

**MINUTES OF THE MONTHLY  
NEWTOWN CROSSING  
COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETINGS  
2008**

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

**January 8, 2008**

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, January 8, 2008, in the Spring House. The meeting was called to order at 7:36 p.m. by Jim Downey with the following Board members, officers and committee heads present: Pete Ancona, Bruce Collier, Stuart Graff, Carl Ruzicka, Bob Donatelli, Joanne Urquhart, Marie Dempsey, Fred and Barbara Ehmann, Rich Lawlor, and Lorrie Strange. Also in attendance were Mike Gallagher, Alan Most and Jill Collier.

### **General Business**

The minutes of the December were approved as submitted.

Mr. Donatelli reviewed the status of delinquent accounts.

Mr. Donatelli distributed the final version of the Financial Statements and Report of Independent Auditor as of December 31, 2006. The draft of the audit report was previously approved by the Board and no changes were made to the final report.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for November and the Profit and Loss YTD Comparison for January 1 to November 30, 2007. Income for the month of November totaled \$9,109 and expenses totaled \$10,990. Year to date income as of November 30 totaled \$190,894 and expenses as of November 30 totaled \$139,753. Reserve amounts for special assessments still need to be transferred out of the general account.

Mr. Donatelli reminded the Board of the intention to put \$7,500 into a playground reserve account. Mr. Collier made a motion that the Board approve the allocation of \$7,500 for playground repairs/improvement and Mr. Graff seconded the motion. The motion carried unanimously. \$2,000 was also budgeted this year for the playground, which gives a total of \$9,500 in reserve for the playground.

Mike Gallagher extended his thanks for the support he received from the community in the recent election for Board of Supervisors. He has been appointed liaison for the homeowners associations across the Township.

Committee heads in attendance thanked the Board for the \$50 gift presented at Christmas. The Board was grateful for all of the work done by the committee heads over the past year. Improvements were made to the website and pool, the newsletter was reinstated, and many new activities were started last year as a result of the hard work of the committee heads.

Correspondence was reviewed. Mr. Downey and Mr. Graff received an unsigned letter of complaint regarding a house on Canterbury Court. The Board's policy is to take no action on unsigned letters of complaint.

### **Maintenance**

Mr. Graff received a call from a townhome owner regarding cutting a tree on the strip between the sidewalk and street on her property. She wanted to verify whether she was permitted to do that and whose responsibility it would be. Mr. Graff informed her that she was permitted to cut the tree, since it would be her responsibility.

Mr. Tiffany has agreed to snow plow the common ground sidewalks again this year.

Mr. Collier reported that a resident on Chesapeake Drive authorized a tree service to cut down a tree on common ground between two townhome sections that back up to Mill Pond. The tree service had already

cut one tree and was ready to fell another at the time that Mr. Collier intervened. Mr. Collier spoke to the resident inquiring as to why she had the tree cut down. She indicated that the roots were going into her property; however, the tree that was cut down was a healthy white pine tree and had no visible roots. A second tree had visible roots, and the resident's intention was to also have that tree cut down.

The Board in the past has not used Association funds to remove healthy trees. Residents are also not authorized to cut down trees on Association property without permission, just as they would not be authorized to cut down trees on their neighbor's property. If, however, a resident does have an issue with a tree on common ground that is impacting their property, then the Board invites residents to attend a Board meeting to discuss the issue. The resident who cut down the tree on Mill Pond will be invited to attend a Board meeting to discuss this issue further if they so desire. In the meantime, the Board will look at the tree in question and consider what action, if any, to take regarding the tree that was already cut down.

### **Pool Committee/Recreation**

Mr. Lawlor thanked the Board for its generosity and cooperation over the past year. He indicated that community participation in events seems to be growing and it has been wonderful seeing the interest from the community in the activities that are being organized.

The pool manager from 2007 will not be returning; however, Brian Dempsey has expressed an interest in the position. He brings years of experience working with local pool management companies, and Mr. Lawlor looks forward to working with him.

The diving board needs to be replaced, and replacing it may become a major issue. Mr. Lawlor will be contacting pool repair suppliers regarding this.

.Mr. Lawlor indicated that fundraising will be done to generate additional funds for the playground improvement. It was suggested that we check to see if the manufacturer of the existing equipment is still in business, salvage what is still useable, and possibly add to the exiting pieces in sections, since it will probably be cost prohibitive to do everything at one time. Mr. Lawlor suggested posting pictures on the website in order to obtain input/suggestions from the community and to solicit help from the community in designing, repairing and putting together the playground equipment.

A teen game night is scheduled for January 19.

### **Old Business**

Mr. Downey reported that there has been no word on the appeal from Hovnanian regarding the development behind the wooded area.

With no further business, the meeting adjourned at 8:35 p.m. The next meeting will be held on Tuesday, February 5, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**February 5, 2008**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, February 5, 2008, in the Spring House. The meeting was called to order at 7:35 p.m. by Jim Downey with the following Board members, officers and committee heads present: Pete Ancona, Stuart Graff, Carl Ruzicka, Bob Donatelli, and Lorrie Strange. Also in attendance were Aline Turner, Diana Luff, Bill McCann, and Dave and Laura Peters.*

## **General Business**

The minutes of the January were approved as submitted.

Mr. Donatelli reported that in the month of January five final notices were sent. One account was paid in full and one resident called and said that a check was sent during the end of December.

We had a 12-month CD mature in December 30 12 in the amount of \$16,371 which renewed at a rate of 4.3%.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for December 2007, the Profit and Loss YTD Comparison for January 1 to December 31, 2007 and the Balance Sheet as of December 31, 2007. Income for the month of December totaled \$8,969 and expenses totaled \$36,750. Year to date income as of December 31 totaled \$199,863 and expenses as of December 31 totaled \$163,113. Assets and Liabilities/Equity as of December 31 totaled \$202,936.

Correspondence was reviewed and discussed. A letter was sent to the owners of a vehicle which has been parked on a common parking pad in the townhome section for some time now with no current registration and inspection. According to a Newtown Crossing regulation that was passed in 1995, common areas are not to be used for storage of personal property and a \$25 per day fine can be implemented if the stored property remains on the common areas.

There is currently a tarp-covered antique car which is currently being stored on another common parking pad in the community and the Board felt that this also was considered personal property which is being stored. A letter will be written to the owner of that vehicle.

## **Maintenance**

Residents at 115 Commonwealth and 117 Commonwealth Drive attended to request better leaf disposal on the common parking pad and common grounds in their area. They attended the meeting to request that the Homeowners Association maintain these common areas since piles of leaves remain in this area. The Board pointed out that this was an exceptionally bad year for leaf removal since many leaves remained on the trees well past the normal time of year that the leaves usually fall. Mr. Ancona indicated that he needed to contact Mr. Moran regarding the retaining wall issue, and offered to also talk to Mr. Moran about leaf clean-up in that area.

Last month residents living at 55 Chesapeake Drive had several trees cut down on their property and at the same time authorized their tree service to cut down several other trees on common ground. A Board member intervened before the second tree on common ground could be cut down, and the Board asked the residents to attend the next Board meeting to review this situation with the Association. While the Board appreciates residents maintaining common areas, residents do not have authority to remove trees from common ground without first discussing the situation with the Board. The resident who cut down the tree indicated that the evergreen that had been already cut down was being pushed over and that it blocked the sidewalk. The resident further reported that the second tree, a huge poplar tree, approximately 40" in diameter and 60-70 feet tall, is in the middle of a common area between two townhome sections and that

the root system is way above ground, creates a hazard to anyone walking on the common area and is also pushing up the sidewalk in that area. The resident indicated that this is an area with a number of large trees in close proximity and something needs to be done.

Mr. Graff had looked at the tree in question and felt that the root system does pose a problem. He expressed concerns that if a bad storm occurred, the tree could fall on one of the neighboring houses. Mr. Graff's recommendation was that we authorize Jim's Tree Service to take down the poplar tree and mill out as much of the root system as possible. The Board agreed with this decision.

Resident at 115 Commonwealth raised concern regarding a pine tree on common ground behind their house. We will have Jim's Tree Service take a look at that tree to determine whether this tree needs to be pruned or removed.

### **Pool Committee/Recreation**

Lorrie Strange requested \$250 for an Easter Egg Hunt. Money has already been budgeted for such social events.

### **Architectural Control**

Resident at 112 Canterbury had obtained approval and had replaced siding on her townhome last March. Within the last six months since the new siding has been installed, several of the panels have come loose as well as panels coming completely off and other issues due to poor installation have occurred. Since they have obtained no satisfaction from the original contractor in repairing the job, they would like to have a new contractor replace the siding. Approval was given for the residents to have the siding redone.

### **New Business**

The annual meeting will be held on Tuesday, April 1. Stuart Graff and Marie Dempsey will be running for the Board position that will be up for re-election in April. Ballots will be posted on the website.

