

**MINUTES OF THE MONTHLY
NEWTOWN CROSSING
COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETINGS
2011**

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NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

January 4, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, January 4, 2011 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, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. No other residents were present.

General Business

The minutes of the December meeting were approved with corrections previously submitted by email--The name of the firm that did the work in the small basin is Enviro Air, not Environ Air. Also, the amount we paid them for the work was \$4,950, not \$3950.

Mr. Donatelli commented on an email received questioning whether assessments will decrease in future years. He indicated that the \$21 operating expenses portion will not go down. The \$3 portion for the loan for the detention basin repairs will be in effect until the loan is paid off. It is unknown at this point whether the \$2 for the pool will be eliminated since we will eventually need to do the plastering technique on the pool, so we may need an additional assessment to pay for that major expense. If the storm damage and tree removal for this year is not too excessive and we are able to build up our storm damage/tree removal fund, that \$2 special assessment could be eliminated. The additional assessments will have to be reviewed from year to year and will be re-evaluated on an individual basis to see if some of the additional special assessments need to be in effect next year.

Month-end reports had not been received from the bank; therefore, there were no treasurer's reports. Next month's reports will include the full-year report and year-end comparison to the budget.

Mr. Donatelli distributed the final copy of the Report of Independent Auditor as of December 31, 2009.

Correspondence was reviewed, including a Christmas card received from a resident who thanked the Board members for all of their hard and unselfish work.

Maintenance

Several of the Board members received an email from a resident on Commonwealth Drive regarding leaf clean-up on common ground and leaves that have blown from common ground onto their personal property. It was reported that Mr. Moran was supposed to do a clean-up in that area during the first week of January and, due to financial constraints, it is unlikely that any other clean-ups will be done at this time. Discussion followed regarding maintenance of common grounds and the fact that many residents maintain sections of common ground. It was felt we should meet with Mr. Moran and review what areas of common ground should be maintained by him.

Several other community issues were discussed, including a boat parked in a driveway and several private/hazardous trees hanging onto the roadway on Princess Lane. Letters will be written to several residents regarding these issues. We may need to review other trailers/boats parked within the community.

Prior to the meeting, Mr. Ancona had forwarded an email regarding vehicles parked on the cul-de-sac islands. He had spoken to a captain with the Newtown Fire Association who said they responded to a carbon monoxide call on King Charles West several weeks ago and could not get the truck down to the house on the cul-de-sac because of vehicles parked on the island. There had also been another incident a few years ago on Churchill during which a fire that started on someone's deck spread to the house because the fire trucks could not get through quickly. Parking on the islands has been a recurring problem throughout the development on both the small and large cul-de-sacs. It was mentioned that the police cannot ticket unless

the cul-de-sacs are posted for "no parking". The fire captain said he would talk with Public Works about putting up signs, but asked if we would send a letter to the Township requesting the same.

A course of action was discussed as to how we can get the islands posted. Since Mike Gallagher is an elected official and was instrumental in getting the High Street cul-de-sac posted, it was suggested that we contact him first. Second course of action would be to contact Public Works; and thirdly, we will include a notice on the website and include a notice in the next newsletter that parking is not permitted on the cul-de-sac islands.

Manor House

No Manor House rentals are scheduled for January. One rental is scheduled for February.

The fire inspection was completed in December. We received the inspection report and it indicated that the fire extinguishers need to be inspected annually and a minimum of one smoke detector needs to be installed in the basement area. Arrangements have been made to service the fire extinguishers with John Asta & Co. Pete offered to help install a smoke detector if needed. It was suggested that in the future the fire extinguishers be inspected before the inspection report is scheduled.

The Manor House gutters are scheduled to be cleaned.

Mr. Donatelli has been investigating alternative energy suppliers.

Pool Committee

We have received the certificate of registration for the pool for next year. The Pool Committee will be meeting this month regarding lifeguard staffing.

Old Business

With no further business, the meeting was adjourned at 8:35 p.m. The next regular monthly meeting will be held on Tuesday, February 1 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

February 8, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, February 8, 2011 in the Spring House. The meeting was called to order at 7:35 by James Downey with the following Board members and officers present: Peter Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. Also present was Fred Dichter.

General Business

The minutes of the January meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the P&L Statement for December, 2010, the P&L YTD Comparison January 1 to December 31, 2010, and the Balance Sheet as of December 31, 2010. Total income for the month of December was \$13,596 and expenses were \$24,299, resulting in a negative cash flow of \$10,703 for the month. Total income January 1 to December 31, 2010 was \$194,653 and expenses \$188,541, for a positive cash flow of \$6,111 on the P&L statement. However, those numbers do not take into account amounts that were taken out of our reserve accounts for payment of major expenditures. In reviewing the Balance Sheet, our certificates of deposit have declined by \$54,000, or by 60.5%. Assessments receivable increased from \$17,400 to \$20,900, which is a 20.1% increase. Total Assets and Liabilities & Equity as of December 31, 2010 was \$183,545, which is a \$16,091, or an 8.1% decrease. Total income for the year was \$194,652, total operating expenses were \$188,541, and capital improvements resulted in an additional cash outlay of \$26,870. Total cash outflow for the year was \$215,411. Depreciation totaled \$9,588, and there was a reduction in the reserve accounts of \$22,066, so we had a negative cash flow for the year of \$31,654. This constituted the basis for raising assessments this year.

Mr. Donatelli reviewed the status of delinquent accounts. A Complaint has been filed against one resident in the amount of \$629.50.

Sixteen final notices were sent in January for a total amount of \$7,420 due. There is an additional \$5,614 owed on accounts which are questionable as to whether we can collect on them due to foreclosure/bankruptcy conditions. There is a combined total of \$13,000 in delinquent accounts.

Mr. Donatelli received a solicitation letter from a collection agency which offered to go after two judgments that we currently have outstanding. Downey felt that the agency's fee could be 50-60%, but it probably would not hurt to contact the agency and get more information.

Correspondence received was reviewed. Mr. Weaver of Newtown Township has been through the development looking at the sidewalks and put Newtown Crossing on notice for several small sidewalk areas where snow had not been cleared. One area was partially private sidewalk and partially Newtown Crossing. Mr. Downey will contact Mr. Tiffany regarding additional sidewalk areas which will need to be included in our snow removal arrangement. One other resident on Bucks Meadow was sent a letter from the Township citing that his sidewalk was not cleared. The Township can levy fines of up to \$1,000 for snow that is not cleared within 24 hours.

Correspondence sent was reviewed. One resident has complained regarding leaves falling from common ground onto their property. The Association does leaf clean up on common ground; however, fall clean-ups are kept to a minimum due to cost constraints. We could try to reschedule the clean-up timeframe in the future and this issue will be discussed again in the fall.

Maintenance

Mr. Ancona reviewed invoices received from Stantec for a progress payment and we received a \$276 credit on the last billing because there was an error made in billing hours on a previous invoice. Instead of

\$6,138.50 the billing should have been for \$5,862.50, which resulted in the \$276 which was deducted from a second invoice. At the time of this meeting we did not have a scheduled date to meet with the Township, however, Mr. Ancona and Ms. Nicholas of Stantec will be meeting the week of February 8 to review details regarding Liberty Square issues in connection with determining the breakdown of the ratio of Liberty Square's water contribution to the detention basin. They will coordinate feasible dates for meeting with the Township and the NCCA Board members will be advised.

During icy/snowy conditions a resident of the community hit the entrance island and some damage was done to the retaining structure. When the snow clears, we will have Mr. Moran take a look at it and the resident will pay to repair the damages.

Mr. Ancona made a motion to approve an expenditure for Jim's Tree Service in the amount of \$1,450 for removing one large oak tree on common ground. Mr. Downey seconded the motion and it carried unanimously.

Architectural Control

Mr. Ruzicka received a call from a resident who indicated she sent in an application for installing same-color new siding on her home. The application had not yet been received, but Mr. Ruzicka informed the resident that going with same color siding should not be a problem.

Manor House

Two Manor House rentals are scheduled for February.

The Fire Inspections for the Manor House and Spring House were completed in January. The fire extinguishers were serviced and repaired. The fire inspectors recommended a smoke detector for the basement and Mrs. Dettra will purchase this. She also purchased a new vacuum cleaner for the Manor House.

Kenderdine Heating Oil called to check the heating system. They were concerned because the tank took a large amount of oil. Mrs. Dettra has checked the Manor House twice and the heating unit seems fine. She will continue to monitor this.

Pool Committee

Mr. Abraham received an unsolicited proposal for pool staffing and management. The pool committee will review and decide whether it is appropriate to consider this proposal for our circumstances.

Publicity

A newsletter will be going out shortly. A notice of the annual meeting will be included as well as the election ballot. It was also suggested including some comparison numbers of assessment fees for neighboring community associations. Mrs. Ehmann has done some research regarding this issue. We should also include a notice regarding no parking on cul-de-sacs.

With no further business, the meeting was adjourned at 8:35 p.m. The next regular monthly meeting will be held on Tuesday, March 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

March 1, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, March 1, 2011 in the Spring House. The meeting was called to order at 7:37 by James Downey with the following Board members and officers present: Peter Ancona, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. Also present were Paul Abraham, Fred & Barb Ehmman and Fred Dichter.

