate was a good bid and several of the Board members were ready to vote on that quote, however, Mr. Ruzicka felt we should get additional quotes. Mr. Abraham offered to obtain additional bids.

We are down one heater, and Mrs. Dettra will not rent the Manor House until the heater is replaced, so she asked that she be kept apprised of the situation.

One rental was scheduled for March and two are scheduled for April.

Electrical service was restored at the Spring House. Mr. Ancona indicated that the problems were all between the circuit panel in the Spring House and the main trench. There were multiple splices and two of them were bad.

## **Pool Committee**

Mr. Abraham received a proposal from John Bruhy for repair of the guard house, pump house, bath house and storage house. No action was taken on this proposal at this time. Mr. Abraham indicated that there are a number of dead branches on top of the dog house and it is unknown whether any damage has resulted.

Mr. Donatelli indicated that after the water meter was put back for the Manor House and for the pool, we received a bill for \$350 for water usage at the pool, so there may be a leak. Mr. Collier said that the water company took both meters out, but supposedly only put the meter back in for the Manor House, so there should be no meter for the pool. However, Mr. Donatelli said we received a usage bill for 56,000 gallons of water for the pool. It was felt as though there is a problem somewhere and Mr. Collier will contact the water company again to try to straighten out this issue. The water company was supposed to have removed the pool meter, so it is confusing as to why we are getting a bill for usage, unless there is a leak somewhere, but no leak has been visible.

Mr. Ancona spoke to Mr. Lawlor who indicated that it was his intention to finish the playground with the people who were initially involved in the installation; and after all expenses are paid, any money remaining will be returned. Mr. Lawlor will contact the new snack shack manager to transfer any money.

## **Architectural Control**

Resident at 37 King Charles Lane submitted application to replace siding. Application approved as submitted.

## **Social**

An Easter Egg Hunt will be held on March 21.

## **Publicity**

Mr. Ehmann has updated the pool registration form for the website. Swim team form updates will be forwarded to the webmaster.

Mr. Ehmann asked whether the Board would want to consider electronic voting via email. After discussion, it was felt that there would be too many issues to contend with to make it feasible at this time.

Mr. Downey recently received a call from a realtor who was inquiring about several issues and made reference to a lengthy letter regarding mold which is posted under the maintenance section on our website. Mr. Downey reviewed this letter on the website and felt these types of items should not be posted on the website. It was felt there is difference between posting items of interest to the community and posting items regarding isolated incidents that can create negative publicity for our community. Our webmaster also had concerns about this same item and will remove it from the website.

## **New Business**

Mr. Abraham inquired as to whether there would be a way to see if the Township could patrol more in the area of the Manor House since, on a number of occasions, someone has driving a truck on the lawn down to the basketball courts.

With no further business, the meeting was adjourned at 9:20 p.m. The annual meeting will be held on Tuesday, April 6, starting at 7:30 p.m. in the Spring House. The regular monthly meeting will follow immediately thereafter.

Respectfully submitted,

Joanne D. Urquhart, Secretary

cc: Board Members; Officers; Committee Heads; Begley, Carlin and Mandio

## **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**April 6, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, April 6, 2010 in the Spring House. The meeting was called to order at 7:40 by Jim Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Paul Abraham, Fred and Barbara Ehmann, Barbara Jankowski, Fred Dichter, Mr. and Mrs. Robert Lewis, Jill Collier, Patrice Cichalski, and Lorrie Strange.*

### **General Business**

The minutes were approved as distributed.

Bob reported on delinquent accounts. We found out that a resident who had lived on Canterbury Court passed away in 2003 and the executrix (from California) who had been handling the assessment payments also passed away last year. The house is currently vacant and still in the name of the estate, which has been unsettled for seven years. Eventually we were able locate someone connected to the estate, and we received a check for payment in full for the delinquent assessments on this property.

The Treasurer distributed and reviewed the February 2010 and the March 2010 Profit & Loss Statement, the January 1 to March 31 Profit & Loss YTD Comparison and the Balance Sheet as of March 31, 2010. Income for the month of February totaled \$12,460 and expenses for the month totaled \$8,519. Income for the month of March totaled \$5,599 and expenses totaled \$11,260. Year to date income as of March 31 totaled \$46,872 and YTD expenses totaled \$25,580. Snow removal and storm damage/tree removal both were considerably higher than last year due to all of the snow storms we experienced this winter, and there is still storm damage clean-up which needs to be completed. Total Assets and Liabilities/Equity as of March 31 totaled \$220,575.

We will probably need to redeem one or two of our CD's to cover expenses which will be coming due relative to the major pool repair work.

Mr. Donatelli requested that an item be included on the website and in the next newsletter for residents who use the automated bill paying service. A few people have not included the lot number when submitting payment and it creates problems for the bank in crediting the proper account. The payment must include the lot number, preferably the NCCA lot number. If the payment does not have that information, the bank will return the payment to the bill payer service because they cannot properly credit the account. Therefore, residents using this service must include the lot number in the account number. The lot number is included on the bill received from First National.

One resident, who owes \$677.50, has a hearing schedule for this week and sent a check for \$466, which was the previous balance owed without additional collection fees. The Board felt we should continue the hearing for collection of the remaining balance.

Mr. Dichter gave a thank you to the Board, and especially Carl Ruzicka, for helping when his house was severely damaged by the storm while he was in the hospital.

### **Maintenance**

Patrice Cichalski reported that there is tree damage behind Hershey Court. Mr. Downey indicated that there is still substantial clean-up and branch removal work that needs to be done and Hershey Court is included on the list of work. The work remaining includes work behind 5 & 7 Candlewood, between York and Delaware, behind 6 North Lancaster, a huge pine branch on Chestnut, and pine branch damage at the Route 532 entrance. Mr. Downey asked Jim's Tree Service for an opinion regarding the two pine trees at the pool

and the one by the carriage house. Jim's Tree felt they all should come down, and gave a price of \$5,500 for their removal. That work will be done.

Numerous phone calls were received regarding tree/bush damage. Messrs. Downey and Collier went through the entire development with Jim's Tree Service and itemized all of the additional work that needs to be done.

The Board received a thank you from one resident for the clean-up efforts on the common ground behind her house.

Mrs. Jankowski reported that two of her neighbors told her that DKC Landscapers, the landscapers for Eagle Ridge, were dumping debris in our wooded area. Prior to the start of the meeting one of those residents also reported that to the Board. Mr. Downey will write to Steve Arty, the manager for Eagle Ridge to advise him of this situation.

### **Manor House**

Mrs. Dettra reported that there was one paid rental scheduled for April and one community function.

The Spring House heater was fixed, which cost \$265 for Kenderdine to repair, and the problem was the controller. They will also be out to install the new heater in the Manor House.

George Hepp looked at the outside lighting and will work on making the necessary repairs.

### **Pool Committee**

Mr. Abraham reported that George Hepp was out and completed all of the electrical work and the pool area was inspected and passed inspection.

Mr. Abraham distributed and reviewed quotes for work at the pool. Elegant Fence submitted a quote to install fencing to hide the chlorine and pool equipment with a lid and gate and stone base for total of \$700. Deconde Corp's quote included removing the 6 light poles (\$300), disassemble the water slide (\$125), work on the diving board (\$280), supply and install shed (\$895), and supply and install vinyl fence (\$846). Service Knight LLC provided a quote to power wash the pool surface deck, baby pool area, side walk and inside restrooms for a total cost of \$651.90

Mr. Abraham asked five contractors if they would barter for the pool slide. Most contractors did not want it; however, Elegant Fence said that they would take the slide and install the fencing for an even exchange of no money. Board felt that was a good deal as long as a release was signed indicating there is no warranty and the slide would be taken "as is".

Mr. Abraham attended the class for the pesticide certification. Most of the participants were maintenance people from hotels, and the regulations have now become very stringent. Mr. Abraham reviewed some of the new regulations. They require the pool be tested every two hours. Babies should not be in the big pool. Logs have to be completed and sent to the Board of Health. Two lifeguards need to be on at all times, one for the deep end and one for the shallow. There are a lot of changes that will need to be made at the pool to adhere to the new regulations.

Instead of filling the pool from our water, Mr. Abraham suggested that we consider having a contractor bring in the water for the initial fill, which would already have the chemicals added. He will get an estimate on what the cost would be to bring in the water versus filling it ourselves. It may be cheaper to have the pool filled by an outside contractor.

Mr. Abraham discussed the costs involved in repairing the pool and what items we can afford to do relative to what was budgeted for pool repairs this year. Since we now have a proposal to install the fence in lieu of a shed and with an exchange of the slide to pay for that item, Mr. Abraham wanted to propose that a

few other items now be done. The Board point out that we have incurred a lot of extraordinary emergency expenses because of the severe weather this winter, so we have to be financially aware of how we are going to cover those items in the budget. There are definitely pool items that need to be done, but other items may have to wait until next year.

Mr. Ancona has asked Mr. Moran to give us a proposal to improve the walkways to afford more handicap accessibility. We do not know the cost involved in that.

Mr. Collier made a motion to accept the proposal from Elegant Fence to swap the slide for the work/ materials to install fencing for the chlorine and pool equipment. The motion further included that we accept the proposal from Service Knight LLC in the amount of \$651.90 for power washing the pool surface deck, baby pool area, sidewalks and inside restrooms, and authorize Deconde Corp to fix the light poles for \$300 and the diving board repairs for \$280. Total cost of these repairs is \$1,231.90. Mr. Ruzicka seconded the motion and it carried unanimously. Mr. Abraham will obtain a written proposal from Elegant for the swap and ensure that an "as is" clause is included.