### **Old Business**

The Hovnanian case (development behind the wooded area) is scheduled for argument in front of the Commonwealth Court during the end of February. A decision will be rendered some time in the fall.

With no further business, the meeting adjourned at 8:40 p.m. The next meeting will be held on Tuesday, March 4, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**March 4, 2008**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, March 4, 2008, in the Spring House. The meeting was called to order at 7:35 p.m. by the vice president, Pete Ancona, with the following Board members, officers and committee heads present: Bruce Collier, James Downey (arrived late), Stuart Graff, Carl Ruzicka, Bob Donatelli, Joanne Urquhart, Rich Lawlor, Fred Ehmann, Marie Dempsey and Lorrie Strange. Also in attendance were Diana Luff, Barbara Ehmann, Jill Collier, Fred Dichter, and Marge Ruzicka.*

## **General Business**

The minutes of the February meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for January 2008. Income for the month of January totaled \$30,473, which is down from January 2007 due to the decrease in the assessment rate. Expenses for the month of January totaled \$2,924. There was a positive cash flow for the month of January in the amount of \$27,550.

Mr. Donatelli reviewed the status of delinquent assessments. Four outstanding assessment notices were sent out during the month. One resident responded and would like to make monthly payments. One resident indicated that a payment in the amount of \$316 was made in December, but the payment was not processed until January 3. A third resident paid in full.

Mr. Donatelli reviewed the 2007 Performance versus Budget Report for 2007. Assessments came in \$1,137 over budget for the year. Operating Expenses came in \$7,887 under budget. Reserve accounts were funded as follows: Storm Water Management - \$12,000, Storm Damage - \$7,500, Reserve for Manor House Painting - \$5,150; Tot Lot - \$7,500; and Retaining Wall Repair - \$4,600.

Dianne Luff of 115 Commonwealth Drive attended the meeting to thank the Board for cleaning up the parking pad area on Commonwealth and for tree trimming on the common ground behind her property.

## **Maintenance**

Mr. Ancona indicated that Mr. Moran did find a supplier for the steel "I" beams for the retaining wall work. Mr. Moran will provide us with an estimate for that work. The price will probably be about \$6,500. The "I" beam approach has worked well for the retaining wall sections, because the wood beams slide into the slots of the steel beams. Mr. Moran fills in with stone behind the timbers where the timbers are going to fit which helps waterflow to go between the stone rather than directly onto the timbers, thereby, slowing the deterioration process of the timbers. As timbers do begin to deteriorate, the individual damaged wood beams can be slid out and replaced rather than having to replace the entire wall. Mr. Moran will be quoting on the section of retaining wall to the rear of 31/33 Princess Lane. Replacement of this section has already been provided for in the budget. The only remaining retaining wall area left to replace will be on the common ground on Canterbury Court. A small section of this is the responsibility of NCCA and the remaining portions of the wall lie on personal property, which would be the responsibility of the individual homeowners to repair.

Jim's Tree Service removed the large tree on Mill Pond. Mr. Graff mentioned that Jim's Tree Service also does snow plowing, which we should keep in mind if we need snow plowing services in the future.

Lorrie Strange mentioned that her husband has been emptying the trash cans around the playground; but there is one receptacle holder that is missing a trash can and therefore trash is just being thrown on the ground. Mr. Ancona offered to go out and purchase a new one.

## **Pool Committee/Recreation**

Marge Ruzicka reported that the Newtown Crossing swim team will be starting their season again. Registration will be held during the beginning of May. The swim team will also be hold a pot luck dinner in April.

Mr. Lawlor received a call from Chandler Hall inquiring about the fee for this year and they are interested in the same arrangement as last year. The Board agreed to the same fee as last year.

Mr. Lawlor contacted several people regarding getting estimates to replace the diving board at the pool. One contractor indicated he could come out next week. The contractor expressed concern that the State regulations for swimming pools with diving boards have changed. The regulations now state that the depth of the pool to accommodate a diving board needs to be 12 feet deep. It was not known whether that regulation applies to pools that were built prior to this new regulation. If it applies to all pools, then we may not be able to replace our diving board, since our pool is only 10 feel deep. This new regulation was passed in November-December of 2007. The regulations may grandfather in pools that do not have major modifications, however, replacing the diving board may constitute a major modification.

Mr. Lawlor indicated that the new pool manager this season will be Brian Dempsey. There has already been contact with the lifeguards from last year about coming back again this year.

Mr. Lawlor is in the process of obtaining prices for a new guard stand and hopes to have the information by the next meeting. The pool committee also hopes to have another car wash and flea market in the spring to raise funds for the tot lot. It was previously suggested that members for a playground committee be solicited to input as to what should be done at the playground.

## **Architectural Control**

Resident at 104 Commonwealth Drive submitted application to install a 3' vinyl white picket fence. The Board felt it was not appropriate to fence in the front and it was also the understanding that the Township will not approve a front yard fence. Therefore, the Board rejected this proposal.

## **Publicity**

The committee is working on getting out another newsletter which will include the ballot the for April meeting. It was mentioned that a biography and qualifications of the candidates running for office should be written up and posted on the website.

## **Old Business**

The Hovnanian Appellate Court argument was scheduled for March 11 but has been postponed. No reschedule date has been set.

With no further business, the meeting adjourned at 8:25 p.m. The Annual Meeting will be held on Tuesday, April 1, starting at 7:30 p.m. in the Spring House, with the regular meeting immediately following the Annual Meeting.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**April 1, 2008**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, April 1, 2008, in the Spring House. The meeting was called to order at 8:00 p.m. by Jim Downey with the following Board members, officers and committee heads present: Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, Joanne Urquhart, Rich Lawlor, Fred Ehmann, and Lorrie Strange. Also in attendance were eleven other residents.*

## **General Business**

Marie Dempsey was welcomed to the Board. Since officers for the upcoming year needed to be selected, Mr. Downey requested a motion for the office of President and Vice President. Mr. Ruzicka made a motion to retain the same slate of officers as the previous year. The motion was seconded and carried unanimously. The officer slate will remain as: James Downey, President; Peter Ancona, Vice President; Robert Donatelli, Treasurer; and Joanne Urquhart, Secretary.

Mr. Donatelli noted several corrections to the March minutes. Under General Business, 4th paragraph should read "Reserve for Manor House Painting - \$5,150. On page two, the third sentence of the third paragraph should read ". . .depth of pool to accommodate a diving board. . ."The last sentence of that paragraph should also read ". . .replacing the diving board. . ."The minutes were accepted with the above correction.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for February 2008. Income for the month of February totaled \$11,914. Expenses for the month totaled \$2,044. Year to date income as of February 29, 2008 totaled \$42,387 with total year to date expenses of 4,968. We currently have a positive cash flow as of February 29, 2008 of \$37,419, which is typical for this time of year since the major expenses occur during the summer.

Mr. Donatelli reviewed the status of delinquent assessments. The one remaining delinquency for the first quarter was turned over to our attorney for collection. Another account had requested a monthly payment plan consisting of paying one current month plus one past-due month. With that scenario she should be current in about a year.

Mr. Donatelli reported that our assessments received during the month of February was up by about \$1,000 and it is hoped that people who had outstanding balances at the end of the year are starting to pay them off. Assessments Receivable is at a record high of about \$12,000.

## **Maintenance**

Mr. Donatelli reported that we received a proposal from Mr. Emil to mow the detention basin again this year. Since he has been mowing it twice a year, it does not take as long for him to mow; and, therefore, he has kept the price the same (\$1,324 per mowing) despite the increase in fuel costs. His proposal has been accepted.

Mr. Reass, of 25 Franklin, indicated that the sink hole on common ground behind his property still has not been fixed. He indicated that he would try to fix with benenite if the Board would approve an expense of \$100 for the materials. Other sink holes were reported on common grounds next to 47 Princess (Dichter), 181 Commonwealth (Ehmann), and 208 Commonwealth (Collier). Mr. Downey will contact Mr. Moran regarding these.

## **Manor House**

Mr. Ruzicka inquired into the status of the Manor House painting, which still has not been completed. It was felt that the weather is still too cold to expect that the painting could be done at this time.



Mr. Gallagher, of 98 Delaware Court, inquired about the cost of our security system and felt that he might be able to offer services that could save the Community Association money. The Board said they would certainly consider a proposal if he would like to submit one.

Mr. Lawlor indicated that the stone work around the Manor House patio is falling apart. By the back door there are uncovered open wires. With the community parties now being held at the Manor House, these issues are not only unsightly but pose safety issues.

### **Pool Committee/Recreation**

Mr. Lawlor is waiting to hear from the pool contractor regarding replacing the diving board and whether we will be permitted to replace the board given the new depth requirements for diving boards. Chandler Hall will be using the pool again with the same arrangement as last year.

Pool staff has being lined up and sufficient staff has been arranged. The pool will open on May 24, for the Memorial Day weekend.

