

**MINUTES OF THE MONTHLY
NEWTOWN CROSSING
COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETINGS
2012**

JANUARY 2
FEBRUARY 5
MARCH 8
APRIL10
MAY13
JUNE16
JULY19
AUGUST22
SEPTEMBER24
OCTOBER27
NOVEMBER30
DECEMBER.33
DECEMBER SPECIAL MEETING36

The table of contents is linked; click to jump to the minutes for any month.

NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

January 3, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, January 3, 2012 in the Spring House. The meeting was called to order at 7:35 by James Downey with the following Board members and officers present: Pete Ancona (late), Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Fred and Barb Ehmann.

General Business

The minutes of the November meeting were approved as submitted.

Mr. Donatelli reported that, in November, we had a one-year CD in the amount of \$17,723 renew at a rate of .45% (down from the previous rate of .8%).

Mr. Donatelli distributed and reviewed the November 2011 Profit and Loss Statement and the Profit & Loss YTD Comparison January 1 – November 30, 2011. During the month of November we took in \$9,275 in assessments. We received \$523 from a property which was in foreclosure and has now been sold; however, we ended up writing off \$866 on this property. Total income for the month of November was \$10,377 and expenses totaled \$12,136, for a net loss \$1,759 for the month of November. YTD income as of November 30, 2011 totaled \$214,156 and YTD expenses totaled \$151,128, plus reserve expenses of \$11,250, resulting in a positive cash flow of \$51,778, as of November 30, 2011. Positive cash flow as of November 30, 2010 was \$16,814, so we are in a much better financial position than we were at this time last year.

Correspondence received and sent was reviewed. We received a letter from Eagle Ridge saying that some of their residents have witnessed NCCA residents dumping waste onto the NCCA open space in the wooded area across from York Street. We will post an item the next newsletter and on the website regarding no dumping in the woods.

A letter was written to the Township regarding boats and storage bins in several driveways. One of the items has been removed.

Manor House

We plan to schedule a Manor House clean-up on Sunday, January 16, starting at about 1:00. We will try to thoroughly clean the house as well as dispose of junk furniture.

It was questioned whether a decision was ever made regarding recycle pick-up at the Manor House. Mrs. Dettra had suggested adding a surcharge to the Manor House rental fee to cover this cost. The Board felt that for the small amount of recycling material that rentals would create, it was not worth the extra charge to the community. It was suggested we either have a recycling container and empty it periodically, or have renters take recycle material home with them.

The tenants at the Carriage House had expressed concern over the safety of the porch. Mr. Ancona arranged to have a contractor look at the structure and the contractor indicated that the sub-structure is fine, but the rubber roofing material is deteriorating. Recommendations for repair and an estimate of costs will be submitted. Mrs. Dempsey offered to contact a second contractor to give a cost estimate to repair the porch.

The painting of the Manor House will soon be started. The pine room will be done with 3/8" drywall on the ceiling. Mr. Donatelli suggested that the painting estimate specify that the drywall be glued and screwed.

Pool Committee

Mt. Lake had contacted us regarding a 1998 check from us in the amount of \$4,399 which had never been cashed by them. Mr. Donatelli did an extensive search through our past financial records; however, could not find the 1999 reports and was unable to definitely determine what had happened regarding this check. Methods of record keeping have changed drastically since then. Mr. Donatelli offered several theories as to what probably happened.

The check was replaced in 1999

We added the \$4,399 balance to another payment for other services

We voided the check as lost and created a credit against repairs for 1999

If the payment was never made to Mt. Lake, they would have had an open invoice due in the amount of \$4,399 that they would have been carrying for the last 13 years. It seems unlikely that they would have had an open amount on their books for that length of time. NCCA also would have had an open invoice for 13 years. That would have been a significant expense for us, and an outstanding liability in that amount would have been flagged, since our books are audited every year. Therefore, the Board felt that Mt. Lake had received substitute payment for the \$4,399 check in question. We are only required to keep records for seven years, so payment would certainly not be made after 13 years.

It was suggested we talk to Mt Lake about this issue, and Mr. Downey offered to do so. If need be, we would follow up with a letter.

Maintenance

Mr. Donatelli indicated that Moran has been leaving his bills for services in the mailbox at 206 Hidden Valley Lane; and if the mailman sees unstamped mail, it is returned it to the sender. We, therefore, need to tell Moran to mail the bills instead of leaving them in the mailbox without postage. Mr. Ancona will pass this along to Mr. Moran.

Architectural Control

Resident at 136 Bucks Meadow submitted application to install new siding. Application was approved as submitted.

Publicity

Barb Ehmann submitted a report on the website status and breakdown of usage. We had 26 new people register after the last sign-up campaign. Of the emails that are sent through the website, 57% are opened. 37.9% of the residents open the email on their iPhone. About six people (all older) contacted Mrs. Dempsey and indicated that they wanted to receive a hard copy of the newsletter.

Old Business

An inquiry was raised last month as to whether the Carriage House could be subdivided and sold since the current tenants expressed an interest in purchasing it. According to our By-Laws we are not permitted to sell any of our common grounds that are used for the benefit of the community; however, since the Carriage House is not used by the general community, it was questioned as to whether it would really be considered common grounds. In addition, a major issue would be the ability to obtain Township approval to sub-divide since the Carriage House is part of NCCA's tax parcel.

We would need to have the property surveyed and obtain an appraisal, which could run into a substantial amount of money. Major funds would need to be spent to determine and/or to create a subdivision. An egress specifically for the Carriage House would also have to be created. We would probably have to spend

\$2,000-3,000 for a lot survey and obtain an appraisal to investigate subdividing the parcel, without having any guarantee that the subdivision would be approved by the Township.

Mr. Ancona also pointed that the reason we renovated the Carriage House was to maintain the asset, which also generates cash income for the community. So, even though it is not specifically used by the community, it is an asset which is a cash benefit to the community.

This issue was investigated; however, after discussing all of the costs and factors involved, the Board felt we should not pursue this any further. We have been very fortunate to have had good tenants thus far, so we have no interest in changing the current status of the Carriage House.

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

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

February 7, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, February 7, 2012 in the Spring House. The meeting was called to order at 7:37 by James Downey with the following Board members and officers present: Pete Ancona, Marie Dempsey, Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Fred and Barb Ehmann and Diana Luff.

General Business

The minutes of the January meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the December 2011 Profit and Loss Statement, the Profit & Loss YTD Comparison January 1 – December 31, 2011, and the Balance Sheet as of December 31, 2011. Income for the month of December totaled \$12,586 and expenses totaled \$29,264, plus reserve expenses of \$28,006, for a negative balance for the month of \$44,685. Total income for the year was \$226,742. Assessment income was higher due to the increase in the assessment rate; however, interest income, Manor House rentals, swim club income and 5407 certificate/misc. income were all down compared to the previous year. Total expenses for the year were \$174,865, plus reserve expenses of \$39,357, resulting in a positive cash flow for the year of \$12,621. Total Assets and Liability & Equity as of December 31, 2011 were \$211,312. We will need to clean out the detention basin at an estimated cost of about \$3,600 and that amount will come out of the detention basin fund. The new pool pump was installed at the pool for a cost of around \$6,200. Mr. Donatelli reported that we have been able to start building up our reserve accounts this year.

Mr. Donatelli distributed and reviewed the 2011 report of performance versus budget. Receipts for the year were budgeted at \$227,000 and came in at \$226,742. Total operating expenses were budgeted at \$174,500 and came in at \$174,865. On a total budget of \$227,000, we came in at \$258 under budget for income and \$365 over budget for expenses, bringing us within \$623 of our targeted budget numbers. The Board commended Mr. Donatelli for a job well done in managing our finances.

Mr. Downey commented that he has had numerous calls from potential buyers inquiring about our assessments and most people are amazed that our assessments are so low compared to other communities in the area. One resident in attendance thanked the Board for their work and indicated that the Board is responsible for everything that gets done within the community. She thanked the Board members for all of their work and dedication. She also extended personal thanks for taking care of items which she has presented before the Board.

Mrs. Dempsey extended a thank you to the Stacy Family on Cherry Lane who regularly clean up trash along Mill Pond. It was suggested that a letter of recognition be written to them. There are many people who volunteer time and effort to the community and their efforts are greatly appreciated by the community.

Correspondence received and sent was reviewed. Mr. Downey received a notice from the Township that a private contractor will be digging along Hanover Street, Mill Pond Road, and parts of Franklin Court to install cable lines..

Manor House

We received a bill for unclogging the soil pipe between the Carriage House and the Manor House. The plumber also recommended that we install a new cap cover to prevent debris from going down into the pipe. The total bill for this repair was \$528.

The painters completed the inside painting of the downstairs of the Manor House. George Hepp installed a new chandelier, removed the old track lighting in the pine room, and installed new upgrades to the lighting in the downstairs rooms. Favorable comments were expressed on the work.

We still need to clean out the bathroom behind the kitchen, dispose of the old furniture on the second floor, and clean up the second floor bathrooms. Mrs. Dettra offered to purchase scratch cover furniture polish and touch up the woodwork in the pine room. A clean-up day at the Manor House had been scheduled but needed to be postponed because of the painting. Sunday, March 4, starting at 1:00, has been set for the rescheduled date. A few people offered to start cleaning out this weekend so that the trash in the dumpster can be spread over several work days.

The Fire Marshal inspected the Manor House in January. Some minor corrections need to be made. These will be completed and the house will be re-inspected by the Fire Marshal.

One rental is scheduled for the month of February.

Pool Committee

Mrs. Dempsey reported that there will be a lifeguard meeting next week. Several of the guards will be returning from last year.

Maintenance

Mr. Ancona circulated information from Stantec relative to the permit and proposal for the detention basin work.