General Business

The minutes of the February meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the P&L Statement for January, 2010. Total income for the month of January was \$36,182 and expenses were \$8,199, resulting in a positive cash flow of \$27,983 for the month. As of the end of January we have \$15,371 left in the Storm Water Management Fund and \$4,300 in the Storm Damage/Tree Removal Fund. Hopefully most of the tree work has been completed. Mr. Donatelli anticipates that we will probably need to take out a \$90,000 loan for the detention basin work. With the additional \$3 per month per resident assessment specifically earmarked for that work, that portion of the assessment would yield \$5,500 per quarter to start a fund to pay the bank loan.

Mr. Downey reported that nine initial collection letters were sent. Suit was filed against one resident. One delinquent resident has moved to Arizona. Notice will be sent to the new address; however, the Newtown Crossing home currently may be uninhabited. We received a check in the amount of \$220 on one past-due account.

One resident prepaid a full year's worth of assessments during 2010; however when the special assessment went into effect mid-year in 2010, by the end of the year she owed \$18. Since that \$18 was not paid, it created a \$5 late charge for January 2011. Years ago NCCA authorized First National not to send out assessment notices if the resident had a zero balance, so the resident did not receive billings for the first three quarters and may have overlooked the fourth quarter billing, assuming she was prepaid for the year. The Board approved removing the \$5 late charge and also agreed that quarterly notices should be sent to all residents regardless of account balance. Mrs. Urquhart will contact Jim Marko at First National regarding this.

Maintenance

Mr. Moran submitted an estimate of \$950 to repair the Route 322 entrance island which was damaged when it was hit by a resident's vehicle. The resident's insurance company will cover the damages.

The Township was patrolling for sidewalk snow removal this snow season and did contact us regarding several small areas. Several homeowners were also cited for lack of snow removal. Mr. Tiffany was informed of common areas to be added for sidewalk snow removal. Mr. Tiffany was also commended for the good job that he did on the sidewalk maintenance.

Mr. Ancona reported that the power outage that affected the northern end of NCCA during the month was due to downed white pine limbs from the trees along Route 332 between the barn and the Middle School. The state gave permission to remove the trees close enough to the power lines that could impact the lines during ice and heavy snow.

Mr. Ancona reported a summary of the Township meeting held on February 22 regarding the detention basin. In attendance were Jim Downey, Pete Ancona, Marie Dempsey, and Carl Ruzicka from NCCA, Julie Nichols from our engineering firm, and Ron Weaver and Michelle Fountain from the Township. The purpose of the meeting was to present our preliminary engineering assessment and to obtain feedback from the

Township engineer. Ms. Stantec reviewed the Township's analysis and their recommendations. The redirect we obtained from that meeting will result in about \$6,100 in additional expenditures. We still do not know what the ultimate cost will be. The comments given by the Township were that they were looking for an additional evaluation of the water from the upper end of our development. They wanted us to check into Shir Ami as to whether that is included in the design calculations for our basin. For this phase, which includes the engineering design, permitting and approval from the Township and the Bucks County Conservation District, the cost will be an additional \$6,100 over the original \$15,800 estimate; and it stills needs to be determined as to what the actual cost of construction will be. The Township agreed to let us do the actual construction work at a time that would be most favorable from a "condition of the basin" point of view which would probably be the latter part of the summer. From a financial and cash flow point of view, the later we do the work, the better for us. Currently it looks like Liberty Square contributes about 15-17% of the water discharge in the basin; and it is still to be determined as to what their portion of sharing the expense will be. Mr. Ancona was thanked for his knowledge and for all of the work he has done on this project.

Mr. Moran's previous work in cleaning up the basin will have to become a regular clean-up effort in maintaining the basin area. Since the current system has worked effectively for over 30 years, we believe the Township will allow us to replace the current construction. We will continue to work with the Township and have been keeping them informed of our progress.

Architectural Control

An ACC form was approved during the month for siding for 35 King Charles Lane.

Social

An Easter Egg Hunt will be held on April 10 at 11:30 at the Manor House.

Publicity

Mrs. Dempsey reported that the newsletter is ready to go. Mr. Ehmann reported that the website use is up significantly from over a year ago. However, despite that fact, if you "google" Newtown Crossing, the old website still finishes several places above us.

Pool Committee

Damage was done to the pool cover because of the weight of snow and ice during the winter storms. There are six broken springs, an anchor is missing, the cover is torn and the chlorine cover collapsed because of the weight of the snow and ice. When we fix the baby pool, we may need a cover for that, however, that item is questionable. Mt. Lake is scheduled to come out and will give us an estimate for the repair work that needs to be done.

Mr. Abraham obtained a quote of \$3,000 to install the playground mulch and another \$2,900 to remove the old mulch. The mulch material quoted upon is not the rubberized mulch which we currently have. Mr. Ancona asked Mr. Abraham to get a sample and see if it is compatible with what is already at the playground. There is probably enough existing mulch to move it into one area and put the new mulch in the existing areas. That way we would be still using what we have and minimizing the cost of the mulch without having to pay to remove any existing mulch.

The work on the buildings can be done in April, since the contractors are scheduling work at this time.

Mr. Ancona suggested that Mr. Abraham bring in the actual proposals for the work at the pool and we can review an updated proposal to ensure that the costs are still valid from last year.

Manor House

We received the 2010 Fire Inspection Certificate, which should be framed and hung in the Manor House.

Old Business

Mr. Downey circulated copies of a Township ordinance that prohibits parking on the cul de sac islands and specifically listed all of the Newtown Crossing cul-de-sac streets. Several incidences have occurred in the community in which emergency vehicles have been unable to access the streets because of vehicles parked on the islands. Mrs. Urquhart will write to the Township Manager requesting that the islands be posted so that the police can enforce infractions of this ordinance.

With no further business, the meeting was adjourned at 8:40 p.m. The Annual Meeting, together with the next regular monthly meeting, will be held on Tuesday, April 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

April 5, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, April 5, 2011 in the Spring House. The meeting was called to order at 7:40 by James Downey with the following Board members and officers present: Peter Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Joanne Urquhart, and Bob Donatelli. Also present were Paul Abraham, Fred Ehmann, Fred Dichter, Kelly Ruhfass, Joseph Fudala and Alexandra Gallagher.

General Business

One correction was made to the March minutes. On the top of the second page, second line, "Ms. Stantec" should read "Ms. Nicholas". The minutes of the March meeting were approved with this correction.

Correspondence was reviewed. Mr. Downey received a letter from Newtown Township in reply to our request for posting "no parking" signs on the cul de sacs. Signs will be posted, written notice will be distributed to all cul-de-sac residents; and once these steps have been completed, the Police Department will begin enforcing the No Parking Ordinance.

Mr. Donatelli distributed and reviewed the P&L Statement for February, 2011 and the YTD Comparison report for January 1 to February 28, 2011. Income for the month of February 2011 totaled \$11,015 and expenses for the month of February totaled \$10,328. Income YTD as of February 28, 2011 totaled \$47,197 and expenses totaled \$18,527, for a positive cash flow of \$28,670 YTD.

Mr. Donatelli commented that from a cash flow standpoint, we will be able to pay for the siding of the buildings at the pool in May, but not in April and we will have enough to pay for the baby pool repairs at that time. The playground mulch will probably need to be deferred until the fourth quarter. August would be a good time to replace the Carriage House furnace if we decide to replace the unit.

Mr. Donatelli reviewed the status of delinquent accounts. A number of accounts have been paid, or partially paid and those accounts now total \$3,187, which is now about half of what was previously owed. In addition, there are still long-standing delinquent accounts which total \$7,311.

A resident in attendance raised concerns about cars not stopping at stop signs, especially during times when children are waiting for the bus and she has also seen vehicles go around stopped school buses. The Board told her to call the Chief of Police to patrol the area.

Maintenance

We received a letter from Michele Fountain, CKS Engineers, (who are the Township Engineers) indicating that they received copies of the Erosion and Sedimentation Control Plan for our storm water basin maintenance. They further indicated that the Township must first receive a permit application and Professional Services Agreement before they review the plans and calculations. Pete received an email from Julie Nicholas of Stantec indicated she contacted the Township and spoke to the Codes Department and they told her they would not charge a fee for the building permit, however, the Professional Services Agreement requires a mandatory \$750 deposit. Michelle Fountain works for the Township but is not an employee of the Township so she will bill the Township and \$750 will go into an escrow account and be drawn down as Ms. Fountain reviews the plans. If there is any money left in the account after Ms. Fountain's work is completed, it will be up to us to request the money back. We will have to submit application for a building permit.

Because of the heavy recent rains, we had to have Mr. Moran go out twice and clean out debris in the basin.

Ms. Nicholas is close to incorporating into our plans the changes that were discussed at the Township meeting. She basically has everything ready to go to the Township.

An insurance check has been forwarded to Mr. Donatelli for repair of the Route 332 entrance island which was damaged by a resident's vehicle. This was paid by the resident's insurance company.

We received a proposal for field mowing services and the fee has remained the same, however, our contractor may need to add a fuel recovery charge if gas prices continue to rise.

Mr. Ancona indicated that the trees along Route 332, which have been responsible for past power outages, have been marked and are ready for removal.

Resident at 11 Hidden Valley Lane indicated that ground is settling around a drainage area on common ground. The resident offered to try to fill in this area.

Architectural Control

Resident at 162 Commonwealth Drive submitted application to replace fencing. Application approved as submitted.

Resident at 11 Hidden Valley Lane requested permission to erect a shed which certain stipulations. The Board approved the shed under the condition that he first obtain approval of the stipulations from Newtown Township.

Resident at 5 Delaware Court submitted application to install new siding. Application approved as submitted.

Resident at 140 E. Hanover Street submitted application to install new windows. Application approved as submitted.

