

**MINUTES OF THE MONTHLY  
NEWTOWN CROSSING  
COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETINGS  
2006**

JANUARY . . . . . 2  
FEBRUARY . . . . . 4  
MARCH . . . . . 7  
APRIL . . . . . 9  
MAY . . . . .11  
JUNE . . . . .14  
JULY . . . . .17  
AUGUST . . . . .20  
SEPTEMBER . . . . .24  
OCTOBER . . . . .27  
NOVEMBER . . . . .31  
DECEMBER. . . . .34

The table of contents is hyperlinked—click to jump to any month’s minutes

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

**January 9, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Monday, January 9, 2006 in the Spring House. The meeting was called to order at 7:45 by Jim Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Stuart Graff, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Kimberly Johnson, Jay McGuigan, and Mike Gallagher.*

## **General Business**

The minutes were approved as submitted.

Jim received a call from a resident on Commonwealth Drive regarding abandoned vehicles. Jim contacted the police and the cars were shortly removed.

Bob reported on delinquent accounts. Hearings two delinquent residents were held on January 5 and judgement was entered into in our favor for the full amount. One resident has paid part of the amount owed.

We had a one-year CD renew in the amount of \$15,258 at a rate of 2.8%. Most of our CD's are now at a higher interest rate.

Bob distributed the Profit and Loss Statement for December 2006 and the P&L YTD Comparison for January 1 to December 31, 2006. Receipts for the month of December totaled \$3,296 and expenses totaled \$24,163. YTD income as of December 31 totaled \$156,804 and expenses totaled \$168,198. Carriage House income was reflected as less than last year because Bob did not receive the check from the rental agent until the last day in December. Next year's rental income will be inflated because of that. Overall total income was 4.9% higher than last year. Common Grounds for 2005 were considerably higher than 2004 because expenses for 2005 included one month of expenses from the previous year. Because of early snowfall, Moran could not do the fall clean-up until December; therefore, the expense for Moran's bill which was submitted in the end of December will be reflected in 2006.

Depreciation for 2005 is \$9,358 which is down 41.7% over last year because the Manor House is now fully depreciated.

Bob also distributed and reviewed the Balance Sheet as of December 31, 2005. Total Assets and Liability/Equity are \$172,010.

When the storm sewer investments are made for 2006, Bob will coordinate maturity dates so that CD's earmarked for storm sewer repairs will come due in the summer, since that will be the time of the year that those monies would be needed.

## **Maintenance**

Bob suggested advising Moran of the PECO restoration and telling him not to restore the areas that PECO will be restoring in the spring.

Pete requested the name of the contractor who did the drainage work at the tot lot because there several sink hole issues. Pete said there is a sizable hole by the swing set and needs to be fixed, since it creates a liability at this point. Jim indicated that he had written to the contractor previously and never heard from him. If we can't get the original contractor to repair this, then we should have Moran make these repairs.

Stuart questioned when Mill Pond was due for re-surfacing. Pete indicated that we were told that in 2005, the township budgeted for re-surfacing the section of Mill Pond near Cherry Lane and that the rest of the

development was slated for re-surfacing in 2006. Jim said he would talk to Tom Harwood regarding this issue.

Jim received a call from Tom Harwood about the condition of the detention basin. We had attempted to address this issue years ago, and tried enlisting the aid of Liberty Square to share in the cost of this project since their development also utilizes this detention basin. Our attempts were thwarted at that time when Liberty Square called the Army Corp of Engineers who informed us that we could not touch that area since they classified that area as protected wetlands. Stuart offered to try to reopen a dialogue with Liberty Square, since some of the runoff in that area is from that development. Also, the major access to that area is through Liberty Square, so their cooperation in cleaning up the detention basin will be required.

### **Manor House**

The fire inspection was passed.

### **Publicity**

Mike Gallagher expressed an interest in getting involved with the publicity committee and working on the website. The Board approved Mike as being a liaison to the webmaster and having authority to submit items to be included on the website. One issue discussed was how to get people to utilize the website and sign-up for the website. One problem in trying to find the website is that people try to access the website via "newtowncrossing.com" and a local realtor has obtained that website. Our webmaster was going to check into trying to obtain the ".com" website, but we never heard back as to the results of that check. Our webmaster will be advised that Mike Gallagher is the new website liaison.

Mike also mentioned that some communities have a sign board somewhere within the community which highlights happenings within the community. The sign board would need to be in an area where it would be highly visible and accessible without being subjected to vandalism. No decision was made on this issue.

### **Pool Committee**

No report.

### **Architectural Control**

No report.

### **Old Business**

Jay McGuigan thanked Jim Downey for all of his participation during the Township Supervisors meetings regarding the development of the parcel behind the wooded area. The Township Supervisors voted 5-0 to turn down the Hovnanian request to develop the property.

All of the PECO electrical work has been completed and all of the repaving and concrete work has been completed and inspected. In the spring, after all the soil settles where they excavated, PECO will grade, seed and powerwash the parking lot. Stuart suggested we request hydro-seeding be done along Mill Pond.

### **New Business**

Stuart asked what we need to do to push for getting a "no-U turn" sign onto Mill Pond. The Township is currently doing a study regarding this issue.

With no further business, the meeting was adjourned at 8:45 p.m. The next meeting will be held on Monday, February 6, starting at 7:30 p.m. in the Spring House.

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

**February 6, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Monday, February 6, 2006 in the Spring House. The meeting was called to order at 7:40 by Jim Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Stuart Graff, Barbara Jankowski, Joanne Urquhart, and Bob Donatelli. The following residents were also in attendance: Jay McGuigan, Mike Gallagher, Bette Green, Margie Ruzicka, Anne Donovan Heiser, Frank Jankowski and Mario and Lois Lionetti.*

## **General Business**

The minutes were approved as submitted.

Correspondence received was reviewed. We received a letter from a resident on North Lancaster Lane requesting removal of two dead trees on common ground. Jim's Tree Service will be contacted.

Jim Downey still continues to receive phone calls from the resident who wants the Township and PennDOT to put up barriers along 532, because of an accident where a vehicle jumped the hill onto her private property and knocked down two trees. Jim further received a call from Senator Conte's office, who had also been contacted regarding this issue. Jim informed Senator Conte's office that we have no control over this issue and that we do not know where PennDOT's right of way ends and our property begins. Conte's office will contact PennDOT regarding that issue.

Bob reported on delinquent accounts. Three final notices were sent and judgments were obtained against two other residents. Assessments receivable at the end of 2005 declined in the amount of \$685.

Bob distributed and reviewed the report of performance versus budget for the year 2005. Two items in which we were over budget were common grounds (\$9,553) and major repairs (\$3,705). Not allowing for depreciation, we spent \$2,036 more than what we took in. One month's rent from the carriage house was not received in time to go into the 2005 figures, however, even with that, we were still \$1,300 over in expenditures versus income. Included in the budget for 2006 are repairing the kitchen ceiling and a new kitchen floor.

Bob also distributed the Profit and Loss statement for January 2006. Total income for January was \$28,918 and total expenses for the month were \$4,011.

Resident at 192 Commonwealth Drive attended the meeting to advise the Association of the problem that she has been having with Verizon. In June, when the resident contracted with Verizon to put in fiber to her house, the Verizon contractors dug under the walkway and severed the oil return line to their underground oil tank. Since the return line does not have any oil in it until the oil heater is working, the problem was not noticed until October when oil started bubbling out of the ground. Fourteen tons of dirt had to be removed. Verizon has so far refused to take any responsibility for this and have pushed the issue onto their contractor, who has pushed it onto their subcontractor. Fortunately, the resident had tank insurance and the problem has been corrected, however, the resident has incurred \$3,000 in out-of-pocket expenses to fully correct this matter. The resident wanted to alert the Association of this matter and warn other residents within the community that this could happen to them. The resident has contacted an attorney and Barbara advised that the Cable Advisory Board is going to try to help the resident in recouping her expenses. NCCA residents should be aware of problems that can arise when Verizon is working in their area. Jay McGuigan noted that he was on the Newtown Environmental Advisory Council and since they do allow time for public comments, he suggested that this issue also be brought up at their committee meetings.

Complaints were raised regarding vehicles in several areas of the development parked on the cul de sac islands. Parking on the islands of the cul de sacs is illegal and it was suggested we post an item on the

website regarding this. Certain issues within the community fall under the jurisdiction of the police and residents are urged to call the police as often as necessary to correct these issues.

### **Maintenance**

It was brought to the Board's attention that there are dead trees on common ground on North Lancaster. Our tree service will be contacted for tree removal.

Four trees still need to be replaced along Route 532. Stuart also suggested checking with Moran to see if several trees that have died along Mill Pond can be replaced this year.

One resident still has not cut the bushes that are encroaching on the sidewalk along Mill Pond. Letter will be written to this resident.

### **Manor House**

The kitchen ceiling needs to be repaired and the floor needs to be replaced. Bonnie also indicated that there is an ongoing problem at the Manor House with kids loitering, setting fires, and vandalism and requested any suggestions for handling these problems. Insufficient lighting may be part of the problem. Bob thought that the overhead pole light was out again, but that it was too wet to get someone out to fix it now. In the spring we will try to contract to have the pole light repaired.

### **Publicity**

Mike Gallagher, the new website liaison, suggested having a page dedicated to renting the Manor House and include pictures of the Manor House on the website. He also suggested a yearly calendar page for activities within the community. He further suggested a swim team section which would include the application, rules and swim pool hours. Other items for inclusion on the website were discussed.

The webmaster told Mike that the server is in the process of switching formats used. Mike has been researching "newtowncrossing.com" and that website has not been updated or used for months. If this site is not renewed, then there is the possibility of us obtaining that website address.

### **Social**

Lorrie Strange requested \$250 for an Easter Egg Hunt. She will check with Bonnie to schedule the Manor House for this event.

### **Pool Committee**

Mario Lionetti offered to take over some of the responsibilities of managing the pool this summer and work with Dennis Dettra. The Board appreciated the offer.