Mr. Lawlor is still looking into replacing the benches at the pool. The good quality benches cost about \$400-500. He will continue looking into this.

Several people have expressed interest in working on the playground committee. Mr. Lawlor will be contacting those individuals by email to set up a working meeting.

### **Architectural Control**

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

Resident at 8 Chesapeake Drive submitted application to replace windows. Application approved as submitted.

Carl Ruzicka volunteered to take over the duties of the Architectural Control Committee and his name will be listed on the website as the contact.

### **Publicity**

The updated pool application will be added to the website. Other pool information will also be included on the website.

### **Social**

The Easter Egg Hunt was a huge success with over 60 children in attendance. A teen night was also held and the committee hopes to schedule another one in May.

### **Old Business**

Discussion was raised regarding vehicles illegally parked within the community. Vehicles with expired tags and inspection are not permitted to be parked on the street or on Newtown Crossing parking pads and will be reported for towing by the police.

### **New Business**

The Board approved sending Mr. Graff a fruit arrangement to thank him for his years of service to the community.

With no further business, the meeting adjourned at 9:15 p.m. The next meeting will be held on Tuesday, May 6, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**May 6, 2008**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, May 6, 2008, in the Spring House. The meeting was called to order at 7:44 p.m. by the vice president, Peter Ancona, with the following Board members, officers and committee heads present: Bruce Collier, James Downey, Marie Dempsey, Carl Ruzicka, Bob Donatelli, Joanne Urquhart, Rich Lawlor, Fred Ehmann, and Lorrie Strange. Also in attendance were six other residents.*

### **General Business**

The minutes of the April meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for March 2008, the Profit and Loss YTD Comparison January 1 – March 31, 2008, and the Balance Sheet as of March 31, 2008. Income for the month of March totaled \$5,638. Expenses for the month totaled \$5,888. Year to date income as of March 31, 2008 totaled \$48,025 with total year to date expenses of 10,857. Assets and Liabilities/Equity as of March 31, 2008 totaled \$238,122.

Mr. Donatelli reviewed the status of delinquent accounts. A collection letter was sent to one resident; however, no response was received and this account was turned over to our attorney for District Court proceedings. A record number of ten final notices were sent out last month. Responses and payments were received on some accounts and the remaining accounts will be turned over to our attorney.

Mr. Donatelli reported that two sign fines were levied for signs posted on the entrance islands.

Correspondence received was reviewed. A letter was received from Liberty Square inquiring when the catch basin would be maintained—they were informed that this a twice a year clean-up. Mr. Downey received a thank you from Mr. Graff for the fruit basket sent.

Resident in attendance raised complaint regarding neighborhood kids and other residents who have been using her property as common ground for playing, walking their dogs and riding bikes to cut through to common ground. The resident has confronted the kids and they have verbally “mouthed off” to her. She continually has neighborhood kids in her backyard and has lost all of her backyard privacy. It was suggested that she contact the police; however, before that action is taken, Carl Ruzicka offered to speak to the parents of these youths since he knows the families involved.

### **Maintenance**

Mr. Downey had contacted Moran regarding several sink holes in the community. Two residents in attendance indicated that the holes were repaired the afternoon prior to the meeting.

Mrs. Dempsey received an email regarding a parcel of common ground behind 104 Commonwealth that has not been cut. Mr. Downey will add this to the list for Moran to cut.

Complaint was raised about debris that Moran’s workers have deposited in several areas of the community and have not removed. Moran will be instructed to remove this debris.

The entrance signs are in need of painting and Mr. Downey solicited names of anyone who might be interested in doing the work. Mr. Collier offered to check with Guy Tiffany.

Mr. Downey presented a list of numerous dead trees that need to be removed along Mill Pond. Jim’s Tree will be contacted to do this work.

Resident at 11 Hidden Valley Lane presented concerns about water drainage problems that she is having in the back of her property, which sits next to common ground. There is a catch basin next to her property, but apparently her property is lower than other areas. Mr. Downey suggested she call him and he would come out and survey the situation and offer suggestions. In the meantime, the Board gave permission for her to put river rock or some other deterrent in the area of concern, as long as it did not alter the flow of water onto her neighbor's property.

### **Manor House**

Mr. Gallagher of Delaware Court submitted a proposal from Brink's for an alarm system at the Manor House. There would be a \$300 installation fee, assuming the existing panel/wiring is usable. The Brink's proposal would result in an annual monitoring fee savings of \$246, plus a long distance charge savings of \$252, for a total annual savings of \$498 over what we are paying for our current service. The Board made no immediate decision, but will consider the proposal before our contract with ADT is renewed.

Mr. Downey checked with Mrs. Dettra regarding the electric boxes outside the Manor House. She indicated that they have been replaced by Hepp Electric but vandals have pulled them out. She will check with Hepp again to see if he can install electric boxes that are more vandal resistant.

The Manor House painting still needs to be completed. Mr. Ancona indicated that some of the soffit boards are rotted and Mr. Downey and Mrs. Dettra will go over that with the painter.

Due to a recent incident, Mr. Downey will talk to Mrs. Dettra regarding security at the Manor House.

### **Pool Committee/Recreation**

Mr. Lawlor contacted Mr. Dettra and he hopes to open the pool the week of May 12. On May 17 and 18 the guards will be at the pool to clean the pool and to do the initial opening.

Mr. Lawlor has been researching the portable guard stand. The cheapest stand he found was \$2,200, which would be purchased over the internet. He offered to buy the guard stand via his personal credit card and be reimbursed.

Mr. Lawlor has also been checking into new benches for the pool. He suggested going with a frame bench and buy trek boards to insert for the seat and back of the bench.

There will be a flea market and car wash at the pool. This will be publicized on the website.

Despite having left repeated messages, Mr. Lawlor still has not heard back from the contractor who was supposed to come out regarding our diving board. He feels we can start the season with what we currently have and over the course of the year continue to try to have someone come out to evaluate our diving board situation.

Mr. Lawlor indicated that a number of people have approached him asking about extended hours at the pool, especially on Friday and Saturday nights. It was suggested that the hours for the weekends prior to going full-time be 12:00 to 6:00, with regular hours being 12:00 to 8:00. Guards who are age 18 and over can work additional hours during the day; so that if conditions warrant, the pool can stay open a little later during the season. The pool will be open just on weekends starting Memorial weekend and then full-time starting the day after Council Rock closes for the summer.

The staff currently consists of four full-time guards and a pool of part-time guards who will be paid at the same rate at last year.

Since sandblasting and other techniques have not worked at the baby pool, Mr. Lawlor indicated that they may consider installing a mat on the bottom of the baby pool. Research will need to be done to insure that the mat chosen does not have holes in which a small child could get a toe caught.

The swim team asked if the Board would sponsor the team again this year by paying for the lifeguards at meets. The Board agreed to do this again.

The resident who moved into one of the new homes next to the Manor House contacted Mr. Lawlor and asked if they would be able to join the pool. The houses immediately next to the Manor House are not part of the Community Association and, therefore, would not be eligible to use the facilities unless they petitioned to join the Association. However, once they became part of the Association, they would permanently be members.

### **Architectural Control**

Resident at 135 Chesapeake Drive submitted an application to replace fencing which is currently rotting. The resident has already obtained a permit. The application was approved as submitted.

Resident requested approval to paint her townhome. She currently did not have a definite color picked out and the color should be one that would fit well with surrounding townhomes. In painting aluminum siding there is special preparation work that also needs to be done. The Board suggested that the resident come back after she has selected a color for the painting.

Resident at 12 King Charles Lane submitted application to replace split rail fence with white vinyl fence. Application approved as submitted.

Resident at 192 Commonwealth submitted application to install new fence. Application approved as submitted.

Resident at 184 Commonwealth Drive submitted application to install new windows, exact replacements. Application approved as submitted.

Resident at 51 King Charles submitted application to replace deck. Application approved stating necessity of Township permit.

### **Publicity**

Mrs. Dempsey hopes to issue another newsletter after the next meeting.

The Ehmanns will be working on scanning the Community Association and Townhome By-Laws and Regulations for inclusion on the website. This will be published on the website as a "read only" copy so as to prohibit individuals from making alternations to the document. Buyers will still need to receive the official hard copy which is included in the 5407 packages which are ordered at the time of an agreement of sale.

With no further business, the meeting adjourned at 9:20 p.m. The next meeting will be held on Tuesday, June 3, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**June 3, 2008**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, June 3, 2008, in the Spring House. The meeting was called to order at 7:44 p.m. by the vice president, Peter Ancona, with the following Board members, officers and committee heads present: Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, Joanne Urquhart, Rich Lawlor, and Lorrie Strange. Also in attendance were five other residents.*

## **General Business**

One correction was noted to the April 2008 annual meeting minutes. The last sentence should read ...“the annual meeting was recessed at 8:00”.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for April 2008 and the Profit and Loss YTD Comparison January 1 – April 30, 2008. Income for the month of April totaled \$30,820. Expenses for the month totaled \$8,518. Year to date income as of April 30, 2008 totaled \$78,847 with total year to date expenses of \$19,375.