Resident at 71 King Charles submitted application to replace sidewalk and concrete slab in rear of his home. Application approved as submitted.

Resident at 1 King Charles Lane submitted application to install siding and windows. Application approved as submitted.

Social

An Easter Egg Hunt is scheduled for Sunday, April 10.

Publicity

The webmaster sent out an email blast regarding recent events. The new system enables the webmaster to see how many have been opened the message and how many remain unopened.

There is currently a Newtown Crossing Yahoo group which was started a number of years ago and a resident from Eagle Ridge requested permission to join the group. Since this is not a Newtown Crossing sponsored group, the Board felt our webmaster, who is currently monitoring the group, can use his discretion in accepting members.

Pool Committee

Mt. Lake and Aqua both quoted on replacing the springs on the pool cover. Mt. Lake quoted \$750 for the springs plus \$150 per hour for labor. Aqua quoted \$49 for a service call and \$76 per hour, with their total cost quoted at \$349 plus tax. They also quoted a price of \$600, including chemicals, to open the pool. Mr. Abraham recommended having Aqua open the pool and take care of repairing the pool cover. Mr. Ruzicka made a motion to accept the bid of Aqua Pool for \$349 plus tax to repair the pool cover and \$600 to open the pool. Mrs. Dempsey 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 carried unanimously.

Mr. Abraham presented quotes for siding the buildings at the pool area. Phoenix came down on their quote from last year, and quoted \$9,750 and Apple Home Improvement quoted \$9,200. Included in these quotes are siding for the pump house, the guard house, the bathroom, the snack shack, new doors (wood is rotted), and new windows. Mr. Abraham recommended Phoenix, even though they were slightly higher, but they gave a more comprehensive quote. Any rotted wood would be extra. Mr. Donatelli noted that there was no state I.D. number on Phoenix's quote and he indicated that the number needs to be on the quote.

KS Green Day gave a quote of \$2,350 to sandblast the kiddie pool and plaster with river rock with a 10-year warranty.

Mrs. Dempsey made a motion to accept the bid of KS Green Day to sandblast the kiddie pool for \$2,350. Mr. Ancona suggested that there be some type of written warranty indicated on the quote. It was also suggested that we could sandblast and seal and leave the bare concrete. Mr. Abraham will recheck on this and this item will be re-voted upon.

Mrs. Dempsey made a motion to accept the bid of Phoenix to replace the siding, windows and doors of the buildings at the pool area for a total of \$9,750, pending receipt of Phoenix's state I.D on the contract. 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 carried unanimously.

Mr. Abraham reported that in March of 2012 all public pools in PA with more than one foot of water will have to have handicapped accessibility. Mr. Abraham will provide more details when he receives additional material.

Manor House

Mrs. Dettra reported that there was one Spring House and one Manor House rental scheduled for April and one NCCA event scheduled. There are also two paid Spring House rentals scheduled in May, two paid Manor House rentals scheduled in May and two swim team meetings scheduled in May in the Spring House.

Mrs. Dettra also indicated that there was some leaking from the ceiling in the 2nd floor sun room. There were problems in this area before and we needed some roof repair. Mrs. Dettra offered to get someone to look at this.

The heater went out at the Carriage House. The rental agent told the tenants to contact Patriot, the heating contractor that they use, and that contractor told the tenants that the heater needed to be replaced and left without restoring their heat. We then authorized Kenderdine to go out and look at the heater and they fixed it right away. Kenderdine indicated that the heater is wearing down; it's probably 40-50 years old. Kenderdine will prepare a proposal for replacement and will forward to us. Since the heating season is winding down and the heater is currently working, it was suggested waiting until August to replace the heater, at which time we will be in a better cash flow position.

Old Business

With no further business, the meeting was adjourned at 9:32 p.m. The next meeting will be held on Tuesday, May 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

May 3, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, May 3, 2011 in the Spring House. The meeting was called to order at 7:35 by James Downey with the following Board members and officers present: Peter Ancona, Bruce Collier, Marie Dempsey, Joanne Urquhart, and Bob Donatelli. Also present were Paul Abraham, Fred and Barb Ehmman, Fred Dichter, and Ailene Turner.

General Business

One correction in the April minutes was noted—the spelling of Julie “Nichols” to “Nicholas”. Several other items were verified and accepted as stated. The minutes were approved as corrected.

Mr. Donatelli distributed and reviewed the March 2011 Profit and Loss Statement, the January 1 to March 31 YTD Comparison and the Balance Sheet as of March 31, 2011. Income for the month of March totaled \$9,403 and expenses totaled \$3,750. Income through March 31 totaled \$56,600 and expenses totaled \$22,072, with additional reserve expenses of \$3,750. Total Assets and Liabilities/Equity as of March 31, 2011 was \$214,185. We are in a better financial situation than we were at this time last year and should be able to comfortably get through the summer months. However, Assessments Receivable still remains extremely high—as of March 31, 2011 totaled \$20,906.

Mr. Donatelli reviewed the status of delinquent accounts. We received payments on several accounts.

A hearing is schedule next week for one resident and five new notices were sent.

We also obtained a judgment against another resident in the amount of \$877.06.

Correspondence received was reviewed. We received a letter from Lecks indicating that they will be adding a fuel surcharge. Newtown Artesian is applying for a rate increase. We received a complaint from a resident on Union Street regarding maintenance and tree branches not being cleaning up and other landscaping debris being pushed around. Question was raised as to when Mr. Moran is supposed to clean up and when Jim’s Tree is supposed to clean up. Mr. Ancona felt we should tell Mr. Moran that if there are smaller branches (under 4”) that are on the ground, they should be cleaned up and should be part of the scope of Mr. Moran’s work and charged as part of his cleanup. However, we also have issues with residents dumping on common ground. If there is work that Mr. Moran can handle, then he should clean up and the larger branches will be left for Jim’s Tree to clean up. We just need to let Mr. Moran know what his responsibilities are.

Maintenance

Jim’s Tree Service gave us a price of \$1500 to do clean-up work, but after that quote was given, additional clean-up work arose and he was authorized to also do that work. With the additional work, the bill now totals \$1,925. Hopefully we are now finished with the winter clean-up work.

We have been trying to keep the detention basin outflow drain clear, but it is backed up again. Mr. Moran looked at the area and was going to clean out the debris that has again accumulated, but there is a nest of Canadian geese on top of the headwall next to the overflow and if anyone gets close to the nest, the geese will attack. Mr. Ancona told Mr. Moran to hold off because he would be under attack the entire time he would be down there. Mr. Ancona sent an email to the Township indicating that we tried to clean out the area, but that the geese are there and we will clean as soon as we can. The geese should be gone within the next several weeks, after which time Mr. Moran will clean up. The outflow area continues to clog because of dead branches and other natural debris that flows from the detention basin area.

Mr. Ancona felt that since the detention basin area is so wide open now after having removed so many of the trees that were previously there, we should consider cleaning out all of the dead debris and then have Mr. Emil do a yearly field mow. Mr. Ancona asked Jim's Tree to give an estimate on removing the dead branches and downed trees and clear to the point where it could be field mowed. Jim's Tree estimated three men, three days, at a cost of roughly \$3,600. We have not budgeted this item, but from a preventative standpoint, this would be the best time to do this clean-up since the growth is lower now. If we stayed on top of it, the area would basically be some trees and underbrush that gets mowed down once a year. This should eliminate a lot of the debris that floats over and clogs the outlet. The Board felt it would be wise to clear it out now so it could be field mowed once a year, thus helping to alleviate constant clogging that has been happening.

Mr. Collier made a motion that we authorize an expenditure to Jim's Tree Service in the amount of \$1,925 for the remaining winter storm clean-up. Mrs. Dempsey seconded the motion. The motion was called and the vote was as follows: Mr. Ancona, yes; Mr. Downey, yes; Mrs. Dempsey, yes; and Mr. Collier, yes. Mrs. Dempsey made a motion to approve an expenditure of up to \$3,600 to Jim's Tree Service to clean up the detention basin. Mr. Collier seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Downey, yes; Mrs. Dempsey, yes; and Mr. Collier, yes. Both motions were unanimously approved.

Mr. Donatelli indicated that there are two trees on common ground behind 9 and 7 South Lancaster that should be elevated so that the area can be properly mowed and suggested having this done in conjunction with other future tree work.

Mr. Ancona offered to look for an inexpensive replacement tree at the end of the season as a replacement for the tree that died at the corner of the parking lot.

Architectural Control

Resident at 21 King Charles Lane submitted application to install new siding, windows, gutters and fencing. Siding, window, and gutters were approved; however fencing was vague and not approved as this time.

Pool Committee

The pool company will open the pool during the week of May 9 and the contractor will be starting the siding and the baby pool at the end of this week. Everything should be done before the pool is open for the community. A plumber will be coming out to repair the pool valve. There are other minor plumbing repairs that need to be addressed. We also need new door knobs and locks when we get new doors for the building. The pool committee will get new keys for the pool. Mr. Ancona will get a new lock so PECO can access the necessary area.

When the siding is replaced, there may be wood damage to the door frame and window frames, and we do not know what the cost will be for those repairs.

Social

the Easter Egg Hunt was a big success with approximately 50-60 children attending. Lorrie Strange will be resigning from doing the Halloween party this year, so anyone interested in taking over this event should contact her.

Manor House

Four paid Manor House rentals are scheduled for May and two swim team meetings are scheduled.