Jim contacted Bert Ruddle regarding the playground sink hole and he indicated he would come out and fix the hole.

### **Architectural Control**

Resident on Hanover requested permission to cut down a blighted tree in front of his house. Board had no problem with this.

### **Old Business**

Stuart spoke to the Liberty Square representative regarding our retention basin behind Liberty Square. We found out that there is now a beaver dam in the basin. A trapper has been down several times and found

a dead beaver that was shot. He set traps and cleaned out the pipe in the basin. The beavers have clogged up the overflow pipe and the beaver trapper pulled debris from the pipe and the clogged water started to reside. Several days later the area was clogged up again. We cannot do anything to clean up the basin until the beavers are gone. Discussion followed regarding sharing the cost of the clean up with Liberty Square. Mr. Ardy of Liberty Square indicated that the Liberty Square Board is willing to talk to us and Stuart will contact Liberty Square to set up a time for us to meet with their Board.

Stuart expressed concern with the restoration that PECO has done along Mill Pond from Cherry Lane to Route 532. Pete indicated that was not the final restoration and that PECO will be finalizing the restoration in the spring.

### **New Business**

Pete indicated that work also needs to be done at the other basin. The joint between the sand pipe and the first section of pipe is separating, so there is sink hole erosion there also. The joint needs to be fixed, welded and sealed up. It was suggested we contact the same contractor that did the work on Cherry Lane. Pete offered to meet with the contractor to show him where the work needs to be done.

Mario mentioned that there is also a sinkhole on the common ground behind his house on East Hanover. Jim will contact Moran to look at this. Mario also mentioned that there are several sections of homeowner's sidewalk on E. Hanover that are totally eroded. Sidewalks are the responsibility of the homeowner, however, it was not confirmed whether sidewalks are an issue that can be cited by the Township. Mario offered to check with the Township regarding this issue and provide names and addresses of properties whose sidewalks need repair.

Due to change of schedules of Board members, the Board voted to change the NCCA meeting date from the first Monday to the first Tuesday of the month starting in March.

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

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

**March 7, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, March 7, 2006 in the Spring House. The meeting was called to order at 7:35 by Jim Downey with the following Board members and officers present: Bruce Collier, Stuart Graff, Barbara Jankowski, and Joanne Urquhart. The following residents were also in attendance: Dennis Dettra and Stephen and Kim Roon.*

## **General Business**

The minutes were approved as submitted.

Resident in attendance raised concern about cars driving the wrong way on Commonwealth and asked about one-way signs and speed signs on the street. This is a township issue and residents were referred to Tom Harwood and were advised to call the police regarding speeders and drivers traveling the wrong way.

Regarding delinquent accounts, execution proceedings have been initiated against two residents and a letter has been sent to another resident.

Letter was sent to resident who backs up to Mill Pond regarding cutting bushes that are encroaching on the sidewalks.

## **Maintenance**

Bruce checked out a concern that was raised from a resident on Canterbury Court regarding the drainage problem in their backyard. Bruce felt that alterations in landscaping by the neighboring residents have altered the original swale which was developed to relieve water issues. The resident will probably need to have a landscaper make some changes to his backyard versus anything that the Community Association can do on common ground. Bruce did indicate that the retaining wall is rotted behind all of the townhomes in that section. That is the responsibility of the Association and we will contact Moran to get a quote on that work. Moran should also be contacted to rake out and seed areas along Mill Pond that were damaged during snow plowing. PECO/Verizon will repair areas they disturbed.

Jim will contact Ruddle again to find out when he will be out to fix the playground area.

## **Manor House**

Bonnie is in the process of getting quotes for the repair of the ceiling in the Manor House.

## **Pool Committee**

There had been previous concern that we needed a new guard shack. Dennis said that the shack needs some cosmetic work and a new floor and shelves, but that it can be cleaned up and fixed and does not need to be improved in size. The guards can be given a key to the Spring House and wait there if it rains. Dennis felt the guard shack could be fixed for approximately \$300 and he will take care of the floor and shelving.

Dennis also talked about pool tags. We currently have 2100 tags in 11 colors, which we could use for the kids and guests so that we would not need to buy new tags.

Dennis indicated that, as long as the Board is comfortable with the arrangement, he would like to continue to service the pool this summer and have Vickie Jankowski take on more responsibilities this year as pool manager, with Allison as assistant manager. Vickie is agreeable to this arrangement, but will be away for a week in June so coverage will be arranged for that time.

Chandler Hall has again requested use of the pool this summer on Monday, Wednesday and Friday from 10:15 to 11:45. The Board approved this arrangement as per last year. Vickie will post information on the website and will also solicit for part-time guards. We have already had a request for a pool party.

We will also need a new cell phone for the pool since the old one will not recharge. It was felt we should just buy an inexpensive prepaid disposable phone. Dennis will take care of getting a new cell phone.

### **Architectural Control**

Residents who live on Commonwealth Drive attended to discuss the possibility of adding an upward addition onto their townhome. The Board advised the homeowners that they would first need to talk to an architect to see if their townhome could structurally support an upward addition. The Board would also want them to talk to their neighbors to ensure that the neighbors do not have a problem with the addition. The Board would need to see architectural renderings of what the addition would look like before any decision would be made to approve the addition.

The resident also asked about the possibility of expanding their driveway. The Board informed them that this would probably not be possible since that gets into a Township issue of impervious surface and virtually every townhouse is maxed out with the impervious surfaces as allowed by the Township. The resident would need to check with the Township as far as the ratio of impervious versus pervious surface for their particular townhome.

### **Publicity**

The Annual Meeting will be held on Tuesday, April 4th and the ballot will be included on the website.

### **Old Business**

Three more beavers were trapped and it is believed that all of them have been trapped. The water in the storm sewer system is flowing slightly and there is no indication that the beavers have plugged it back up again. The traps have been pulled for the season. Jim talked to Mr. Emmel about cleaning up the area. It was felt that the Board should set up a time to look at the area. Jim also suggested setting up a meeting to talk to personnel at Liberty Square regarding sharing the expense of this clean-up.

### **New Business**

With no further business, the meeting was adjourned at 8:35 p.m. The Annual Meeting will be held on Tuesday, April 4, starting at 7:30 p.m. with the regular meeting immediately following.



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

**April 4, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, April 4, 2006 in the Spring House. The meeting was called to order at 7:45 by Jim Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Bob Donatelli, and Joanne Urquhart. The following residents were also in attendance: Dennis Dettra and Mike Gallagher.*

## **General Business**

The minutes were approved as submitted.

In the past, state withholding taxes were submitted by check. Bob reported that we received notification that State withholding taxes now must be submitted electronically on the internet. Bob will print out hard copies of these transfers and transfers will appear on the checking account statement for audit checks.

Bob distributed the Profit and Loss Statement for February 2006 and the YTD Comparison Statement for January 1 to February 28, 2006. Income for the month of February totaled \$8,219 and expenses totaled \$2,549. February YTD income totaled \$37,138 and February YTD expenses totaled \$6,560. Bob reviewed the status of delinquent accounts.

Bob reported that we have used up the oil budget for the Manor House. The tank was filled on the 29th with about 100 gallons at the rate of \$2.549 per gallon versus the prepay amount of \$2.159 per gallon.

A number of Board members received an email complaining about trash build-up in front of a townhome on Commonwealth Drive. A letter will be written to the Township regarding this property.

## **Maintenance**

Jim reported that he and Stuart met with representatives of Liberty Square on March 14 regarding the storm water detention basin. We received a proposal from Mr. Emmil in the amount of \$6,325 to clean up this area. Liberty Square has offered to contribute \$2,500. Jim wrote to them and said we would accept their proposal. Mr. Emmil has been authorized to do this work and should be able to start in approximately two weeks.

The retaining wall behind Canterbury Court is deteriorating. Moran has been contacted to give a quote on replacing this, but he indicated that he probably would not be able to do this work right away.

Residents on the High Street cul de sac asked the Board if the bushes could be removed from that area because the bushes are impeding visibility and a number of small children play on that block. Jim's Tree Service will be contacted to remove these bushes.

## **Manor House**

There were three Manor House rentals in February and one in March. Three rentals and one community event (Easter Egg Hunt) are scheduled for April. Leck's Exterminating serviced the House in March.

George Hepp fixed a cable wire which was dangling from the Manor House and has been asked to repair the lights under the porch. Hepp indicated that there was vandalism to the outside electrical wiring which runs to the lighting. Since vandalism is a continuing problem, Hepp suggested purchasing a digital security camera. The Board did not feel this was a financially viable option.

Dennis Dettra bid on repairing the Manor House kitchen ceiling and indicated it would run between \$370-\$570, if he did not have to take the plaster down. If he needed to take down the plaster then it would probably be another \$200. Dennis will look at it to see if the plaster can be repaired or whether we would

need to take the plaster down and drywall over it.

Dennis also quoted on the kitchen floor and suggested a 36" interlocking product that will hold up better than what was previously installed. Dennis quoted a price for the floor of between \$1125 to \$1425 depending on the tile used. Dennis was authorized to go ahead with the repair of the ceiling and floor replacement.

Bob mentioned that the ceiling in the pine room is peeling and the ceiling in the foyer has water damage. He suggested doing these ceilings along with the kitchen as one project. Dennis will look at the other two ceilings, but felt the foyer should not be fixed until it was confirmed that the leak which created the damage was fixed.

### **Pool Committee**

Public health inspection of all pools will be required by the County. Dennis indicated that this would not be a problem because we have been inspected in the past.

Dennis hopes to have the shed floor repaired before the end of April.

### **Architectural Control**

Resident at 11 Union Street recently installed new siding and submitted application; however, small sections of siding were not replaced under the roof line. The resident will be advised to have the contractor replace these small areas.