### **Architectural Control**

Resident at 184 Commonwealth submitted application to install new siding. Application approved as submitted.

Resident at 182 Commonwealth submitted application to install new siding. Application approved as submitted.

Resident at 15 Hidden Valley Lane submitted application to install fencing. Application approved as submitted.

Resident at 33 King Charles submitted paperwork to replace siding. Work approved as submitted.

Resident at 108 Chestnut Drive submitted application to replace fencing. Application approved as submitted.

### **Social**

Mrs. Strange indicated that we had a very successful Easter Egg Hunt, with about 75 children in attendance.

She also suggested cutting down on the social events and use some of that money for other purposes. It was also suggested using some of the Snack Shack money for pool items. Mrs. Cichalski will talk to Aileen Turner regarding contacting Rich Lawlor to transfer over any remaining Snack Shack receipts from last year.

### **Publicity**

Emails have gone out regarding events occurring within the community.

### **New Business**

Michael Dettra, the renter of the Carriage House, has a small child and raised safety concerns about drivers who race through the Manor House driveway and drive around the circle in front of the Carriage House. He spoke to Mr. Ancona about the possibility of his erecting some type of temporary gate and leave it near where the driveway splits to the Carriage House. Mr. Collier felt speed bumps would be a better option. Mr. Ancona wanted to contact Jeff Connolly regarding putting a sealing coat on the parking lot and he would ask about the cost to put speed bumps in several places. The long-term solution may be speed bumps, but in the short term, Mr. Dettra will be permitted to erect some type of temporary gate. Mr. Abraham offered to check with Jeff Connolly regarding getting a quote for this, and he also felt we should invest in a new mailbox, since the current one is in poor condition.

Mr. Collier reported that the resident at 194 Commonwealth had a handicapped parking spot painted on the street in front of 191 Commonwealth. Mr. Downey indicated that a handicapped parking pad is not enforceable unless it has an upright sign. Mr. Downey will check with the Township to see what procedure is necessary to obtain handicapped parking and whether this particular spot was ever officially approved.

With no further business, the meeting was adjourned at 9:20 p.m. The next regular monthly meeting will be held on Tuesday, May 4, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

cc: Board Members; Officers; Committee Heads; Begley, Carlin and Mandio

## **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**May 4, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, May 4, 2010 in the Spring House. The meeting was called to order at 7:42 by Jim Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Paul Abraham, John Belusik, George Todt, Fred Dichter, Kathryn Dettra and Patrice Cichalski.*

### **General Business**

Mr. Ruzicka noted one correction to the April minutes—under Pool Committee, first sentence, George “Leck” should read George “Hepp”. The minutes were approved as corrected.

Mr. Ancona made a motion to reappoint the current officers (Mr. Downey, president; Mr. Ancona, vice president; Mr. Donatelli, treasurer and Mrs. Urquhart, secretary) for another year. Mr. Collier seconded the motion and it carried unanimously.

Mr. Donatelli reported on the status of delinquent accounts. A hearing was scheduled for one resident who had given us a check for \$466 but the check bounced. A judgment was obtained in the amount of \$655.50 and the 30 day-appeal period will expire on May 8.

We have two other outstanding judgments, both of which are currently in foreclosure. Mr. Downey will check to see if these properties are still active.

A total number of 14 delinquent notices were sent out, and this is the highest number of delinquent notices ever sent out in one quarter.

Lengthy discussion followed regarding delinquencies and whether there is something we can do to deter them. Someone suggested hiring a collection agency, or posting names of delinquent residents in the newsletter and on the website. It was also suggested offering a one-time partial forgiveness if a delinquent account is paid off within a certain time, or increasing the amount of the late fee assessed if assessments are not paid on time.

Mrs. Cichalski mentioned that some people may be in a joblessness situation which could account for failure to pay assessments. The Board mentioned that, if that is the case, residents never approach the Board to express their financial difficulties. The Board is always willing to work with individuals who are in hardship conditions if they approach the Board and offer to make alternative payments or partial payments until full restitution can be made. Other residents are chronic repeat offenders who continue to ignore the assessment payment until it gets to the point where they are taken to court. Then they will pay. By the time it reaches that point, however, their balance owed to the Association is now three times the original amount owed because late fees and legal fees have now been added to the balance. The resident is responsible for payment of those fees.

Mr. Collier suggested posting the names of the delinquent residents in the newsletters or on the website, but others felt that suggestion should not be the first approach, especially if residents have not been warned that this action may be taken. Mr. Collier then suggested that we put a notice on the assessment bill coming from First National that names of residents who are in arrears for more than a certain period of time, will be posted in the newsletter or on the website.

It was pointed out that when numerous residents are in arrears, it impacts on the rest of the community, since the loss of those receipts creates a cash flow situation for the community, especially this year when we had excessive expenses in the area of snow removal and storm tree damage, and with the major expenses incurred with the pool this year.

When assessments are not paid by a certain time, the ultimate outcome can result in sheriff sale and/or court hearing, both of which add many additional dollars to the amount already owed. Mrs. Cichalski indicated that residents may not be aware of those consequences and the additional costs that they could incur by not paying their assessments. It was suggested posting an item in the newsletter and on the website as to what the procedure is for handling past-due accounts and the extreme financial consequences that residents could incur.

One Board member mentioned that people may not pay right away because our late fee is so nominal and may feel it is economically advantageous to defer paying assessments over paying bills with higher interest payments. Therefore, another option was to substantially increase the late fee to make it undesirable for residents to miss payments. It was suggested making the late fee punitive to discourage individuals from not paying on time. Mr. Downey offered to write an amendment stating that an increased late fee will be added instead of the current nominal fee. The current late fee has been in effect since the 1980's and has never been updated. It was felt that if we don't do something to discourage delinquencies, the rest of the homeowners will continue to suffer, especially when extraordinary expenses, such as this year, occur.

One resident questioned whether residents who are in arrears are aware of the additional fees that will be added if their account goes to the point of court status. Letters do go out when residents become in arrears. Mr. Downey offered to review the letter that gets sent out and offered to revise the letter. Mr. Donatelli states a due date and that if payment is not received by that date the account is subject to court cost and collection fees. He would now add a sentence that the list of delinquent accounts will be posted on the website. By the time the account is taken to court, the bill is almost three times the initial bill and people still ignore it.

At this point it was decided to rewrite the late notice letter and discuss increasing the late fee to make it punitive.

There was no treasurer's report for the month.

Mr. Downey wrote to the management company of Eagle Ridge concerning their landscaper dumping in our wooded area and threatening one of our homeowners. The manager indicated he would "look into it".

Mr. Downey also wrote to the Township regarding the handicapped parking spot that was painted on Commonwealth and inquired as to the process for obtaining a handicapped parking spot. No response has been received to that correspondence.

## **Maintenance**

Mr. Belusik reported storm damage to a pine tree behind 49 Chestnut Lane. Mr. Ancona reported that Jim's Tree Service still has some work to complete and that tree is on the to-do list. It is anticipated that the remainder of the work will be done by the end of the week.

Mr. Collier reported that there is a huge dead tree in the woods behind 35 Canterbury. This tree should probably come down, since it could impact on private housing if it fell.

There are trees by Candlewood that need to be taken down, and these are still on the list of work that needs to be done. Jim's Tree spoke to Mr. Ancona and is aware of the items that need to be done within the community, including cleaning up piles of debris. Some of the pine trees off of Route 532 and Mill Pond still need branches cleaned up.

## **Manor House**

Bonnie Dettra's report indicated that the kitchen table is broken, but there may be another table upstairs that we can use.

She also reported on some repairs that need to be done. The Manor House ceiling is peeling in the front room and in the hallway with the chandelier. We have had the ceiling checked for leaks and none were found. There is an open hole in the back of the Manor House leading to the basement and a cracked basement window. Mrs. Dettra recommended boarding it up.

Both Mrs. Dettra and the Carriage House renters have confronted people illegally dumping their trash in the Manor House dumpsters. They were advised that the dumpsters are not for public use, but many of the violators are rude and continue to empty their trucks and some say they have "permission". There needs to be a solution. The Board suggested contacting Lecks and have them put a lock on the dumpster.

Kathryn Dettra, the resident living in the Carriage House, has a small child and raised safety concerns regarding speeding traffic going through the parking driveway. We have received a proposal for installing speed bumps, but until that is done the Dettra's were given permission to put a temporary speed deterrent. There are a lot of children in the playground area, yet drivers repeatedly speed through the area. It was also suggested that if speeders are cited in the development, please call the police.

Kathryn Dettra reiterated Bonnie Dettra's concern about residents dumping personal trash in the NCCA dumpster. Small contractors have been seen dumping old windows and other debris in the dumpster. Other landscapers have been seen dumping on our common grounds. It was asked whether residents can be fined for dumping in the dumpster. It was felt that the better solution would be to put a lock on the dumpster.

### **Pool Committee**

Mr. Abraham obtained several quotes for seal coating the parking lot, concrete work and paving a walkway to the Spring House. Jeff Connolly and Di Sandro submitted bids. Jeff Connolly's estimate for paving the two parking lots, including speed bumps, and the walkway, totaled \$8,950. Di Sandro's quote included seal coating top and bottom lots, installing speed bumps, excavating and remove existing stone walkway leading to the Spring House and installing new asphalt walkway, and installing new concrete walkway from the top of steps leading down to pool sidewalk, for a total of \$9,850. The difference between the two quotes was that Di Sandro's bid included the concrete walkway at the pool. Jeff Connolly does not do concrete work. Mr. Ruzicka made a motion to accept the bid of Di Sandro in the amount of \$9,850 to do the above-mentioned work. Mr. Ancona seconded the motion. The vote was called and the motion carried unanimously.