We have been waiting to get the permit for the detention basin work. We do not yet have the permit in hand, but we have received a letter from the Bucks County Conservation District saying that they have approved our application but still need a "consistency" letter from the Township. This letter needs to state that the Township Engineer agrees that the Conservation District should give NCCA a permit because we have met all of the Township's requirements. We should have the permit once the consistency letter is received by the Conservation District.

A resident in attendance asked what work needs to be done at the detention basin. Mr. Ancona briefly described the situation by saying that the detention basin is basically a large dry pond and in that pond is a pipe with perforations what allow the water to escape after a storm. That pipe, which was installed 35 years ago, has deteriorated and is collapsing. There is also sedimentation in the basin which is causing water to pond away from the pipe. The water, in turn, cannot escape, and standing water can lead to issues with mosquitoes and other pests. Where the water comes out there is also a diffuser which has deteriorated and broken off. The channels guiding the water to the pipe have to be re-graded and some of the sedimentation has to be removed. Erosion has also resulted on the other end of the basin. The current estimate of this work is \$118,000. However, the contractor would like to meet and do a detailed review of the basin area and see if there are ways to cut costs. Mr. Ancona will contact the Board when a meeting can be scheduled. We have been trying to build up reserves to jump-start this work but we will need to finance the bulk of this project.

We have been keeping this project moving in good faith with the Township, however it has been to our financial advantage to hold off as long as possible in starting this work. Since it is usually driest in August, that time seems like the best timeframe to start work. We will keep Ron Weaver advised of our status and advise him that until we do the actual work, we will continue to maintain the overflow and clear out any debris. Mr. Downey will be in contact with Ron Weaver regarding our efforts on the detention basin work.

Architectural Control

Mr. Ruzicka received an Architectural Control form from 25 King Charles and 23 Delaware Court; however, there was not enough information on either of these forms to make an informed decision. These two applications were put on hold until Mr. Ruzicka can obtain further information from the residents.

Publicity

Since the last meeting, fourteen new people have signed up for the email notifications. The total number of residents currently signed up is 293.

It was suggested that an item be posted on the website regarding cleaning windshields before driving and cleaning up after their dogs.

With no further business, the meeting adjourned at 8:45 p.m. The next meeting will be held on Tuesday, March 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

March 6, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, March 6, 2012 in the Spring House. The meeting was called to order at 7:37 by James Downey with the following Board members and officers present: Bruce Collier, Marie Dempsey, Bob Donatelli, and Joanne Urquhart. Also present were Fred and Barb Ehmann, Paul Abraham, Jill Collier, Rich Mears and Fred Dichter.

General Business

The minutes of the February meeting were approved with one correction—the next meeting date in the last sentence should read March 6 instead of February 7.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for January 2012. Income for the month of January totaled \$38,475 and expenses totaled \$13,656, resulting in a positive cash flow for the month of \$24,819. Interest income was extremely low. Manor House rentals picked up over January of last year, as did 5407 Certificate Income. Snow removal versus last January was \$3,257 less than last year. We currently have \$17,850 in the storm water management reserve, \$6,634 remains in the reserve for delinquent assessments, \$6,100 in the storm damage/tree removal reserve, and \$1,756 in the tot lot reserve. Total reserves are \$32,000. A substantial amount of the reserves are currently in the checking account. Overall, our cash flow right now is good.

Mr. Donatelli reported on the status of delinquent accounts. The number of residents delinquent in assessments for six months or more is now 52. Another house is up for foreclosure on Commonwealth. Final notices were sent out to nine residents. As of the end of December the total of all delinquencies is \$25,000. These numbers are alarming. One resident cannot be found; and another resident, who owes \$1,900, has moved to Maryland.

Manor House

Mrs. Dettra's report indicated that two rentals are scheduled for March. Lecks Exterminating performed a quarterly service in February. Special thanks went out to the residents who helped clean out the Manor House over the course of several weeks. Mrs. Dempsey was thanked for organizing this clean-up. Helpers included Diane Luff, Alex Gallagher, Tom Weed, Pete Ancona, Bruce Collier, and Carl Ruzicka.

A question was raised as to whether the Board would want to rent the Manor House to non-residents at a higher rental fee. This issue had been brought up years ago, and, as in the past, the Board felt we should not rent to non-residents.

Pool Committee

Mr. Donatelli reported that we received our pool registration from the Bucks County Department of Health. He asked if we wanted to send a pool representative as a certified pesticide applicant. Mr. Abraham indicated that Aline Turner will be getting the information and hopes to attend.

Mr. Abraham indicated that the contractor needs \$2,200 down to start the work in the two bathrooms at the pool. For now, we do not have to install a handicap lift at the pool.

We have arranged for all of the lifeguards for the 2012 pool season.

Mr. Donatelli will forward information to Mr. Downey regarding collection of earned income tax, since there was question as to whether we are required to start collecting that tax.

Maintenance

The Board previously toured the detention basin with the contractor, and Julie Nicholas of Stantec forwarded their proposal for the required stormwater basin maintenance work. The estimated cost to complete the project is \$123,600. NCCA will probably need to borrow about \$110,000. Mr. Donatelli estimated we would be able to afford a loan payment of about \$1,800 per month. He suggested borrowing an amount to include what we have already paid Stantec, which would be roughly \$140,000 and that would give us a buffer if another major expense would need to be paid out of reserves. Since two Board members were not present at this meeting, it was felt that a special meeting with all Board members should be held to discuss this important issue. Mr. Downey proposed a number of dates that he had available, and the Board members will be contacted to set up a date for this special meeting. The contractor will be busy in August and indicated that if we could arrange work in April or May he would allow us a discount. We will be pursuing having Liberty Square share some of the cost of the detention basin work.

Architectural Control

Resident at 23 King Charles submitted application to replace a storm door and to paint exterior trim. Application was approved as submitted.

Resident at 211 Hidden Valley Lane submitted application to replace storm door. Application was approved as submitted.

Resident at 25 King Charles submitted application to replace siding and windows. This application was previously approved by the Board during the month.

Social

An Easter Egg Hunt is scheduled for March 25 at the Manor House.

Publicity

The Ehmanns reported that the January website usage was up 34% over last January and February usage was up 4% over last year. Since 2009 January usage is up 102% and February is up 29%. We have had eight new email sign-ups in the last month, for a total of 301 people signed up to receive NCCA information by email.

New Business

There is another abandoned vehicle on Chestnut Drive. Mr. Downey dropped off the paperwork for this vehicle and the vehicle will be towed if not removed.

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

April 3, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, April 3, 2012 in the Spring House. The meeting was called to order at 7:40 by vice president Pete Ancona with the following Board members and officers present: Bruce Collier, James Downey (arrived late), Marie Dempsey, Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Fred and Barb Ehmann, Paul Abraham and Lorrie Strange.

General Business

The minutes of the March meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for February 2012 and the Profit and Loss YTD Comparison January 1 to February 29, 2012. Income for the month of February totaled \$9,779 and expenses totaled \$9,758, resulting in a positive cash flow for the month of \$21. YTD income as of February 29 totaled \$48,254 and YTD expenses totaled \$23,415.

Mr. Donatelli reported on the status of final notices that were sent out last month.

Mr. Donatelli informed the Board that he will be having back/spinal surgery on May 4 and request a medical leave of absence for the month of May. He will be in attendance at the May Board meeting and was told that he should be able to go back to a desk job three weeks after his surgery. Mr. Donatelli feels he should be able to assume the treasurer's responsibilities prior to the June meeting. Any checks needed to be written during his absence can be manually written, and Mrs. Urquhart will pick up the NCCA mail starting after May 4.

We received a bill from Newtown Township in the amount of \$110.82 to review the final plans for the detention basin. Mr. Ancona made a motion to approve payment of this bill. Mrs. Dempsey seconded the motion and the motion carried unanimously.

We received a letter from Emil Field Services indicating that Mr. Emil will be selling the business and will be retiring; however, he will continue the mowing for this year.

Manor House

The water heater at the Manor House burst and flooded the basement with 15-20 inches of water. A plumber was called and he replaced the water heater at a cost of \$805.88 plus \$270 to pump out the basement, for a total cost of \$1,075.88. Mr. Ancona made a motion that we pay the bill from Lucas Ltd Plumbers for this work. Mr. Collier seconded the motion and it carried unanimously. Most of the water has been taken out but there is still a little water which may need to be pumped out with a sump pump. Mrs. Dettra paid Lucas Plumbing \$217.50 to stop the water leak from the broken water heater. She submitted that bill.

Mrs. Dettra's report indicated that for the month of April two NCCA events are scheduled at the Manor House, and four paid rentals are scheduled for the month.

The main front Manor House door on the porch is in need of repair. The sill and the jam are rotted and need to be replaced. Mrs. Dempsey offered to contact someone regarding this repair.

Mrs. Dettra requested permission to purchase an inexpensive rug (under \$100) for the front Manor House room. Mr. Collier made a motion to approve an expenditure of up to \$100 to purchase a new rug. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

Pool Committee

Bill Greco has started fixing the handrails at the Spring House and will be working on the bathrooms at the pool.

Aqua will open the pool on May 2. Their cost to open the pool is \$800.

All of the lifeguards are lined up for the 2012 pool season.

At the special meeting held on March 26, we talked about getting estimates for the rubber-based playground mulch. Mr. Abraham researched the cost of rubber playground mulch at Home Depot. Mr. Abraham estimated that we would need around 5 skids for a total cost of around \$3,000. He had obtained a quote from KS Greenday last year for a cost of under \$5,000. The major expense is unloading and spreading so we could consider buying the mulch and having Moran unload and spread it. Moran indicated he might be able to get the mulch and he is trying to find out where the mulch can be purchased. Home Depot was not a favorable choice since we would have to open and dispose of individual bags. It would be much easier to have a truckload delivered and just spread it. Mr. Abraham will obtain an up-to-date bid from KS Greenday indicating what work will be included in the price.