### **Publicity**

Mike Gallagher has been in contact with the webmaster and some new forms and posts are on the website. The webmaster is working on forwarding website emails to Board members' personal email addresses. The election ballot was posted on the website; however, nothing was emailed to the residents regarding the ballot. Mike questioned whether we should attempt to develop an email address and send out periodic notices to residents. The Board felt this should be done.

### **Old Business**

PECO has started the clean-up landscaping work. They will also be cleaning and sealing the parking lot. Pete will coordinate the work with the contractor.

With no further business, the meeting was adjourned at 8:40 p.m. The next meeting will be held on Tuesday, May 2, starting at 7:30 p.m. in the Spring House.

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

**May 2, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, May 2, 2006 in the Spring House. The meeting was called to order at 7:39 by Jim Downey with the following Board members and officers present: Bruce Collier, Stuart Graff, Barbara Jankowski, and Bob Donatelli. The following residents were also in attendance: Dennis Dettra, Mike Gallagher, Albert Polekoff, Margie Ruzicka and Lorrie Strange.*

### **General Business**

The minutes were approved as submitted.

Bob distributed and reviewed the Profit and Loss Statement for March 2006 and the Profit and Loss YTD Comparison for January 1 to March 31, 2006. He noted several corrections to the statements. Under Manor House Maintenance, expense for Cleaning was inadvertently included in Manor House Repairs on both statements. Cleaning for the month of March should have been stated as \$74.20 and Repairs as \$137.16 for the month of March. YTD Repairs should have been stated as \$290.46 and YTD Cleaning as \$74.20. Totals for Manor House Maintenance were correctly stated at \$211.36 for the month of March and \$364.66 for the YTD total. Income for the month of March totaled \$5,060 and expenses totaled \$2,508. Income YTD totaled \$42,198 and expenses YTD totaled \$9,068.

Bob reviewed the status of delinquent accounts. We have filed a district complaint against a resident on Commonwealth, for a total amount owed of \$599.65. This hearing is set for May 11. Final notices were sent to four individuals last month. One did not respond, one paid \$200 on account, one paid \$242 on account and one account paid in full. We received \$761.56 from a past due account on Delaware Court.

Resident in attendance questioned the legality of other residents firing BB guns out of a home into the woods and asked if there was any kind of NCCA ordinance regarding such guns. The Board advised calling the police.

Correspondence was reviewed. We have received phone calls from a handicapped resident on Canterbury Court who would like common parking spots near her home designated for handicapped parking. While the Board was sympathetic to the resident, it was felt that it was not appropriate to take limited premium parking away from other residents. The resident could make modifications to their own driveway to accommodate their needs.

### **Maintenance**

Resident on York Street expressed concern regarding a large tree on common ground that is encroaching on his property and is uprooting the sidewalk. He felt the Board should consider removing this tree. Stuart will take a look at the tree and make a recommendation regarding action to be taken.

Overgrown bushes were removed from the cul de sac on High Street; however, there still remains a large stump. Residents on High Street requested the stump be removed so that they can plant a single tree in that area. Jim's Tree will be contact to remove the stump.

Marge Ruzicka thanked and complimented the Board for the nice job in removing a dead tree on common ground on Lancaster Ave.

Stuart suggested that Moran do some remedial seeding at the Route 532 corners in the fall.

Mr. Emil has started the clean-up work in the detention basin behind Liberty Square.

## **Manor House**

There were five Manor House rentals in April and three rentals scheduled for May.

The kitchen floor and ceiling have been repaired. The Board originally approved up to \$1,425 to replace the kitchen floor; however, the actual bill was \$1,590. Stuart made a motion to approve the additional \$90 to replace the floor. Motion was seconded and carried unanimously.

The electric lights outside the walkway have been repaired by George Hepp. The outside porch lights, which were vandalized, will take some time to fix.

On April 21 Manor House renters reported a red truck driving on the Manor House grounds and basketball court. A report was made to the Newtown police.

There are no current leaks in the foyer or the pine room, so those ceilings can be fixed.

## **Pool Committee**

Termites were discovered when Dennis started repairing the floor of the lifeguard shed. Leck's Exterminating was called and an exterminator immediately came out to treat, at a cost of \$265. Dennis felt the walls were not infested but the infested floor/foundation wood will need to be replaced.

Chandler Hall will be renting the pool again this summer and the Board agreed to charge \$2,000, which is comparable to last year.

Marge Ruzicka, attended the meeting to ask if the Board would sponsor the Newtown Crossing swim team again this year. Since the swim team reimburses the community association for guard salaries at the meets, Bob suggested we alleviate the checks going back and forth by just paying the guard salaries in lieu of a contribution. Stuart made a motion that, in lieu of a direct monetary contribution to the swim team, we pay the guard salaries for up to four swim meets. This will constitute our sponsorship for the 2006 season. Barbara seconded the motion and it carried unanimously.

## **Architectural Control**

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

Residents at 22 Chesapeake Drive submitted application to do landscaping work to re-contour their yard so they can tie into the existing common swale. They also requested approval to install a "paver" patio. Application approved as submitted.

Resident at 16 Chesapeake Drive submitted application to replace siding. Application approved.

Resident at 11 Union Street submitted application to install wood fence. Application approved with stipulation that the siding above the peaks is finished.

Residents at 40 Princess Lane submitted application to replace windows. Application approved.

## **Publicity**

Mike Gallagher has taken pictures of the Manor House and will be taking pictures of the pool for inclusion on the website. Some history of the house would also be helpful to include on the website. The webmaster has set up a group mailing list of all of the email addresses currently registered on the website and this can be used to send out group notices to residents.

**Old Business**

Jim spoke to Moran about the pine trees that are still needed behind Cherry Lane and Lancaster. The trees are supposedly on the way.

With no further business, the meeting adjourned at 8:38 p.m. The next meeting will be held on Tuesday, June 6, starting at 7:30 p.m. in the Spring House.

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

**June 6, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, June 6, 2006 in the Spring House. The meeting was called to order at 7:40 by Jim Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Stuart Graff, Barbara Jankowski, Bob Donatelli, and Joanne Urquhart. The following residents were also in attendance: Frank Jankowski.*

## **General Business**

The minutes were approved as submitted.

Correspondence received was reviewed. Jim received an order from Judge John Ruff stating that we need a conference regarding the petition to intervene on Hovnanian's proposed development behind the wooded area. Barbara made a motion that Jim Downey attend to intervene on behalf of the Community Association regarding this matter. Bruce seconded the motion and the motion carried.

Bob distributed and reviewed the Board Representation Letter and Draft of the Financial Statements and Report of the Independent Auditor for NCCA as of December 31, 2005. Stuart recommended one change to page 8 of the Notes to Financial Statements. Under Note 4: Storm Sewer Reserve, third sentence: change "During 2005, the Association replaced the storm sewer system at a cost of \$50,595" to "During 2005, the Association replaced a small portion of the storm sewer system at a cost of \$50,595." Pete made a motion to approve the draft of the audit report with Stuart's change. Barbara seconded the motion and the motion carried unanimously.

Bob reviewed the status of delinquent accounts. We obtained a judgment against a resident on Commonwealth in the amount of \$513. An initial collection letter was sent to a resident on Bucks Meadow Lane in the amount of \$327.

Bob distributed and reviewed the Profit & Loss Statements as of April 2006 and May 2006 and the Profit & Loss YTD Comparisons as of January 1 to April 30, 2006 and January 1 to May 31, 2006. Total income for April was \$28,215 with expenses totaling \$11,622. Total income for May was \$12,696 with expenses totaling \$20,815. Year to date income as of May 31, 2006 totaled \$83,109 with expenses totaling \$41,504.

Field Services was paid \$7,409.97 to clean up the detention basin behind Liberty Square. We will need to collect the \$2,500 that Liberty Square has agreed to pay to subsidize this work. This expense created the net loss of \$8,118 for the month of May

## **Maintenance**

Residents who live on King Charles East have been maintaining the cul de sac island for years, but there is currently an overgrown barberry bush and an evergreen which has created a blind spot. One of the residents indicated that his landscaper will elevate the spruce tree and remove the barberry for \$150 and asked if the community association will reimburse him for this work. The Board felt this was a very reasonable price and approved doing this work.

Stuart indicated he received a call regarding maintenance of the retaining wall on Princess Lane. Stuart referred the resident to Pete and Pete will check into this.

Stuart received an email from a resident on Union Street who has been maintaining a section of common ground at the corner of Union and Commonwealth. He is currently physically unable to continue to maintain this section of common ground and requested that the Association now maintain this area. The resident also indicated that there is a tree in need of trimming since dead branches are falling on the ground and

sidewalk. The common parcel will be put on the grounds to be maintained by Moran.

Stuart reported that there are a number of trees on private property that are overhanging the sidewalk on Hidden Valley. It was suggested writing to the owner (Fine) and ask the residents to trim the trees.

A number of years ago there was a water problem behind King Charles, and Moran installed a French drain which was tied into the catch basin. This had held for about 10 years, but now has developed a sink hole at one point. Pete suggested having Moran meet him in the area of concern and obtain an estimate to redo this work and, if reasonable, do the work again. Pete will follow up on this.

There is split tree on common ground behind Canterbury. Jim's Tree Service will be called regarding this.

The detention basin has been cleaned up. There are some fallen trees that need to be removed and it was suggested that Moran be called to remove the dead trees. There is also some additional clean-up/contour work that needs to be done and Pete offered to contact the contractor who did the Cherry Lane work. Jim will provide Pete with that contact information.

Bob received a \$513.60 charge from Moran for adding top soil and seeding along Mill Pond because of damage due to Verizon's cable installation. Bob indicated that we had informed Moran not to do this work because Verizon was going to restore along Mill Pond from Cherry Lane to Route 532 and felt we should not pay this portion of the bill. After review of Moran's bill, however, it was noted that the work was done on the other side of Cherry Lane going up Mill Pond toward York Street. Since Verizon did not properly restore this area, Stuart suggested we forward the bill to Verizon. Barbara currently serves on the cable advisory board and will find out the name and address of a contact person from Verizon. The Board felt we should pay Moran and go after Verizon for reimbursement.