Mr. Donatelli reviewed the status of delinquent accounts. We received payment in the amount of \$734.

## **Maintenance**

Mr. Ancona has been in contact with Mr. Moran regarding the retaining wall behind King Charles and Princess. Moran’s plan is to do the wall as soon as the heavy spring growth slows down, usually late June early July.

A resident on Hidden Valley asked if she could use some of the wood chips from the tree that was removed along Mill Pond. The Board had no problem as long as it will not impede the flow of water into the storm drain system.

A number of tree issues were reported (tree in the wooded area behind 255 Bucks Meadow, island at the Manor House and next to the Carriage House, behind 7 S. Lancaster, and behind 206 Commonwealth) and these will be referred to our tree service. A resident approached Mr. Ancona regarding a tree on common ground that is now brushing against their house and asked if the Association would remove the tree. The policy of the Association is that we will not remove healthy trees, however, residents have authority to cut limbs that are encroaching on their property.

Mr. Collier will contact Mr. Tiffany regarding painting the entrance signs.

## **Manor House**

There were five paid rentals at the at the Manor House in May and three no charge community usages. There are currently three paid rentals scheduled for the month of June.

Greg Garber will be fixing the broken window in the back of the Manor House. The electrical outlets on the porch are being repaired by George Hepp.

Mrs. Dettra has been in contact with the painter who has been contracted to paint the outside of the Manor House. While it appears the painter, Mr. Riegler, has overscheduled himself, he continues to state that he would like to do the job and feels confident he will be able to start work in a few weeks. Since Mrs. Dettra continues to be told this, she has requested that Mr. Downey contact Mr. Riegler for a definite timeframe. The painter had also agreed to repair and replace the rotted wood around the Manor House.

There is stonework around the Manor House that is in dire need of repair. We will try to obtain the name of the individual who previously did stonework around the Manor House—it is believed that Mr. Downey has this information.

### **Pool Committee/Recreation**

Mr. Lawlor reported that the first weekend of the pool opening went well. Hot dogs, hamburgers and cake were provided at the pool on Memorial Day and were greatly enjoyed by the residents at the pool. The swim team will be starting practices at the pool from 4:30 – 6:30 until the pool opens full-time starting on June 16.

June 21 has been set up as the date to start taking down the old playground equipment. Mr. Lawlor has offered to dispose of the wood and someone else will take the metal pieces. We may have to call a tire dealer and pay for disposal of the tires. We will first contact our trash contractor, Lecks, to see if they have a source to dispose of the tires.

Mr. Lawlor has purchased the guard stand on-line; however, he did not realize that there was going to be an additional charge of \$233 for outside shipping, since there was nothing on the website regarding shipping costs. Even with additional shipping charges, however, the cost was still cheaper than if purchased locally. The old guard stand will be taken down. The metal from the stand will be combined with the metal taken from the playground for disposal.

The pool will be sponsoring movie night at the pool on June 20.

Mr. Lawlor raised a question about the lights at the pool. He thinks the timer needs to be adjusted because the lights have not been coming on. Mr. Donatelli reported that the breaker for the pool lights had been turned off and they should now be corrected.

Sean Dempsey is going to design a mural for the walls at the bathroom. Mr. Lawlor is going to take out the water fountain and cap it off since it has not worked for years.

Mr. Lawlor received a call from Chandler Hall informing us that, because of a problem with the safety harness in their buses that would transport the kids, they will not be using the pool this summer. That will eliminate the \$2,000 income that would have been generated by their use of the pool.

### **Architectural Control**

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

Resident at 21 Chesapeake Drive submitted application to replace windows. Application approved as submitted.

Residents at 135 Hidden Valley Lane submitted application to paint entire exterior of townhome. Application approved as submitted.

### **Social**

Mrs. Strange requested \$300 for a “poolapalooza” party in August. A check will be sent to her for this event since she will not be at the July meeting.

### **Publicity**

Mrs. Dempsey is working on a June newsletter. Publicity events will be emailed to the webmaster.

**New Business**

Complaint was raised regarding an old appliance which has been deposited in front of 42 Princess Lane for some time. We will check with the Township regarding junk/trash ordinances.

Complaint was also raised regarding two vehicles parked on the parking pad between to 45 Chestnut Drive and 46 Chestnut Drive. There are two vehicles, one of which has a flat tire, and has been parked there for months. The second green VW has a license plate but the inspection has expired. These will be checked for valid inspection/registration and reported to the police if they do not possess current inspection/registration.

With no further business, the meeting adjourned at 9:10 p.m. Due to the severe damage at the Spring House, the next meeting will be held on Tuesday, July 1, starting at 7:30 p.m. in the Manor House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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



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

**July 1, 2008**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, July 1, 2008, in the Manor House. The meeting was called to order at 7:39 p.m. by the president, James Downey, with the following Board members, officers and committee heads present: Peter Ancona, Bruce Collier, Carl Ruzicka, Bob Donatelli, Joanne Urquhart, Fred Ehmann, Rich Lawlor, and Lorrie Strange. Also in attendance were Barbara Ehmann, David Gallagher, Steve Thomas, Sherri Brill, George Hepp, Stephanie Weir, Fred Dichter, and Mario Lionetti.*

### **General Business**

Two corrections were noted on the minutes of the June meeting. In the third paragraph under "General Business" a typographical error was noted in the word "assessments" and the last sentence of that paragraph should be deleted.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for May 2008 and the Profit and Loss YTD Comparison January 1 – May 31, 2008. Income for the month of May totaled \$11,547. Expenses for the month totaled \$15,796. Year to date income as of May 31, 2008 totaled \$90,394 with total year-to-date expenses of \$35,170. For the month of May we had a negative cash flow of \$4,248 and year to date we currently have a positive cash flow of \$55,223.

Mr. Donatelli reviewed the status of delinquent accounts. Five initial collection letters were sent in May.

One resident paid \$368 on his account and currently owes \$25. We did not receive a response from the other four residents. If they have not paid by the end of next week, these accounts will be forwarded for court processing.

Mr. Donatelli discussed the status of maturing CD's. One will be cashed in and deposited in the checking account to pay current expenses, and the other will be changed from six months to twelve months so that the maturity falls in the summer when most grounds maintenance expenses hit.

A resident on Bucks Meadow attended the meeting regarding a \$100 sign fine that they received because their 12-year-old daughter posted a sign for their lost dog. She asked if the fine could be waived since they (the girl's parents) were unaware that their daughter had posted the sign, and the daughter was unaware of the policy that no signs were permitted to be posted on the entrance islands. The parents have since discussed the rules of the Association with their daughter. While several Board members felt the community members should be aware of the sign fine and adhere to the fines when assessed, Mr. Ancona felt that the intention of the 12-year-old girl was not to violate the By-Laws of the community and, therefore, felt the Board should waive the fine in this particular instance. The Board agreed and the fine will be waived.

Mr. Gallagher of Delaware Court presented a Brinks Business Security Intrusion Proposal for the security system at the Manor House. Assuming the existing wiring would be usable, the cost per year would be \$509, plus \$341 installation, versus \$1,066 per year which we are paying with our current provider. Mr. Gallagher indicated that if the Association installed the Brinks system, anyone within the community interested in a personal system and using the Association as a referral would get free installation for their home. The Association would also get a \$75 bonus for any referrals. Since our current contract is still in effect, the Board will further discuss this at the August meeting.

### **Maintenance**

Question was raised regarding the increase in Moran's costs in maintaining the grounds. It was explained that some of the increase in costs are the result of his crew having to clean up debris deposited on common ground by residents who live in the community. Other additional costs have been related to storm damage

clean-up, which has increased this year. Also, due to the increased cost of fuel, our contractor has had to pass along additional fuel charges. All of these have contributed to maintenance costs being higher than in other years.

Mr. Ruzicka received a complaint regarding trees behind 5 Chestnut Street. He looked at the trees and indicated that they are healthy trees and should not come down at this time.

A resident from Delaware Court called Mr. Ancona regarding trees encroaching on his property. Mr. Ancona indicated the trees are healthy, but advised the resident that he could remove the lower limbs if he so desired. Mr. Ancona indicated there is a dead tree on common ground behind 255 Bucks Meadow which leans toward the house, and that tree should come down.

### **Manor House**

On June 10 the Spring House was crushed by a tree which fell during a storm. The Board looked at the damages. On June 21, Mr. Edward Siccienski, an independent contractor for our insurance company, State Farm, assessed the Spring House and Carriage House damages. His estimate for damages was approximately \$80,000 plus costs involved in removing the tree. Mr. Downey will contact the Board members when he receives the cost breakdown from State Farm and felt the Board should have a special meeting to just discuss the report and the procedure for repairs.