Mr. Abraham indicated that we need to get the driveway filled in where the trash trucks are digging into the grass. Other vehicles are also creating ruts in the ground because people try to avoid the speed bumps and ride on the grassy area to avoid the bumps.

Leck replaced the old dumpster with a smaller one and they spoke to Mr. Donatelli regarding replacing the one larger bin with four 96-gallon bins which are able to be lifted by their new trash trucks. Discussion ensued regarding whether we wanted to remain with one large bin or switch to the four smaller bins as was recommended by Lecks. Initially it was felt we wanted to remain with the one larger bin, since the smaller ones would get filled up too quickly. However, going with the smaller bins might deter neighboring residents from trying to dump large items in our trash receptacles, since larger items would not fit into the smaller bins. It was decided that we will try the four 96-gallon trash bins.

Mr. Downey researched the subject and found out that the American Disabilities Act does not apply to homeowners associations, so therefore we will not be required to install a handicap lift for our pool.

Maintenance

Mrs. Dempsey received an email regarding a section of sidewalk on common ground along Mill Pond near Chestnut Street. The sidewalk has been pushed up by tree roots, and a resident fell in that area. If the roots cannot be cut to restore the sidewalk, we may have to consider removing the tree which has caused the upheaval.

We will need to look at this section and look at the entire community to identify what other sidewalk areas need to be fixed. Mr. Abraham offered to get a price from KS Greenday for repair of the sidewalk.

Architectural Control

Resident at 211 Hidden Valley Lane submitted application to replacement garage door. Application approved as submitted.

Resident at 7 Chesapeake Drive submitted application to install fencing. Application approved with stipulation that Township permit be obtained and the back of the fence aligns with the other fence lines.

Resident at 220 Union submitted application to install new fencing. The resident specifically told the contractor to wait until after the April Board meeting for approval by the Board. However, the contractor went ahead and installed the fence prior to getting approval. Mr. Ruzicka looked at the fence and it extends out further than the rest of the neighboring fence lines. Mr. Ruzicka will contact the resident and tell him

that the contractor either needs to move the fence in line with the other fences or the resident needs to submit proof that his property extends beyond the line of the neighboring fence lines.

Social

The Easter Egg Hunt was a great success. Thanks went out to Lorrie Strange for all of her work in putting this event together.

Publicity

Eight to ten residents signed up for our email mailing list last month.

New Business

Mr. Downey has an appointment at First National Bank on April 4 to discuss obtaining a loan to fund the detention basin work. Stantec is ready to start work the week of May 16. Julie Nicholas will be meeting with the Township to ensure that everything is approved before contacting Enviro-Air Technologies. Jim Rogers also has looked at the basin to review tree work that needs to be done.

Mr. Donatelli reported that we currently have \$17,850 in the storm water reserve account and another \$5,500 will be added, giving us a current total of \$23,000 to start the work. We will not have funds to pay expenses exceeding that amount until we obtain our loan proceeds, and the loan may take some time to process. If there is an issue with obtaining the loan, Mr. Ancona will contact Stantec and request they hold off starting the work until we actually get a committal on the loan.

With no further business, the meeting adjourned at 9:30 p.m. The next meeting will be held on Tuesday, May 1, starting at 7:30 p.m. in the Spring House. The annual meeting will be held on June 5, together with the regularly scheduled monthly Board 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

May 1, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, May 1, 2012 in the Spring House. The meeting was called to order at 7:37 by James Downey with the following Board members and officers present: Pete Ancona (late), Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Fred and Barb Ehmann, Paul Abraham, Fred Dichter, Joe Mannino, Bill DiSilverio, and Ken Halbe.

General Business

The minutes of the April meeting and the special meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for March 2012, the Profit and Loss YTD Comparison January 1 to March 2012 and the Balance Sheet as of March 31, 2012. Income for the month of March totaled \$9,313 and expenses totaled \$3,282 plus reserve expenses of \$5,625. YTD income as of March 31, 2012 totaled \$57,567 and YTD expenses totaled \$26,697 for a positive YTD cash flow of \$25,245. Total Assets and Liabilities/Equity as of March 31, 2012 totaled \$239,741.

Mr. Donatelli reported on the status of final notices previously sent. Final notices were sent to twelve other residents for this quarter for a total \$5,462 in new final notices.

Manor House

Last month our trash collector removed the dumpster and replaced it with four smaller bins. This measure was done by Leck's so that the bins can be emptied by their new trash trucks. We were told that there would be no increase in the cost of services and services had been running \$83 per month. However, we received a bill this month in the amount of \$300. Mr. Donatelli called Leck's and the bill has been corrected. The question still remains as to whether the four small receptacles are workable for the Association versus one larger dumpster. We have had an ongoing problem with residents dumping their trash, including large items, in the Association's dumpster, and the smaller receptacles this month were totally overflowing. If we switch back to a dumpster, it was suggested that we keep it locked. Another suggestion was to stay with the four smaller trash receptacles and put one or two of the receptacles in the pool area. It was also suggested having Leck's pick up the trash twice a week versus once a week. Since pool season will be starting this month, it was decided to stay with the four bins but put two of them in the pool area. The guards will have to ensure that the bins are moved back to the garage area the night of trash pick-up days.

The hot water element blew out on the water heater in the Carriage House and the rental agent called a repairman in to fix it at the cost of \$324. Mr. Donatelli felt the bill was high.

ADT will be contacted to verify that all Board members and Mrs. Dettra are the current contacts for the Manor House system.

Mrs. Dettra's report indicated that there were two paid Manor House rentals for the month of May. The front door is still in need of repair. Mrs. Dempsey was going to contact a contractor regarding this and indicated that he did look at the door. She will follow up regarding this.

Mrs. Dettra indicated that she has received a lot of favorable comments regarding the interior painting of the Manor House.

Pool Committee

The pool has been uncovered and the bathroom work is in progress. An NCCA resident had several unused brand new Moen faucets, which retail for \$136 each, and offered them to the Association at a total cost

of \$90 for both of them. Mr. Ancona made a motion of pay \$90 to Christine Shepherd for the faucets. Mrs. Dempsey seconded the motion and the vote was called as follows: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

The pool will be opening on May 26 and the hours will be from 12:00 to 8:00.

Mr. Abraham presented a quote in the amount of \$6,800 to replace the playground mulch. Mr. Ancona also obtained a quote of \$2,600 for the mulch and \$500 for Moran to spread the mulch. It was felt we should wait on this project until after we see what other expenses arise with the detention basin.

Maintenance

A resident in attendance raised complaints about the maintenance of several properties in the community. The fence behind 10 Prince Philip is falling down and a tree is hanging over the common ground area which is blocking the common area throughway. Since the tree is hanging over common property, we could trim back the tree. We will write to the resident regarding fixing their fence.

Mr. Abraham presented a quote to repair the common sidewalk area along Mill Pond near Chestnut Drive. Mr. Collier made a motion to accept the bid of DiSandro Contractors, Inc. for a cost of \$1,600 to replace six four-foot sections of sidewalk. Cost includes excavation, cutting protruding roots, and replacement of the blocks. Mrs. Dempsey seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Downey has had multiple conversations with First National Bank regarding the loan for the detention basin work and it looks like we will be able to get an unsecured loan.

Mr. Ancona presented an update on the detention basin work. Good progress has been made on the west end of the basin and some headway has been made on the east end. Several issues have come up which are being addressed. Assuming the weather cooperates, the contractor is anticipating that the work should be completed by the end of the month.

The location of one of the outlet structures is barely accessible for us to remove trash that gets caught in the trash rack. It was suggested moving this closer for easier future access by our maintenance contractor.

All of the trees that were in the way have been removed, but there are still branches that need to be removed.

Mr. Ancona spent several hours cleaning out a lot of debris (including plastic, tires, and an auto battery) in a section of the detention basin. Mr. Ancona's efforts saved the community the cost of having to pay a contractor to do this. When all of the detention basin work is completed, the total cost will probably be about \$150,000, which does not include the additional legal and engineering fees that we would have incurred if we did not have the legal and engineering expertise of Messrs. Downey and Ancona.

Residents have reported tree issues on common ground: dead pine behind 4 Cherry, dead growth on lower level of tree behind 106 Commonwealth, and dead tree behind 205 Commonwealth. We will put together a tree maintenance list for Jim's Tree.

Across from the entrance to Liberty Square, there is an old Comcast box which looks like it was destroyed and has sunk. An unsecured piece of plywood had been placed over it, but the wood is currently rotting and this area has become a safety issue. It was questioned whether the Township could cite Comcast for this safety issue. Mr. Ruzicka called the Township several times and Mr. Downey has also contacted Ron Weaver regarding this issue. Mr. Weaver has tried to contact Comcast but has not received a response. Mr. Weaver indicated that NCCA can do whatever we deem is necessary to correct this. It was suggested we have Moran fill it this hole during the summer.

Architectural Control

Resident at 47 Princess Lane submitted application to install new fencing. Application approved as submitted.

Resident at 117 Hidden Valley Lane submitted application to install new fencing. Application approved as submitted.

Resident at 13 Hidden Valley Lane submitted application to install new fencing. Application approved as submitted subject to Township approval.

The contractor for 220 Union Street had installed a fence against the timeframe of the homeowner who had not yet obtained NCCA approval for installation. The fence seems to come out a little further than the other fences. Mr. Ruzicka looked at the fence and indicated that the fence looks good and will not constrict Moran accessing the common ground. Since the resident had obtained Township approval and it is possible that his property comes out a little further, the Board approved this application as submitted.