### **Manor House**

There were two paid rentals for the month of May and one for the month of June. The three-month exterminating treatment is scheduled for June.

### **Pool Committee**

Vicki ordered T shirts for the lifeguards which cost \$138 and will need to be reimbursed for this expense. Jim made a motion to reimburse Vicki for this expense. Motion carried.

Some work still needs to be done at the playground. Money was budgeted for the playground and Pete offered to check out what repairs might be needed to the equipment.

### **Architectural Control**

Stuart indicated that there is a boat stored outside of a townhome on Chesapeake that needs to be stored within the fenced area. Bruce indicated there is also a boat in the driveway on Commonwealth. Letters will be written indicating that the boats need to be stored behind the property line.

Stuart raised concerns regarding residents who request approval to paint their townhomes rather than install new siding. He felt the Board should not approve painting of siding since, if not done properly, it may peel in several years and create an eyesore. The other Board members felt that it was not up to the Association to decide that a resident had to install new siding rather than be able to paint the current siding. Some residents may want to improve the appearance of their townhomes but may not have the funds to install new siding and should not be denied the opportunity of trying to improve the appearance of their home. One Board member felt the Association had the right to approve the color, but not the means to getting there. Pete pointed out that if a resident makes any kind of improvement and that improvement turns out bad, we have the right to take action to have the resident correct the situation. It was felt that if someone does approach the Board to paint, we can point out the negatives and indicate that we would not

recommend painting since the resident may get themselves into a maintenance issue. Further, if the paint job does deteriorate, then it will be up to the resident to correct the situation.

### **Old Business**

Stuart asked the status to getting a U turn sign at the Route 532 entrance. Jim indicated that an ordinance was passed and a sign should be going up soon.

### **New Business**

Barbara received a complaint from a resident regarding advertising circulars that are tossed onto driveways. The resident felt the circulars are unsightly and wanted the Board to pay someone to go around and pick them up. For the little effort it takes for a resident to pick up the circular and toss it out, the Board felt this request did not warrant action.

With no further business, the meeting adjourned at 9:10 p.m. Since next month's meeting falls on July 4, the July meeting will be postponed until the following Tuesday, July 11, starting at 7:30 p.m. in the Spring House.



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

**July 18, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, July 18, 2006 in the Spring House. The meeting was called to order at 7:35 by Jim Downey with the following Board members and officers present: Stuart Graff, Barbara Jankowski, Bob Donatelli, and Joanne Urquhart. Approximately 25 other residents were in attendance.*

## **General Business**

The minutes were approved as submitted. The financial statements will be submitted next month.

Mr. Donatelli reported that we received \$327 from a resident on Bucks Meadow for back assessments; however, their check bounced and our attorney has been advised to start legal proceedings.

In July, final notices were sent to a resident on Union Street in the amount of \$321, a resident on Chesapeake in the amount of \$324.50, and another resident on Chesapeake Drive in the amount of \$351.40. Residents on Commonwealth have not responded to the court order for them to pay back assessments of \$664.65, and our attorney has been advised to execute judgment.

In July a 12-month CD in the amount of \$8,425 renewed at 5%.

We received a prepay oil contract from Kenderdine & Sons (who bought or merged with Dilks) in the amount of \$5,298 for 2,000 gallons at \$2.649 per gallon for the coming oil season. If we use under 2,000 gallons we will receive a credit for next year's bill. If we use over 2,000 gallons we will pay the prevailing market price of oil. Mr. Graff made a motion to accept the contract with Kenderdines provided the service contract remains the same as in previous years. Mrs. Jankowski seconded the motion and it carried unanimously.

Resident attended to ask who was responsible to repair the cement at the end of the driveway. The Board advised that was the responsibility of the homeowner.

Resident at 5 York indicated that there are burnt spots on the common grounds along Mill Pond and that there is a section of common ground that is not being maintained behind her property. Our landscaper will be advised to take care of this.

## **Maintenance**

Moran submitted a proposal in the amount of \$750 to fix the landscaping problem behind King Charles. Mr. Graff made a motion to accept Moran's proposal. Mrs. Jankowski seconded the motion and it carried unanimously.

## **Social Committee**

Via Mrs. Jankowski, Lorrie Strange requested funds to sponsor two events at the pool--a day for water ice and pretzels at the pool, plus an end-of-year party. Mrs. Jankowski made a motion to approve the payment of \$400 for pool party events. Mr. Graff seconded and the motion carried.

## **Pool Committee**

Resident in attendance raised complaint regarding people smoking at the pool. She asked if smoking could be prohibited in the immediate pool area with an area away from the pool designated as a smoking area. Mr. Graff made a motion that we set a new policy at the pool stating that smoking is not allowed within the perimeter of the fence because of the health hazard of second-hand smoke. An area outside the pool fence near the tennis courts will be designated for smoking. Mrs. Jankowski seconded the motion and it carried unanimously.

The pool manager and assistant manager submitted an itemization of pool receipts and expenses from Memorial Day to July 18. \$800 in cash, plus pool expenses in the amount of \$320.66 were submitted, totaling \$1,120.66 in total gate receipts as of July 18, 2006. Another \$190 in checks was not included in that total.

The pool manager requested permission to purchase a new folding picnic table for the pool, since the current table is deteriorating and is unsafe. The pool manager also requested the purchase of a new pool vacuum. At minimum, a new vacuum hose and head is needed; however the pool manager asked that the Board consider the purchase of a robotic vacuum cleaner, which would eliminate the necessity of a guard being specifically designated for cleaning the pool. One guard could put the robotic vacuum in the pool and cut the grass while the pool is cleaning. Mr. Graff indicated that the current pool vacuum is very old and felt that purchasing the robotic cleaner would clean more efficiently, plus would save the cost of a guard's salary to clean the pool. Mr. Graff made a motion that we approve the purchase of a Dolphin Diagnostic 3001 robotic pool cleaner at the cost of \$2,200. Mrs. Jankowski seconded the motion and it carried unanimously. The Board also approved the purchase of a folding picnic table for the pool for a cost of approximately \$100.

We received a letter of complaint from Chandler Hall. Chandler Hall has been paying to use the NCCA pool during non-pool hours for a camp program for the past several years. One of their campers was taking a swimming test in deep water and needed to be rescued. According to Chandler Hall, the camper became tired, called for help, but the lifeguards did not respond. One of the counselors jumped in, pulled the camper to the shallow end where the lifeguards still did not come to assess the condition of the camper or to offer assistance. The incident was discussed with the pool personnel and Chandler Hall was assured that nothing like that would ever happen again. For the August meeting, Mr. Downey wanted the pool manager or assistant manager to present a written account of the incident, and the names of the lifeguards who were on duty at the time. The report should be presented to the Board and the Board will respond accordingly.

### **Architectural Control**

Resident at 24 York Street submitted application to replace the roof. Application approved as submitted.

Resident at 86 Chestnut Drive submitted application to replace aluminum siding with vinyl siding and replace garage door and front storm door. Application approved as submitted.

Resident at 210 Commonwealth submitted application to replace patio roof. Application approved with the stipulation that resident trim all wood with white trim.

Mr. Graff indicated that he was contacted by the resident of 197 Commonwealth regarding putting on an addition. The problem is that the addition would impact on her neighbor. The Board felt the resident needs to contact the township to see if this is possible. The Board would also like to talk to the resident and her neighbor prior to making any decision on this issue.

### **Old Business**

Mr. Downey has received more complaints regarding issues on High Street. We will write to Chief Duffy and ask that the police regularly patrol the High Street cul de sac.

### **New Business**

Prior to the meeting Mr. Downey received numerous calls regarding the swim team. Approximately 25 residents were in attendance regarding this issue, and heated discussion started. Mr. Downey stated that loud tones or verbal abuse on anyone's part would not be tolerated and if anyone failed to conduct himself/herself in a civilized tone, then the meeting would be called to a close. At this point in time there was also a power failure. The meeting continued in emergency lighting without the benefit of being able to be tape recorded.

Marge Ruzicka, representing the swim team, started by saying that in the past the swim team was permitted

to do things that they have not been permitted to do this year. She felt the swim team does not have the same amount of cooperation by the pool manager this year and that the pool does not seem to have the same amount of supervision as in other years. She indicated a very tense situation between the swim team and the pool manager.

Mr. Downey indicated that periodically the Board goes through the same scenario that has now arisen. He felt that over the years the swim team gradually takes more and more liberties and, in recent years, the previous pool manager, since he was involved with the swim team, permitted those liberties to be taken. New pool management started this year. The new management has been following the original rules and has not allowed the same liberties to be taken. Mr. Downey stated that "past practices" do not dictate the rules. The pool manager reports to the Board of Directors and runs the pool according to the direction of the Board. The pool manager, on behalf of the Board, runs the pool and not the swim team. The Board felt the rules have been stretched in prior years to the point where the swim team is telling the pool manager what to do rather than the swim team following the rules established by the Board and in turn, the pool manager. The swim team has no authority to tell the pool manager what should be done.

Numerous other swim team parents joined the discussion by saying that NCCA should be supportive of the swim team because the swim team has been so very beneficial for the children of the community. The Board did not dispute the benefits of the team, but rather indicated again that the swim team does not run the pool and that the swim team needs to follow the rules established by the Board of Directors which are then enforced by the pool management. (As a point of information, the Board has allowed the swim team to use the pool for practice when the general membership is not permitted to use the pool, the pool is closed during normal evening hours to accommodate the swim meets and the Board has made monetary donations to the swim team since prior to 1998.)

The Board felt the gist of the problem this year seems to be a failure of the pool rules being established between the swim team and the new pool management. The swim team and pool management need to get together to outline from the start the rules of the season.

Another thing that was mentioned was the fact that there used to be a pool committee and a pool liaison from the Board which helped establish the guidelines and work out any problems that might arise. Stuart agreed to be the liaison to the pool. Debbie Belardo, Rick Lawlor and Marie Dempsey indicated they would like to be on the pool committee. That was greatly appreciated by the Board since a pool committee is needed to help in projecting expenses for the annual budget developed in the fall.