Regarding the repairs of the Spring House, a resident in attendance suggested that we contact the Historical Society to see if they could help with the repairs to the building. A number of other individuals, however, felt it was better not to get involved with the Historical Society, since the repairs would be limited to re-creating the building to "historical" specifications versus specification which may be far more efficient and cost effective.

George Hepp, a resident and electrician who has done work at the Manor House, alerted the Board to the fact that the ceiling in the back part of the basement is caving in and the basement really needs to be cleaned out and the ceiling repaired. A work party was suggested for this project.

There is stonework that also needs to be repaired around the outside of the Manor House; and Steve Thomas, a resident in attendance, indicated that he knows people who do this type of work. He also indicated he would be interested in helping with the repairs to the Spring House.

### **Pool Committee/Recreation**

A resident on York Street attended the meeting to make some suggestions regarding the pool. She suggested offering incentives for kids in the community to work at the snack shack, and those incentives could be either in the form of coupons for food or a stipend pay. She also said that the toilet in the ladies room was not working. The walls need to be cleaned and she suggested that they be power washed. She further indicated that the guards need to be more strict in charging for non-members coming to the pool, which would generate more money for the pool. The Board felt these were good suggestions and should be communicated and discussed with the pool committee chairperson, Rich Lawlor, who in turn can communicate any new ideas to the Board.

Another resident raised a question about the number of guests that residents are able to bring into the pool. He had been informed that residents could only bring in three guests, even though the pool may not be crowded. Mr. Lawlor answered by citing that the number of guests was based on the number of guards on duty, since more swimmers would require more guards. It was felt that it should be up to the discretion of the pool manager to determine the number of guests allowed. If it would be a light day at the pool, more guests could be permitted.

Concern was raised by a resident that there have been times when swimmers have been in both the deep end and the shallow end of the pool but only one lifeguard has been on duty. Mr. Lawlor indicated that the

guards follow standard Red Cross rules. If 20 people or less are in the pool, only one guard needs to be on duty and the guard should be on a stand. Another resident in attendance indicated that there have been times when the guards are not on the stand. Mr. Ancona stressed that the number one issue of importance at the pool should be safety, and that Mr. Lawlor should periodically review safety issues with the guards.

Mr. Lawlor indicated that we currently only have one bench for the pool area. He found kits for end pieces of the benches, and the benches would be completed by purchasing wood slats for the seat and back. The kits sell for \$39 and Mr. Lawlor would like to buy 6, which would cost around \$240. He would probably size the benches to approximately six feet long and he would purchase the wood. He did not know what that cost would be.

A resident suggested looking into metal benches similar to those at the Garden of Reflection. They are probably very costly, but are extremely sturdy and would probably never need to be replaced. He suggested perhaps buying one every several years. This will be taken under consideration

Mr. Lawlor reported that Mike Dempsey, Charles Strange, and Tom Brantley helped to take the old playground equipment down, and Mr. Strange took the metal for recycling. He was able to get a \$120 refund for the metal. Mr. Lawlor thanked all of those involved in the playground cleanup.

Mr. Lawlor reported that the car wash was a success, with the community making about \$200 from this event. Currently they have about \$1,300 to put toward the playground in addition to what the Board has allocated. The Playground Committee is planning on getting rid of the remains of the old equipment within the next week. They are looking to replace the old equipment with something small for now which could be added onto at a later date as more funds become available.

The stacking chairs also need to be replaced at the pool. Mr. Donatelli suggested purchasing another dozen.

Marie Dempsy had received a request for permission to use the community association tennis courts to give personal paid tennis lessons. It is the position of the Board that the community association common grounds are not to be used for personal gain, so therefore, permission was denied.

## **Publicity**

Mr. Ehmann reported that resident Henry Piotrowski forwarded information to him regarding the history of the Manor House and this has been included on website.

Mr. Ehmann is working on scanning the By-Laws of the Association onto the website

## **Old Business**

The Hovnanian case (regarding the development behind the wooded area) was appealed. No decision as yet regarding the appeal.

With no further business, the meeting adjourned at 9:20 p.m. The next meeting will be held on Tuesday, August 5, starting at 7:30 p.m. in the Manor House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**August 5, 2008**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, August 5, 2008, in the Manor House. The meeting was called to order at 7:38 p.m. by the president, James Downey, with the following Board members, officers and committee heads present: Peter Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, Joanne Urquhart, Rich Lawlor and Fred Ehmann. Also in attendance were Barbara Ehmann, David Gallagher, Aline Turner, Casey Gibbons, Jill Collier, M'Lu St. George, and Alan Most.*

## **General Business**

The minutes of the July meeting were approved as submitted.

Mr. Ruzicka wanted the following inserted into the minutes of the special meeting held on July 30: "As for the special meeting minutes, I would like to have the paragraph that talks to a "consensus" of the board to move forward with rebuilding to indicate that I voiced some reservations considering the spring house was not heavily utilized, none of the board members have any particular expertise in construction and I am absolutely opposed to rebuilding the spring house unless we can be sure we will be completely compensated in full by State Farm. I am opposed to using any NCCA money or asking for a raise in the assessments to cover shortfalls in a rebuilding project." The minutes of the special meeting were approved with the above insertion.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for June 2008, the Profit and Loss YTD Comparison January 1 – June 30, 2008, and the Balance Sheet as of June 30, 2008. Income for the month of June totaled \$3,845. Expenses for the month totaled \$19,055. Year to date income as of June 30, 2008 totaled \$94,273 with total year-to-date expenses of \$53,321. For the month of June we had a negative cash flow of \$15,210 and year to date we currently have a positive cash flow of \$40,953. Total Assets and Liabilities/Equity as of June 30, 2008 are \$236,336

Mr. Donatelli reported that we have a CD maturing this week and the proceeds of \$7,593 will be deposited into the checking account for the reserve account expenses. Because of all of the major expenditures relative to tree work this year, some of which was due to storm damage, we have exhausted the \$4,000 which was budgeted for this area, plus we have used \$7,500 from the reserve account. Therefore, Mr. Donatelli reported that there currently is no money left for cosmetic tree work.

Mr. Donatelli reviewed the status of delinquent accounts. Six final notices were sent out in July. Two hearings are scheduled for August 19.

Mrs. St. George, of 14 Beech Street, indicated that for years they have been allowing the landscaper to use a connection from their house to water the plants at the Route 332 entrance. She was concerned that there may be a break in that connection along the NCCA portion of the line since the water has not been used in recent years. This will be checked to insure there is no break in the line.

Mr. Most, of 45 Chestnut Drive, indicated there is an abandoned vehicle located between 45 and 47 Chestnut Street. Mr. Downey indicated there is a special form that needs to be completed and the Township will tow the vehicle. Mr. Most indicated he would obtain the VIN number and tag number and provide this information to Mr. Downey.

## **Maintenance**

Mr. Ruzicka raised complaint and disagreement regarding the Association spending \$2,000 to remove a tree which he had looked at, which he felt was on personal property, and which he felt the Association should not have removed. Mr. Ancona also looked at the same tree and initially also thought the tree was on

personal property. However, after looking at the tax maps and being shown the property surveying pins, Mr. Ancona concluded that the tree was either completely on Association property or straddling the personal property/Association property line. Mr. Ancona asked Jim's Tree Service to give an opinion on the condition of the tree, and their opinion was that there was a split where the branches of the tree came together and that it could fall. The property owner who raised concerns about this tree is a widow living on a fixed income, who made numerous calls to Association Board and Officer members, expressing her extreme emotional stress about the possibility of this tree falling on her property. Based on the measurements that Mr. Ancona took, he concluded that the tree was on common ground. Jim's Tree Service felt that if part of the tree was taken down it would weaken the rest of the tree. Given the circumstances, Mr. Ancona felt it was appropriate to remove the tree.

Mr. Ruzicka also indicated that the resident mentioned above also had a shed which appeared to be on common ground. This further strengthened his position that the tree should not have been removed without at least negotiating removal of the shed believed to be on common ground. Mr. Ancona felt that the shed was an entirely different issue unrelated to the tree since there are other residents within the community who have usurped common ground for personal usage. Requiring this one resident to remove a shed would require canvassing the entire community and having all residents remove sheds that are positioned on common ground.

Mr. Collier received a request to evaluate the condition of two large oak trees behind 145 Canterbury and also received a complaint regarding dumping on common ground in that same area. Moran will be contacted to remove the wood chips along Mill Pond where a tree was previously removed next to 102 Chesapeake.

Mr. Collier received a complaint regarding damage that has been done to the wooded area behind the Bucks Meadow cul de sac by kids who have made skateboard/dirt bike ramps. The Board felt it was not the responsibility of the Board to patrol the area and if kids are posing a problem in the area, then residents should call the police.

It was reported that trees behind 7 Chesapeake and behind 78 Gettysburg need to be checked. Mr. Downey offered to look at those.