Several gutters need to be re-hung and the gutters need to be cleaned. The electric pole light (lantern) by the walkway is broken and Mrs. Dettra will contact George Hepp to repair upon Board approval. Mr. Ancona

made a motion to authorize Mrs. Dettra to have the gutter pieces re-hung and have the gutters cleaned. Mrs. Dempsey seconded the motion and it carried unanimously.

Mr. Ancona made a motion to authorize George Hepp to fix the pole light. Mrs. Dempsey seconded the motion and it carried unanimously.

The kitchen sink faucet in the Manor House needs repair and Mr. Ancona offered to look at it.

In April there was a problem with the heater in the Carriage House and the rental agent sent out their heater contractor to look at the problem. The tenant was charged for a service call, during which the contractor did no servicing but indicated that a new heater was needed. NCCA reimbursed the tenant for that service call. NCCA then authorized our heating contractor, Kenderdine, to look at the heater. Kenderdine was able to fix the heater, however, indicated that the heater was very old and that we should consider replacing it. Kenderdine submitted a proposal in the amount of \$3,395 for a new heater. Mr. Abraham felt this was a good price, however, it was suggested that since the winter months are now behind us, this is an item that could be deferred. Several Board members would not want to run the risk of keeping the current heater for another winter and have it malfunction during the middle of a winter. We will revisit this issue the end of summer.

New Business

One Board member has received some verbal complaints from residents regarding the appearance of the "No Parking" signs that have been posted by the Township on the cul de sac islands. Board reply was that the signs needed to be highly visible and that the Township did a great and expedient job in posting the signs. There have been several incidents in the past where vehicles parked on the islands prevented emergency vehicles from being able to access homes which were in peril and now the Township will be able to enforce the no parking on the islands.

With no further business, the meeting was adjourned at 9:10 p.m. The next meeting will be held on Tuesday, June 7, starting at 7:30 p.m. in the Spring House. Since we did not have a quorum for the annual meeting in April, that meeting will also be held on June 7.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

June 7, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, June 7, 2011 in the Spring House. The meeting was called to order at 7:40 by James Downey with the following Board members and officers present: Bruce Collier, Carl Ruzicka, and Bob Donatelli. Also present were Fred Dichter, Ailene Turner, John and Mildred Kopefitowski, Jill Collier and Andrea Brantley.

General Business

Mr. Ruzicka questioned an item under "Manor House" in the May minutes which indicated the quote received from Kenderdine was a good price for a new heater. If we only had one price submitted, how were we able to assess that Kenderdine's price was a fair price? Mr. Collier indicated that Mr. Abraham, who had been in the heating business, stated at the meeting last month that the price was a good one. Mr. Ruzicka felt we should obtain additional quotes for a heater to substantiate competitive pricing and offered to obtain further quotes. The minutes will be changed to reflect that Mr. Abraham felt it was a good price. The minutes were approved with that clarification.

Mr. Donatelli distributed and reviewed the April 2011 Profit and Loss Statement and the January 1 to April 30, 2011 YTD Comparison. Mr. Donatelli reviewed the status of delinquent accounts. Two hearings are scheduled for June 21. Five final notices were sent in April. A judgment was obtained against a resident who currently owes \$877.06. We also have a judgment against another resident in the amount of \$756.50.

We have an agreement with the single family homeowners on Hidden Valley that they can join the pool if they pay the equivalent of one year's assessments. One family has signed up thus far.

Mr. Donatelli reported that the rest of the expenses for the month were mostly in line with the budget. It was necessary to order new checks and deposit tickets, for about \$300. We have a net balance in the checking account of \$40,000 to \$45,000, so we are certainly in a much better financial position now as opposed to last year at this time when we had almost nothing in the checking account.

Correspondence received and sent was received. Mr. Downey received a letter from Ron Weaver of the Township regarding a supervisors meeting during which our resident supervisor made a statement to the effect that the Newtown Crossing did not ask for the signs that we got. Mr. Downey and Mr. Ancona wrote back that the signs were perfect despite comments of several residents within the community. They are high enough to deter vandalism and large enough to be seen that residents cannot argue that they did not see the signs if the police need to enforce no parking in these areas. There have been several instances in the past in which emergency vehicles were unable to access cul de sac areas due to vehicles parked on the islands. Posting the islands should alleviate that safety problem in the future.

Complaints have been received regarding 146 Commonwealth and 141 Commonwealth. These properties have gone into foreclosure and the properties are not being maintained. Some neighboring residents have been trying to maintain the properties, but have now asked if the Association can do anything. Mr. Downey felt we should cut the grass and made a motion that we have Moran mow the lawns at 146 and 141 Commonwealth. Mr. Collier seconded the motion. Motion carried.

Maintenance

Residents who live on the corner of Delaware and Mill Pond cited that there are two sections of sidewalk on Mill Pond that need repair and did not know who was responsible for the repair work. Mr. Downey responded that the law of sidewalks states that the person whose property adjoins and abuts the sidewalk is responsible for the maintenance of the sidewalk, including repairs and snow removal. The homeowner whose property borders a sidewalk is responsible; however, this home is a townhome and the owner did

not know whether their property went all of the way out to the sidewalk. Another corner townhome owner in attendance stated that their property did not go all of the way out, since they just obtained a permit for a fence. Mr. Downey will check the tax map for that area and verify the property line for this townhome. There is another section along Mill Pond behind 208 Commonwealth that also needs sidewalk repair.

Mr. Ruzicka received an email regarding three dead trees on common ground behind 26 S. Lancaster. Mr. Ruzicka looked at the trees and verified that they are dead. He will contact Jim's Tree to get a quote on the above trees and, in addition, trees that need to be elevated on common ground behind 9 and 7 South Lancaster.

The engineer has submitted all of the plans to the Township regarding the detention basin work.

Architectural Control

Resident at 3 Princess Lane submitted application to replace current siding with medium grey siding. Application approved as submitted.

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

Resident at 25 Delaware Court submitted application for siding with a change in color from medium brown to light brown. The Board had no problem with color change since it was staying within the same color range.

Pool Committee

Aline Turner has been taking over responsibility for the pool while Mr. Abraham has been in the hospital and represented the pool committee in his absence.

A used air conditioner has been donated for use in the snack shack. Instead of putting an outside hole in the new siding, the pool committee suggested putting the air conditioner on the inside wall between the snack shack and the dog house. Mr. Collier did not think there would be any problem in doing that. Since it is unknown as to how long the used air conditioning unit will last, suggestion was also made to purchase a new inexpensive unit, which could probably be purchased for \$70-\$100. Mr. Collier offered to provide consultation regarding the air conditioning and refrigeration in the snack shack.

The pool committee would like to raise the salaries of one full-time guard and two part-time guards by \$.25/hour, the assistant manager by \$.25/hour and the manager by \$.50/hour. The committee prepared a budget and these increases are within their budget. Mr. Collier made a motion to accept the salary proposals of the pool committee, as long as they come within budget. Mr. Ruzicka seconded the motion. The motion approved unanimously.

During the month Mr. Downey has been corresponding with the swim team's chairperson, Jen Miller, regarding hiring and insurance. Mr. Downey indicated that if you hire anyone who is going to work with minors they need to go through a state police fingerprint check. Discussion also ensued regarding the difference between hiring someone as an employee versus hiring someone as an independent contractor, and hiring a 16-17 year old as an independent contractor. Someone that young is not able to be hired as an independent contractor.

While Ms. Miller was not available during the beginning of the pool discussions, she came in at the end of the meeting to further discuss the swim team. Mr. Downey indicated that the Association does not nor should not have any ability to manage the swim team. We do have the right and privilege, however, to demand that the swim team has insurance coverage since the swim team is using the community pool and it has to be used in deference to the community. (We have received a copy of the swim team insurance policy.)

Discussion reverted back to the confusion as to hiring “employees” versus “independent contractors”. Also, Ms. Miller had spoken with the broker of the company that insures Lower Bucks Swim League and he indicated that, except for our team, all of the other teams in the league have swim clubs that sanction the team and they are covered under their swim club’s coverage. The broker further informed Ms. Miller that it was not a hardship for the swim club to add the swim team to their policy. It required calling the insurance agent and asking them to sanction the swim team. However, Mr. Downey reminded that we do not have a swim club, but a homeowners association. Mr. Downey offered to contact the broker with whom Ms. Miller spoke and talk to him directly. Ms. Miller admitted that she has become overwhelmed with the legalities of swim team issues and Mr. Downey offered to talk to her outside of a meeting setting.

Manor House

Mrs. Dettra’s report indicated that there were two Spring House rentals for May, two Manor House rentals for May and several community uses of the facilities.

Two Manor House rentals are scheduled for June.

The Manor House gutters were cleaned and repaired in May, as well as a leak in the roof. George Hepp replaced and repaired the lantern lights along the walkway. An exterminator was called to get rid of the nest of ground bees by the Manor House door.

New Business

With no further business, the meeting was adjourned at 8:37 p.m. The next meeting will be held on Tuesday, July 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

July 5, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, June 7, 2011 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, Bob Donatelli and Joanne Urquhart. Also present were Paul Abraham, Aline Turner, Jill Collier, Barb and Fred Ehmann, David Gallagher, Len Adamusko, Ken Myers, Jen Miller, Bernadette and Larry Seifert, Rich Lawlor, Pat Pierson and Patrice Cichalski.