Discussion started to get heated again; therefore, Mr. Downey called the meeting to a close at 9:10 p.m.

The next meeting will be held on Tuesday, August 1, starting at 7:30 p.m. in the Spring House. The annual meeting will be reconvened first, with the general meeting following thereafter.

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

**August 1, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, August 1, 2006 in the Spring House. The meeting was called to order at 7:45 by Jim Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Stuart Graff, Barbara Jankowski, Bob Donatelli, and Joanne Urquhart. Approximately 27 other residents were in attendance.*

## **General Business**

The minutes of the July meeting were approved with one addition noted by Mrs. Jankowski. Under Pool Committee, first paragraph, "because of health hazard" should be added to the third sentence indicating why the motion was made to prohibit smoking within the pool area.

The Treasurer's report was deferred until September.

Correspondence received and sent was reviewed.

Because of repeated incidents occurring on High Street, residents on that street held a town watch meeting. As a result of that meeting, the police will most likely be patrolling more throughout the area.

The subject of committees within the Association was raised. It was noted that years ago more residents within the community participated on the various committees, but over recent years there has been little active participation from the community, with no participation on some committees. Mike Gallagher recently volunteered to participate on the publicity committee, and last month Debbie Belardo, Rick Lawlor and Marie Dempsey offered to participate on the pool committee. The Association's books and financial reports are all audited by an independent outside auditor, however, the subject of the audit committee was specifically raised and Alan Most volunteered to be on that committee.

## **Maintenance**

Mr. Donatelli presented a bill for approval from Jim's Tree Service. Mr. Collier made a motion to pay the bill submitted by Jim's Tree Service in the amount of \$3,050, most of which was for clean-up of broken or fallen trees from the recent storm. The motion was seconded and carried unanimously.

A resident who lives next to common ground suffered damage to her roof and fence when a tree from the common ground fell on her property. She contacted her insurance company and is in the process of obtaining estimates to do the repair work. She attended the meeting to request reimbursement from the community association to pay for the \$500 deductible on her insurance to cover the resulting damages. Mr. Downey requested the resident forward her insurance declarations page and estimates for repair, however made no comment as to whether the association would reimburse her deductible since the tree fell during "an act of God" storm. Another resident in attendance cited that she had once suffered damages during a storm when her neighbor's tree fell on her car and property. She, herself, had to put the claim through her own insurance company and pay the deductible since that incident was also deemed an "act of God".

Discussion ensued regarding whether at risk trees should be removed. Jim's Tree Service has been asked to review the conditions of trees in certain areas of common ground, but reviewing the entire community and removing trees because they might fall during a storm would be cost prohibitive. It was pointed out that residents are permitted to cut any branches from trees on common ground that overhang their property line.

A non-Newtown Crossing resident who lives next to the Manor House approached the Association regarding a large tree which was struck by lightning. The resident feels the tree is at risk for falling and requested the

community association remove it. He also passed along an estimate in the amount of \$5,400 from his tree service for the removal of this tree. Apparently, for many years the tree has been cabled together near the top, and it is hard to assess whether the tree is actually dead. Further, several Board members raised doubt as to whether the tree is even on Newtown Crossing property. Mr. Graff and Mr. Ancona will try to review the maps to determine where the property line lies.

The owner of 47 Princess Lane reported a sink hole behind his property. This had previously been filled in by the township. The resident contacted the township again and the Board suggested he wait to see if the township responds. If he does not receive a response, then the community association will look into correcting this matter.

A resident in attendance noted that there is an area in the middle of the street on Princess between Delaware and King Charles that seems to be buckling. Mr. Ancona indicated that it looks like a water service. The township had been out and previously patched the area. It was suggested the resident call the Township and follow up with the Board if the Township does not respond.

### **Social Committee**

Lorrie Strange was thanked for arranging for water ice and pretzels at the pool.

### **Manor House**

One rental is scheduled for August.

The fire inspectors inspected the Manor House and recommended that we install three smoke alarms on the first floor of the house. Bonnie Dettra will take care of this and will make arrangements for re-inspection.

Thanks were extended to Stuart and Ivy Graff for a kitchen table which they donated to the Manor House.

### **Pool Committee**

Mr. Graff requested approval for \$78.70 for reimbursement of the cost of an additional cabinet which was installed in the guard shack at the pool. The Board approved this expenditure.

Vicki Jankowski, pool manager, reported that in July the pool tested positive for bacteria. The pool was shocked and drained down and closed for several days. This was not related to anything being done incorrectly but rather a result of weather conditions. Our pool service was contacted and confirmed that the prolonged heat, humidity and the number of people using the pool created the situation. After treatment, tests have been negative and results have been good since then. Despite protests from residents of the pool being closed, cloudy conditions of the pool necessitated closing the pool for safety reasons. The level of chlorine was not the safety issue, but the clarity of the pool was necessary to ensure that swimmers could be seen in the deep end. A resident in attendance who has a license in pools confirmed that everything the pool staff did was correct.

The pool manager presented the details of the incident with Chandler Hall which was touched upon last month. A camper with the Chandler Hall group was taking a swimming test in the deep end and started to have difficulty. The Newtown Crossing lifeguards did not assist the swimmer having difficulty. The lifeguard who should have responded reported that she was attending to another swimmer on the wall, even though the swimmer in the deep end was calling out for help. The lifeguard indicated that since she was assisting another swimmer she indicated she could not assist a second individual and the second lifeguard was guarding the shallow end of the pool. A camp counselor assisted the swimmer in difficulty since the Newtown Crossing guard did not assist. Concern was expressed by the Board that the Newtown Crossing lifeguard did not assist the swimmer when it was her responsibility to do so and that an incident report was not filed until after Chandler Hall sent a written letter expressing the details and their concerns regarding this incident.

The lifeguards who were on duty during this incident were counseled, and further concern was raised by the pool manager that the lifeguard who should have assisted did not feel as though she did anything wrong, since she was assisting a swimmer on the wall. Proper procedure dictates that a lifeguard should assist the swimmer in most immediate peril. The swimmer on the wall could have been quickly pulled out and the lifeguard should have then assisted the swimmer who was in immediate danger.

The pool manager indicated that all guards receive a copy of the rules and guidelines regarding the pool and that the rules indicate that a report should be written up when an incident happens at the pool. Mr. Ancona indicated, however, that he felt the rules as written were a little vague. He felt that all of the staff should sit down, look at the rules and see how the rules could be written up more descriptively so that they are painfully explained, especially in the area of safety. Everyone on the staff needs to fully understand how to respond in an emergency. The Board wanted to ensure that an incident like this would not happen again. Mr. Ancona also stated that the pool manager needs to feel confident in the guards working at the pool, and if there is anyone who the manager feels is not qualified then the Board needs to be notified.

Lengthy discussion followed regarding the pool and safety at the pool.

One resident attended the meeting to clarify a notice that was being circulated that the swim team was being discontinued. The Board cited that there was some confrontation between the swim team and the Board at last month's meeting. This resulted because the swim team started taking liberties, and this year's new pool manager was not allowing those liberties to be taken. The swim team was not following the rules as set forth by the pool manager, who represents the Board of Directors. Mr. Downey reviewed the chain of command by saying that if an issue develops with a guard, then residents should talk to the pool manager. If an issue develops with the pool manager, then that issue should be taken up with the Board of Directors. However, residents need to respect the authority of the pool management and not challenge that authority but rather take the issue up with the Board at another time. The new pool committee will work as a liaison between the swim team and the Board to resolve any issues that might develop. It was pointed out, however, that the pool committee and the swim team are two different entities and the pool committee needs to work on issues with the pool and not issues of the swim team.

It was further clarified that Newtown Crossing Community Association does not form nor disband the swim team. The Board totally appreciates the benefits of the swim team; however, the swim team does not run pool nor does the swim team tell the pool manager what to do. The swim team needs to follow the rules as set forth by the Board and implemented by the pool management. Misinformation was being circulated regarding the Board and the swim team, and residents should confront the individual circulating the misinformation.

The issue of vending machines was raised, and the Board reviewed our past negative experiences with vending machines--the vendor did not restock the machine on a timely fashion and we ended up eliminating it. The Board would entertain the idea of someone from the community running a snack shack at the pool. This is something that could be considered for next year.

The new pool committee requested permission and funds to organize a middle school pool party on August 17. Mrs. Jankowski made a motion to authorize an expenditure of \$250 for a middle school after hours pool night on August 17. The motion was seconded and approved. The committee anticipated about 50 people in attendance.

At the last meeting residents in attendance requested that, due to health hazards, smoking not be permitted in the pool area and that an area be designated for smoking outside of the pool fence. A smoker in attendance at this month's meeting raised complaint about the current area designated for smoking. After heated discussion, since the newly designated area for smoking appears to impact just as much as smoking within the fenced area, it was decided that a representative of the smoking sector meet with the pool manager to work out a mutually agreeable area to smoke that will have the least impact on everyone. Last month the Board attempted to eliminate a problem, and if the area designated last month does not

eliminate the problem, then we will work on finding another “smoking area” that allows a solution to this problem. Mr. Ancona made a motion that, based on input from the community, we amend the decision that was made at the last meeting to assign a suitable location for smoking as determined by the pool manager and a representative of the community. Mr. Collier seconded the motion and it carried unanimously.

### **Publicity**

A resident within the community had passed along information regarding a website called “I Love Newtown. com” which includes information regarding Newtown and could be linked to Newtown Crossing’s website. The Board suggested forwarding that information on to our website liaison, Mike Gallagher.

Marie Dempsey mentioned that she and other residents miss the communication system within the community since we no longer have a periodic newsletter. She, along with others in the community, are not on the internet often and miss the written communication system that previously existed. Also, it was felt the website does not change that often to warrant going into it on a regular basis. Some residents have lost touch when the monthly meetings are held. Mrs. Dempsey asked if a sign could be posted in the community advising when the monthly Board meeting will be held. It was mentioned that if residents sign up for the website, the webmaster has the ability to send periodic notices of interest to the residents via email and reminders of monthly meetings.