Mr. Collier spoke to Guy Tiffany regarding painting the entrance signs, and he said he was interested; however, Mr. Tiffany has not yet gotten back to Mr. Collier. Mr. Collier will check again before we pursue other options in having the signs painted.

Mrs. Dempsey requested that a letter be written to the owners of 63 Gettysburg asking them to trim their trees along the sidewalk along Mill Pond.

### **Manor House/Spring House**

Mr. Downey has still received no reply from the painter regarding the Manor House painting.

The Board met on July 30 to discuss the Spring House repairs. The consensus was to fix the building and we have received a check from our insurance company for the repairs. At that meeting the Board reviewed the cost estimate of repairs submitted by State Farm Insurance and made revisions which would be more cost effective not only in repairing but also in the future maintenance of the Spring House. Subsequent to that meeting, Mr. Ancona went through the entire cost estimate and indicated the changes that were discussed at the July 30 meeting. Copies of the revised cost estimate were forwarded to all Board members and officers.

At the July 30 meeting, Mr. Downey had presented a list of contractors known to be reputable through his law firm. The contractors on that list were furnished with a copy of the revised insurance repair estimate and were asked if they would be able to repair the Spring House for the amount allocated by our insurance company. Mr. Downey received a response from M&H Builders, Inc. indicating that (with the modifications

made by the Board) they would be able to complete the repairs for that amount, barring any unforeseen increase in costs. Any additional repairs would have to be identified and presented to the insurance company. Any extra costs involved in meeting Township codes will also have to be presented to the insurance company.

Mr. Ruzicka indicated that he had shown the revised breakdown to his father-in-law who is a professional engineer and asked him if that package could be used to obtain bids. He indicated that document would not result in receiving “apples to apples” bids in return. He further indicated that drawings would need to be provided with written directions, photos, etc. Mr. Ruzicka suggested that we have an architect look at the estimate and prepare some plans so we get this leveled out, so we know who we are going to select, select the right person, and make sure it gets done properly. Another Board member pointed out that hiring an architect would be very costly and create a cost that would not be reimbursed by the insurance company. The concern expressed at the special meeting was that the Board did not want the Community Association to have to relinquish funds for the repair work and that this should be a replacement project that would be zero cost to the Association.

Mr. Ancona pointed out that when we did significant renovations to the Carriage House and the original renovations to the Spring House we did not hire an architect; we basically had someone put a punch list together and the contractor came back and gave us a proposal with the level of detail needed to complete the project. The insurance appraiser acknowledged that there was a lot that he could not see and that a contractor may not be able to see until things are torn apart. Additional unseen structural work may need to be done which will then need to be approved by our insurance carrier.

While Mr. Ancona agreed that the cleaner the specs are in being submitted, the better the change of getting “apples to apples” bids versus “apples to oranges”, the contractor will need to submit whatever is necessary for approval by the Township. However, the Board felt the most important factor was integrity of the contractor. The multiple bids factor is irrelevant since cost is not a factor, as this is a “net” zero project for the community. The idea of getting multiple bids is irrelevant because if we are not paying Community Association funds for the project and we are going to get the same end product, the main issue boils down to who is going to get the project completed in a timely and competent fashion. Mr. Downey had forwarded the information to six reputable contractors and M&H was the only one who came out and indicated that they could do the work for the price listed by the insurance adjuster.

Mr. Collier made a motion that we contract M&H Builders to do the repair work at the Spring House. Mr. Ancona seconded the motion and it carried unanimously.

The Board felt that the repairs needed to be broken down into two pieces—Carriage House and Spring House—since the Carriage House needed to be fixed immediately.

Mrs. Dettra’s report indicated that there were three Manor House rentals in June and one in July. One rental is scheduled for August and two are tentatively scheduled for September.

Greg Garber has ordered the window for the Manor House and it should be in shortly. Lecks Exterminator serviced the Manor House in July.

Mrs. Dettra’s report further indicated that the police called and indicated that they put up a “condemned sign” for the Spring House, due to the close proximity of the pool area and children playing in the area.

Mr. Gallagher from Brinks inquired as to whether the Board had made a decision on changing service providers for the Manor House security system. The Brinks proposal would result in an annual savings of \$498. Mr. Collier made a motion to accept the Brinks proposal and Mr. Ruzicka seconded the motion. The motion carried unanimously. Mr. Gallagher indicated that free installation would be offered to any NCCA resident who signed up as an NCCA referral, and the Community Association would also receive \$75 for any resident who contracted with Brinks.

At the last meeting, it was mentioned that the basement area of the Manor House is in dire need of clean-up and that the basement ceiling is collapsing in spots. It was suggested that a day be set aside for the Manor House clean-up and publicize it in the newsletter and on the website. Sunday, October 5, was suggested as the day for the Manor House clean-up.

Years ago there was a Manor House committee comprised of residents who met once a month, went through the House, and made recommendations for improvements or repairs to the House. It was suggested that we try to solicit community members to reinstate that committee, since the House requires much more care and time than what one person can put into it.

### **Pool Committee/Recreation**

Mr. Lawlor purchased the materials for the benches at the pool and a number of them have been put together. After taking into account the total amount spent for the bench kits and the wood needed to put them together, the benches cost approximately \$62 each.

All of the wood from the old playground equipment has been removed from the playground. The tires still remain but Mr. Lawlor is checking into possibly finding a recycling company to take them.

Pool hours will start to be cut back, since the days are getting darker sooner, and some of the guards will soon be going back to school.

Various activities are currently being planned, including a talent show, teen night, and a Labor Day weekend party.

### **Architectural Control**

Resident at 37 King Charles submitted application to replace existing deck and remove shed. Application approved as submitted.

Resident at 32 York Street submitted an application to make modifications that would significantly alter the appearance of the front of the house by taking out the garage door and changing the side door to the front. Due to the fact that these changes would change the exterior look of the house, these changes were not approved.

Resident at 31 Union Street submitted application to replace windows and vinyl siding. Application approved as submitted.

### **Social**

A Poolapalooza party was held at the pool with 30-35 children. Good time was had by all.

### **Old Business**

Mr. Downey received a decision from the Commonwealth Court of PA which denied Hovnanian's request for an appeal.

With no further business, the meeting adjourned at 9:35 p.m. The next meeting will be held on Tuesday, September 2, starting at 7:30 p.m. in the Manor House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**September 2, 2008**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, September 2, 2008, in the Manor House. The meeting was called to order at 7:36 p.m. by the president, James Downey, with the following Board members, officers and committee heads present: Peter Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, Joanne Urquhart, and Fred Ehmann. Also in attendance were Jerry Belardo, Claire Lewis, Kathy Ricci, Margie Ruzicka, Jill Collier, Patrice Cichalski, Carolyn Donatelli, Lorrie Strange and Alan Most.*

## **General Business**

The minutes of the August meeting were approved as submitted with one minor typo correction.

Mr. Donatelli reviewed the status of delinquent accounts. Two hearings were scheduled in August. The first account paid \$771 and the second account paid in full. Of the other outstanding accounts, two accounts paid in full, one account paid \$291, and one paid \$100. Another account owing \$433 will go to our attorney for collection if payment is not noted when we receive the latest bank assessment reports.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for July 2008 and the Profit and Loss YTD Comparison January 1 – July 31, 2008. Income for the month of July totaled \$29,926. Expenses for the month totaled \$19,057. Year-to-date income as of July 31, 2008 totaled \$124,199 with total year-to-date expenses of \$72,377.

We received a renewal contract from First National Bank for accounting services for the year. The contract reflects an increase of about \$800 per billing period. The Board agreed to renew our contract.

Mr. Donatelli distributed the Draft of the Audit Report and Report Representative Letter from our accountant, James McFadden, CPA, and a draft copy of the Financial Statements and Notes of the Independent Auditor for NCCA as of December 31, 2006. The auditor indicated that a number of associations are stopping their annual audits. The Board felt that NCCA should continue the audit reports every year. The auditor will submit a quote for services for next year.

Complaint was raised regarding a boat parked on a parking pad next to 247 Canterbury. Parking pads are not to be used for the storage of personal property and letter will be written to the owner of this vehicle.

## **Maintenance**

Discussion ensued regarding removal of trees on common ground. Mr. Collier and Mr. Ruzicka offered to be the contact persons regarding tree removal. Mr. Ruzicka will contact Jim's Tree Service regarding removal of a tree behind 26 S. Lancaster Lane. Mr. Collier will contact Jim's regarding trees behind 78 Gettysburg and 145 Canterbury.

Resident from Hershey Court raised concern regarding the appearance of a yard which has not been cut for weeks. The Board reported that this is a Township issue and complaint should be posed with the Township.

The Board checked out the sprinkler connection to the front entrance, and the hose connection to the front plantings is operating. Mr. Collier was unable to find someone interested in painting the front entrance signs, so the Board members will look into undertaking this project.