Publicity

Six more residents have signed up for the email listing. Ballots have been emailed to those on this listing. Question was raised as to whether ballots should be sent to all of the residents who are not signed up for email. In the past we have taken the time and spent the money to forward ballots to everyone and we still have not received sufficient ballots, so it was felt it would be a waste of time and money to send ballots out. It was also suggested requesting email addresses on the pool applications and the ballot for next year.

The webmaster asked if there was anything specific that needed to be included in the next emailed newsletter. It was suggested that information regarding the pool be included—i.e., opening date, pool hours, pool contact information, obtaining pool tags at the pool upon first visit, etc. We should also actively try to obtain as many email addresses as possible when people sign up for the pool

New Business

With no further business, the meeting adjourned at 9:15 p.m. The annual meeting will be held on Tuesday, June 5, starting at 7:30 p.m. in the Spring House followed by regularly scheduled monthly Board 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

June 5, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, June 5, 2012 in the Spring House. The meeting was called to order at 8:12 by Peter Ancona with the following Board members and officers present: Bruce Collier, James Downey (late), Marie Dempsey (late), Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Paul Abraham, Fred Dichter, Henry Piotrowski, Jen Miller, Lorrie Strange and Michael Dettra.

General Business

One typographical error and one name change were noted on the minutes of the May meeting, and the minutes were approved with those corrections.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for April 2012 and the Profit and Loss YTD Comparison January 1 to April 2012. Income for the month of April totaled \$35,268 and expenses totaled \$9,594, for a positive cash flow of \$25,674 for the month. YTD income as of April 30, 2012 totaled \$92,835 and YTD expenses totaled \$36,291, plus reserve expenses of \$5,625. The YTD P&L Statement shows on the surface a positive cash flow of \$50,920. However, in addition to the operating expenses, through April we paid \$9,111 on the detention basin and two items were included under capital improvements for the pool: new motor & pump for the big pool for \$6,269 plus \$4,260 for bathroom renovations.

Mr. Donatelli reported on the status of the final notices that were sent out last month.

We received a bill from Newtown Township in the amount of \$850.24 regarding inspections of the detention basin. Mr. Ancona made a motion to approve payment of the bill from Newtown Township in the amount of \$850.24. Mr. Collier seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

Mr. Donatelli thanked the Board for the fruit/cheese basket that was sent to him after his recent surgery.

Correspondence received and sent was reviewed. One Board member received an email from a resident complaining about kids playing ball in the playground since she was concerned about property damage to the neighboring houses. The playground is already posted. Residents are urged to tell the kids not to play ball in the area or call the police.

Manor House

The Carriage House tenant attended the meeting to request help with repairing the exterior deck. There are steps that are deteriorating and a leak in the tar seal on the floor of the deck. Sections of the flooring are very soft. We will have a contractor look at it and give an estimate for both the steps and the floor of the deck.

There were three paid Manor House rentals in June and one currently scheduled for July 1. The exterminator is scheduled for June. Mrs. Dettra inquired as to whether the gutters should be cleaned. The Board felt we should wait until after the leaves fall to do that.

Mrs. Dempsey reported that the dining room door of the Manor House has been fixed.

Pool Committee

Jen Miller attended on behalf of the swim team and asked if NCCA would support the team again this year by allowing them to use the pool for practices and paying for the lifeguards for the home meets and the "fun" meet. Question was raised about the "fun" meet, but Mrs. Dempsey indicated that the pool is not closed for this event so the guards are already on duty for the general NCCA public. Discussion followed regarding

the amount of the contribution to the swim team, since years ago NCCA made a flat donation to the swim team versus paying for the salaries of the guards at the home meets. The number of meets has varied from year to year, which impacts on the amount of the contribution made to the swim team.

Mr. Ruzicka expressed his support of the swim team and indicated it is such a positive organization for the community. He indicated he would like to endorse the swim team's budget request for this year. If, however, we would have to restrict our contribution in future years, he felt that we should advise the swim team in December so that the team has time to compensate for the difference in lost contributions. It was suggested that the Association pay for the lifeguards for the swim meets this year but next year we go back to making a flat donation to the swim team.

The Board thanked Jen Miller for all of her work with the swim team.

The base of the diving board broke over Memorial Day weekend. No one was hurt at the time. Mr. Abraham obtained a quote from DiSandro for \$1,500 to replace the walkway going into the pool, the diving board pool decking and one other spot. Mr. Collier made a motion to accept the DiSandro bid in the amount of \$1,500 to do the cement work at the pool. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes and Mr. Ruzicka, yes. Discussion followed regarding whether we should replace the diving board. The section where the base broke is currently a liability and needs to be fixed; however, it would be wasted work and money to fix the cement if we would then have to jackhammer it up to install a new board. Due to current diving board regulations, we may not be able to install a new board because the depth required for diving boards is now 11-1/2 to 12 feet deep and our pool is only 10 feet deep. We were grandfathered in under old regulations with the old diving board, but we may not be able to install a new one under the current regulations. The major point would be whether our insurance company will cover us if a new board is installed. Mr. Downey will contact our insurance agent to find out whether we will be able to install a new board and retain coverage. It was suggested we hold off on fixing the cement work until after we contact our insurance agent to determine whether a new board would be permissible and insurable.

Moran's workers damaged the edges of the siding on all of the buildings at the pool and mowed over and damaged the dividers in the playground. Every corner post was broken and the dividers now have sharp edges which pose a safety hazard. Mr. Ancona will talk to Moran regarding this.

There will be a "poolapalooza" party on July 11.

Maintenance

A resident in attendance requested removal of a dead tree on common ground behind 330 Union Street. He also suggested that some type of system be implemented or a committee be established that would go through the common group on a regular basis and assesses what pruning needs to be done. We do not have the financial resources to do periodic pruning of every tree on common ground; however, if residents have an issue with any tree, the Board would entertain the idea of residents personally trimming or removing trees that might create issues in the future.

Also, rather than have our contractor come out individually for every reported piece of tree work, we try to consolidate the work in order to have our contractor come out and take care of a number of projects at one time. The dead tree behind 330 Union Street will be added to that list. Mr. Ruzicka reported that he received a call regarding a tree on common ground by 247 Canterbury. This tree has branches which overhang the resident's house and the resident requested that several branches be trimmed back so they do not lie on the roof.

Since there was no response from Comcast, the Board asked Mr. Moran to fill in the dangerous hole on Mill Pond, and this has been done.

Mr. Abraham received a quote from Republic in the amount of \$64 per month for a 2-yard front load trash container, with once-a-week pick-up. We are currently paying \$84 per month from Leck for the four smaller bins. Mr. Collier made a motion that NCCA switch over to Republic for a 2-yard trash container at a cost of \$64 per month. Mrs. Dempsey seconded the motion and it carried unanimously. Mr. Abraham will contact Leck and see if they can match Republic's price and, if not, we will switch carriers.

There is a retaining wall between King Charles East, Prince Philip and Delaware Court that is overgrown and needs repair. Mr. Ancona will meet with Moran to see what work needs to be done. We will obtain an estimate on this and then decide what we need to do regarding this wall.

Mr. Ancona reported that a lot of the work at the detention basin has been completed. Because of the heavy rain we had on May 24th, some of that work in progress washed some materials down into the area by the outlet structure. Since it was work in progress, there was no additional charge for fixing this. However, on the east end of the basin, there is some additional remedy work which will cost \$4,000. There will be no engineering cost, but the cost will basically be for the material and installation. Doing this additional work should not create any problems with the Conservation District.

A section of Liberty Square's drainage system is currently collapsing and may impact on the work that we are doing. Mr. Downey offered to follow up with Liberty Square regarding this once we have all of the necessary information.

The berm still need to be rebuilt with a certain type of soil that will pass the test of impermeability and the outlet structure also needs to be done. These items will be completed as soon as the weather dries out.

Architectural Control

No applications were submitted this month.

Publicity

Fourteen new residents have signed up for the website.

Old Business

We received approval from First National Bank for a loan in the amount of \$150,000 to cover the detention basin costs. Paperwork has been signed by all Board members. We obtained an unsecured loan for a term of 120 month, 6% interest and the payment amount is \$1,665.65 per month. The loan proceeds have been deposited into our checking account and payment will be automatically deducted from our account each month.

With no further business, the meeting adjourned at 9:55 p.m. The annual meeting will be reconvened on Tuesday, July 3, starting at 7:30 p.m. followed by the monthly Board 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

July 3, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, July 3, 2012 in the Spring House. The meeting was called to order at 7:42 by the president, James Downey, with the following Board members and officers present: Pete Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Paul Abraham, Jill Collier, Patricia Cichalski, Fred Dichter, Fred Ehmman, and Marie Shepherd.

General Business

The first order of business was to elect officers for the upcoming year. Mrs. Dempsey nominated Mr. Downey as president and Mr. Ancona as vice president. Mr. Collier seconded the nomination. The vote was unanimous to have Mr. Downey and Mr. Ancona continue as president and vice president for another year.

The minutes were approved with one typo correction.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for May 2012 and the Profit and Loss YTD Comparison January 1 to May 31, 2012. Income for the month of May totaled \$15,367 and expenses totaled \$16,837, for a negative cash flow of \$1,470 for the month. YTD income as of May 31, 2012 totaled \$108,215 and YTD expenses totaled \$53,127, for a positive cash flow of \$49,463.

Mr. Donatelli reported on the status of the final notices that were sent out last month.

We had to write off \$884 in assessments due to foreclosures, and there may be additional properties going into foreclosure that will need to be written off in the near future.

The bank loan for the detention basin work has been set up for automatic withdrawal, but we do not know when that deduction will be taken until we receive our next bank statement. We may have to do an additional assessment next year to recover the cost of the blacktop in the parking lot.

Manor House

After negotiating with Lecks Trash Removal, Lecks agreed to lower the cost of trash removal to match the cost of an estimate received from a competitor.