Mrs. Dempsey said that she and a number of other residents miss the printed newsletter and also noted that there are business people/contractors who miss not being able to advertise their services. She felt that certain residents in the community would pay to advertise their services in the newsletter and those fees could help defray the cost of the newsletter. Board members indicated that it was not just the cost of the newsletter but getting the manpower to put together and distribute it. The Board indicated that they would be willing to re-look at having a newsletter again; however, there would need to be a staff of people willing to do the work of the newsletter from start to finish. Mrs. Dempsey offered to explore this issue and will report back to the Board.

### **Architectural Control**

Several architectural control issues were deferred until one resident could be in attendance and until a second resident contacted the township to verify the impervious surface requirements.

### **Old Business**

Regarding the proposed development behind the woods, Mr. Downey received notification that we are allowed to intervene on the Hovnanian project.

With no further business, the meeting adjourned 10:25 p.m.. The next meeting will be held on Tuesday, September 5, starting at 7:30 in the Spring House.

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

**September 5, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, September 5, 2006 in the Spring House. The meeting was called to order at 7:40 by Jim Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Stuart Graff, Barbara Jankowski, Bob Donatelli, and Joanne Urquhart. Approximately 22 other residents were in attendance.*

## **General Business**

The minutes of the August meeting were approved as submitted. The minutes of the Annual Meeting were also approved as submitted.

Mr. Donatelli distributed the final Financial Statements and Report of Independent Auditor for NCCA as of December 31, 2005. The report had been previously reviewed by the Board and included one correction as previously noted by Stuart Graff.

Mr. Donatelli received a notice to renew the accounting agreement with First National Bank. The contract fees remain relatively the same as last year, with an increase of \$10 per quarter. Mr. Ancona made a motion that we accept the agreement to renew our contract for financial services with First National Bank. Mr. Graff seconded the motion and it carried unanimously.

Mr. Donatelli reported that we received a \$513 check from Verizon to reimburse us for Moran's work in restoring the areas of common ground which had not been properly restored after Verizon's installation work.

Mr. Donatelli distributed and reviewed the Profit & Loss Statements for June 2006 and July 2006, the Profit & Loss YTD Comparison Statements for January 1 to June 30, 2006 and January 1 to July 31, 2006 and the Balance Sheet as of June 30, 2006. Total income for June, 2006 was \$4,309 and expenses totaled \$25,064. Total income for July, 2006 was \$28,494 and expenses totaled \$24,919. Total Assets and Liabilities & Equity as of June 30, 2006 totaled \$184,723.

Mr. Donatelli reviewed the status of delinquent accounts.

A resident in attendance raised complaint regarding the 25 mph speed limit along Mill Pond and that the police have been ticketing motorists during work transit times. The resident asked if the Board would consider writing to the Township to request having the speed limit increased. Discussion followed with some residents feeling the speed limit on Mill Pond was too low and other residents indicating that speeding is more of a problem on the secondary streets within the community rather than on Mill Pond. The Board stated that the reason the speed limit was lowered was because other residents who live along Mill Pond had previously attended Board meetings complaining that motorists were speeding 45/50 mph on Mill Pond which created safety issues, especially with children waiting for buses along Mill Pond. Those residents pursued their speeding concerns with the Township. The Township initially tried to curb speeders by adding the painted cross walks and the stop sign at York Street, both of which had no impact on deterring speeders. The Township then resorted to lowering the speed limit. The board felt the speed limit should not be raised since that would only encourage motorists to travel 45/50 mph again. If speeders are noted on side streets, residents should contact the police to speed monitor those areas of concern.

## **Maintenance**

Resident at 47 Princess reported that the Township did respond to his request to repair the sink hole behind his property and that situation is now fixed.



Resident at 25 Franklin Court noted that there is a sinkhole behind her property. She indicated that she had previously mentioned this; however, this still has not been corrected. Mr. Ancona offered to contact Moran regarding this issue.

A resident asked if there was any reason by so many trees have been dying within the community. It was felt many of the trees dying were drought related.

One resident asked if the Board would consider developing a plan to maintain/prune trees on common ground by doing a section at a time. The Board indicated that we do try to address tree issues as they arise, but an ongoing maintenance plan for all of the trees on common ground would be very expensive. Since we try to represent the entire NCCA population, the Board tries to keep assessments as low as possible while still maintaining the appearance of the community. Our approach is conservative since we do try to keep the cost of expenses as low as possible. Another resident also felt it was a good idea to develop a plan of maintenance. The Board indicated that we do set aside monies for tree replacement and maintenance and perhaps at budget time we could consider additional tree maintenance.

Greg Garber asked if the Board would object to residents replacing dead trees within the community. The Board did not object to that, however, requested that if residents do plant trees, the trees planted should be a good choice for the community. Some trees that grow quickly and give a nice shade are not necessarily the best suitable trees for the community. Trees planted should be trees that grow slowly and should not create debris.

### **Social Committee**

Lorrie Strange will be organizing a Halloween party and requested \$250 for this event. The Board approved that amount and Lorrie will make arrangements with Bonnie Dettra for the Manor House.

### **Manor House**

There is currently one rental scheduled for September and two rentals scheduled for October. Fire extinguishers were checked and repaired. Smoke alarms are purchased and will be installed soon. The Manor House cleaning will be done the end of September.

### **Pool Committee**

Representing the pool committee, Rich Lawlor indicated the committee has been receiving suggestions and also resumes for pool staffing. Mr. Lawlor is also obtaining estimates for pool maintenance. He further reported that the middle school pool party was a great success and about 30 kids attended. It was suggested that next year more parties be held.

At last month's meeting Mr. Lawlor suggested starting a "snack shack" at the pool. The committee has been exploring this idea further and suggested taking a section of the dog house which has a window that could be used as the sales window. With a little refurbishing, a section of the interior could be sectioned off and used as the sales area. If the "snack shack" is successful, the pool committee would use the money from sales to then fund pool activities, so they would not need to approach the Board for funding of events. The Board had no problem with this, but asked that the committee check into the regulations for sale of food to insure that the Board of Health does not need to be involved. The snack shack could be staffed by students seeking community service. The Board felt the committee had some good ideas and should develop a list of proposed expenditures to be included in the budget. Rich Lawlor will now be listed as Pool Committee Chairman, with Dennis Dettra listed as Pool Maintenance on the NCCA listing. Mike Gallagher will connect with the Pool committee so that pool activities can be appropriately publicized.

The subject of bonuses for the lifeguards was raised; however, the subject was tabled until the October meeting.

## **Publicity**

Concern was raised regarding the static appearance of the website and one resident hoped to make some improvements to the site, including pictures of the Manor House and a page for the swim team.

Marie Dempsey and several others are working on developing a printed newsletter for individuals who do not have email access. There currently are 290 residents who are registered on the website. The publicity committee is striving to develop a better communication system within the community with a threefold approach: 1) make sure the information is available on the website; 2) push the newsletter out by email with no cost involved to those individuals who are signed up on the website; 3) for people who do not have computer access or email access, print a limited number of newsletters which would be hand delivered by volunteers. Hopefully we would have more residents sign up on the internet so that the number being printed and delivered would be a fraction of the total number of residents. Mrs. Dempsey indicated that there currently are several people who are interested in setting up a newsletter. They suggested distributing a newsletter four times a year. The committee is in the process of circulating a form to residents of the community.

## **Architectural Control**

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

Resident at 115 Commonwealth Drive submitted application to install patio. Permit from the Township was already received. Application approved as submitted.

Resident at 170 Commonwealth submitted application to repair roof, gutter, and fencing due to storm damage. Application approved as submitted.

Resident at 3 Chesapeake Drive submitted application to install sunroom. Application approved as submitted.

## **Old Business**

Mr. Downey received a letter from Mary Blane of 170 Commonwealth Drive asking for reimbursement for the \$500 deductible on her insurance to pay for damages sustained to her property as a result of storm damage when a tree from common ground fell on her property. Discussion ensued. Because the tree fell as a result of a storm, the Board felt this was an act of nature and that the Community Association was not responsible. Mr. Downey will respond to Mrs. Blane.

We received correspondence from Scott Fine of 138 Hidden Valley Lane asking the Community Association to take down a large tree which he felt was in peril. The Board feels this tree is not on community association property and a letter will be written to Mr. Fine stating our position.

Regarding the proposed development behind the woods, Mr. Downey received notification that we are allowed to intervene on the Hovnanian project.

With no further business, the meeting adjourned 9:40 p.m. The next meeting will be held on Tuesday, October 3, starting at 7:30 in the Spring House.

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

**October 3, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, October 3, 2006 in the Spring House. The meeting was called to order at 7:30 p.m. by Jim Downey with the following Board members and officers present: Pete Ancona, Bruce Collier, Stuart Graff, Barbara Jankowski, Bob Donatelli, and Joanne Urquhart. Also in attendance were Dennis Dettra, Diana Luff, Roz Kravitz, Alan Most, Fred Dichter, Greg Garber, Bob Reass, Rich Lawlor and Carl Ruzicka.*

### **General Business**

The minutes of the August meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the August 2006 Profit and Loss Statement and the Profit & Loss YTD Comparison Statement for January 1 to August 31, 2006. Income for the month of August totaled \$7,555 and expenses for the month totaled \$22,867. For the year to date period January 1 to August 31, 2006, we had a positive cash flow of \$9,101.

Hearings regarding delinquent assessments for two residents were scheduled for October 3 but had to be postponed and will be rescheduled.