## **Manor House/Spring House**

Mr. Downey has tried numerous times to contact the painter (who had been contracted to paint the Manor House) but without success. Mr. Downey will start working on getting our down payment back.



The contractor is waiting for approval of the permit from the Township in order to start the Spring House/ Carriage House repairs. Samples of siding to be used were presented for Board approval. The Carriage House is now “weather worthy”, and the contractor has been ready to start, but work has been held up waiting for the Township to issue the permit.

It was reported that there was attempted vandalism at the Spring House of the air conditioning and piping.

### **Pool Committee/Recreation**

Mrs. Ruzicka thanked the Board for their support of the swim team. The team had a good year with approximately 70 children participating. Mrs. Ruzicka made a special acknowledgement of a much appreciated donation by Lea Collier and Ryan Safiero.

Mr. Ruzicka indicated that Mr. Lawlor’s father just passed away and suggested that the Board send a fruit/ flower basket as an expression of sympathy. The Board agreed to do so.

The pool season is closed and Mr. Dettra has taken care of covering/closing the pool.

Mr. Ancona indicated that at the far end of the pool there is a faucet which is starting to deteriorate under the ground. Water has been leaking from that area and has been running over the retaining wall, creating algae which may deteriorate the wall. Mr. Ancona felt that, since we never use that faucet, we should have a plumber dig it down and cap it. It was asked whether there was a second valve which could just turn off that faucet. Mr. Ancona will check with Mr. Dettra regarding that and also check with Mr. Lawlor to see if he knows a plumber who could cap it. It was mentioned that, if a plumber needs to be contracted, there is also a toilet that needs to be fixed.

### **Architectural Control**

Resident at 184 Commonwealth asked if she would be permitted to install an outside oil tank cover. The resident will check into further details and report back.

Resident at 31 York Street submitted an application to convert her garage into living space and alter the exterior by eliminating the garage door and replacing it with a front door. Discussion followed whether this type of alteration should be permitted under the Architectural Control Committee guidelines. Several Board members did not have a problem with this change, while other Boards members felt allowing such a change was not in keeping with the ACC guidelines. Mr. Ancona pointed out that the change submitted was a significant one. By allowing those changes, that particular townhome would be significantly different from other townhomes within the community. Discussion continued regarding maintaining the integrity of the community. Mr. Ancona felt that if we did not draw the line somewhere as far as exterior alterations, then we might as well not have an Architectural Control Committee. A vote was taken as to whether the resident’s application should be approved in order to allow her to make the exterior change of eliminating the garage door and replacing with a front door: The vote was as follows: Mr. Ancona – no; Mr. Collier – yes; Mrs. Dempsey - no; Mr. Downey – no; and Mr. Ruzicka – yes, with a final vote of 3 against, 2 in favor. Since the Board did not approve the conversion of the garage door to a front door, the resident then requested permission to install a double hung window on the side of the garage. This request was approved.

### **Publicity**

Mr. Ehmann reported that the PDF files created from the scanning of the By-Laws have turned out to be very large and there is not enough storage space to include these files on the website. Mr. Ehmann will continue to explore other means of compressing them to allow them to fit on the website.

Mrs. Dempsey indicated that another newsletter will be out shortly.

## **Social**

Mrs. Strange reported a pool party was held in August and was a great success. A Halloween party will be held on Sunday, October 19, at 12:00.

As discussed at the last meeting, the basement of the Manor House is in dire need of clean-up and a clean-up party is scheduled to be held immediately after the Halloween party on October 19 at approximately 1:30. Parents attending the party will be solicited for the Manor House clean-up.

## **New Business**

A resident raised a question as to whether political signs are permitted to be posted throughout the community. Residents are permitted to post signs on their own property; however, signs should not be posted on common grounds or on other resident's properties without permission. Residents can remove any signs posted on common grounds or signs which have been posted on their property without permission.

## **Old Business**

We received a letter from the Supreme Court of the Commonwealth of PA that Hovnanian has filed a petition for allowance of appeal. Mr. Downey indicated that it will be months before we hear whether they decide to accept the appeal.

With no further business, the meeting adjourned at 9:00 p.m. The next meeting will be held on Tuesday, October 7, starting at 7:30 p.m. in the Manor House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**October 7, 2008**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, October 7, 2008, in the Manor House. The meeting was called to order at 7:36 p.m. by the president, James Downey, with the following Board members, officers and committee heads present: Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, Joanne Urquhart, Rich Lawlor and Fred Ehmann. Also in attendance were Barbara Ehmann, Alan Most, Sergi Gavrish, and Patricia Cichalski.*

### **General Business**

A change was noted in the September minutes regarding the starting time of the Halloween party and Manor House work party scheduled for October 19. The minutes were approved with that change.

Last month, Mr. Donatelli distributed drafts of the audit report. Mr. Donatelli reviewed points of that audit report. After review, Mr. Ruzicka made a motion to approve the audit report and to sign the representative letter. Mrs. Dempsey seconded the motion and it was unanimously approved.

Mr. Donatelli reviewed the status of delinquent accounts. A hearing is scheduled for one account. One final notice was sent. In August we collected a number of past-due assessments totaling \$2,575, which should help in bringing down some of the assessments receivable.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for August 2008 and the Profit and Loss YTD Comparison January 1, to August 31, 2008. Income for the month of August totaled \$10,690. Expenses for the month totaled \$21,363. Year-to-date income as of August 31, 2008 totaled \$134,889 with total year-to-date expenses of \$93,740, showing a positive year-to-date cash flow of \$41,149.

We had a seven-month CD in the amount of \$12,201 mature which was changed to a one year CD.

Mr. Donatelli indicated that a budget meeting needs to be scheduled and suggested the last Tuesday in October starting at 7:30 in the Manor House.

Correspondence received was reviewed. We received a letter from Liberty Square regarding clean-up of the detention basin. It was indicated that Mr. Emil had already done this work and this will be communicated to Liberty Square.

Positive comment was made regarding the paving of Mill Pond and the installation of the new curbing. Mr. Moran indicated to Mr. Ancona, however, that areas by the pavement are settling. While Mr. Moran indicated that he could fill in these areas, he would need to charge us for this work and suggested that we contact the Township to have their contractors return and fill in the needed areas. Mrs. Urquhart will contact the Township.

### **Maintenance**

There is a parking pad on Chestnut drive that needs maintenance. Mr. Most offered to clean-up and mulch and asked if the Board would reimburse him for cost of the mulch (probably a cost of less than \$50). The Board approved this request.

Mr. Most indicated that an abandoned vehicle still remains on Chestnut. Mr. Downey will pursue this issue.

Mr. Ancona had contact with Jim, of Tree Service and emailed the Board regarding a large dead tree on common ground behind 255 Bucks Meadow. The has a two-foot diameter, is leaning toward the homeowner, of house and puts the house in peril. The cost to remove is \$1,800. There is also a dead tree on common ground behind 78 Gettysburg; however, this tree poses no danger to homeowner, of property. Another tree was reported behind 155 Canterbury, which is thin with some overhang onto private property,

and, while the tree does not look very good, it does not seem to be dead or create any immediate danger to private property.

Mr. Donatelli reported that we are currently way over budget for tree work. Therefore, it was decided that at this time we should only remove those trees that represent immediate danger to the nearby residents,Â homes. We will remove the tree behind 255 Bucks Meadow. Other dead tree removal will be deferred until next year.

Several residents have volunteered to help paint the entrance signs. Mr. Collier offered to purchase the paint and will coordinate the painting effort. Mr. Most offered to donate the brushes.

### **Manor House/Spring House**

Since we still have had no response from the contractor who agreed to paint the Manor House, our attorney will take action in initiating a suit against the painter to return the deposit that was paid to him.

Mrs. Dettra reported that there was one Manor House rental in September and three scheduled for October. The Fire Marshall,Âs inspection is due in October and the extinguishers and smoke detectors will be fixed prior to inspection. The new alarm system has been installed and any questions or problems should be directed to Mrs. Dettra.

Clean-up of the Manor House basement will take place immediately following the Halloween party on October 19.

### **Pool Committee/Recreation**

Mr. Lawlor thanked the Board for the arrangement sent in response to the recent passing of his father.

The pool is in dire need of some tile replacement. Mr. Lawlor spoke to Mr. Dettra regarding this and it was felt this should wait until spring. There are sections where the tile has come off. Mr. Dettra indicated he could come out prior to the 2009 pool season to do that work.

There were a lot of problems with the baby pool this year. Mr. Lawlor suggested keeping the working drain intact, filling in the baby pool and adding a mushroom sprinkler; however, he did not know how much this would cost. He will research the cost of this conversion, since the baby pool is not usable in its current condition and prior attempts to fix the pool have not succeeded.

Bonuses for several of the guards were briefly discussed, and Mr. Lawlor will make a recommendation at the next meeting.

The snack shack ended the year with about \$450.