Mr. Abraham reviewed the work at the pool. All of the tile work has been completed. The depth markers have been included. There was a lot of damage to the pool, since water got behind the missing tiles. A lot of concrete had to be broken up in order to fix the pool. The slide is gone and the chlorine fence and slab has been installed. The baby pool will be repaired.

Mr. Abraham checked into filling the pool by having the pool filled by a service company, and the cost would be \$5,000. The cost for us to fill using our water and being billed by the water company would be about \$700.

The contractor expects the pool to be completed by the end of next week. The pool was acid washed and will be cleaned again. The pool will be painted and striped and then the baby pool will be patched. The plumber will be out to do repairs to the faucets.

Mr. Abraham indicated we could put in a new mailbox for about \$78 and we need to install a new window at the snack shack. We have the window but it needs to be installed. At least three new umbrellas will be needed for the guards at the pool in addition to any other new umbrellas. One Board member indicated that other work was much more vital than umbrellas for general use.

A decision needs to be made as to who will be responsible for cutting the grass at the pool. Last year there seemed to be an issue with the lawn mower not working, which made it difficult for the guards to cut the grass. Mr. Abraham indicated that one outside person would charge \$30 to \$35 a mowing and Moran would

charge \$45 per pool yard mowing. Mr. Collier offered to check the mower to see if it properly works this year so that the guards can mow the pool area.

The Swim Team sent a letter requesting use of the pool for practices and asked if the NCCA would again sponsor the Swim Team by paying for the lifeguard expenses for swim meets. Mr. Ruzicka made a motion to support the Swim Team with the same arrangement as previous years. Mr. Collier seconded the motion. The vote was called and the motion was unanimously approved.

It was mentioned that the snack shack funds from last year have still not been forwarded over to the new snack shack manager. Mr. Ruzicka will follow up with Rich Lawlor regarding this issue.

Mrs. Dempsey wanted to acknowledge and thank the following individuals who helped at the playground: The Lawlors, The Weed Family, Carl Ruzicka, Tim Smith, Sharon and Tom Manino, Megan Vigrass, the Lukompski-Pizzo Family, and the Dempsey Family.

Mulch is still needed for the playground area. Mrs. Dempsey will check with Alan Most regarding the rubber mulch. The swings need to be cleaned up, but that will probably have to wait until next year.

### **Architectural Control**

Resident at 34 York Street submitted application to replace windows and back patio sliding glass door. Application was approved as submitted.

Resident at 31 King Charles Lane submitted application to replace siding with similar color. Application approved as submitted.

Resident at 35 King Charles submitted application to install a deck, but the Board indicated that would need to be approved by the Township, so we felt that should be deferred to the Township.

With no further business, the meeting was adjourned at 9:40 p.m. The next regular monthly meeting will be held on Tuesday, June 1, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

# **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**June 1, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, June 1, 2010 in the Spring House. The meeting was called to order at 7:35 by Pete Ancona with the following Board members and officers present: Bruce Collier, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. James Downey and Marie Dempsey arrived shortly thereafter. The following residents were also in attendance: Paul Abraham, Fred and Barbara Ehmann, David Gallagher, Jen Miller, Fred Dichter, Aline Turner, and Patrice Cichalski.*

## **General Business**

The minutes were approved as submitted.

Mr. Donatelli reported on the status of delinquent accounts.

After we receive First National's monthly bank report we will find out if anyone else paid during the month, especially the long-standing delinquent accounts.

Mr. Donatelli distributed and reviewed the Profit & Loss Statement for April 2010 and the YTD Comparison Statement January 1 to April 30, 2010. Income for the month of April totaled \$29,906 and expenses totaled \$12,964. Total income YTD as of April 30, 2010, was \$76,778 and expenses total \$42,522. Mr. Donatelli reported that as of April 30, expenses are up 41.2% over last year at that time and expressed grave concern over our financial situation. Mr. Donatelli distributed a letter to the Board in which he outlined a looming financial crisis for the community association.

Over the past several years we have had major expenses to paint and repair the Manor House, improve the playground, and, this year, substantial expenses to fix the pool and the baby pool. All of these major expenses were anticipated and monies were budgeted. In the past six months, however, we have incurred the following major expenses which were not anticipated and, therefore, not budgeted:

The past severe winter resulted in snow removal charges of \$2,000 over budget and storm damage clean-up already in excess of \$10,000.

Seal coating the parking lot and installation of handicapped ramps became a necessity and resulted in an unbudgeted expense of \$10,000.

The Manor House furnace needed to be replaced at an unbudgeted cost of \$3,500.

The baby pool pump needed to be replaced at an unbudgeted expense of \$1,600.

The above major expenses have resulted in extraordinary/unbudgeted expenses so far this year in the amount of \$27,100. Other contributing factors to our financial situation have been a decrease in receipts due to an increase in delinquent accounts and substantial decreases in interest rates on our reserve accounts.

Mr. Donatelli reported that the current balance in our checking account is approximately \$19,000 and at this time of year should be between \$40,000 and \$45,000. Without corrective action he reported that we will be unable to pay bills as of early July. Mr. Downey questioned whether this is just a shortfall until the end of August and then we will pick up the momentum after that. Mr. Donatelli indicated that a cash flow situation is part of it, but the other part is that we have spent more than we budgeted, because of the winter weather and other necessitated expenditure approvals of the Board. Mr. Donatelli felt that our funds will be reduced down further this year and will not come back.

Based on a projected financial crisis, Mr. Donatelli recommended the following actions:

Redeem our CD in the amount of \$22,945 slated to mature on 11/03/10

Pass a \$3/month special assessment for the remainder of the year, (July 1 to December 31), which will provided approximately \$10,500 to be applied to the extraordinary expenses this year. We can assess at the end of the year whether it will be necessary to then keep the assessments at \$25 for next year.

Suspend phone/e-mail votes for the remainder of the year for all expenses. All expenditures will be voted on at regular or special meetings so everyone can assess the impact of such expenses on our financial situation.

After discussion, Mr. Collier made a motion that we redeem the CD in the amount of \$22,945. Mrs. Dempsey seconded the motion. The vote was as follows: Mr. Ancona – yes; Mr. Collier – yes; Mrs. Dempsey – yes; Mr. Downey – yes; and Mr. Ruzicka – yes. The motion carried unanimously. Mrs. Dempsey made a motion that we pass a \$3/month special assessment for the remainder of the year (July 1 to December 31). Mr. Ruzicka seconded the motion and the vote was as follows: Mr. Ancona – yes; Mr. Collier – yes; Mrs. Dempsey – yes; Mr. Downey – yes; and Mr. Ruzicka – yes. A letter advising the residents of this special assessment will be emailed to those who are signed up for internet distribution and will be included in the hand-delivered newsletter for the other residents.

Mr. Downey distributed a copy of a letter received from the Township regarding the detention basin, and this was discussed under old business.

We had received complaints regarding a stenciled handicapped parking space on Commonwealth Drive. Mr. Downey had contacted the Township regarding this and was advised that it was placed there as a gratuity to a homeowner. There was no permit on the basis that the homeowner could not park their van in the driveway. Mr. Downey advised the Township that everyone in Newtown Crossing has a driveway, and it was suggested that we direct a letter to the Township Manager that they not approve other special parking spaces without first contacting us.

## **Maintenance**

Mrs. Dettra reported that there are three confirmed rentals in June.

No repairs are scheduled for June or July. Regarding illegal dumping in the Manor House dumpsters, the current dumpster does not lend itself to any type of lock. Mrs. Dettra will contact Lecks to see if we can obtain a different type of dumpster. She suggested putting up a sign about violators and the Board had no objection with that if she could find an already printed sign.

David Gallagher of our security system brought in new stickers. He also wanted to remind the community that free installation is offered to NCCA residents and a \$75 cash back to the community association for any resident who signs up.

Mr. Ruzicka looked at a tree on common ground behind 62 Hershey Court. There are branches that have broken off and there is a pile of limbs that need to be cleaned up. Apparently there are still items on the list of clean-up work that had been reviewed with Jim's Tree Service some time ago. Work that was on the original list needs to be discussed with Jim's to assess the work that still needs to be done, including: trim arborvitae across from Mr. Collier's house, remove logs next to Carriage House, clean-up work on North Lancaster, clean-up limbs on common ground behind 62 Hershey Court.

Additional maintenance items that need to be done are the painting of the entrance signs and weed removal at the Route 532 entrance.

There may be some confusion as to what work Mr. Moran believes Jim's Tree Service is doing. Mr. Ancona offered to contact Mr. Moran and verify normal clean-up responsibilities that Mr. Moran should be continuing.

## **Manor House**

George Hepp suggested elevating the heater in the basement of the Manor House to get it off of the ground since it is so wet in the basement.

## **Pool Committee**

Mr. Abraham indicated that when the pool contractor tried to start up the pump for the baby pool he could not get anything to flow through the filter because of the buildup of sand over the past years. The motor was shot. The usual cost would have been \$2,200 to replace the motor, but the contractor offered a price of \$1,600. Mr. Abraham solicited several Board members for approval of the replacement pump and the pump was installed. The Board was reminded that any approvals done outside of a Board meeting require a unanimous vote, while voting within a meeting requires a majority vote. No action should be taken on telephone/emails votes without unanimous approval.