A resident on Commonwealth expressed disappointment in what she considers to be a failure of the Board to enforce the rules and regulations of the Association. She specifically referred to a townhome which has shaker siding and an unmatched back façade. She also complained about clotheslines which face Mill Pond and stated that when she moved in 31 years ago she was told that clotheslines were not permitted. The Board pointed out that there is nothing in the By-Laws that prohibits clotheslines and that the Board cannot enforce misinformation conveyed by realtors which is not documented in the By-Laws. Lengthy discussion ensued regarding maintenance of the community and the enforcement of rules.

The Board explained that it does try to maintain the community and has pursued issues to the point of taking residents to court. The Board tries to maintain the community without over-dictating what residents can or cannot do. We have tried not to make things too restrictive but to maintain harmony between the homes in a cluster.

Regarding the non-conformity of the townhome of the resident's concern, the Board suggested she take pictures of her view of the back of the property and submit them to the Board for review.

### **Maintenance**

Mr. Donatelli reported that we received \$2,500 from Liberty Square for their portion of the clean up of the small detention basin, which will show up as a credit against the miscellaneous common ground expense of \$7,500. Contribution to the storm water management account will be taken at the end of the year. \$15,000 a year is allocated for that reserve. Since \$7,500 minus the \$2,500 reimbursement from Liberty Square was already spent for storm water expenses, \$10,000 will be credited to the storm water fund. The basin will need to be continually maintained in the future with NCCA burdening the full cost of future maintenance. Mr. Downey indicated that there is still additional work to be done in this area.

A question was raised regarding whether Moran is still doing weekly grass mowing. At the next meeting we will make a decision whether to cut back or stop mowing for the year

We need to get a bid to fix the grate at the small retention basin. We are awaiting an estimate from Mr. Emil regarding the large retention basin and Mr. Downey will follow up on that. Mr. Ancona will also check with the contractor who did the work on Cherry Lane to get an estimate.

Trees and tree pruning have been becoming big issues recently. Mr. Garber mentioned that the biggest problem he has with pruning is cutting up the debris and getting rid of it. He asked if the Association would consider sponsoring a community pruning day or weekend where residents can prune, leave debris on the curb and contract Moran to come through and pick up the debris. Mr. Downey thought that was an excellent idea and something to consider in the spring.

### **Social Committee**

Mrs. Strange has arranged for a Halloween Party on October 22 which has been posted on the website. She also will be posting signs at the entrance.

### **Manor House**

Question was raised from the floor as to whether there was a reason why Manor House rentals had declined. The Board indicated that the rentals fluctuate and it may just be a down time. Question was further raised as to whether outside groups could rent the facility. Currently, our By-Laws indicate that the Manor House can only be rented to residents and it would require a majority vote of the residents to change that. Also, if it was opened up to the general public, that would require additional renovations to bring the house up to Township code which could cost tens of thousands of dollars to do so. Renting the house to outsiders also opens the community up to additional liability.

### **Pool Committee**

Mr. Dettra reported that the pool is closed except for the restrooms and some minor repair work needs yet to be done. Mr. Dettra brought up the subject of bonuses for the guards, however, he indicated that since he was not that heavily involved, as was the understanding from the beginning of the year, his input would be limited. He indicated that the pool manager did call him for advice throughout the season and Mr. Dettra was there to provide support when needed. Mr. Dettra indicated that based on his limited presence at the pool, but having talked to the pool manager numerous times during the course of the season and having seen the pool in off hours, he thought the pool manager did a good job and that the water quality looked good. The Board tabled the subject of bonuses until after the budget meeting.

Mr. Dettra indicated that he would like to be considered for the same type of relationship of providing pool maintenance services for next year's pool season. The Board requested that Mr. Dettra put together an estimate of pool service fees for next year to be considered at the budget meeting.

Mr. Lawlor disagreed with Mr. Dettra's impression of the pool and felt the water quality was not good during the season, but he tabled further discussion of this for a later time. He also asked if he would be allowed to get keys to the pool for the pool committee. The Board indicated a key could be provided to Mr. Lawlor, as head of the pool committee, but for security reasons did not want numerous keys circulating to other individuals in the community.

Last month the pool committee suggested taking a portion of the dog house and converting it into a snack shack. Before proceeding further, the Board suggested the committee check with the Board of Health for any regulations that apply to selling food. Mr. Lawlor contacted the Board of Health and they indicated that as long as we do not touch any of the food, we do not need any certification from the Board of Health. If we sell prepackaged food and ice cream, we would have to go through the Department of Agriculture, which charges a yearly fee of \$35. The Dept. of Agriculture would come out at the beginning of the year and ensure that we have the equipment that would be freezing the ice cream to the proper temperatures. The Board also asked the pool committee to check with the Township to determine whether there are any Township regulations which need to be followed.

Mr. Lawlor indicated that he has been trying to get estimates from other pool management companies and he did receive one estimate and hoped to have additional estimates for the budget meeting.

One new picnic table was purchased this year for the guards and the pool committee asked if another table could be purchased to replace the old table by the kiddie pool. The Board said to bring that up at budget time.

Mr. Lawlor brought up the subject of the old section of the playground. He asked if tearing that down or putting up a new one could be a community service project for the Boy Scouts. The Board felt that was worth exploring.

### **Publicity**

On September 10 the NCCA webmaster expressed considerable concern to Mr. Downey that the website liaison took it upon himself to establish a Yahoo group with the intention of circulating and storing community information outside of newtowncrossing.org. The liaison used a bulk email tool to invite all registered members of newtowncrossing.org to this Yahoo group. The webmaster received complaints from residents who wanted to know why personal email addresses were distributed outside of Newtown Crossing. The bulk email tool was provided to the liaison and other site administrators to email NCCA residents information regarding upcoming events, community information, etc. It was not to be used for disseminating information outside of the community website and end up with residents receiving unsolicited email from outside of the community. The Yahoo Group connection was not authorized by the Community Association or by the webmaster. Our webmaster will be authorized to cut off the Yahoo address.

With the result of that happening, Mrs. Dempsey, who has been trying to strengthen the communication system within the community, expressed concern about using the email address list to disseminate legitimate NCCA information and wanted to make sure it was all right to use the email addresses for the newsletter purposes under the email address of NCCAlist@Yahoo.com. Mr. Ancona questioned why a Yahoo address was set up rather than using the newtowncrossing.org address. He suggested that the webmaster set up a new mailbox for the newsletter at our existing email address since he felt people would be less concerned about receiving something from our email address rather than being concerned about getting more spam from an unfamiliar email address. The Board gave Mrs. Dempsey authorization to contact the webmaster and request a newsletter mailbox at our existing email address.

### **Architectural Control**

Resident at 7 York Street submitted application to replace patio sliding door. Application approved as submitted.

Resident at 13 King Charles submitted application to replace broken fence in backyard. His fence borders a common area which has trees that are leaning against the fence and pushing the fence sideways. The resident submitted application to replace the broken fence and asked the Community Association to remove the trees since they are on common ground. Mr. Ancona had previously looked at this situation and was confident that the Community Association would not have planted these trees and felt the Community Association should not remove healthy trees on common ground that were not planted by us. The application to replace the fence was approved, but the Board did not approve burdening the expense of removing the trees. However, the homeowner was given permission to remove the trees at his own expense.

### **Old Business**

Mr. Downey reported that briefs are due this month in the Hovnanian case. Judge Rufe has considered what Hovnanian has to say and depositions have been allowed. Briefs are due from both sides, first from Hovnanian in October. The one from our side is due on November 6. Hovnanian is permitted to then rebut, after which Judge Rufe will make a decision as to whether or not the Newtown Township Board of Supervisors were legally and factually incorrect in turning down Hovnanian's proposal to put age-restricted housing in the parcel that borders Route 532 and the Newtown Bypass.

## **New Business**

Because of complaints that have been expressed over the past eight weeks regarding how the Board conducts business, Mr. Downey stated that there are two alternative methods provided by the By-Laws to remove individual Board members. We have elections once a year for Board members whose terms are expiring. The By-Laws also provide that any member can be removed from the Board with or without cause by majority vote of members, which would be a total 317 votes. In the event of death, resignation or removal of a director, his successor shall be selected by a majority vote of the remaining directors and serve for an unexpired term.

The budget meeting will be held on Tuesday, October 24 at 7:30.

With no further business, the meeting adjourned at 9:25 p.m. The next meeting was originally scheduled for Tuesday, November 7. However, after the meeting it was determined that two Board members would be unable to attend the next meeting, at which meeting the budget needed to be voted upon. Since the budget contained some controversial issues which would impact upon the entire community, it was felt that all Board members should be in attendance to discuss and vote upon the budget. The meeting has been postponed to Tuesday, November 14.

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

**November 14, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, November 14, 2006 in the Spring House. The meeting was called to order at 7:30 p.m. by Jim Downey with the following Board members, officers and committee heads present: Pete Ancona, Bruce Collier, Stuart Graff, Barbara Jankowski, Bob Donatelli, Joanne Urquhart, Rich Lawlor, Marie Dempsey, and Mike Gallagher. Thirteen other residents were also in attendance.*

### **General Business**

The minutes of the October meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for September 2006, The Profit and Loss TYD Comparison January 1 to September 30, 2006 and the Balance Sheet as of September 30, 2006. Income for the month of September totaled \$5,362 and expenses for the month totaled \$16,044. Total revenue for the YTD January 1 to September 30, totaled \$128,830 and expenses totaled \$130,411. Total Assets and Liabilities/Equity as of September 30, 2006 were \$171,167.

Mr. Donatelli reported that a 12-month CD matured on November 3 in the amount of \$20,275 and was renewed for an additional year at a rate of 4.25%. A second CD will mature on November 22 in the amount of \$15,484.

In October, final notices were sent to five residents. One was paid in full. The remaining four accounts will be turned over for collection action.