We currently have about \$10,900 for the playground. Mr. Lawlor will work on ideas over the winter for suggestions as to what we want to do. Since the equipment is very costly, he will look into something that we can start with and add onto at a later date.

### **Architectural Control**

Resident at 109 Chestnut Drive submitted application to install a window on the side of his townhome. The Board approved this request; however, the resident will need to obtain a permit from the Township for this work. The same residents also asked permission to plant trees on common ground. This request was denied since people in the past have planted on common ground and the community association has had to bear the cost of removing some of these same trees that were planted without permission.

Resident at 45 Chestnut Drive submitted application to replace sliding patio doors. Application approved as submitted.

## **Publicity**

The newsletter was just sent out.

Mr. Ehmann asked if the Board had any objection to adding a link on the website to the Newtown Crossing Yahoo discussion group. Question was raised as to whether linking this would increase the possibility of residents receiving junk mail and unwanted solicitations. The majority of the Board members had no problem with linking this.

## **Social**

Community Halloween party is scheduled for October 19.

With no further business, the meeting adjourned at 9:00 p.m. Since the first Tuesday of November falls on Election Day, the next meeting will be held on Thursday, November 6, starting at 7:30 p.m. in the Manor House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**November 6, 2008**

*The regular monthly meeting of the NCCA Board of Directors was held on Thursday, November 6, 2008, in the Manor House. Prior to the start of the meeting, the Board members met in the Spring House with the contractor to make a few decisions regarding several final details on work at the Spring House. The meeting was thereafter called to order at 7:50 p.m. by the president, James Downey, with the following Board members, officers and committee heads present: Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, Joanne Urquhart, and Fred Ehmann. Also in attendance were Alan Most, Patricia Cichalski, Casey Gibbons and Aline Turner.*

## **General Business**

The minutes of the October meeting were approved as submitted.

Mr. Donatelli distributed the final copy of the Financial Statements and Notes of the Board of Directors for NCCA with Report of Independent Auditor dated December 31, 2007 as prepared by James M. McFadden, CPA.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for September 2008 and the Profit and Loss YTD Comparison January 1 – September 30, 2008 and the Balance Sheet as of September 30, 2008. Income for the month of September totaled \$5,417. Expenses for the month totaled \$13,958. Year-to-date income as of September 30, 2008 totaled \$140,307 with total year-to-date expenses of \$107,698. Total Assets and Liabilities/Equity as of September 30, 2008 were \$278,336.

Expenses as of September 30, 2007 are lower than September of last year and Mr. Donatelli projected a surplus of just over \$12,000 for the end of the year. The first suggestion for the surplus is to replace the reserve for the storm damage and tree removal. That would save us from having to increase \$1 per month in assessments next year to replace that reserve. The rest could be set aside for specific projects, possibly pool projects. Since there is a projected surplus, Mr. Donatelli indicated that we would also have funds to do some of the tree work that we were going to defer (behind Gettysburg and Canterbury).

The budget meeting was rescheduled for November 13.

## **Maintenance**

Mr. Ruzicka received a request from a resident on Canterbury Court to take care of a tree in the back of the resident's house. The tree is located on private property and the resident was informed that it is his responsibility.

Since the sign painting project has not yet been started, it was felt that it might be too cold to paint at this point and it was suggested that we wait until spring to do this project.

## **Manor House/Spring House**

Two Manor House rentals are scheduled for November and two are currently scheduled for December. In addition, a community New Year's Eve party is scheduled for December 31 and a teen game night is scheduled for December 13.

The Manor House was serviced by Leck's Exterminating on October 25.

## **Publicity**

Mr. Ehmann found pictures of Newtown Crossing dating back to 1982 and will take current pictures of the same locations and will include on the website for comparison as to how Newtown Crossing has changed since first being developed.

Mrs. Urquhart will put together a year-end newsletter which will announce the assessment rate for 2009 and will also include a review of Association rules and other items of interest.

## **Social**

The Halloween party was a huge success. A Manor House clean-up was held immediately following the party and the worst part of the debris was cleaned out. A teen game night will be held on December 13.

## **New Business**

Mr. Downey reported that he received a phone call from a resident regarding a "peeping tom" in the community, reported seen on Willow Court and on Delaware Court. This is a police matter and the resident indicated that the police were already notified.

A resident who recently moved into one of the privately-developed houses on Hidden Valley expressed an interest in joining the pool. It was suggested that he come to a Board meeting to discuss the possibility of his joining the Association.

With no further business, the meeting adjourned at 8:25 p.m. The next meeting will be held on Tuesday, December 2, starting at 7:30 p.m. in the Manor House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**December 2, 2008**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, December 2, 2008, in the Manor House. The meeting was called to order by the president, James Downey, with the following Board members, officers and committee heads present: Pete Ancona, Bruce Collier, Marie Dempsey, Bob Donatelli, Joanne Urquhart (late), and Fred Ehmann. Also in attendance were Alan Most, Lorrie Strange, and Fred Dichter.*

## **General Business**

The minutes of the November meeting were approved as submitted.

We had a one-year CD mature in the amount of \$16,843 rolled over.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for October 2008 and the Profit and Loss YTD Comparison January 1 – October 31, 2008. Income for the month of October totaled \$28,939 and expenses for the month totaled \$12,109. Year-to-date income as of October 31, 2008 totaled \$169,246 with total year-to-date expenses of \$119,808. Year to date we currently have a positive cash flow of \$49,438, however that will be reducing substantially. \$7,500 will be taken out to put back into the storm damage reserve and \$15,000 will be put into storm water management, which was a special assessment.

Mr. Donatelli reported that the recent phone bill did not reflect as large of a drop after removing the long distance service. The bill was reduced from \$49 to \$27 per month; however, when determining the savings on the new alarm system, we thought it would come down to \$24 or \$25 per month. Therefore, it will be a longer time before we see the cost savings on the new alarm system. It will be 13 to 14 months before we reach the break-even mark on the new system.

Assessments will remain at \$22 next year; however, Mr. Donatelli will need to adjust the budget to reflect the \$22 monthly assessment. Mr. Donatelli will have the revised budget for review and approval at the January meeting. Mr. Downey commended the Board and residents within the community who work so hard in volunteering time and services for the benefit of the community, which in turn allows us to keep our assessments so low.

Complaint was raised regarding residents who rake leaves into the street. Also, a suggestion was made to post an item on the website reminding residents to clean the leaves away from the storm sewer drain covers.

## **Maintenance**

We received one new estimate for painting the Manor House in the spring. We are still seeking estimates for painting.

Mr. Collier has had conversations with Jim's Tree regarding a huge tree on common ground near the wooded area which is completely dead and leaning towards a neighboring house. Due to the location of the tree and the lack of accessibility, it will cost \$2,200 to remove this tree, with Jim's Tree suggesting leaving the large section of the trunk in the woods. If he removes the trunk of the tree, that would add an additional \$400-\$500 to the cost. There is also a smaller dead tree in the same area. Due to the threat the large tree poses to a resident's house, the Board felt it should be removed. Mr. Collier will contact Jim's Tree and authorize the removal of both of those two trees.

Mr. Ancona mentioned that at the rear of Westwood Court, branches were taken off of a common ground tree and some very large holly bushes were taken down from private property and thrown over the fence and piled on common ground. He felt we should write to the resident telling them to remove the debris or we will have the debris removed and charge the resident for the cost.



A resident, who lives on Hidden Valley and Mill Pond, had piled leaves next to the sidewalk. Since Moran was already cleaning up in the area, he also cleaned up those leaves for \$15 for labor. It was suggested that we pay the cost this time but tell the resident that if she piles leaves again we will bill her for the cost of removal.

The contractor reported that we passed the electric and framing inspection on the Spring House. Mr. Downey feels the contractor is doing a good job. Mr. Ancona questioned whether we should have the entire Spring House re-sided, since the part not damaged is of different type of siding.

Mr. Moran is replacing the Association's portion of the retaining wall on Canterbury Court and Mr. Ancona asked if he would be interested in replacing some of the private walling in that area if the residents would be interested in having that work done. Mr. Ancona suggested posting an item on the website and writing a letter to the residents asking if they would want to tie into the work that is being done for the Association. Since only a small portion of the wall is on common ground, the other residents would have to privately pay for any wall repairs on their property.

Manor House/Spring House

Mrs. Strange mentioned that a cover is missing from a socket by the basketball courts. Her husband offered to get a new box to replace the cover, and the Community Association will reimburse the cost.

Fire inspection needs to be set up for the Manor House.

There was a drain back-up at the Carriage House and a plumber sent out by the real estate agent indicated that there is some galvanized piping that he recommended updating with PVC piping. Mr. Ancona offered to go over and check out the current condition of the piping and if, necessary, we will replace.

## **Social**

Mrs. Dempsey reported that teen night will be held on December 13.

With no further business, the meeting adjourned at 8:35 p.m. The next meeting will be held on Tuesday, January 6, starting at 7:30 p.m. in the Manor House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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