Mr. Abraham indicated that the pool is 99% completed and will open full time on June 16.

Mrs. Dempsey thanked Tom Weed, Rich Lawlor and Meghan Vigrass for all of their help at the playground. Thank you letters will go out to them.

Mrs. Dempsey talked to Alan Most regarding the playground rubber mulch. Since it is expensive, we will have to make a decision on whether we can install it at this time. We will need 380 square yards of 4"-deep mulch, and a cost will be derived for that. This expenditure may have to wait until next year.

Jen Miller, coordinator of the swim team, distributed the swim meet schedule and informed the Board that there will be three home meets. She also asked if NCCA would sponsor the team by paying for the guards at the home meets. The Board informed her that this had already been approved. She also inquired about liability insurance relative to completing the LINCIS form for Council Rock students completing community service. Mr. Downey indicated we will need to contact our insurance company regarding this.

There was an oversight at the pool when the pool was being filled. Someone left a plug out; and after the pool was filled, it ran dry in a matter of hours. Mt. Lake admitted to the problem. Mt. Lake came out, inserted the plug, and started filling the pool again. Mr. Collier calculated the water usage before and after refilling and determined that approximately 204,000 gallons of water were wasted. Calculating the price of water at \$4.35 per thousand gallons, this equates to \$891.48. That amount will be subtracted from the balance owed to Mt. Lake.

Any children who are not potty trained will be required to wear rubber pants in the pool and these will be sold at the pool. The guards will post this, and it should be enforced that those children are not permitted in the big pool.

New pool tags are needed and Mr. Collier made a motion that we spend \$250 for 500 tags. Motion carried unanimously.

George Hepp had to repair wiring at the pool when it was sliced while installing the handicapped ramp. The contractor installing the ramp will pay for these repairs.

Mr. Dichter commented on the good work that has been done on the pool, playground and parking lot. Mr. Abraham was commended for doing a tremendous job in getting the pool up and running for the 2010 season.

A resident in attendance thanked the Board for all of their work and appreciated the good job with getting the pool repaired while keeping assessments so low.

## **Architectural Control**

Resident at 51 King Charles Lane submitted application to install new siding of similar color. Application approved as submitted.

Resident at 23 King Charles Lane submitted application to repaint siding. The Board indicated that there can be issues with repainting siding if not done properly and we should make the resident aware that they will be responsible for making corrections, if necessary. Application approved with stipulation.

## **Social**

A playground party will be held on July 19.

## **Publicity**

Mr. Ehmann indicated that there has been about a 56% increase over 2009 in the page views of our website, so people are using the website more.

Mr. Ehmann questioned as to whether there was any interest in selling ads for the website from local merchants. The Board had no objection to this. He will investigate feasible costs. Mrs. Ehmann also questioned whether we would want to do sponsored benches at the pool. Mr. Ancona felt that the pool committee might want to look into that and other possible income-producing items for the pool area.

Discussion followed regarding including an item or letter in the newsletter regarding past due assessments and whether the names of delinquent accounts should be posted on the website or in the newsletter. Someone suggested putting a list of individuals who were one year in arrears, with first giving notice to that effect. Several Board members felt it was in bad taste to post the names of delinquent accounts, and it was decided not to post the names.

Last month we talked about rewriting the late notice letter that is sent out by the treasurer, and we talked about increasing the late fee to make it punitive, but no decision was made. Mr. Donatelli said that in the most recent batch of final notices that were sent out we indicated (as in the past) that if the resident failed to respond, the account would be turned over to our attorney. A sentence was also added that they will also be reported to the three major credit reporting agencies as delinquent. The intent is to now discourage those individuals refusing to pay because it will hurt their credit record.

It was suggested increasing the late fees, however, since the By-Laws stipulate the amount of the late fees, increasing the late fees would necessitate amending the By-Laws, which would require a 2/3 vote of the community association's population. Mr. Downey felt that we need to get more aggressive on delinquent accounts and if we do so, the word will get around. This would include initiating sheriff sales. The Board agreed.

## **Old Business**

Discussion followed regarding the detention basin and a course of action to be taken relative to the Township Manager's letter regarding maintenance required. It was apparent that the Township's involvement was a result of complaints from Liberty Square. Mr. Downey had checked out the basin and said that it is full of silt and looks like people are dumping in the area. He proceeded to review the past history of the detention basin.

Mr. Ancona thought that we should wait until the township tells us what we need to do and then either agree with them or hire our own engineer to recommend a course of action. It was also felt that Liberty Square should be contributing to the cost involved. It was suggested that we respond to the Township's letter without getting confrontational and indicate that we do not believe the current system is "temporary". We should also inform the Township that we would like to keep Liberty Square in the loop because a

significant part of their storm water run-off empties into our system, which was not originally designed to handle their development.

The Township has requested the Bucks County Conservation District to meet with them to determine the correct process to allow the basin to properly drain. Mr. Downey requested that as many Board members as possible attend that meeting. It was also felt that we should not do anything to correct the detention basin until the township tells us what we need to do instead having to redo work if not to their specifications. Mr. Downey will respond to the Township's letter and review the history of the detention basin.

With no further business, the meeting was adjourned at 10:04 p.m. Because of the swim meet on the first Tuesday in July and a conflict with another Board member, it was decided that the next regular monthly meeting will be held on Wednesday, July 7, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

cc: Board Members; Officers; Committee Heads; Begley, Carlin and Mandio

## **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**July 7, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Wednesday, July 7, 2010 in the Spring House. The meeting was called to order at 7:37 by James Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Fred and Barbara Ehmman, Jen Miller, Fred Dichter, and Aline Turner.*

### **General Business**

The minutes of the June minutes were approved as submitted. Mr. Ancona submitted changes to the minutes of the special meeting and those will be incorporated into the minutes of that meeting.

The Treasurer reviewed highlights of the draft of the audit report of the independent auditor. For the most part it is the same as in the past. The auditor had to include that we have not estimated the remaining lives and replacement cost of the property. The auditor inquired as to whether some of the delinquent accounts would ever be collected. If not, next year we will need to put these into an account entitled "Allowance for Doubtful Accounts". The auditor included an item for an allowance for estimated uncollectible assessments. On page 10 a correction needs to be made indicating that during 2008 the Association incurred a loss to the "Spring House" and not "Manor House", which is written. Also included with the audit package was the representation letter which basically now states that the Board of Directors is responsible for the accuracy of the books that the Treasurer keeps. Our By-laws do require double signatures on all checks and this provides a method of cross checking expenditures. Mr. Collier made a motion to approve the audit report of May 22, 2010. Mr. Ruzicka seconded the motion and it was approved unanimously.

Mr. Donatelli reported on the status of delinquent accounts:

One household has a judgment against them in the amount of \$2,850, and Mr. Donatelli suggested the Board consider executing that judgment. Mr. Collier made a motion we execute the judgment and Mr. Ruzicka seconded the motion. The motion carried unanimously.

Mr. Donatelli received notice of a Sheriff Sale on Commonwealth Drive. This is scheduled for August 13, and since the resident has evidently defaulted on his mortgage, it was felt it was pointless to try to pursue collection of assessments on that property. Another resident owes \$953, and since the mortgage is more than what the property is worth, it may be fruitless to execute a judgment against that property also.

Mr. Donatelli distributed and reviewed the Profit & Loss Statement for May, 2010 and June, 2010, the Profit & Loss YTD Comparison from January 1 to June 30, 2010 and the Balance Sheet as of June 30, 2010. Income for the month of May totaled \$9,590 and expenses totaled \$13,343. Income for the month of June totaled \$4,614 and expenses totaled \$33,980. YTD income as of June 30 totaled \$90,981, with expenses YTD totaling \$89,845.

YTD income as of June 30 is 1.8% less than last year. YTD expenses as of June 30 are \$23,116 or 34.6% over what our expenses were last year at that time. We had a positive cash flow as of June 30, 2010 of \$1,136 versus a positive cash flow of \$25,950 at the same time last year. If we had not transferred \$22,000 from the CD we would not have had enough money to cover expenses at this time. It will probably take about 18 months to get the checking account back up to where it should be at the beginning of the year, which should be between \$45,000 and \$50,000. That will not happen during the beginning of 2011 but hopefully by the beginning of 2012. Right now we should have enough to get us through July, but there may be a cash flow issue in September. Two CD's are coming due in July—one in the amount of \$11,475 and one in the amount of \$7,709. Mr. Donatelli recommended that we redeem both of them for upcoming expenses, especially since we will need to procure a professional engineer, and we need to free up some of the money in the tree removal/storm damage fund. If we redeem these now, there is no penalty to do so. Mr. Ancona

made a motion that we redeem these two CD's and Mrs. Dempsey seconded the motion. The motion carried unanimously.

Total Assets and Liabilities/Equity as of June 30, 2010 are \$201,976.

At last month's meeting, Jen Miller asked if our insurance would cover volunteers under Council Rock's LINC'S Program. Mr. Downey checked with our insurance company and we received a letter from State Farm saying that our master policy will not provide liability coverage for individuals participating in this program. It was suggested that NCCA initial that item on the LINC'S form that our insurance does not cover volunteers and suggested that the student include a copy of their individual insurance.

### **Maintenance**

Mr. Moran will clean out the detention basin overflow area this week. He will be starting to use the water from the St. George's household for watering of the front entrance. In the past we have reimbursed the St. George's for water used by the Association.