General Business

Mr. Adamusko, our insurance agent from State Farm Insurance, attended the meeting to review our insurance coverage and answer any questions relative to insurance coverage and insurance issues due to extra pool activities. A number of individuals had proposed an additional adult swim session from 7-8 a.m. in the morning and it was questioned whether it would create any additional liability. Mr. Adamusko indicated additional swim time would not create additional liability as long as sufficient lifeguard staff was on duty. The swim team has been in contact directly with Mr. Adamusko regarding its own necessary coverage.

Mr. Ruzicka inquired as to whether last year's significant rate increase was related to the Spring House damage and the claim submitted. Mr. Adamusko indicated that the substantial claim did impact on our rates and that there should be no increases this year as long as no other claims are submitted. We lost a 35% reduction because of the Spring House claim, but Mr. Adamusko indicated that we should earn that back with years of non-weather related claims—3 years to get 15% back and 6 years to get 35%. We should also examine existing trees in the area to insure that none are at risk of falling on any of our other buildings. Mr. Adamusko mentioned to the Board that, at one time, the Association had an additional umbrella policy. Mr. Downey asked Mr. Adamusko to forward a quote for that policy and the Board would consider that additional coverage. The Board thanked Mr. Adamusko for attending the meeting and for the efficient services his office has provided. Mr. Adamusko indicated that questions can be referred to him at any time.

Several corrections were made to the Architectural Control section of the June minutes. With those corrections the minutes were approved.

Mr. Donatelli distributed and reviewed the May 2011 Profit and Loss Statement and the January 1 to May 31, 2011 YTD Comparison. Total income for the month of May was \$11,084 and expenses for the month were \$16,251. Income for the period January 1 to May 31, 2011 was \$104,698 and expenses totaled \$48,662 plus reserve expenses of \$3,750.

Mr. Donatelli reviewed the status of delinquent accounts. We received \$625 on one account and this account is now paid in full. Another resident who owed \$877, has made payments and currently owes around \$70. A hearing is scheduled on July 19 for a resident who owes \$571. No progress has been made on an account which currently has an owed balance of \$421. Another resident paid \$250 on their account and stated that the balance should follow shortly.

Two properties on Commonwealth, are currently in foreclosure and at the last Board meeting the Board approved having Mr. Moran cut the grass of those properties. Because the grass was so tall, Mr. Moran had to make two passes on the first cutting and the properties were cut a second time. Mr. Donatelli questioned whether we will be able to obtain reimbursement from the mortgage company for cutting of these properties. Discussion followed regarding whether NCCA should continue to cut these properties since Mr. Ruzicka understood that we were only going to do a one-time cutting. He felt that neighboring residents should step up to help maintain these properties. Mr. Ancona suggested that we contact neighboring residents and ask for their help in maintaining the properties. Since Mr. Ehmann lives on Commonwealth, he offered to help cut those properties and Mr. Collier offered to speak to one of the other residents on that street regarding maintaining the properties. Mr. Ruzicka made a motion that going forward we will no longer cut the grass at 141 and 146

Commonwealth. Mr. Collier seconded the motion and the vote was called: Mr. Downey, no; Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; and Mr. Ruzicka, yes. The motion carried, 4 to 1. Neighbors will be contacted to help in maintaining these properties.

Mr. Donatelli indicated that our cash flow position is much better than last year at this time and that our actual working balance is about \$20,000. Last year at this time we were close to a zero balance.

Regarding the annual meeting, Mr. Donatelli reported that we currently have received 52 ballots, which are still not enough to constitute a valid election. He suggested trying to get ballots at the pool and felt we should get 18-20 ballots in case some ballots are duplicates.

Maintenance

Several trees along Mill Pond are creating a walking hazard and need to be elevated. Pete offered to look at them and cut the low branches.

Months ago, a resident fell on the sidewalk at Mill Pond and York and question was raised as to whether that corner of property was NCCA common ground or part of the adjoining resident's property. It was determined that in that particular spot there is no common ground and the entire corner is part of the property belonging to the end unit. Therefore that section of sidewalk is the responsibility of the homeowner who lives in that end unit. The woman who fell indicated that there was also a crack in the sidewalk next to her house and that section of sidewalk does belong to NCCA. Mr. Downey looked at that sidewalk and will patch that particular section where the sidewalk has separated.

There are beehives at the playground under the slide and seesaw, and several children have been stung. Mr. Ancona offered to look at the hives and, if he can handle, he will spray. If not, we will contact Lecks.

Architectural Control

Resident at 120 Chesapeake Drive submitted application to replace siding. Application approved as submitted.

Resident at 1 Princess Lane submitted application to replace siding, three windows, replace sliding glass door and replace existing storm door. Application approved as submitted.

Resident at 137 Hidden Valley Lane submitted application to replace fencing. Application approved as submitted.

Resident at 195 Commonwealth Drive submitted application to install front awnings. Resident had contacted neighboring residents who had no objection to the awnings. Application approved as submitted.

Pool Committee

Mr. Myers, a resident of King Charles, indicated that there are about 8 members of NCCA who would like to host a pool party for some of the members of the Council Rock marching band and asked if the pool fee could possibly be waived. The residents would pay for the lifeguards. The party would be on August 17 from 8-10 p.m. The Board agreed to waive the fee for this event.

We need a new lawn mower at the pool. Mr. Ancona told the pool committee that he has a mower which is less than a year old, originally priced at \$200, and offered to sell it to the committee for \$100. The Board agreed to this.

The siding is all finished except for putting in two vents in the dog house and the pump house.

There are two lawn mowers and an air conditioner at the pool that need to be discarded. As long as we drain the gas out of the mowers, Lecks will take them; however, there is a \$50 processing fee to take the refrigerant out of the air conditioner. Pete indicated that PECO is currently having a promotion, in which case they may take the air conditioner without cost.

Favorable comments were made regarding the appearance of the pool area, with the new siding of the buildings and repair of the baby pool.

New umbrellas are needed for the guard stands. The pool committee has been having difficulty finding smaller umbrellas for the stands and may have to go with a 6-foot umbrella. They may have to pay more for them, but hopefully the new ones will be more durable than the ones which were purchased last year.

Manor House

Two rentals are scheduled for July and no repairs are scheduled. The exterminator is scheduled for July 11. We have also had a problem with carpenter ants, and the exterminator has treated this problem.

Mr. Gallagher, a resident who formerly worked for the company who currently provides the security system for the Manor House, now works for Access Security and would like to submit a bid which could possibly save the Association money by switching to Access. The Board suggested he submit a bid for consideration.

Social

The social committee will be sponsoring a pool party on July 13 with free water ice and pretzels.

Publicity

The webmaster has been monitoring website usage and website usage is up. Currently, however, out of approximately 635 household only 248 individuals are signed up for email of the newsletter.

Old Business

Mr. Ancona reported that our engineer has forwarded the revised detention basin plans which incorporate the changes required by the Township. The changes have been re-submitted to the Township, and Mr. Downey spoke to Ron Weaver asking him to expedite the plans. Once they are reviewed, our engineer will submit the plans to the Bucks County Conservation District. If there is a quick turnaround, we would like to start the work in late summer when the weather is dry. We will need to obtain a loan for this work; however, we cannot approach the bank for a loan until we have the final cost of the project. The final cost cannot be determined until the Conservation District notifies us that our plans are approved as submitted. Any changes made by the Conservation District could increase the cost of the project. We currently have been putting some additional money into short-term clean-up of the basin to keep it functional.

From our end, we have completed as much as we can at this point, and we cannot proceed until the Township and Conservation District approve the plans. The longer we wait to start this project the better it is for us, since it buys us more time to strengthen our cash flow position. Since the paperwork is in the hands of the Township, they know that we are proceeding in good faith on this project and that we cannot do anything further until the Township/Conservation District approve the plans. The detention basin work could probably be done as late as winter; however, the best time would be August or early September when the ground is dry and there is no threat of frost. If work cannot be started by then, the project may need to be deferred until next year.

New Business

With no further business, the meeting was adjourned at 9:15 p.m. The next meeting will be held on Tuesday, August 2, starting at 7:30 p.m. in the Spring House. The annual meeting will also be reconvened at that time.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

August 9, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, August 9, 2011 in the Spring House. The meeting was called to order at 7:45 by James Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also present were Fred Dichter, Fred Ehmann, David Gallagher, and Ray Setters.

General Business

The first order of business was nomination of officers. Mr. Ancona nominated Mr. Downey to continue as President and Mr. Downey nominated Mr. Ancona to continue as Vice President. The nominations were unanimously approved.

The minutes of the July meeting were approved as submitted.

Mr. Donatelli reviewed highlights of the draft of the NCCA Report of the Independent Auditor as of December 31, 2010. Copies of the report were emailed to the Board members prior to the meeting. Our auditor commented on a great job of budgeting and controlling expenses and in maintaining the general ledger. Mr. Donatelli was thanked for a job well done in maintaining the financial records.

Assessments Receivable increased in 2010 by roughly \$2,000. One change that the auditor made was to set aside \$2,000 to allow for uncollectible assessments. Fixed Assets declined because of depreciation. We are in decent shape this year and are currently in the process of replenishing the fund reserves. We are also funding depreciation this year.

Mr. Ancona made a motion to approve the Report of the Independent Auditor as of December 31, 2010. The motion carried unanimously.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for June 2011, the Profit & Loss YTD Comparison January 1 to June 30, 2011 and the Balance Sheet as of June 30, 2011. Total income for June was \$9,248 and expenses totaled \$3,750. YTD income January to June 30, 2011 totaled \$113,947, and total YTD expenses were \$66,993 plus \$7,500 reserve expenses. A major negative on the Balance Sheet is Assessments Receivables, currently showing at \$20,070.