Mr. Donatelli distributed and reviewed the 2007 Budget Proposal prepared based upon the budget meeting held after the last meeting. One proposal was based upon a \$21 assessment and reinstating an \$80 pool tag fee. The second proposal was based upon a \$23 assessment with no pool tag fee. The 2006 assessment was comprised of an \$18 assessment for the general fund and a \$2 assessment for the Storm Water Management Reserve. Both proposed budgets for 2007 include the storm water a management assessment of \$2 per month: and, at the budget meeting, it was discussed adding \$1 a month for storm damage cleanup and tree maintenance, which would yield \$7,500. Any tree maintenance that is done next year will be taken out of the \$7,500 specifically earmarked for this area. Any balance would go into reserves at the end of the year. After his review of both proposed budgets, Mr. Donatelli indicated that he was comfortable with either of the two proposed budgets.

No one in attendance questioned the necessity of increasing revenue, since \$5,500 was included in the budget for Manor House painting, \$2,000 was included for the tot lot repairs, and \$2,000 was included for retaining wall repairs, all of which were legitimate inclusions in the budget. Debate ensued, however, as to how the funds should be derived. Some residents and Board members did not feel that it was fair to derive the extra needed revenue from the people who use the pool by reinstating a pool membership fee.

If the increase in expenditures was due to increased costs of the pool operations, then some felt it would be legitimate to have the \$80 pool fee passed along to those who primarily use the pool. But since the increase in expenditures was for various items throughout the development, most residents in attendance felt it was only fair to raise the assessments to \$23 and let everyone in the community share the cost. A counter argument was that part of the reason the reserves have been depleted was because of major expenditures to the pool over the past several years. Mr. Collier made a motion to accept the proposal for a \$23 per month assessment with a zero pool tag fee. The motion was not seconded and therefore the motion died.

Lengthy discussion continued regarding increases in assessments and pool fees. Again, residents in attendance agreed that there did seem to be a necessity for an increase in assessment, but to what degree was questionable. One resident suggested a \$24 monthly assessment and also adding a pool fee but at a

lower rate than the \$80 suggested, which would then go into the reserve account for major expenditures. Many of the residents in attendance did not want to see the pool fee reinstated. Continued discussion included building up reserves for future major expenditures, and how quickly we wanted to build up those reserves. The Board has always taken the position of maintaining the assets of the community while minimizing the impact on the residents by keeping the assessments as low as possible. Alternative means of increasing revenues were also suggested by residents, including increasing the cost to rent the Manor House and increasing the rent for the Carriage House. Mr. Downey felt that, while we are mandated to maintain the assets of the community, he did not consider the pool as maintenance, but as a recreational facility that should be self sufficient and supported by the individuals who use that recreational facility and not by the entire community. Mr. Ancona also contended that while a portion of everyone's assessments do go toward subsidizing the pool, he felt the individuals who actually use the pool should be subsidizing more of the pool expenses than those who do not use it. Mr. Collier and Mrs. Jankowski did not feel we should go back to implementing a pool fee. Discussion also touched upon the depletion of reserves and having sufficient monies to pay for not only the anticipated repair work, but unexpected work instead of having to defer unexpected work until a following year.

After lengthy discussion, Mr. Graff made a motion to raise the assessments to \$24 in order to really start building up the reserves so we have sufficient monies to pay for all of our expenses by the end of the year. He felt we should leave the pool like it was (included in the assessments) and put the assessments up to a reasonable number in order to start building up the reserves so that we do not have to defer doing things within the community because the money is not there. Mrs. Jankowski seconded the motion. The motion was called and the vote was as follows:

Mr. Ancona – no

Mr. Collier - yes

Mr. Downey – no

Mr. Graff – yes

Mrs. Jankowski – yes

The motion carried, three in favor, two against.

A resident who lives on Princess Lane expressed concerns about repeated vandalism to her property which backs up to the playground. Some of the damages have been done by older juveniles at the playground. The Board advised the resident to call the police and keep calling the police. Similar situations have occurred within the community and after repeatedly calling the police, the vandals are eventually caught or they eventually stop.

Mr. Graff read an email complaint regarding debris from an oak tree on Chesapeake Drive. The Board pointed out that the tree in question is on private property and the responsibility of the homeowner.

## **Maintenance**

Jim's Tree Service had been asked to identify trees at risk and we received a breakdown of a number of dead trees in the community that should be removed. Four of these dead trees were on the common ground along Mill Pond behind Commonwealth Drive and another tree on Union should be elevated by removing the dead bottom branches. The estimate for this work totals \$1,200. Mr. Collier made a motion to accept the proposal from Jim's Tree Service. Mrs. Jankowski seconded the motion and the motion carried unanimously. Also added to the list of work for Jim's Tree are downed tree/limbs on common ground behind 49 Franklin Court.



## **Manor House**

There were four rentals in October, one rental in November and three scheduled for December.

Ben Franklin Plumbers came and fixed two clogged sinks. The sink under the stairs is temporarily repaired but the sink is broken and leaking and will need to be replaced. The gutters will be scheduled for cleaning in December. Electrical repairs were done in late October by George Hepp who fixed the lighting under walkway between the Manor House and Spring House.

## **Pool Committee**

The pool committee has scheduled a Bingo night on November 18 at the Manor House. This event will be publicized on the website.

## **Publicity**

Mrs. Dempsey and Mr. Lawlor have been trying to set up an email address for the newsletter on the website which would be newsletter@newtowncrossing.org but they have been having difficulty getting this done through the webmaster. Mr. Ancona suggested the publicity committee lay out what they want to do in a proposal format, give it to Mr. Downey to present to the webmaster.

The publicity committee would like to email the newsletter to those residents who are signed up on the website and hand deliver hard copies to those residents who do not have internet access. Several residents indicated that the current webmaster did not have the capability to send certain files and may not be able to send "bulk mail" emails to the residents. It was suggested that Mr. Gallagher, Mrs. Dempsey, and Mr. Lawlor meet to itemize specifications that will be needed for the website in order to accommodate what we are trying to accomplish in the area of communication with the community.

Mr. and Mrs. Ehman, who live in NCCA, expressed an interest in maintaining the Newtown Crossing website and submitted a preliminary proposal. The Board requested that they submit a detailed breakdown of services, including any fees for additional services and it would be discussed further at the next Board meeting.

With no further business, the meeting adjourned at 9:50 p.m. The next meeting will be scheduled for Tuesday, December 5, 2006.

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

**December 5, 2006**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, December 5, 2006 in the Spring House. The meeting was called to order at 7:39 p.m. by Jim Downey with the following Board members, officers and committee heads present: Pete Ancona, Bruce Collier, Stuart Graff, Barbara Jankowski, Bob Donatelli, Joanne Urquhart, Rich Lawlor, Marie Dempsey, and Mike Gallagher. Also in attendance were Alan Most, Fred Ehmann, Susan Abraham and Bob Reass.*

## **General Business**

The minutes of the November meeting were approved as submitted.

Mr. Donatelli reviewed the status of delinquent accounts. A judgment was obtained against a resident on Chesapeake Drive. Collection notices were sent to four other residents. We will wait until January to see if any of these residents make payment before further action is taken.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for October 2006 and The Profit and Loss TYD Comparison January 1 to October 31, 2006. Income for the month of October totaled \$26,642 and expenses for the month totaled \$10,715. Total revenue for the YTD January 1 to October 31, totaled \$155,472 and expenses totaled \$141,126.

Mr. Donatelli distributed and reviewed the 2007 budget that was prepared reflecting the \$24 per month assessment that was approved at the November Board meeting. The budget also includes no tag fee for residents to use the pool and includes contributions for the storm water reserve account, monies earmarked for storm damage cleanup and painting of the Manor House. After discussion, Stuart made a motion to approve the 2007 budget in the amount of \$201,000. Bruce seconded the motion. The motion carried with four in favor, one against (Mr. Downey).

We received a proposal from Mr. Tiffany, a resident of Newtown Crossing, for sidewalk snow removal services. The breakdown of charges per incident is: 0-6 inches - \$500; 7-12 inches - \$725 and 12+ inches – negotiable. Mr. Donatelli suggested that the Board accept this proposal as long as Mr. Tiffany receives Board approval prior to each snow removal.

A resident in attendance suggested that we check into Verizon for our telephone service to see if we can get an all inclusive rate that would be cheaper than what we are currently paying for phone service at the Manor House.

## **Maintenance**

There is a broken tree branch on the common ground behind 39 Cherry. Jim's Tree Service will be contacted regarding this.

## **Manor House**

Three rentals are scheduled for December and three community meetings are scheduled for the Spring House and Manor House.

The exterminator came in on December 1 and the gutters will be cleaned in December. The keypad for the alarm system is sticking and it may need to be checked. Mrs. Dettra will call ADT and inquire about this.

## **Pool Committee**

Mr. Lawlor reported as to activities at the pool. Bingo night was held with approximately 20 people in attendance.

The committee requested Board approval to distribute a letter throughout the community regarding the pool committee.

## **Publicity**

The publicity committee presented a letter to the Board and a list of requirements for the Newtown Crossing website which would be the expectations from the webmaster in handling the proposed communication within the community. This included expanding the website, ability to notify registered residents of news, emailing newsletters to registered residents and a page to advertise the Manor House and Spring House. Also at the meeting, Fred Ehmann, a resident of the community, presented a proposal to maintain the website. Mr. Ehmann's cost proposal for the year was for an amount far below what we are paying our current webmaster. It was also mentioned that our current webmaster did not have the hardware to perform some of the requirements needed to perform what the committee was trying to accomplish.

After discussion, Mr. Graff made a motion that we advise our current webmaster that as of January 1, 2007, we will be terminating his services. Bruce seconded the motion and it carried, four in favor, one abstention (Mr. Downey). Mr. Ancona will draft a termination letter. Mr. Graff made a second motion that as of January 1, 2007, we retain the services of Fred Ehmann as our new webmaster, at a cost of \$750 per year. Bruce seconded the motion and it carried, four in favor, one abstention (Mr. Downey). It was suggested that payment for services will be made in \$250 installments, three times a year—January 1, May 1, and September 1.

With no further business, the meeting adjourned at 9:07 p.m. The next meeting will be held on Tuesday, January 2, 2007 starting at 7:30 p.m. in the Spring House.