Mr. Downey will be seeing an engineer during the week regarding the detention basin. Mr. Ancona spoke to someone who gave him the name of an engineer who estimated that it would probably cost \$10,000-\$15,000 to do the plans, the engineering study, get the PE stamp on it and hopefully minimal grading at a cost of around \$15,000. This would not include the work at the discharge pipe, which might be another \$4,000 to \$5,000. We are hoping that we can correct the basin with minimum excavation. We are also hoping to make Liberty Square part of the process and contribute financially toward the clean-up, since they tie into the drainage system. Mr. Ancona will also check with someone regarding getting a proposal for the work needed to be done.

### **Manor House**

There are two rentals scheduled for July, plus a 2-hour rental for wedding pictures.

The Manor House security system stopped working on July 3. Mrs. Dettra contacted the security system and tests were run and it was determined that we should have the phone system checked before a service call is made to the security system. A service appointment has been scheduled. The phone jack and phone in the Manor House are quite old and may need replacing.

It was noted that some of the tables have been removed from the Spring House by renters. Renters should be required to return tables to their respective places.

### **Pool Committee**

Pool membership is up this year. Question was raised about how gate receipts can be spent. It was clarified that gate receipts are part of the budget and go in the general expenditure fund.

The baby pool paint is peeling again, so it is not known whether the past problem continues to exist, although water is not leaking from the pool as it had been in the past. It was mentioned that the baby pool was never sandblasted, but just painted over the old paint, which may be why it is peeling. The paint seems to be adhering to the parts that were bare cement, but not to where it was painted over existing paint. The contractor indicated that they would come back to fix it, but it would require draining the pool.

A playground work party to move the mulch will be held on July 24 starting at 8:00. Due to the cost involved, purchase of rubber playground mulch will be deferred until next year. In the interim, it was suggested moving the existing rubber mulch to areas of greater need.

## **Architectural Control**

Residents at 186 Commonwealth Drive submitted application to replace siding. Application approved as submitted.

Relative to architectural control, Mr. Ancona mentioned that Northampton is developing an approval process for anyone putting in solar panels or generators and questioned whether Newtown has been exploring this issue. It has not happened yet, but this may be an issue that will have to be explored in the future.

## **Publicity**

The topic of website ads will be deferred to another meeting.

It was questioned as to whether referrals from our old website can be referred directly to our current website. The only way that could be done would be through the old webmaster, and it was felt that he would be unlikely to do that.

## **Old Business**

With no further business, the meeting was adjourned at 9:00 p.m. The next regular monthly meeting will be held on Tuesday, August 3, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

# **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**August 10, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, August 10, 2010 in the Spring House. The meeting was called to order at 7:40 by Pete Ancona with the following Board members and officers present: Bruce Collier, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Lorrie Strange, Bonnie Dettra, Fred Dichter, Nancy Lamonica, Irene Herbe, Annette and David Mendel, and Aline Turner.*

## **General Business**

The minutes of the July minutes were approved as submitted.

Mr. Donatelli distributed and reviewed the Profit & Loss Statement for July, 2010 and the Profit & Loss YTD Comparison from January 1 to July 31, 2010. Income for the month of July totaled \$31,440 and expenses totaled \$18,285. YTD income as of July 31 totaled \$122,422, with expenses YTD totaling \$108,130. Question was raised as to why mowing costs were so high given the dryness of the weather. Mr. Donatelli reported that there is a month lag in the billing, so the mowing expenses are actually for June and not July. Moran has cut back from four mowings to three per month.

As of July 31, 2010, we have a positive cash flow of \$14,291 which is down from \$18,652 at this time last year. Two CD's totaling about \$19,000 were cashed in during early July which represents a combination of storm sewer reserve and storm damage clean-up reserve monies. We are over the budgeted amount for the tree clean up so any expenses incurred beyond that will come out of the reserve. We also transferred money into the checking account to cover payments to the engineering firm for costs relative to the detention basin, instead of having to cash the CD's in later when we would have to take a penalty for early withdrawal. As of the end of July we had about \$50,000 in the checking account and after paying most of the bills we should have about \$42,000 remaining. We will be financially tight in September but we should be all right from that point on when our financial position should turn around. We currently have \$48,000 left in CD's and last year at this point we had \$88,600. Part of the CD monies was used and part will be replaced after the next 18 months.

We received a renewal on our policy with State Farm. Last year our premium was \$8,300. As of September, 2010, the premium went up to \$9,800, an increase of \$1,500 or approximately 20%. Mrs. Urquhart will contact our agent inquiring why the rates went up so substantially and whether there is any room for negotiating.

Mr. Donatelli reported on the status of delinquent accounts. We had a judgment against a property on Commonwealth; however, a Sheriff Sale scheduled for this property on August 13. We received a payment from another resident in the form of a money order for \$990 to cancel the Sheriff Sale on that property.

## **Maintenance**

The contractor who did the walkway outside the Spring House cut another utility line and Mr. Donatelli felt we would not be able to recover that cost from him. It was believed that the contractor never called to verify where the underground utility lines were located. Mr. Ancona offered to check with PECO, but if there was obvious damage by the contractor, they would go after him. Permanent repair should also be made to the blacktop areas that needed to be cut for wire repairs.

We received a proposal from Pennoni for \$1,500 to inspect the detention basin and to write up a cost proposal. We also received a written proposal from Stantec with preliminary numbers and a rough breakdown of the work to be done. There was some discussion regarding the detention basin, but it was

felt we needed a detailed discussion with all Board members present. A special meeting was scheduled for Tuesday, August 24, to thoroughly discuss this issue.

On Chestnut/Chesapeake there is a fire hydrant being blocked by some bushes. The Township sent a letter to the homeowner indicating they need to trim the bushes and the homeowner indicated the hydrant is on common ground. Someone has trimmed the bushes but it was unknown how far away they need to be cut. Mr. Ancona works with someone who is a chief/assistant chief and offered to talk to him regarding the distance from hydrant specifications.

Alan Most offered to mulch by the parking pad on his street. The Board had no problem with this and Mrs. Dempsey will contact him.

Mr. Collier will contact Mr. Moran and asked him to take away chips at the corner of York and Mill Pond.

Thanks to Marie Dempsey and her daughter for painting the NCCA entrance signs, despite the fact someone reported them to the police and they were written up in the Advance police blotter.

### **Manor House**

A resident who rented the Manor House attended the meeting regarding a dispute about not receiving his deposit back. The resident presented his case stating that he originally indicated that he only wanted to rent the grounds and stated that he told the rental agent that it would be for a wedding with around 200 people. The resident submitted payment of \$50 plus a \$50 deposit for use of the grounds, felt there was no damage incurred and did not understand why the security deposit had not been returned.

The Manor House agent responded by saying that the original request she received was for use of the grounds for wedding pictures only. That was why the resident was only charged \$50. The normal rent of the Manor House is a minimum of \$125 and the agent only charged \$50 because the House was only going to be used for pictures. The agent indicated that she always tells the renter that they are not allowed to have more than 60 people; and, had she been notified that there were going to be 200 people, she would not have accepted the rental, because fire codes allow only a 60 people maximum in the House. On July 10, the resident had a wedding service with 175 people with a tent and chairs. The agent felt that the resident misrepresented himself, and violated the fire code stipulation which states a 60 person maximum. His guests were parked on the lawn and in front of the Carriage House. The rental agent reported that the contract signed by the resident states he cannot do that. The rental agent informed the resident that she was recommending to the Board that the security deposit not be returned.

Disagreement ensued with the resident insisting that he indicated up front about the wedding and number of guests, and that cars from the wedding party were not parked on the grass, despite the fact that one of the Board members present was witness to cars being parked on the grass. After discussion, the Board felt that the resident misrepresented himself, should have been charged \$125, and that the deposit should not be returned.

A resident on Chestnut will be renting the Spring House on the first Sunday of every month until December for \$75 for several hours. There were four paid Manor House rentals during the month of July.

Regarding the alarm system, the phone company came out and repaired a problem with the outside line and that corrected the alarm problem. No other repairs are scheduled for this month.

### **Pool Committee**

There were some problems at the pool. The pool basket was out and a stainless steel basket was installed. The pump was making a whining noise and the motor was smoking because a piece of stone had gotten into the pump. The contractor installed a new diffuser, new seal, and the pool is now back in operation. Mt. Lake submitted a bill for \$4,979, and the Board already approved \$1,600 of this amount for the pump repairs.

Mr. Collier made a motion that we pay Mt. Lake \$4,979, which includes \$1,600 for pump repair that was already approved by email, and \$3,379 for other work performed. Mrs. Dempsey seconded the motion and it carried unanimously. There is a question about a \$600 charge relative to dye testing for the baby pool, which was never done, and Mr. Abraham will contact the contractor regarding this. Mr. Donatelli will also write a cover letter for what we are paying and not paying regarding questionable charges.

Mr. Abraham indicated that he would like to get a price for next year for plastering the baby pool, since the rubber-based paint has been problematic.

Ailene Turner asked if the \$75 pool rental fee could be waived for a pool party for band families within NCCA. The group will pay the lifeguards. The Board had no objection to this.

Mr. Ancona reported that a number of residents passed along favorable comments regarding how good the pool looked this season.

A playground work party to move the mulch had been scheduled, but that was postponed because of the heat. However, Mr. Ancona took all of the rubber mulch and moved it under the new playground equipment and raked and loosened up the mulch. We then authorized Moran to put playground mix mulch in the other areas. This should work until next year when we will look at installing the rubber mulch.