Mr. Donatelli reviewed the status of delinquent accounts. In July we received \$625 paid on one account and another account paid all but \$70. Assessments should have gone down substantially, but only went down slightly. There are currently more people in financial distress, and we may have to look at increasing the allowance for assessments that we will be unable to collect. We budgeted \$7,500 this year and we added \$2,000 from last year which will bring the total up to about \$9,500 at the end of the year. This is a great concern.

Correspondence received and sent was reviewed. Mr. Downey received a complaint about feral cats. Complaints of this type should be addressed to the Township.

Maintenance

Mr. Downey received a complaint regarding 146 Bucks Meadow, which is extremely overgrown. The owner is currently living in Florida and there is a tenant in the townhome at this point. Years ago the owner planted an abundance of bushes/trees along the common ground and on his property and the Association made the owner remove some of the plantings bordering common ground. The plantings have now matured and are overrunning the property. A neighboring resident attended the meeting stating that the property has become a haven for wild animals, mosquitoes, and feral cats and that the plantings are out of control. The

owner has become an absentee landlord and the tenants have done little to maintain the property. The sidewalk was not even shoveled during the winter. Mr. Downey suggested that the Board members look at the overgrowth and decide what we should do regarding this property.

Mr. Donatelli mentioned that there is a tree on common ground behind his house which has a branch about 14 feet up that looks like it is going to split. There is also a limb on a tree behind 146 Bucks Meadow that looks like it is also going to split. A tree fell on a section of the tennis court fence. Pete will check the fence to see if it needs to be repaired.

Architectural Control

Residents at 111 Commonwealth submitted applications to install window in vinyl sided garage wall and skylight in center of garage roof. Application approved as submitted.

Residents at 11 Union Street submitted application to remove a large tree on the side of the garage side of their house. Application approved as submitted.

Pool Committee

The pool party that was originally scheduled for August 9 will be rescheduled. As part of the Newtown Businessman's Association, Mr. Gallagher indicated that Lecks will be picking up recycling from the pool at no charge as a donation to the swim team.

Manor House

Mrs. Dettra's report indicated that two paid rentals are scheduled for August and one community use of the Manor House grounds. No repairs are scheduled for the Manor House in the next few weeks.

Mr. Gallagher, a representative for Access, inquired as to the status of the alarm contract. Since we have not yet received the renewal contract from our current alarm system provider, we are unable to compare prices to determine whether it would be economically feasible for us to change providers. Therefore, decision on this has been postponed until we receive the billing from our current provider.

Publicity

There is an old article on the website about needing keys for the tennis court. Since that article is outdated, it will be removed from the website. As a note to residents submitting items for the website, the Board uses discretion in posting items which may have a negative impact on the community.

With no further business, the meeting adjourned at 8:35 p.m. The next meeting will be held on Tuesday, September 6, 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 6, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, September 6, 2011 in the Spring House. The meeting was called to order at 7:34 by James Downey with the following Board members and officers present: Pete Ancona (late), Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also present were Fred & Barb Ehmann, Aline Turner, Lorrie Strange and Ray Setters.

General Business

The August minutes were approved as submitted.

Mr. Donatelli distributed the final copies of the December 31, 2010 Auditor's Report.

We received a proposal from First National Bank for accounting services for next year, with fees remaining the same as last year. Mr. Downey made a motion that we accept the proposal from First National for accounting services in the amount of \$825 per billing period. Mr. Collier seconded the motion and it carried unanimously.

Mr. Donatelli reviewed the status of delinquent accounts. In July we received a payment in the amount of \$679 for one account and in August we received a payment in the amount of \$670 for a second account.

Mr. Donatelli distributed and reviewed the July 2011 Profit and Loss Statement and the Profit & Loss YTD Comparison January 1 – July 31, 2011. Income for the month of July totaled \$32,384 and expenses totaled \$23,930, for a net profit for the month of \$8,454. Income for January 1 to July 31 totaled \$146,330 and operating expenses totaled \$90,924, plus reserve expenses plus reserve expenses of \$7,500. Mr. Donatelli reported that as of July 31, 2011 we have positive cash flow for the year of \$35,810.

Mr. Donatelli requested approval for payments to Moran and Newtown Township. Mr. Ancona made a motion that we approve a payment of \$990 to Moran for hurricane damage clean-up. Mr. Collier seconded the motion and the motion carried unanimously. Mr. Ancona made a motion to approve payment to CKS for engineering work in connection with the detention basin work in the amount of \$1,160 and \$573 for professional fees. Mrs. Dempsey seconded the motion and it carried unanimously.

We received a renewal contract from ADT for security monitoring at the Manor House in the amount of \$383.88, which is the same rate as last year. Mr. Ancona made a motion to accept the renewal contract from ADT and Mr. Ruzicka seconded the motion. The motion carried unanimously.

Maintenance

We had damage to a light fixture outside of the Spring House, when a branch from one of the trees broke off. We were fortunate that we did not sustain a lot of tree damage during the last several storms.

Mr. Ancona received an update from Stantec regarding the detention basin project. Stantec is still waiting for the review by the Bucks County Conservation District. Stantec received a letter from the Conservation District citing some typographical errors and received a \$250 charge for proofreading errors. Stantec will pick up this cost. Mr. Ancona reported that from past experience, packages that contain typographical errors will be sent back by the Conservation District. The corrected report will need to be resubmitted and the process started all over again. Therefore, at this time Stantec cannot provide an estimated time of starting the work. From a cash flow standpoint, the longer we wait to start the project the better, and the Township has been kept informed of our efforts on this project.

Mr. Ancona checked on the basin during the recent storms, and the water was so high from the Neshaminy Creek that it was coming into the basin from the creek. Therefore, during a 100-year flood, the water will be

flowing into the basin from the creek as fast as it is flowing out of the basin into the creek. The water was able to drain out of the basin once the creek receded, so the work we previously did was greatly beneficial.

We will have Jim's Trees Service give us a quote to remove a tree on common ground behind 156 Bucks Meadow and also a quote to clean up the breezeway next to 156 Bucks Meadow. This is overgrown due to plantings by the neighboring resident. It is the Board's intention to either have the resident clear it out or have Jim's Tree clear it out and then bill the resident.

Mr. Ancona received a request from a resident (who lives behind the pool) to trim the other side of the hedges along the pool and playground. While Moran has trimmed the pool side of the hedges, the back side has never been cut. Since the hedges are along a retaining wall and there is a five-foot drop on the other side, Moran would have to create scaffolding on the house side in order to access the hedges. The cost would be \$995 to do the entire length of the wall. Mr. Ancona made a motion that we spend \$995 to trim the hedges along the playground/pool on the on the residents' side of the hedge. Mrs. Dempsey seconded the motion and it carried unanimously.

Pool Committee

We need a new refrigerator for the snack shack and the Millers have donated another one.

The pool has been closed and everything went well for the season.

The pool committee found out that we are now going to have to cover the newly renovated baby pool. Aqua recommended we install a cover very similar to the one on the big pool. The cost of the cover is \$890, plus \$200 to install. It will also be \$315 to winterize the pool. The cover carries a 15-year guarantee and will protect the plaster work that we just did at the baby pool. Mr. Collier made a motion to purchase and install the cover for the baby pool. Mr. Ruzicka seconded the motion. The motion carried unanimously.

The sewer company came out and re-read the meter and we should be getting a new bill.

Social

Mrs. Strange reported that we had two pool parties this year. The social committee started purchasing and giving gift certificates for the snack shack as prizes for different events during the summer.

We will be having a Halloween party on October 23, starting at 12:00. Kelle Johnson has offered to take charge of that event.

Manor House

Several outside floodlights are out at the Spring House and Manor House.

The heater in the Spring House had been repaired the end of last winter, and we had obtained a quote for a new heater. After repairing the heater, however, it seems to be working fine. Therefore, it was felt that rather than replace it at this time, we will put it under a regular maintenance plan until our heating company recommends replacing it.

Publicity

Mrs. Dempsey reported that a newsletter will be going out soon.

New Business

Mr. Collier received complaints regarding an inoperative van which has been parked on Canterbury for several months. The vehicle has slashed tires, but since it has a valid registration and current inspection, Mr.

Collier was told that the police could not do anything about the vehicle. It was suggested we write to the owner to have it removed from the street.

With no further business, the meeting adjourned at 8:55 p.m. The next meeting will be held on Tuesday, October 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

October 4, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, October 4, 2011 in the Spring House. The meeting was called to order at 7:35 by James Downey with the following Board members and officers present: Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli (arrived late) and Joanne Urquhart. Also present were Paul Abraham, Nancy Lamonica and Irene Herbe.

General Business

One spelling (Kelly Johnson corrected to Kelle Johnson) and wording change (CKS Engineering corrected to Newtown Township) were noted on the September minutes. The minutes were approved with those corrections.

Mr. Donatelli distributed and reviewed the August 2011 Profit and Loss Statement and the Profit & Loss YTD Comparison January 1 – July 31, 2011. Income for the month of August totaled \$16,326 and expenses totaled \$24,839 for a net loss for the month of 8,513. YTD income as of August 31, 2011 totaled \$162,657. YTD expenses totaled \$115,763. In addition, reserve expenses totaled \$7,500 resulting in a positive cash flow as of August 31 of \$39,394. Storm damage/tree removal expenses are substantially lower, \$0 compared to \$14,020 at this point last year; however, mowing expenses are about \$4,000 higher this year due to all of the rain we have had versus rainfall last year.