Pool Committee

Mr. Abraham indicated that they will be having emergency safety drills at the pool for the lifeguards.

The concrete repair work at the pool has been completed.

Mr. Abraham spoke to Mr. Moran about the weed whacking damage done to all of the corners of the buildings within the pool area. This damage was caused by Mr. Moran's landscaping crew. After looking at the damage, Mr. Moran indicated that he will install stainless steel guards on all of the corners of the buildings. This will be done after the pool closes for the season. He also turned over the rubber guards at the playground which were also damaged by weed whacking.

One of the lifeguards noticed a needle in one of the trash cans, and Mr. Moran has indicated that his crew has found liquor bottles, beer bottles and containers, as well as condoms beneath the trees by the playground area. Finding debris of this type is becoming commonplace and this issue should be addressed. Mr. Abraham noticed that the lights were not on at the pool area, so he adjusted the timer. It was suggested that the timer be extended to allow the lights to be on for most of the night, at least during the summer months. There are also two other pole lights that are not working. Repairing these lights would require a bucket truck, which will probably be a costly repair. If the pole lights are repaired we should replace the bulb

and the ballast at the same time. It was also suggested installing a photocell sensor on the lights instead of having to adjust the timers during the year.

Mr. Abraham indicated that a part of the fence is down behind the pump house. It was suggested including this item as part of next year's budget.

Mrs. Dempsey inquired as to the status of doing the mulch at the playground this year. There is close to \$3,000 in the budget for this item, and we could cover a little more than that if necessary. Mr. Ancona had done some prior research on this item. There was a company in New Jersey that would deliver the mulch, and Mr. Moran said that he could remove the old mulch and spread the new for approximately \$500. Mr. Ancona had been holding off on this until after all of the detention basin expenses were established. He will review measurements of what will be needed and try to get some cost estimates.

Concern was raised regarding people coming into the pool who are not members of NCCA and are not paying guest fees to use the pool. Some people are just walking into the pool without guards checking. Discussion followed regarding policies and procedures at the pool. The guards need to start enforcing the pool rules and checking pool memberships. The Board felt that if the guards are not willing to enforce the rules then we should replace them with guards who are willing to enforce the rules. Individuals should not be allowed into the pool immediately upon completing an application, but should be required to wait until the application is approved, since individuals who are in arrears are not permitted to use the pool. Once applications are verified and approved, then pool tags should be issued and individuals will be allowed to use the pool. If an application is not approved because of delinquent assessments, then the resident will be notified to that extent. Better supervision needs to be implemented in enforcing the pool rules and monitoring distribution of pool tags.

One Board member suggested hiring an outside pool management company to oversee the operation of the pool. This, however, would be costly.

Maintenance

Mr. Downey checked into the two holes reported by residents on Cherry Lane which proved to be much smaller than described to him. Mr. Moran was asked to fix those.

A resident at 210 Union indicated that there is a big oak tree on common ground next to her house with many broken limbs and dead branches and requested that the tree be cleaned and trimmed. She also indicated that behind her house there is a lot of poison ivy which is seeping through her fence, and she requested that the area be maintained. Jim's Tree and Moran will be contacted regarding this.

We had an inquiry regarding checking the retaining wall behind Canterbury Court. A number of years ago Moran had repaired the retaining wall which was on common ground and we contacted the neighboring residents to see if anyone wanted to "private pay" to fix sections on their property. This recent inquiry is on private property and is the responsibility of the homeowner.

Mr. Donatelli raised concern regarding Jim's Tree Service signs being posted on common ground. The Board felt it was not a problem posting while he was working there, but the signs should be removed when the work is completed, or the signs should be put on private property when doing work for residents. This will be communicated to Jim Rogers.

Mrs. Dempsey indicated that the NCCA sign at the Route 532 entrance needs to be repaired. It appears that the posts may need to be replaced. Mr. Ancona offered to take a look at the sign/posts.

Mr. Ancona reported that a good portion of the work has been completed on the detention basin. The berm on one end of the basin needs to be repaired where it has eroded from multiple years of running water. The clay has to be a certain density in order to compact, so limestone needs to be added in order to accomplish this. The cost to do this work is an additional \$2,100. We will not be billed until the end of the work. The total

cost of the project is now at \$129,900, which we hope will be the final number. We previously talked about having Jim's Tree Service come back and remove some of the additional debris—this may no longer be necessary.

Now that we are coming to an end with the detention basin work, Mr. Ancona will contact Moran to obtain an estimate on repairing the retaining wall behind Delaware Court. Most of that wall appears to be on common ground and that will probably be an expensive project. The wall is covered with ivy so it will need to be cleared before we can see what work underneath needs to be done.

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

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

August 7, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, August 7, 2012 in the Spring House. The meeting was called to order at 7:40 by the president, James Downey, with the following Board members and officers present: Pete Ancona, Bruce Collier, Bob Donatelli (late), and Joanne Urquhart. Also present were Paul Abraham and Fred Dichter.

The minutes were approved as distributed.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for June 2012, the Profit and Loss YTD Comparison January 1 to June 30, 2012 and the Balance Sheet as of June 30, 2012. Income for the month of June totaled \$6,435 and expenses totaled \$20,907, for a negative cash flow of \$14,472 for the month. Reserve account transfers in the amount of \$7,500 were also taken, which increased the negative cash flow for the month of June to \$21,972. YTD income as of June 30, 2012 totaled \$114,650. Operating expenses totaled \$74,034, and reserve account expenses totaled \$13,125, for a YTD positive cash flow of \$27,491. This, however, does not take into account capital improvements. As of June 30, 2012, we had a positive cash flow of \$19,561 after deducting capital expenditures. Assets and Liabilities/Equity as of June 30, 2012 totaled \$386,802.

Status of the delinquent accounts was reviewed. Five accounts will be turned over to our attorney.

Correspondence received was reviewed. An unsigned complaint was received regarding the poor condition of some areas of sidewalk. Sidewalk repairs are the responsibility of the individual homeowners and falls under the jurisdiction of Township to enforce. It was suggested that we identify areas of extreme deterioration and send a letter to the homeowner giving warning that names will be furnished to the Township if repairs are not made.

Mr. Donatelli reported that our insurance premiums have increased by approximately \$1,300 for the year.

Pool Committee

Mr. Abraham reported that the pool will close on Labor Day. The cost to close the pool will be \$1,250. The parking lot lights have been fixed. Someone had undone the wires on the top of the pole. Trail Electric was called, the wires were reconnected, and the lights are now operating again.

Maintenance

Mr. Ruzicka received an email from Mr. Belardo of 26 S. Lancaster Lane regarding dead trees which Mr. Belardo assumed are on common ground. Mr. Ancona looked at these trees and felt it was questionable as to whether they are on common ground or on the homeowner's property. It was felt that these trees could also be on 206 Churchill, which is the private property behind Mr. Belardo's property. Discussion followed regarding how to handle situations in which it is not readily evident as to whether dead trees are actually on common ground. It was suggested that in the future, if the location is questionable, we should require the homeowner to show proof of where his property line ends. The Board felt that since this particular case is questionable the homeowner will need to substantiate where his property line ends.

Mr. Collier passed along a thank you for trimming the tree on 210 Union given to him by Marie Shepherd. She indicated, however, that the poison ivy behind 210 Union has not yet been addressed. Mr. Downey will follow up with Mr. Moran. Inquiry was also made about verifying the condition of the tree behind 206 Commonwealth. Jim's Tree will be contacted to assess the condition of this particular tree.

Mr. Ancona contacted Mr. Moran requesting an estimate to repair the retaining wall between Delaware and King Charles.

Mr. Ancona will call the supplier in New Jersey to get a cost estimate for the playground mulch.

The detention basin is basically completed. Bucks County will not close out the permit until the grass is established on the berm and all of the other areas, but grass is starting to grow and should grow quickly if the rainy weather continues. We have received the final bill from Stantec, but Mr. Donatelli questioned one of the change orders that was referenced. Mr. Ancona reviewed the change orders submitted by Stantec. Change order #1 was for additional engineering that had to be done in the beginning, for a total of \$4,200. Change order #2 was for \$2,100. Change order #3 was in the amount of \$4,000 to cover concrete work and other field changes. Change order #4 was for \$2,100 for bringing in an additional piece of equipment in order to get the proper compaction. Stantec's original cost estimate was \$123,600. After adding in the change orders, Stantec's final cost is \$136,000.

We just received a bill regarding the detention basin from Newtown Township in the amount of \$4,592.62, which included \$492.07 in administration fees. Mr. Downey questioned the necessity of the additional \$492.07 in administration fees and, therefore, made a motion to pay the Township's bill with the exception of the administration fee portion. Mr. Ancona seconded the motion and it carried unanimously. The Board felt that the administration fees should be itemized and justified by the Township.

Manor House

Mr. Ancona received an estimate from Antonio The Handyman Can for repairing the Carriage House deck. The quote was in the amount of \$4,000 to do the following work: remove existing decking and rubber roofing, rail system and stair structure; redeck with ¾" exterior plywood tongue and groove, screwed and glued, and install new 4x4 posts; reframe new stair stringers. The estimate without doing the stairs would be \$3,300. Mr. Downey made a motion to accept the quote to include the stairs for a total of \$4,000. Mr. Ancona seconded the motion and it carried unanimously.

Publicity

Four more residents have signed up for the email mailings.

With no further business, the meeting adjourned at 8:40 p.m. The next regular meeting will be held on Tuesday, September 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

September 4, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, September 4, 2012 in the Spring House. The meeting was called to order at 7:33 by the president, James Downey, with the following Board members and officers present: Pete Ancona (late), Bruce Collier, Marie Dempsey, Carl Ruzicka, and Joanne Urquhart. Also present were Patrice Cichalski, Jill Collier, Fred Dichter, Fred and Barb Ehmann and Susan Myers.