### **Architectural Control**

Residents at 53 King Charles submitted application to install new roof. Application approved as submitted.

Residents at 5 Chestnut Drive submitted application to install new siding. Application approved as submitted.

Residents at 28 Chesapeake submitted application to install new siding. Application approved as submitted.

Residents at 131 Chesapeake submitted application to install new siding, however, this was just received and the color needs to be verified.

### **Social**

Several family nights were held at the pool. Lorrie Strange reported that a Halloween party will be held on October 17.

With no further business, the meeting was adjourned at 9:25 p.m. The next regular monthly meeting will be held on Tuesday, September 7, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

cc: Board Members; Officers; Committee Heads; Begley, Carlin and Mandio

## **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**September 7, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, September 7, 2010 in the Spring House. The meeting was called to order at 7:40 by James Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Paul Abraham, Fred and Barb Ehmman, Ken Halbe, Fred Dechter, Joell Gramacy, Aline Turner, Jill Collier, Steve Allen, and Joe Mannino.*

### **General Business**

The minutes of the August minutes were approved with two grammatical corrections. The minutes of the special meeting held on August 24, 2010 were approved as submitted.

Mr. Donatelli distributed and reviewed the Profit & Loss Statement for August, 2010 and the Profit & Loss YTD Comparison from January 1 to August 31, 2010. Income for the month of August totaled \$11,047 and expenses totaled \$25,353, for negative cash flow of \$14,306 for the month. YTD income as of August 31 totaled \$133,469, with expenses YTD totaling \$133,484, for a negative cash flow of \$14 for the year. These numbers do not include the capital improvements of \$3,815 for a new furnace, \$18,465 for the pool renovations (which is less because we gave a deposit last year), and \$1,600 for a pump for the baby pool. Total capital expenditures for the year are \$23,880. As of the end of August we had a working balance in the checking account of \$23,600. After payment of most of September's expenses the balance is \$13,400.

Our insurance expires in September. Due to the substantial rate increase in our premium with our current carrier, Mr. Ruzicka and Mrs. Urquhart had been investigating other insurance carriers, however, had no success in obtaining other quotes. Payment for the renewal of our current policy is due on September 15th and the policy renews on the 23rd. The premium is paid on a quarterly basis. The Board felt we should pay the premium on our current policy for at least the next quarter.

Mr. Donatelli reported on the status of delinquent accounts. Final notices were sent to two residents who are \$430 and \$510 in arrears, and as of the end of August we did not receive a response. Mr. Donatelli recommended that these accounts be turned over to our attorney for sending of initial collection letters.

Mr. Downey thanked the residents who provided dinners to his family when his wife was in the hospital and recuperating at home. Mrs. Downey also sent a thank you for flowers sent.

### **Maintenance**

The water company had previously indicated that there is a bush next to a water hydrant that needs to be trimmed to allow access by the fire department. Mr. Collier will contact Mr. Moran and have him remove it.

Mr. Ancona was in contact with Julie Nicholas of Stantec, the engineering firm who will be working on the detention basin project, and told her we wanted to go with a phased approach. Phase one would be the detailed engineering and design, which would cost \$15,800. Mr. Ancona would like to meet with her, go over the proposal, and see if there can be any cost cutting on some of the items on the original proposal. We have made a good faith effort in getting some of the work done in keeping with the Township's guidelines.

Last weekend Mr. Ancona looked at the other basin and, where the two standpipes are located, water has washed out sections of the corrugated pipe and about 25 feet of pipe is exposed. This is another area that needs attention. Since this basically requires maintenance, we can contact one of the contractors we used for previous pipe work and get an estimate for that work before it becomes an issue with the Township.

Mr. Donatelli inquired as to whether some of these expenditures will be spent this year or next year. At least somewhere between \$5,000 and \$15,000 will probably be spent this year. A one-year CD matures this month in the amount of \$12,769. Mr. Donatelli recommended redeeming that CD to cover upcoming expenses relative to the detention basin. The Board agreed.

Mr. Moran previously advised that he was going to use the water from a neighboring resident to water the front entrance, and the residents, the St. George's, requested reimbursement for water usage in the amount of \$169.99.

Pete will contact the engineer to meet during the week of Sept. 13 to look at the area she had not previously seen, especially now that Jim's Tree Service has removed the trees on the berm. We should contact the Township and let them know that we have removed the debris and removed the trees, so that the Township knows that we are making progress on the situation.

Mrs. Dempsey thanked the Fred and Barb Ehmann for finishing the painting on the entrance signs. The Board thanked the other community members who helped on this project--Marie and Theresa Dempsey and Kristen Florczak.

Manor House

With Bonnie Dettra in the hospital, it was suggested that perhaps we should get a back-up rental agent, and Mrs. Dempsey has someone who offered to fill in. Mrs. Urquhart will contact Mrs. Dettra's daughter-in-law to get an update on her condition and flowers will also be sent.

### **Pool Committee**

The pool season has ended and the pool will be closed on September 10. Mr. Abraham found out that Buckmans, our chlorine supplier, stops chlorine deliveries for all of their customers during the first week of August. Alternative delivery arrangements for chlorine were made through Aqua, and next year we will be prepared for handling this ahead of time.

A pool contractor suggested to Mr. Abraham that the baby pool be taken down to bare concrete, since the paint has been perpetually peeling. There are no regulations that say the pool has to be painted—painting is merely cosmetic. Mr. Abraham will get prices on taking it down to bare concrete. Question was raised as to whether it would be too rough. Mr. Abraham was told that it could be smoothed down. Mr. Donatelli indicated that he thought the reason for painting the pool was to keep the water in, since the concrete is porous. Mr. Abraham was told that the concrete used for a pool is not porous and water will not leak out of the pool; however, it could be sealed with a clear sealer. There were a lot of bare spots in the baby pool this year, but we lost very little water, so the baby pool was not leaking this summer.

The hydrant by the baby pool is leaking, so the water will need to be turned off. Mr. Abraham would also like to have a plumber come out before winter to cap off that hydrant and put an outside spigot by the ladies room which can be used for any watering needs.

Marie Dempsey thanked Aline Turner for all of her efforts in handling the Snack Shack. Numerous favorable comments were presented regarding the appearance and improvements made at the pool this year.

A resident in attendance expressed grave concern over an incident that happened at the pool where she indicated that her son was confronted and intimidated by an adult at the pool and over which she later filed a police report. This information was passed along to the lifeguards. The resident felt the Association should do something about the incident and revoke the pool privileges of the other resident. This incident happened over Labor Day weekend, and the pool was currently closed. The same resident indicated that there were incidents of alcohol at the pool.

Lengthy discussion ensued. It is not the position of the Board to intervene between personal disputes between residents and we are limited in what we can do. However, for next year it was discussed that

there should be zero tolerance for negative behaviors of adults, but young guards should not have the responsibility for dealing with those issues. For next pool season, safety rules should be thoroughly discussed with the guards at the beginning of the year, and when in doubt about adult behavior (especially if behavior is related to alcohol, medications, or drugs), the guards should call 911. We need rules of conduct at the pool and if individuals do not follow those rules then they should not be permitted in the pool. The guards should be educated at the beginning of the season to be aware of adults who are out of order and call the police. There should also be notices posted at the pool and on the website that no smoking and no drinking is permitted at the pool.

### **Architectural Control**

Resident at 7 Chestnut submitted application to replace siding. Application approved as submitted.

Resident at 131 Chesapeake submitted application to replace siding. Application approved as submitted.

Resident at 109 Chesapeake submitted application to replace roof. Application approved as submitted.

Resident at 5 Chesapeake submitted application to replace siding. Application approved as submitted.

Resident at 13 Hidden Valley submitted application to replace siding. Application approved as submitted.

Resident at 25 King Charles submitted application to replace windows. Application approved as submitted.

### **Social**

Lorrie Strange is arranging a Halloween party in October and requested \$300 for that social event. This had been approved at the last meeting.

### **Publicity**

Mrs. Dempsey indicated that a newsletter will be going out to the community shortly. A letter will be included regarding the detention basin and the work and cost that will be involved.

Mr. Ehmann indicated that a few changes will be made to the website. He will include a notice regarding the detention basin work. Mrs. Ehmann offered to check with local businesses to see if there was any interest in advertising on the website.

With no further business, the meeting was adjourned at 9:25 p.m. The next regular monthly meeting will be held on Tuesday, October 5, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

cc: Board Members; Officers; Committee Heads; Begley, Carlin and Mandio

## **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**October 5, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, October 5, 2010 in the Spring House. The meeting was called to order at 7:40 by James Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Paul Abraham, Fred Ehmann, Fred Dechter, Lorrie Strange, Andrew Yakimiv, Patrice Chichalski, Jill Collier, Sarah Sharma and Karen Sliwinski.*

### **General Business**

The minutes of the September meeting were approved as submitted.

We received a renewal agreement from First National Bank to continue accounting services at the same rate as last year--\$825 per quarter. The motion was made and unanimously approved to accept the renewal agreement. We redeemed a one-year CD in the amount of \$12,770. Proceeds were put into the checking account toward what we will need for the storm water management project.

We received a notice of Sheriff Sale for a property on Gettysburg Lane and the amount of the debt is \$338,000. Collection letters were sent to two residents in the amount of \$430 and \$510.50. Eleven final notices will be going out this month and the total of these delinquent accounts is \$4,584. One other homeowner owes \$515, but that property is scheduled for sale and we should be collecting past assessments at the time of settlement.