Maintenance

We received a copy of a letter dated September 22 from the Bucks County Conservation District addressed to Stantec Consulting Services regarding our stormwater maintenance. The letter indicated that the application information submitted was "Administratively Incomplete." Stantec will re-submit information for re-review by the Conservation District.

Mr. Ruzicka received a call from residents who live at 167 Delaware Court. The residents raised a complaint about the deteriorating retaining wall behind their home. Mr. Ruzicka looked at it and the wood retaining wall appears to be on common ground. NCCA had partially repaired the wall about 12 years ago, but since then the wood has rotted and the wall is currently in poor condition. Additionally, the resident's property backs up to a small section of common ground on King Charles. With all of the heavy rains over the past few months, a swale has developed on the property above and behind the residents' property, and erosion has created a ditch. The swale has also caused many tree roots to become exposed. Mr. Ruzicka indicated that he did not think we needed to do this right away, but repair of the retaining wall and the swale should be budgeted for future work. Mr. Moran will be contacted for a quote on this work.

Mr. Abraham mentioned that the sideway along Mill Pond (behind Chesapeake) is overgrown and spreading onto the sidewalk. Mr. Downey offered to look at this area to see if we should have Jim's Tree trim it back, since it is on common ground.

Pool Committee

Mr. Abraham reported that the pool cover has been installed on the baby pool and that the pool has been closed for the season. Next year the Pool Committee would like to repair and upgrade the bathrooms.

Mr. Abraham felt that the pool season went well and we received many favorable comments regarding the appearance and operation of the pool this year. We will need to start funding for major pool work for the big pool in the near future.

Mr. Donatelli commented that the pool receipts were down from last year and questioned whether one of the families, who are not part of NCCA and live on Hidden Valley, attended the pool without paying. Two families on Hidden Valley expressed interest in joining the pool again this year, but only one family paid. It was suggested that someone check with the lifeguards to see if both families actually used the pool this year.

Approximately \$3,000 remains in the budget that can be used for mulching the playground, or we can put those funds in reserve and mulch next year. It was felt that at this point we should defer the playground mulching until next year. Mr. Donatelli indicated that we should probably continue the \$2 special assessment for pool work, since Mr. Abraham has indicated that major work will be needed on the large pool in the future. That work could cost from \$30,000-\$45,000.

Social

Mrs. Dempsey reported that there will be a Halloween party on October 23 from 12 to 1:30.

Architectural Control

Mrs. Urquhart had received an email from a realtor inquiring as to whether a townhome owner would be permitted to install an 8x10' fishpond in the front yard. The Board discussed this and decided that it would not approve the installation of this.

Resident at 53 King Charles submitted application to install a hardscape walkway approximately 4'x10' and a 9'x8' patio. Application was approved subject to township approval.

Resident at 186 Commonwealth submitted application to install fencing. Township permit has been obtained for this and the application was approved as submitted.

Manor House

Mrs. Dettra's report indicated that there are five Manor House reservations for October, in addition to the NCCA Halloween party. There are currently three Manor House reservations for November and one Spring House rental scheduled.

Renters have expressed concern over the peeling of the inside ceiling in the Manor House. The Board agreed that the ceiling should be repaired. Recommendations were solicited for names of contractors, and Mr. Ruzicka suggested the contractor who painted the exterior of the Manor House. That information will be forwarded to Mrs. Dettra. There are outside lights that need to be repaired.

Mrs. Dettra's report also indicated that someone has removed three of the Leck recycling and trash cans. These will need to be replaced since they are needed during Manor House parties.

Publicity

Mrs. Dempsey reported that the newsletter was distributed.

New Business

Mr. Donatelli recommended scheduling the annual budget meeting for Tuesday, October 25, starting at 7:30. Several Board members suggested an earlier time, however, Mr. Donatelli is unable to make it any earlier. Everyone in attendance was agreeable to that date.

With no further business, the meeting adjourned at 8:25 p.m. The next meeting will be held on Tuesday, November 1, 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 1, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, November 1, 2011 in the Spring House. The meeting was called to order at 7:43 by James Downey with the following Board members and officers present: Bruce Collier, Marie Dempsey, Carl Ruzicka (late), Bob Donatelli, and Joanne Urquhart. Also present were Paul Abraham, Fred Ehmann, Fred Dichter and Joe and Kelly Ruhfass.

General Business

The minutes of the October meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the September 2011 Profit and Loss Statement, the Profit & Loss YTD Comparison January 1 – September 30, 2011, and the Balance Sheet as of September 30, 2011. Income for the month of September totaled \$6,542 and expenses totaled \$12,382. YTD income as of September 30, 2011 totaled \$169,198 and YTD expenses totaled \$128,145, plus reserve expenses of \$11,250. Assessment income was up over last year because of special assessment increases, interest income was down 68%, swim club income was down 22% over last year and 5407 certificates were down 71% over last year. Overall we are on target for rebuilding the fund balances in the checking account. Storm detention basin expenses will be reconciled into the storm water reserve account. In September we had a negative cash flow of \$9,589 but a YTD positive cash flow of \$29,800. Assessments Receivable has increased 48% over last year at this time.

Mr. Donatelli distributed and reviewed a budget concept for 2012. While Mr. Donatelli was not specifically recommending this budget, it was used as a starting point to develop the final budget. There are a number of items for which we have not yet received cost estimates; therefore, it is difficult to project a budget without knowing the projected cost of major expenditures.

Pool expenses were reviewed and it was decided that there will be no salary increases next year other than salary increases due to assuming new titles/responsibilities. Some capital improvements are needed at the pool and Mr. Abraham is working on obtaining quotes.

Based on a preliminary review of projected expenses, Mr. Donatelli offered the following assessment proposal:

The basic assessment of \$21 cannot be increased. We would continue the \$2 special assessment for the pool/tot lot. The storm damage/tree removal assessment would be lowered from \$2 to \$1. Based on this year's expenses, there should be approximately \$4,000 in this fund as of the beginning of the year with \$8,000 to \$10,000 by the end of the year. This should cover storm damage in 2012 even if we encountered substantial expenses during the year. Mr. Donatelli recommended maintaining the \$3 special assessment for the detention basin. Assessments under this scenario would equate to a total monthly assessment of \$27. However, since we do not currently have quotes on some of the big ticket items, we may have to continue with our current \$28 assessment if those items come in higher than initially projected. Therefore, Mr. Donatelli felt the assessments would be either \$27 or \$28 per month and felt we should not need to go higher than that unless major repair quotes come in way over the proposed budget.

Mrs. Dempsey made a motion that we table making a decision on the budget until the December Board meeting. Mr. Ruzicka seconded the motion. The vote was called: Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously to table voting on the budget until the December meeting, at which time we should have quotes regarding next year's large capital expenditures.

We have received inquiries on several houses that are currently in arrears. Also, while the house is not in arrears, a 5407 Form was prepared for 105 Chesapeake which has been vacant for some time.

Correspondence received was reviewed. We received a letter from Mt. Lake regarding a 13-year old check in the amount of \$4,399.58 issued by NCCA that was recently found by them but had never been cashed. Mt. Lake asked that we take care of this. It was felt that it was highly unlikely that a \$4,000 outstanding payment would have been carried and not caught by our auditor if it remained unpaid. Most likely the check was reissued or payment was included with another billing, but this will be difficult to research 13 years later. If the check had been replaced, Mr. Donatelli would have placed a stop payment on the original check and reissued it. This issue would have been resolved in the early part of 1999. After 13 years we certainly would not reissue another check. Mr. Downey will respond to Mt. Lake.

Maintenance

A resident at 11 Hidden Valley attended the meeting regarding a common ground tree that fell onto his shed. He removed part of the tree but asked help from the Association in removing the rest of the tree. Mr. Downey also received a call regarding limbs hanging on a common ground tree at Chestnut and Mill Pond. Another resident left a message concerning a dead tree on common ground behind 5 Cherry. Mr. Downey will contact Jim's Tree regarding these issues.

Resident at 11 Hidden Valley also indicated that the storm basin on common ground in starting to erode near his house. Mr. Moran has repaired a number of these sink holes, and he will be contacted regarding this.

Pool Committee

Mr. Abraham reported that Aqua gave us a price of \$9,000 to replace the pool motor. Mt. Lake gave a price of \$5,500 plus tax and \$150 per hour to install. Installation would take approximately 2 hours. Mr. Abraham will contact Mt. Lake to insure that the price will be valid in the spring and ask if a deposit is required to hold that price.

Social

The new social committee person went over budget for the Halloween party. The Board felt she should not have to absorb the cost difference and we should reimburse her; however, we need to be sure that the budget is adhered to in the future.

Architectural Control

At the budget meeting, approval was granted for a resident at 14 Princess Lane to replace his front entry door.

Mr. Ruzicka received an email from residents at 135 Hidden Valley Lane to replace windows with vinyl windows; however, Mr. Donatelli pointed out that the request did not specify that they were replacing with "double hung" windows. Mr. Ruzicka will verify the type of windows.

Mr. Ruzicka also received a follow-up email from the resident at 67 Delaware Court regarding the status of the repair of the rotted timbers on the retaining wall behind their property. Mr. Ruzicka informed them that the item is on our repair list.

Mr. Ruzicka also received a call from a resident who felt a newly-replaced fence is encroaching on common ground. Since the fencing would have required a Township permit, the Board felt it was probably within proper limits.

Manor House

We are still seeking bids for trash pickup at the Manor House, so no decision has yet been made regarding adding a recycle pick-up.