Due to the absence of the treasurer, there was no treasurer's report. However, the treasurer had emailed the Board members to advise that the retaining walls will cost \$4,500, and we budgeted \$5,000 for this item. We have \$1,756 in the tot lot reserve plus \$1,000 in the 2012 budget. We also have funds available from snow removal allocation in the amount of approximately \$7,500. From a cash flow standpoint, it would be advisable to do the tot lot project in the 4th quarter.

Mr. Downey has had back and forth correspondence with the Township regarding the additional 12% administrative charge that was included in the Township's bill related to the detention basin. We have been seeking an explanation of these fees before paying this amount. The latest bill from the Township has been paid with the exception of the 12% additional fee, but we still have not received an explanation for the additional 12% charge.

Discussion followed regarding delinquent assessments and how we can better handle delinquent accounts. While we try to be sympathetic to residents in extreme financial hardship cases, residents also need to take responsibility for their financial obligations. Also, there are chronic repeat offenders who will not pay their assessments until pool season and will then pay so they can use the pool, or will pay when it gets to the point of taking them to court. By that time, however, hundreds of dollars have been added to the balance as a result of legal processing fees.

Correspondence received and sent was discussed. We received a thank you note from the swim team. We received a new yearly agreement contract from First National Bank for accounting services for processing assessments. There was a \$25 per quarter increase in cost over last year's agreement. Mr. Ancona made a motion to accept the agreement from First National Bank for accounting services for a one-year term commencing October 1, 2012. Mrs. Dempsey seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion was unanimously approved.

We have received a partial bill from Stantec but we have agreed not to pay the final amount until the job is closed out and final approval is received from the Conservation District. Mr. Ancona will call Stantec to do a final inspection and that project can then be finalized.

Pool Committee

The pool will be closed during the week of September 4. The pool committee is currently working on an arrangement for possibly splitting the pool management responsibilities next year with Mr. Abraham and another individual overseeing the operation of the pool and the guards. There were a number of complaints this year about the guards not checking pool tags, and non-members of the community used the pool without paying. Discussion followed regarding pool staff and problems that arose this year and the lack of authority in checking pool tags and supervising what was happening at the pool. It was felt that the rules need to be reviewed with the staff. If the staff is not willing to follow and enforce the rules, then warnings need to be issued and staff will be fired if they continue to disregard the pool rules. It was mentioned that if someone enters the pool without a pool tag or without paying, then that individual is trespassing and the police should be called if that individual refuses to leave. Concern was also raised about the fact that 10-year-olds are permitted to come to the pool without a parent and they sometimes bring younger

siblings with them. Thus the pool staff becomes a babysitting service. Several people felt the age should be increased to 12 in order to enter the pool alone. It was suggested that the pool committee discuss all of the issues that arose this year and come up with recommendations regarding operations and staffing. It was also suggested that whoever is hired be required to come to a Board meeting and the Board will lay out their expectations of the staff.

Mr. Ancona reported on the status of the playground. We have been holding off on replacing the rubber mulch at the playground until expenses on the detention basin were finalized. Mr. Ancona received a verbal estimate from Rubber Cycle in New Jersey. Six inches of material will be needed and it will require 12 tons of rubber material to mulch the playground area. For both the material and the delivery, the cost will be \$3,710 if loaded and dumped on the ground. Mr. Moran will spread the mulch for about \$500, but he will need to do a weed control before the mulch is installed. It was felt with is a good price. Mr. Ancona made a motion to approve an expenditure of \$4,500, which will include the cost of the mulch and the installation thereof. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes, Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

Mr. Ehmann mentioned that several of the swing seats are really worn and need repair. The seats need to be replaced with playground grade quality and the swings need to be painted. Mr. Ancona felt the swing sets were structurally sound.

Mrs. Ehmann asked if we ever considered sponsorship at the playground, with a plaque indicating the sponsor's donation.

Mr. Moran still needs to fix the corners on the pool buildings that were damaged by his crew while weed whacking.

Maintenance

Mr. Ancona met with Mr. Moran to look at the retaining walls between Delaware Court and King Charles West. This is a very long wall and, while some of the sections are still in good shape, there are some sections that are in very bad shape. The builder drove in steel "I" beams with channels in which the wooden railroad ties are inserted. This makes it much easier and more cost effective to replace the ties. Most of the wall is done that way, but the last section is built the "old fashioned" way with dead men. That section will be more costly to repair. Mr. Moran will install eight "I" beams to replace the dead men. The estimate for that work is \$6,545. We currently have \$5,000 budgeted for retaining walls plus approximately \$7,500 in funds that were budgeted for snow removal but not used. Mrs. Dempsey made a motion to authorize up to \$6,545 to replace the section of the retaining wall in the area between King Charles West and Delaware Court per the proposal from Moran Landscaping. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously. Mr. Moran will want to wait until probably November to do this work after all of the fall grounds maintenance work is completed.

Manor House

Mr. Ancona reported that the contractor has been working on the Spring House outside deck. The roof was supposed to be done on September 4. Last year during a snow storm a tree branch broke off in the cluster of trees next to the tennis courts. The branch was removed; however it damaged a section of the tennis court fence pipe. Mr. Ancona asked the contractor to also fix that.

Architectural Control

Discussion was raised regarding how to proceed in cases where homeowners leave junk or trash in front of their property or do not maintain the appearance of their property. Some of these items fall under the jurisdiction of the Township, however the Township, due to lack of manpower, has been throwing some of

these issues back to the homeowners associations to enforce and handle. It was felt these issues should be handled on a case by case situation.

Social

There will be a Halloween Party on October 28 starting at 1:00 in the Manor House.

Publicity

The newsletter will now be a seasonal newsletter. The publicity committee is currently working on the fall newsletter.

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

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

October 2, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, October 2, 2012 in the Spring House. The meeting was called to order at 7:40 by the vice president, Peter Ancona, with the following Board members and officers present: Bruce Collier, Marie Dempsey, James Downey, Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Jerry Belardo, Fred Dichter, Fred and Barb Ehmman, Jack Larson, Mike Maceralo and Lin Stewart.

Minutes of the August and September meetings were approved as submitted.

Mr. Donatelli reviewed the draft of the Financial Statements and Notes of the Board of Directors for NCCA with Report of Independent Auditor for December 31, 2011. Mr. Ancona pointed out that on page 8 of the report the auditor states, "During 2005, the Association replaced the storm sewer system at a cost of \$50,595." This should read "...replaced a portion of the storm sewer..." On page 10 under Special Assessment first sentence should read "In 2011 the Board approved a total (not additional) monthly assessment of \$28 per unit per month..." Mr. Ancona made a motion to approve the audit report with the two noted corrections. Before the vote could be taken, Mr. Ruzicka raised a question regarding item 7 on page two of the representation letter, "Guarantees, whether written or oral, under which the Board of Directors is contingently liable." Mr. Ruzicka suggested asking the auditor that if an item is not pertinent, does it need to be included in the audit report? Also, the Board of Directors is not liable for anything—the Association is, but not the Board individually. It was felt that items that were not applicable to NCCA should be stricken from the report. In light of several questions raised, the Board felt these issues needed to be resolved with the auditor. Therefore, Mr. Downey made a motion to table the vote to approve the audit report. Mr. Ruzicka seconded the motion and it carried unanimously. The report will be approved after the appropriate changes are incorporated.

Mr. Donatelli distributed and reviewed the July 2012 P&L Statement, the August 2012 P&L Statement, and the January 1 to August 31, 2012 YTD Comparison Statement. Income for the month of July totaled \$37,738 and expenses totaled \$18,517, for a total positive cash flow of \$19,221. Income for the month of August totaled \$11,064 and expenses totaled \$25,510 for a negative cash flow in August of \$14,446. YTD income for January to August 31, 2012 totaled \$163,451 and expenses totaled \$131,186 for a positive YTD cash flow of \$32,265.

There was some miscommunication with the bank with one resident, and the bank deducted almost \$1,000 more than it should have deducted for assessment payments. This was not discovered until August, therefore assessments receivable had a 17% increase for the month of July, but a 33% decrease for August, when a refund was made to the resident.

Mr. Donatelli suggested a budget meeting be held on October 30 starting at 7:30 to discuss expenditures and income needed for 2013.

Pool Committee

The pool committee is getting ready for the budget meeting. During 2013 and 2014 we should set aside money for pool repairs, which will require continuing a special assessment for pool expenditures. With a \$2 monthly special assessment, over a two-year period we should be able to put away \$30,000 toward major pool repairs, which will probably cost \$40,000+ to complete. That would allow us to consider major pool repairs in 2015.

The playground mulch will be delivered on Thursday, October 4, so that Moran's crew can spread while they are working here.

Maintenance

We have received two invoices for the detention basin work. One invoice is from Stantec for the consulting work through the end of June in the amount of \$8,846.25. The second invoice is for work on the detention basin itself for their services plus the services of Enviro-Air Technologies and Geo Structures for a total amount of \$134,611.90. The Board felt all of the parties involved did an outstanding job on this project. Mr. Ancona was instrumental in guiding us through the entire process, and the cost of this project would have been much higher without his help. Mr. Ancona made a motion to approve payment for the above two invoices. Motion was seconded and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

We received two bills from Newtown Township regarding the detention basin work, one in the amount of \$492.07 for professional fees dated June 30 and one in the amount of \$865.74 for fees from June 30 to July 27. Mr. Ancona made a motion to approve payment of the invoices received from Newtown Township totaling \$1,357.81. Mr. Collier seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

We will still need a final inspection/sign-off from the Township and the Conservation District. We will also need to find someone to do the field mowing now that Mr. Emil is retiring.