Mr. Donatelli distributed and reviewed the Profit & Loss Statement for September, 2010, the Profit & Loss YTD Comparison from January 1 to September 30, 2010, and the Balance Sheet as of September 30, 2010. Income for the month of September totaled \$5,196 and expenses totaled \$15,436, for a negative cash flow of \$10,239 for the month. YTD income as of September 30, 2010 totaled \$138,666, with expenses YTD totaling \$148,919, for a negative cash flow of \$10,253 YTD. Total Assets and Liabilities/Equity as of September 30, 2010 are \$179,531. While the YTD statement reflects a negative cash flow of \$10,253 as of September 30, the statement does not reflect capital improvements and expenses paid out of reserve funds. Total capital improvements this year included \$3,545 for the furnace, \$17,872 for pool renovations, and \$1,600 for the new pump for the baby pool for a total of \$23,017. \$10,928 has been paid for clean-up and tree removal in the storm water basin. Both of these items total an additional outlay of \$33,945. Total expenses paid for the year are \$182,864, and with total income of \$138,666. Our total negative cash flow for the first nine months totals \$44,198.

Mr. Ruzicka and Mrs. Urquhart attempted to contact new insurance companies, however, were unable to get any insurance quotes from other carriers for insurance on the common grounds. The Board renewed our insurance policy with our current insurance company, however we did experience about a 20% increase in premiums. Although our rates have increased, it was mentioned that our current carrier has always responded in a timely and efficient manner.

Mrs. Dettra sent a thank you card for the flowers sent to her after her recent hospital stay.

### **Maintenance**

Mr. Ancona hopes to soon receive the detailed engineering and design proposal from Stantec. Stantec will also be doing the surveying in the basin and we should have a cost estimate by the next meeting.

Mr. Ancona met with Kevin John from Enviro-Air Technologies and received a quote regarding work in the second basin. Mr. John also put together an estimate to be included for Stantec's proposal for the first basin. Enviro-Air's proposal for the second basin included: remove (2) 15'long drainage pipes and ship offsite

for recycling, provide and place up to 20 tons of ballast as bedding and protection of new pipe, provide and install (2) 15' long x 42" diameter new CMP drainage pipes including gaskets and bands and provide and install support rods on anti-vortex plate for a total cost of \$4,950. Mr. Ancona made a motion that we hire Enviro-Air as outlined in their proposal for \$4,950 to replace the (2) 15' corrugated pipes that have deteriorated and washed away. Mr. Collier seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion passed unanimously. Mr. Ancona will request a copy of Enviro-Air's certificate of insurance.

We received a letter from a resident on Hanover regarding removing a tree on common ground. Mr. Ancona looked at the tree and felt it probably should be taken down, but felt it was not critical and we could hold off until next year to remove it, given our current financial condition. There is a split tree next to 12 King Charles and if it is on common ground Pete will call Jim's Tree to take it down.

A resident reported to the police that a Mercury van has been parked at Ash and West Hanover for about three weeks. Since the car still has a valid registration and inspection, the police indicated they could not do anything about it.

A complaint was also raised regarding people parking cars on the cul de sac islands. Cars are not permitted to be parked on the cul de sacs.

It was reported that a boat has been parked in the driveway at 42 Princess and there has been a trailer parked on Hidden Valley.

### **Manor House**

Kenderdine came out to service the two heaters. Kenderdine indicated that there was about a ¼" of water in the basement of the Manor House by the heaters. George Hepp checked out the basement and suggested putting in a dehumidifier and fans in the basement, since he indicated that water was all around the heaters and the water heater. The other parts of the basement are dry. Mr. Hepp indicated that the water heater may be leaking or we may have a leak somewhere in the building that is collecting around the heater. We need to get the water out. It was felt that if there was a leak in the building, the meter would indicate water usage, so it may be that the water heater is leaking. If the water is constantly leaking, another alternative was to install a sump pump. We currently have a 50 gallon water heater and since it is about ten years old, the water heater may be deteriorating, so perhaps we should replace the water heater. If we do replace the water heater, we could go with a smaller water heater.

Mr. Abraham had someone come in and look at the vent in the Spring House in order to cut down the noise. The contractor suggested sealing up the current vent and reworking the duct work, at a cost of \$575. Other suggestions were made, including masking the vent. Mr. Collier offered to experiment with an alternative quieting solution.

Mrs. Dettra's report indicated that one Spring House rental is scheduled for October and five Manor House rentals are scheduled. Two Manor House rentals are currently scheduled for November.

The gutters are usually cleaned in November and Mrs. Dettra wanted to know if she should schedule the cleaning. The Board felt we should wait until all of the leaves have fallen before this is done.

### **Pool Committee**

Mr. Abraham has been getting quotes for work at the pool, and these will be submitted at the budget meeting.

It was mentioned that the incident at the pool reported by a resident last month was highly exaggerated.

Mr. Abraham was thanked for all of his efforts this year.

## **Architectural Control**

Resident at 126 Chesapeake Drive submitted application to replace siding with similar color. Application approved as submitted.

Resident at 11 Prince Phillip Court submitted application to install non-electric solatube light onto the roof to add light to a dark bedroom. Application approved as submitted.

Resident at 2 York Street submitted application to install new siding. Application approved as submitted.

Resident at 111 Commonwealth Drive submitted application to install new siding. Application approved as submitted.

Mr. Ruzicka indicated that there are numerous homes on Commonwealth that have changed the siding and have not obtained permission from the ACC. In the December newsletter we should include an item that any exterior work done to townhome needs to be approved before the work is started.

Complaints have been raised within the community regarding the Precision Builders signs littering the development. Someone inquired with the township code enforcement department and asked about Precision and was told they were never issued a solicitation certificate, so it is illegal for Precision to have people soliciting throughout the community. There may also be a township ordinance regarding the length of time that signs can be posted for work being done. Someone stated that Precision requires the homeowners to post signs for a certain length of time and they will then cover the homeowner's deductible.

## **Social**

A Halloween party is scheduled for October 17, which will have a magician for entertainment.

With no further business, the meeting was adjourned at 9:25 p.m. The budget meeting will be held on October 26 and, because of Election Day, the next regular monthly meeting was moved to Wednesday, November 3, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

cc: Board Members; Officers; Committee Heads; Begley, Carlin and Mandio

## **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**November 3, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Wednesday, November 3, 2010 in the Spring House. The meeting was called to order at 7:40 by Peter Ancona with the following Board members and officers present: Bruce Collier, Marie Dempsey, James Downey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Fred and Barb Ehmann, Fred Dichter, Pat Weber, Mike Salganik, Aline Turner, Frank and Karen Simons, Donald and Jennie St. Pierre, Kenneth Halbe, John Bruhy, and Sheila Fitzpatrick.*

### **General Business**

The minutes of the October meeting were approved as submitted.

A budget meeting was held on October 26. Mr. Donatelli distributed and reviewed the proposed 2011 budget as developed from the input of that meeting. Mr. Donatelli discussed the rate of assessments for next year and indicated we are capped at \$21 for the basic assessment which is connected to the cost of living increase. However, extraordinary expenses will necessitate the implementation of special assessments in addition to the basic assessment. At the budget meeting we discussed adding a \$2 special assessment to pay for the work at the pool and the playground mulch. Mr. Donatelli also advocated a \$2 special assessment for the storm damage/tree removal reserve fund. Any storm damage and tree removals would come out of that account. We currently have about \$4,400 in that account and that would come down if any other tree work is needed to be done before the end of the year. We will be allowing \$15,000 for tree reserve and if we come in under budget we could then look into tree replacement to restore the symmetry along Mill Pond. Greg Garber was thanked for his offer of discounted trees and for the trees he previously planted along Mill Pond.

We also have the major expense of the storm detention basin repair work, and Mr. Donatelli advocated that we obtain a bank loan to pay for that work. Actual amount of that loan and prepayment schedule is not known at this time; however, an additional \$3 per month special assessment was proposed for payment of that loan. That \$3 special assessment would probably need to remain in effect for the life of the loan.

Mr. Donatelli also felt that, due to several delinquent accounts in which residents are in foreclosure or bankruptcy, we should establish an allowance of \$7,500 for Bad Debts for residents who cannot pay. A course of action for those who "won't pay" versus those who "can't pay" will be at the discretion of our attorney. With several foreclosures in the community we, unfortunately, will have to start writing off several assessment accounts that we will never be able to collect. While only three properties are currently in foreclosure in the community, the amount of assessments owed on those properties is about \$5,000.

Lengthy, and sometimes heated, discussion ensued when a resident in attendance bombarded the Board with questions regarding the detention basin work, such as why are the residents just hearing about it, why are we funding the pool when there is a major expense of the basin work, why do we have to spend on money on this, why isn't the Township paying for this, why isn't Liberty Square contributing to this expense, why aren't we looking into grant money, etc. The Board responded by saying that the detention basin has been a source of ongoing concern for many years and has been a topic of discussion at many Board meetings. Residents who have attended Board meetings (and all residents are welcome to attend) know that this topic has been discussed many times in the past and over the course of many years. And, the minutes of all meetings are posted on the NCCA website, so residents have access to the minutes if they are unable to attend the meetings. Information is available to all homeowners, but residents need to take some responsibility for finding out what is happening within the community by either attending meetings or visiting our website.