Publicity

An email blast was sent out for the Halloween party; however, with the limited number of residents who are signed up to receive emails from NCCA, the turnout was not what was expected. Discussion was held regarding eliminating hard copies of the newsletters and going completely email. It was felt we should list the next newsletter as the last hard copy that will be delivered. People will need to forward email addresses, if they want to receive the newsletter. Or, if individuals don't have email, they need to advise us of their address for delivery.

Mr. Ehmann reported that in March through July the website usage was down, but in August we set an all time record, which was almost double over last year's usage. Usage was also up in September and October of this year.

Mr. Abraham requested that an item be posted in the newsletter regarding deteriorating sidewalks, especially on East Hanover Street, stressing that the sidewalks are the responsibility of the homeowners.

New Business

With no further business, the meeting adjourned at 9:06 p.m. The next meeting will be held on Tuesday, December 6, 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 6, 2011

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, December 6, 2011 in the Spring House. The meeting was called to order at 7:34 by James Downey with the following Board members and officers present: Pete Ancona, Marie Dempsey, Bob Donatelli, and Joanne Urquhart. Also present were Paul Abraham, Fred Dichter, William Nagle, Diana Luff, Judy McCann, and Tara Setters.

General Business

The minutes of the November meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the October 2011 Profit and Loss Statement and the Profit & Loss YTD Comparison January 1 – October 31, 2011. Income for the month of October totaled \$34,581 and expenses totaled \$10,848, for a positive cash flow of \$23,733. YTD income as of October 31, 2011 totaled \$203,780 and YTD expenses totaled \$138,993, plus reserve expenses of \$11,250, for a positive cash flow of \$53,537.

Mr. Donatelli distributed and discussed the 2012 Budget Proposal. Mr. Ruzicka had obtained painting proposals, but Mr. Donatelli indicated that we would not be able to do all of the painting next year; however, the budget would include the majority of the first floor painting. The painting bids will be revised to only include the priority painting inside the Manor House. The new furnace at the Carriage House was also mentioned. This item was not included in the budget because at this point the furnace seems to be running well, so that item has been put on hold.

Snow plowing was budgeted a little higher because several other common areas needed to be included last year when Newtown Township started checking on plowing of sidewalks within the township.

The budget includes replacement of the pump at the pool and \$5,000 for bathroom work at the pool. No salary increases for lifeguards are included in the budget for next year.

Assessment income in the proposed budget for 2012 was based on a \$28 per month, per resident, monthly assessment broken down as follows:

\$21 – basic operating budget assessment

\$ 3 – special assessment for storm water management

\$ 1 – special assessment for storm damage/tree removal

\$ 3 – special assessment for pool painting/repair, tot lot work and painting of the Manor House

\$28 – total proposed 2012 monthly assessment

After discussion and review, individual motions were made for the proposed budget as follows:

Mrs. Dempsey made a motion to approve a \$21 per month per resident assessment, or \$252 per year, to cover the operating expenses for 2012. Mr. Ancona seconded the motion. The motion was called and the vote was as follows: Mr. Ancona – yes; Mrs. Dempsey – yes; and Mr. Downey – yes.

Mr. Ancona made a motion for a \$3 per month per resident special assessment, or \$36 per year, to fund storm water management expenses, mainly the small detention basin project. Mrs. Dempsey seconded the motion. The motion was called and the vote was as follows: Mr. Ancona – yes; Mrs. Dempsey – yes; and Mr. Downey – yes.

Mr. Ancona made a motion for a \$1 per month per resident special assessment, or \$12 per year, to fund the storm damage/tree removal reserve fund. All clean-up and tree removals for 2012 will come out of that fund.

Mrs. Dempsey seconded the motion. The motion was called and the vote was as follows: Mr. Ancona – yes; Mrs. Dempsey – yes; and Mr. Downey – yes.

Mrs. Dempsey made a motion for a \$3 per month per resident special assessment, or \$36 per year, for purposes of purchasing a new motor and pump for the pool, to pay for renovations to the bathrooms at the pool, to partially pay for the Manor House painting, and to start a reserve fund for resurfacing the main pool which will be needed in the future. Mr. Ancona seconded the motion. The motion was called and the vote was as follows: Mr. Ancona – yes; Mrs. Dempsey – yes; and Mr. Downey – yes.

Therefore, the Board approved a total assessment in the amount of \$28 per month per resident, or \$336 per year, for 2012. This is the same assessment amount which was paid for 2011.

Mr. Ancona made a motion that the Board adopt the 2012 Budget in the amount of \$226,000 as submitted by the treasurer. Mrs. Dempsey seconded the motion. The motion was called and the vote was as follows: Mr. Ancona – yes; Mrs. Dempsey – yes; and Mr. Downey – yes.

Mrs. Dempsey made a motion to accept the proposal from Mt. Lake to replace the pump at the pool in the amount of \$5,685.28, and installation will be billed at \$150 per hour, with total not to exceed \$7,000. Mr. Ancona seconded the motion. The motion was called and the vote was as follows: Mr. Ancona – yes; Mrs. Dempsey – yes; and Mr. Downey – yes.

Maintenance

Several residents expressed concern over the stability of a large 40-foot white pine tree behind 156 Bucks Meadow. This tree sits right above one townhome and has the potential of impacting a number of other townhomes surrounding it should the tree fall. One resident had even offered to pay for half of the cost to remove the tree. Discussion followed. While the Board admitted that the tree does not look very good, the Board indicated that the initial opinion we received from our tree service was that the tree was safe. Therefore, there was some debate as to whether the tree actually needs to come out. We have received a quote in the amount of \$1,400 to remove this tree. Due to the close proximity of the tree to neighboring townhomes, if we remove the tree there may be some damage to the neighboring grounds depending on the type of equipment that will be needed to remove it. While there was some uncertainty as to whether the tree actually needs to come down, the Board agreed to have the tree removed after considering the height of the tree, the shallow root system and the poor stamina of pines during times of heavy snow, wind or rain. The Board accepted the offer of one of the neighboring residents to pay for half of the cost to remove this tree. Several of the other neighbors offered to also pay for part of the cost of removal. The Board expressed appreciation to those residents for making that contribution to the community.

A resident at 117 Commonwealth requested that the Board do a one-time leaf clean-up on common ground behind her property. Leaf clean-up is also needed behind 119 Commonwealth.

Resident at 110 E. Hanover contacted the Board regarding several trees on common ground behind her property. One tree has several snapped branches, and those branches will be removed. The second tree in question had been examined and did not appear dead or damaged, as was indicated by the resident. This tree will not be removed at this time; however, it does have a broken branch on the top and that should be removed. Other tree work to be done includes: cracked branches on tree behind 9 S. Lancaster, and a tree behind 227 Canterbury Court is diseased--Jim's Tree recommended taking down the entire tree instead of just removing dead branches.

Jim's Tree gave us an estimate of \$1,200/day, with an estimate of 3 days, to clean-up the detention basin so that Mr. Emil will be able to mow in order to keep the debris from constantly clogging up the drainage pipes. This could be done before the spring rains and this expense would be taken out of the detention basin reserve.

Mr. Ancona also has a quote from Jim's Tree in the amount of \$2,100 to elevate the trees along Mill Pond. We never acted on this because there were so many other storm damage expenses. Mr. Ancona suggested holding off on this and perhaps he and Mr. Ruzicka can work on cleaning up some of these trees in the spring.

Besides the work that was already done, Mr. Ancona made a motion to do the following tree work: \$300 to remove broken branches on tree behind 110 E. Hanover, \$1,500 to remove diseased elm tree behind 227 Canterbury, remove tree behind 156 Bucks Meadow at a cost of \$700 to the Association and \$700 to the residents who volunteered to split the remaining cost. Mrs. Dempsey seconded the motion. The motion was called and the vote was as follows: Mr. Ancona – yes; Mrs. Dempsey – yes; and Mr. Downey – yes.

Pool Committee

Mr. Abraham has been working on obtaining quotes for bathroom repairs at the pool.

Architectural Control

Resident at 211 Hidden Valley submitted application to install new siding and roof. This application had been approved via email prior to the meeting.

Manor House

During the budget discussion, the painting of the Manor House was discussed. The best way of repairing and painting the ceiling in the front room of the Manor House was also discussed. The Manor House also needs a thorough clean-out and clean-up and we would like to schedule a Manor House work party some time after the holidays.

It was felt that renters should not have access to the upper floors of the Manor House and perhaps doors should be installed in certain areas.

Mr. Abraham indicated that he was approached by the Carriage House tenants who indicated that they would like to take down the old fence. They also indicated that the wood on the second floor porch is rotting and the tenants are afraid to use the porch area. We will have someone take a look at the porch at the Carriage House and get an estimate to repair this.

The trash collectors have a difficult time getting around the Manor House cul de sac area, and they have been cutting into the grassy areas and creating ruts. Mr. Abraham spoke to a contractor who said he could get bags of stone and fill in and level the area. Mr. Ancona indicated he could probably do that. Mr. Abraham indicated that Fabian Oil usually has stone, and they might be willing to donate some.

The tenants at the Carriage House have inquired as to whether NCCA would be interested in selling the Carriage House. This would be something we would have to investigate, as we are not able to sell common grounds owned by the Association.

Publicity

It was suggested that a notice be included in the newsletter suggesting that walkers/joggers who walk/run in the street wear reflective clothing.

With no further business, the meeting adjourned at 9:20 p.m. The next meeting will be held on Tuesday, January 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