Resident at 26 S. Lancaster Lane requested removal of dead trees on common ground behind his property. Mr. Ruzicka felt these trees do appear to be on common ground. Two of them are dead and one other appears to be 75% dead. Since this is a difficult area to get into, it was suggested getting a price to remove all three, in addition to a dead tree behind 215 W. Hanover, which is near that area.

A resident, who is not a member of NCCA but lives behind the Manor House, submitted a proposal in the amount of \$2,800 to remove a tree which she said is dead and is on common ground. At this point, it would be hard to assess whether the tree is dead, since the leaves have fallen. Several years ago the former resident of that home approached the Board to have that same tree removed after the tree had been struck by lightning. At that time the tree was not dead and the Board was not convinced that the tree was on common ground. If the current resident can prove that the tree is on NCCA property and if leaves do not come out on the tree in the spring, then we will consider removing it.

A number of emails were received during the month regarding tree issues. The resident at 103 Chesapeake raised complaint about arborvitae on the parking pad by that residence. There were several other tree concerns, but the Board felt these other trees are either on private property or did not seem problematic. Mr. Collier raised concern regarding a large tree on Mill Pond between York and Union which has large multiple trunks branching out from the base of the tree. We will have Jim's Tree assess the safety of that tree.

Sidewalk issues were also raised regarding sections of sidewalk on York Street in the area of 38 to 32 York Street, together with a complaint regarding tree roots pushing up an area of sidewalk. If a tree is healthy, the Board would not remove it because of tree roots upheaving sidewalk sections. However, we could consider cutting the roots in those sidewalk areas. Mr. Ancona offered to look at the York Street sidewalk area.

Manor House

Two paid rental are scheduled for October and the NCCA Halloween party. Three rentals are currently scheduled for November.

No Manor House repairs are currently scheduled for October. Kenderdine usually does a furnace cleaning in the fall. The Board indicated that the Carriage House heater should also be serviced at that time. It was noted that the contractor did a good job on the Carriage House porch.

Architectural Control

Resident at 66 King Charles submitted application to install solar panels on the roof of her home. The resident's roof is black; the panels will be black and will be installed on the southern exposure side of her property which is on the back side of the house. The resident has talked to her neighbors and they have no objection to the solar panels. Application was approved as submitted.

Resident at 133 Hidden Valley Lane submitted application to repaint siding from faded blue to a shade of gray. Application approved as submitted.

Resident at 330 Union Street submitted application to paint siding the same color and paint the front door. Application approved as submitted.

Resident at 211 Hidden Valley Lane submitted application to sealcoat driveway and replace five segments of sidewalk which have buckled because of tree roots. Application approved as submitted.

Resident in attendance raised concern regarding 115 Hidden Valley which looks like a vacant house and feels something should be done about this property. It was suggested writing to the property owner.

Social

There will be a Halloween Party on October 28 starting at 1:00 in the Manor House.

Publicity

Four more residents have signed up for our email list. Currently 343 residents are signed up on our website.

We will need to distribute a year end newsletter/bulletin to all resident to notify them of the assessment amount for 2013. We will also include other pertinent information in that notice.

New Business

Resident raised safety concerns regarding speeders on Princess Lane and asked what could be done to deter speeders. It was asked if we could request speed enforcement or temporary speed bumps. We will check with the Township about enforcing and posting on King Charles and Princess.

A few complaints had been received during the month regarding the new cell towers that were installed throughout the development. We had been advised that these towers were going to be installed.

With no further business, the meeting adjourned at 9:10 p.m. Due to Election Day, the next regular meeting will be held on a week later on Tuesday, November 13, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

November 13, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, November 13, 2012 in the Spring House. The meeting was called to order at 7:35 by the president, James Downey, with the following Board members and officers present: Peter Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Paul Abraham, Fred Dichter, Jill Collier, and Paul Knebels.

The minutes of the October meeting were approved as submitted.

The treasurer distributed the final copy of the Financial Statements and Notes of the Board of Directors for NCCA with the Report of the Independent Auditor dated December 31, 2011. This was discussed at the last Board meeting and the Board questioned several items in the Report. Bob indicated that the Board Representation Letter was revised to address the concerns raised last month.

Mr. Donatelli distributed and reviewed the September 2012 P&L Statement, the January 1 to September 30, 2012 YTD Comparison Statement, and the Balance Sheet as of September 30, 2012. Income for the month of September totaled \$6,872 and expenses totaled \$156,327, for a total negative cash flow of \$149,455. Payments totaling \$135,970 were made during the month for completion of the detention basin work. YTD income for January to September 30, 2012 totaled \$170,323 and expenses totaled \$274,388 for a negative YTD cash flow of \$117,190. This amount reflects the amount paid to Stantec for the detention basin work, however, does not reflect the loan amount received from First National Bank. Total Assets and Liabilities & Equity as of September 30, 2012 was \$228,582. Status of delinquent accounts was reviewed--\$465 was received from Sikora, with the account being paid in full.

Assessments for 2013 will need to be determined at the December meeting and a budget meeting was scheduled for November 27.

Resident at 120 High Street requested that three trees on common ground behind his property be removed. Carl will look at these trees to determine the immediate necessity of removing them. There are many trees that came down during the storm and a lot of mandatory clean-up has been necessary. At this point discretionary tree removal may have to wait.

Pool Committee

Mr. Abraham has obtained a few estimates for work at the pool, but will wait to present these at the budget meeting.

Maintenance

The beech tree at the Manor House lost a large limb during hurricane Sandy and that tree will be added to Jim's Tree list of work to be done. There are a number of other downed trees that will need to be cleaned up or removed. Compared to other areas which suffered severe damage and devastation, damage sustained in Newtown Crossing was relatively minor in comparison.

Mr. Ancona discussed the status of the detention basin project. We received a letter from Michelle Fountain, of CKS (Newtown Township's Engineering firm) last month regarding their close-out inspection of the basin work and she itemized four items that she felt needed to be corrected. These items are:

Excess fill from the re-grading of Swale No. 1 was never removed from the basin's interior. The fill should be removed and the area stabilized.

The cable concrete matting that was placed at the east headwall (Channel No. 2) is showing signs of movement. This cable concrete is to be secured.

Erosion was noted on the reconstructed portion of the berm. Additional stabilization is required.

The access drive (top of existing berm) requires some minor re-grading and stabilization.

Stantec was contacted, and Mr. Ancona also looked at the items and disagreed with a number of items identified. The biggest item was the first one concerning the excess fill inside the basin. That area is now all grassed out. Removing the excess fill would require digging out the area, trucking out the fill and creating a huge disturbance to an area that is currently grassed out and stable. Additionally, this is basically comprised of fill that was in the basin to begin with. Stantec came out to look at the basin and reviewed everything itemized in Michelle Fountain's letter and prepared a letter to go back to her. They also disagreed with the first item that stated the fill should be removed, and Stantec recommended that it not be removed. Stantec did concur with the other three items outlined. The cost estimate to repair items 2, 3, and 4 will be \$9,000.

The Board felt that CSK's item to remove the excess fill is unreasonable, especially in light of the fact that the Township had all of the drawings, it was discussed with them beforehand, and they approved all of the plans. All parties involved initially met at the site and it was reviewed and discussed prior to the work. Therefore we are strongly refuting this item. This will be a very costly item to remedy if we do not win this argument. This work will require the contractors to come back, re-establish an access road, tear everything up, and the contractor would need to drive dump trucks across Liberty Square's parking lot, which was just paved. We would then need to restore everything that was disrupted. Mr. Ancona suggested we have a meeting with the Township to present an argument against the first item citing that it is unnecessary, inappropriate and cost prohibitive. The additional cost to do the less substantial items will be \$9,000. Removing the excess fill could conceivably run in the tens of thousands of dollars. Stantec wrote up a rebuttal letter and suggested we take that back and meet with the Township. Everything is now restored and the system works. Everything would have to be disrupted from an environmental standpoint in order to complete item 1. No excess fill was ever mentioned in other conversations or reviews. Mr. Ancona will talk to Donna Nicholson regarding setting up a meeting with the Township to refute this major item, since she, as our engineer, should be in attendance.

We received a bill in the amount of \$1,042.50 from Stantec for work completed in the month of October. Mr. Ancona made a motion to approve that progress bill payment. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

We received Change Order #5 for an increase of \$9,000 in Enviro-Air Technologies costs which will cover the additional charges to correct the items presented by CKS, three of which we concur and the first item we are disputing. Mr. Ruzicka made a motion to approve a payment of \$9,000 (less \$1,042.50 which is also included in this amount) to EAT and Mrs. Dempsey seconded the motion. The vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes: The motion carried unanimously.

We received a bill from the Township for CKS Engineering's work from 7/28/12 to 8/31/12 in the amount of \$243.99. We also received an invoice from Newtown Township and CKS for the inspection of the final project in the amount of \$273.27. Mr. Ancona made a motion to approve these bills and Mr. Collier seconded the motion. The vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Architectural Control

At last month's meeting, complaint was raised regarding 113 Hidden Valley Lane. Right now the property does not look as bad as what it did in the summer with tall grass and weeds, so it was suggested waiting until spring to see if everything is overgrown again.

Social

Only 15 children attended the Halloween Party, since it was held the day before hurricane Sandy hit.

Publicity

Seven more residents have subscribed to the website, for a total of 350. The Ehmanns are also keeping a list of residents within the community who have offered to volunteer to help within the community,

With no further business, the meeting adjourned at 8:45 p.m. The next regular meeting will be held on Tuesday, December 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

December 4, 2012

The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, December 4, 2012 in the Spring House. The meeting was called to order at 7:37 by the president, James Downey, with the following Board members and officers present: Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Paul Abraham, Fred Dichter, Fred and Barb Ehmann, Afroza Uarim, John Pisciotta, Floyd Mudge, and Aline Turner.