Further, NCCA owns the detention basin so we are responsible for the maintenance, not the Township, just as individual homeowners are responsible for any maintenance on their personal property. We have not made the decision to spend the money on the detention basin, but rather the Township has dictated that we have to repair the basin and it has to be repaired within the Township's parameters. Since the basin belongs to us, we have to bear the burden of the cost of those repairs. We are attempting to get Liberty Square to share in the cost since they contribute to the drainage in the detention basin. And, we cannot just close and board up the pool and transfer moneys from the pool to cover the detention basin because our By-Laws require that we maintain all of our facilities. We cannot ignore our common facilities and allow them to fall into disrepair.

We do not believe we would qualify for a grant, however, if we did, we would need to hire someone to write the grant. If any resident is interested in researching the possibility of NCCA obtaining a grant to offset costs involved in repairing the detention basin, the Board would certainly be receptive to listening to the results of that research. Additional questions were raised by other residents in attendance and the Board answered those questions.

After discussion, Mr. Ancona made a motion that we approve the following:

An operating assessment of \$21 per month per resident per year

A special assessment of \$2 per month per resident per year for capital improvements of the pool and tot lot

A special assessment of \$3 per month per resident per year for the repairs necessary to the detention basin, and used to fund the loan

A special assessment of \$2 per month per resident per year for the storm damage/tree removal fund

Total assessment would be \$28 per month per resident for the year 2011

Mr. Collier seconded the motion and the vote was called: Mr. Collier, yes; Mr. Downey, yes; Mr. Ancona, yes; Mrs. Dempsey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Collier made a motion to approve the 2011 budget in the amount of \$227,000 as presented by the Treasurer. Mr. Ancona seconded the motion and the vote was called: Mr. Collier, yes; Mr. Downey, yes; Mr. Ancona, yes; Mrs. Dempsey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

There have been numerous complaints regarding the Precision Builders signs that have been posted throughout the community. Mr. Downey wrote to the Township regarding this and received an email back from the Assistant Manager that the Township advised the contractor that those temporary signs are a violation of Township Ordinance unless the contractor is working on the site. Signs should only be posted on the property when materials are delivered to the site and are to be removed when the project is completed. It was suggested that a letter be put in the residents' doors advising this.

## **Maintenance**

Resident on Chesapeake Drive indicated that the parking pad near 101 Chesapeake is in need of repair. This will be checked. Other parking pads may also need to be checked.

At the budget meeting Mr. Abraham pointed out that there appears to be damage to the Carriage House. Mr. Ancona offered to look at this.

Mr. Ancona told Mr. Moran to discontinue cutting the corner of the York Street property since it appears that this corner is not common ground, but belongs to the homeowner. We will continue plowing the sidewalks along Mill Pond and will cut between the curb and the sidewalk to maintain consistency along Mill Pond, but will not cut the triangle on the lawn at York Street. Mr. Downey will contact the homeowner to advise them of this and Mr. Ancona will advise Mr. Moran.

## **Manor House**

Mrs. Dettra's report indicated that there are two Spring House rentals in November and two Manor House rentals in November.

## **Architectural Control**

Resident at 32 York Street submitted application to replace siding and roof. Application approved as submitted.

Resident at 26 York Street submitted application to replace siding. Application approved as submitted.

Resident at 181 Commonwealth submitted application to replace siding and windows. Application approved as submitted.

Resident at 12 King Charles submitted application to replace siding. Application approved as submitted.

Resident at 22 Chesapeake submitted application to replace siding. Application approved as submitted.

Resident at 11 Hidden Valley Lane submitted application to replace siding. Application approved as submitted.

We will include a notice with ACC forms that contractor signs are only to be posted when materials arrive and must be removed when work is completed.

With no further business, the meeting was adjourned at 9:15 p.m. The next regular monthly meeting will be held on Tuesday, December 7, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

cc: Board Members; Officers; Committee Heads; Begley, Carlin and Mandio

# **NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**December 7, 2010**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, December 7, 2010 in the Spring House. The meeting was called to order at 7:40 by Peter Ancona with the following Board members and officers present: Bruce Collier, Marie Dempsey, James Downey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Fred and Barb Ehmann, Fred Dichter, Aline Turner, and Julie Nicholas from Stantec Consulting.*

## **General Business**

The minutes of the November meeting were approved as submitted.

Julie Nicholas, an environmental engineer with Stantec Consulting Services, attended the meeting to review the status of the detention basin work. Ms. Nicholas reviewed the work that has been completed thus far and what still needs to be done. Some of the initial work has been done by us as mandated by the Township. Ms. Nicholas indicated that Stantec has completed the design plans and will submit the plans to the Township once NCCA reviews and approves them. The Township will then re-evaluate the work and the plans. The Township originally indicated that the basin was in a temporary state, since it was not completed according original design. However, the basin in its current design has been working for over 30 years and is more in keeping with environmental friendly designs of current times. We are hoping that there is room for negotiation with the Township in keeping the current design but getting the basin back to its original working condition.

NCCA has expressed concern regarding the impact that Liberty Square is having on our detention basin, since Liberty Square connected into our already existing detention basin when that development was built. We are hopeful that they will contribute to its repair and that Stantec can determine what portion of water flow is contributed by Liberty Square. Liberty Square did a study about five years ago which indicated the ratio of water flow created by Newtown Crossing and Liberty Square. A copy of that prior study was given to Ms. Nicholas.

Mr. Ancona asked Ms. Nicholas whether we should now approach Newtown Township and let them know that we have an engineering proposal and arrange a meeting with them and the Conservation District. Ms. Nicholas felt that we should let the Township approve the engineering proposal first, because the Conservation District is not going to comment on the engineering aspect since that is not their area of expertise. Once the Township approves the engineering plan, then we would contact the Conservation District. After discussion, the Board thanked Ms. Nicholas for coming out to review the plans and status of the engineering project.

Mr. Donatelli distributed and reviewed the October 2010 and November 2010 P&L Statements and the January to November YTD P&L Statement. Income for October totaled \$32,308 and expenses totaled \$9,256. We had a positive cash flow in October of \$23,051. Income for November totaled \$10,083 and expenses totaled \$6,020 for a positive cash flow in November of \$4,063. Total YTD income as of November 30 totaled \$181,056 and expenses totaled \$164,196, for a positive cash flow of \$16,860. However, Mr. Donatelli stressed that the expenditures from reserve funds and capital improvements were not reflected on those statements.

As of November 30 we had receipts of \$181,056 and operating expenses of \$164,196. Capital improvements totaled \$26,870 for the year to date, which included the new furnace for the Manor House, pool renovations, and the pump for the baby pool. Out of reserves we also paid: \$928 to clean out the small detention basin, Stantec was paid \$6,138 and Enviro Air was paid \$4,950 for the work on the large basin. The total paid from reserves was \$12,016 plus \$26,870 in capital improvements for a total of \$38,886 in additional cash outlay. This resulted in a total disbursement of \$203,082 for the year thus far, which results in a total current YTD negative cash outflow of \$22,026 as of November 30.

Mr. Donatelli indicated that he has been shopping around for other electric energy companies. Mr. Donatelli researched Dominion Energy and found their rates to be lower than PECO. He is waiting for quote and will present it to the Board.

In October a resident fell on the sidewalk adjacent to 5 York Street and has contacted the owner of the property, the Township, and Newtown Crossing, regarding liability for injuries suffered. In reviewing the tax parcel maps, it appears that section of property may belong to the resident living at 5 York Street, rather than being common ground owned by the Association, since the townhomes on that section of York Street were developed later than the rest of townhomes in that area. Since there appears to be a question of ownership of this sidewalk area, our insurance company and the homeowner's agent have agreed to split the cost of a survey to determine definite ownership of this area and to determine responsibility.

### **Maintenance**

Complaint was raised regarding a leaning pine tree on Princess Lane, and broken branches on another property which were felt to be a hazard.

### **Manor House**

Mrs. Dettra reported that two Manor House rentals are scheduled for December and the Manor House is available for a community New Year's Eve party.

On November 26, Kenderdine serviced the Manor House since there was no heat on the right side of the house. The problem was fixed by replacing part of the thermostat. The vacuum cleaner is broken at the Manor House and Mrs. Dettra requested permission to purchase a new one. The Board approved up to \$200 for a new cleaner.

Cleaning of the gutters had been postponed until all of the leaves have fallen, and Mrs. Dettra will now arrange for this work to be done.

We received a letter indicating that the fire inspection is due for the Manor House. This will be forwarded to Mrs. Dettra.

### **Architectural Control**

Resident at 45 Chestnut Drive submitted application to replace siding. Application approved as submitted.

Resident at 73 King Charles Lane submitted application to replace siding. Application approved as submitted.

Resident at 71 King Charles Lane submitted application to replace siding. Application approved as submitted.

Resident at 40 King Charles Lane submitted application to replace siding. Application approved as submitted.

Resident at 14 York Street submitted application to install fencing. Application approved as submitted.

One other resident submitted an application for approval, however, the resident's assessments are currently in arrears, so that application was rejected until assessments become current.

### **Publicity**

Mr. Ehmann indicated that he is trying a new email system to try to improve our communications to the community. The Board felt it looked good and the Ehmans will continue with the new system.

Mrs. Ehmann indicated that when she was delivering the hard copies of the newsletters, she received some negative feedback regarding the increase in assessments. Therefore, she has been researching assessment fees of other local associations and hopes to include information on the website regarding the amount of assessment fees that other neighboring communities are paying.

### **Old Business**

With no further business, the meeting was adjourned at 9:25 p.m. The next regular monthly meeting will be held on Tuesday, January 4, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

cc: Board Members; Officers; Committee Heads; Begley, Carlin and Mandio