The minutes of the November meeting were approved as submitted.

The treasurer distributed the October 2012 P&L Statement and the January to October YTD P&L Comparison Statement. Income for the month of October totaled \$36,276 and expenses totaled \$9,651 for a positive cash flow for the month of \$26,625. YTD income as of October 31, 2012 totaled \$206,599 and expenses totaled \$284,039 for a negative YTD cash flow of \$90,565. This total included the storm water basin expenses but not the loan proceeds. Taking that into account, overall we are breaking even for the year.

Mr. Donatelli reviewed the status of delinquent accounts. Initial collection letters were sent to three residents.

Mr. Donatelli distributed and reviewed two proposed budget scenarios, with one scenario keeping assessments at \$28 per month and one with a \$1 per month increase. Mr. Donatelli felt that there were three major repairs that we should start funding over the next several years: two sink holes repairs to the storm sewer that runs along Lancaster Lane, which he estimated could cost \$5-10,000; repair of the driveway estimated at \$10,000; and the flagstone outside the Manor House, which could be \$5-10,000. Leaving the assessments at \$28, which was recommended by the committee proposal, would allow \$15,000 for these three items. Mr. Donatelli, however, recommended that we increase assessment to \$29 per month, since he felt the dues would have to increase \$2 to \$5 in future years to cover the major expenses coming up. Mr. Downey felt that the sinkhole repairs would not be anywhere near as costly as what the Treasurer was projecting, since these have been repaired in the past for several hundred dollars. Mr. Ruzicka expressed concern over whether there will still be major costs involved in the detention basin work if the Township forces us to remove the excess fill; however, he felt we could implement another special assessment during the year if we needed to do so. Therefore, he felt we should keep the assessments at \$28 per month. Mr. Downey felt that the Treasurer's projected expenses were being over estimated and also felt we should keep the assessments at \$28 per month.

Mr. Ruzicka made a motion to keep the assessments at \$28 per month for 2013 and Mr. Downey seconded the motion. The vote was called: Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Ruzicka made a motion to accept the Committee's proposed budget for 2013 in the amount of \$226,000. Mr. Downey seconded the motion and the vote was called: Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

The owners of 90 High Street are currently in the process of selling their house. This house has had a temporary fence erected for years that has been encroaching on NCCA common ground. Several neighbors attended the meeting to ask if the Board could have the owners remove the fence or reinstated onto their actual property line before the property is sold. We will write to the owners and ask them to either remove the fence or place onto the correct property line.

Manor House

Mr. Ruzicka felt that we were undercharging for the rent on the Carriage House, especially since there has been no rent increase since the tenant initially leased the property. We would have to give a 90-day notice

for rent increase, and it was felt we could not make a substantial increase; however, the Board felt a \$100 per month increase in rent was not out of line. The Board agreed to increase the Carriage House rental by \$100 a month; however, we will have to provide a 90-day notice.

Pool Committee

At the budget meeting, contracts were presented for the services of a professional pool management company. We do not have an in-house pesticide license certified person and question was raised whether the pool management company will meet that requirement. Mr. Dichter believed that was included; however, he will verify that issue.

Discussion followed regarding the number of guards that will be required—two guards versus three guards—and other issues related to continuing in-house operations versus hiring a professional pool management company run the pool for the 2013 season. Three different pool management companies were interviewed and different homeowner associations were contacted to verify the quality of the services provided by the pool management company. It was felt that there were a number of issues last year at the pool where non-residents and non-paying guests were using the pool and pool tags were not being checked by our in-house staff, as well as some other personnel issues that were noted during the 2012 season. It was felt that using an outside pool management company would help to alleviate some of the issues that were problematic last year. The management company's contract would provide all of the pool services, including staffing, pool management, opening and closing the pool, providing all chemicals, adhering to state testing regulations, and maintenance of the pool. Every year we seem to have some type of problems at the pool. While the efforts of the pool committee members have certainly been appreciated, Mr. Ruzicka felt maybe it was time to try an outside pool management company. If going this route is not any more expensive, hiring an outside company to manage to pool may alleviate some of the problems that have been occurring over the years. Sometimes using an outside organization can be less costly as well as more efficient. It was also felt that if we went with an outside company and it did not work out, we are not locked into future use of such a company.

Mr. Downey suggested having a follow-up meeting on Tuesday, December 11, to discuss whether the Board wants to continue with in-house pool management or go with an outside pool management company. Mr. Dichter will verify the pesticide licensing issue with the pool management company prior to that meeting.

Maintenance

Mr. Donatelli presented a breakdown of the clean-up expenses related to Hurricane Sandy and asked for approval of these expenses. Jim's Tree Service expenses consisted of clean-up expenses of \$2,125 and \$1,800 to remove the birch tree at the Manor House. Mr. Moran's clean-up expenses were \$3,262.50, for total clean-up expenses of \$7,187.50. Mr. Moran has an open-ended agreement for clean-up and Mr. Donatelli felt there should some type of financial cap on what extraordinary clean-up he can do without obtaining NCCA Board authorization. Mr. Ruzicka also agreed with that. Mr. Donatelli reported that we currently only have \$98 left in the tree removal reserve account.

Mr. Collier made a motion to authorize a payment of \$1,800 to Jim's Tree Service to remove the damaged beech tree at the Manor House. Mr. Ruzicka seconded the motion and the vote was called: Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

Mrs. Dempsey made a motion to approve a payment of \$3,262.50 to Moran for storm related clean-up expenses throughout the community. Mr. Collier seconded the motion and the vote was called: Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

The Board was reminded that Mr. Moran still has not repaired the siding to the pool buildings which was damaged by his workmen.

Jim's Tree Service gave us a quote of \$4,000 to remove the trees on common ground behind 26 South Lancaster. Two of the trees are dead and the third one is almost dead. Jim Rogers of Jim's Tree indicated he would rather take all of the trees down at the same time because of the difficulty in getting his equipment back into that area. Mr. Donatelli indicated that we do not have the money to pay for this expenditure at this time; however, Jim Rogers indicated that the dead trees should come down as soon as possible and that he would be willing to do the work now and work with us and wait as far as payment is concerned. The Board also felt these trees should be taken down as soon as possible, and Jim's Tree will be contacted to do so. There are still several stumps that need to be removed and Mr. Downey will check with Jim's Tree regarding the stumps.

Resident at 50 Chestnut Drive indicated that there are several large downed branches on common ground next to her property.

Publicity

The winter newsletter will be written and developed by Mrs. Urquhart and will be forwarded to Mrs. Dempsey and the webmaster for distribution. The pool applications will be updated for the website.

With no further business, the meeting adjourned at 9:30 p.m. The next regular meeting will be held on Tuesday, January 8, 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 SPECIAL MEETING

December 11, 2012

A special meeting of the NCCA Board of Directors was held on Tuesday, December 11, 2012 in the Spring House. The meeting was called to order at 7:44 by James Downey with the following Board members and officers present: Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also present were Paul Abraham, Fred Dichter and Justin Kinne of Sparkling Pool Services, Inc.

The purpose of this special meeting was to discuss whether NCCA should continue pool operations as in the past with in-house management and staffing or contract with an outside service to provide all staffing and pool operations for the 2013 pool season.

Mr. Kinne distributed and reviewed his proposal package and answered Board questions presented to him. Mr. Collier questioned whether the following items will be included in the guard responsibilities and Mr. Kinne responded as follows:

Bath houses will be cleaned prior to the opening every day. We will need to provide cleaning supplies.

Trash will be taken out at the end of the night.

Lifeguards will put out chairs and umbrellas

Lifeguards will vacuum the pool every morning. The pool will be kept clean.

Sign-in and checking pool tags. Mr. Kinne indicated that guards will check all pool passes on a daily basis, as this is a critical issue in limiting liability as to the number of potential victims at the pool. The lifeguards will be responsible for only allowing individuals in the pool who have authorized pool tags or are paid guests. Allowing non-residents and non-paying guests to use the pool would create liability for both NCCA and for Sparkling Pool.

Sparkling Pool will meet with NCCA representatives prior to the start of the pool season to review guest pass and sign-in procedures. Regarding collection of pool fees, Mr. Kinne asked that NCCA provide a cash box in which to keep money and requested that they be able to drop off money at the end of the day to an authorized NCCA representative.

Mr. Kinne explained the process of handling the operations of the pool. He indicated that if Sparkling is approved to manage the pool, they would start opening the pool in March and add chemicals to the water so that the pool is ready in April or May. They will also close the pool and will do a diagnostic testing at the end of the season to see if anything needs to be replaced for the following pool season. They will review all of the equipment and keep the specifications on file; therefore, if a mechanical problem occurs during the season, the repairman will be able to bring appropriate replacement parts out to fix any problems.

In essence, Sparkling Pool would manage all of the operations of the pool, including hiring/payment of lifeguards, daily maintenance, pool testing, providing all of the chemicals necessary, repairs and opening and closing of the pool. They will also be able to provide private swimming lessons.

After discussion, Mr. Ruzicka made a motion that NCCA hire Sparkling Pool Services, Inc. to manage the pool for the 2013 pool season at a cost of \$33,200 as outlined under Option 2 of their proposal agreement and to designate Paul Abraham and Fred Dichter as the NCCA liaisons with Sparkling. Mr. Collier seconded the motion and the vote was called: Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

On another business issue, Mr. Downey indicated that we received a letter dated November 30 from the Township Engineers in response to our reply to the proposed detention basin repairs that CKS felt were

still needed. In that letter they indicated that they “have no objection to the fill area remaining on-site, contingent upon approvals from the Bucks County Conservation District.” They also agreed to the other terms proposed in our engineer’s letter.

With no further business the meeting adjourned at 8:25 p.m.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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