

**MINUTES OF THE MONTHLY  
NEWTOWN CROSSING  
COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETINGS  
2013**

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

**January 8, 2013**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, January 8, 2013 in the Spring House. The meeting was called to order at 7:45 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 (arrived late). Also present were Fred Dichter and Fred Ehmann.*

The minutes of the December meeting were approved as submitted. The minutes of the special meeting held on December 11 were also approved as submitted.

The treasurer distributed and reviewed the November 2012 P&L Statement and the January to November YTD P&L Comparison Statement. Income for the month of November totaled \$10,403 and expenses totaled \$12,834 for a negative cash flow for the month of \$2,431. YTD income as of November 30, 2012 totaled \$217,002 and expenses totaled \$296,873 for a negative YTD cash flow of \$92,996. This total continues to include the storm water basin expenses but not the loan proceeds. Taking the loan portion out, we have a positive cash flow of approximately \$30,000. Overall we are in good financial shape.

Mr. Donatelli reported that we had one CD in the amount of \$17,815 renew in November with the interest rate falling from .045% to .035%. Another CD in the amount of \$17,966 renewed in December, also at an interest rate of .035%.

We received a bill from Newtown Township in the amount of \$372.99 for fees from September 29 to November 30, 2012. Mr. Ancona made a motion to pay \$372.99 to Newtown Township for professional fees for the inspection of our detention basin project for the period September 29 to November 30, 2012. Mr. Collier seconded the motion. The vote was called: Ms. Dempsey, yes; Mr. Collier, yes; Mr. Downey, yes; Mr. Ancona, yes; and Mr. Ruzicka, yes.

Mr. Donatelli presented a bill for escrow deposit from Newtown Township for \$750. We were under the impression that we would not have to provide this since we are a homeowners association and not a developer, so Mr. Downey will send this back to the Township with a letter noting that provision.

A \$300 advance was given to Mrs. Dempsey for the Halloween party which was forwarded to the person in charge of the party. The money was legitimately spent on the party; however, Mr. Donatelli indicated that the Halloween receipts he received back were not easy to identify. Mr. Donatelli, therefore, requested a motion to write off \$300 for the Halloween party since it was spent as approved. The motion was made, seconded and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

We received the annual quote for snow plowing of the sidewalks from Mr. Tiffany and the Board agreed that the quote was reasonable.

Mr. Downey received notice that we will have to pay for constable services for the Miller, Thomas and Cohan delinquencies since they have not responded to their certified letters.

### **Pool Committee**

Mr. Donatelli indicated in his treasurer's report that 2012 pool receipts were about the same as in 2011. However, in 2012 we received \$336 from two residents on Hidden Valley for pool membership, and in 2011 we received pool membership from only one of the residents on Hidden Valley, which indicates that gate receipts were down by about \$336 in 2012.

Mr. Dichter has signed the contract for the pool management services in the amount of \$28,500. Pool tags will need to be ordered and a different color tag will need to be ordered for kids younger than 12. The age has been increased to 12 for children to enter the pool area by themselves.

Keys are missing from the snack shack, and Mr. Dichter does not know whether there is any outstanding money from the snack shack. Mrs. Dempsey offered to follow up on that. This year a ledger should be kept of all pool receipts. The pool management company indicated that they want to drop off receipts at the end of each day and Paul Abraham will probably be that drop-off person.

Mr. Donatelli brought up the issue of supplying lifeguards for the swim team home meets and discussion followed as to an equitable amount of dollar equivalent support to the swim team, since we will not be paying lifeguards on an hourly basis this year. We will basically continue with the same amount of lifeguard hours provided in previous years. Since there was a problem getting people to man the snack shack this past season, it was suggested that the swim team be contacted to see if they would want to run the snack shack as a money-making venture for the team. Mrs. Dempsey will talk to the swim team about this.

Since there were a number of keys given out that have not been returned, it was suggested replacing the locks on the main gate.

### **Maintenance**

Regarding the detention basin, Mr. Donatelli questioned the quote we received which included a cost for seeding, since he felt seeding at this time would not be beneficial. He suggested withholding part of the payment. Mr. Ancona felt that the seeding was something that was not really necessary; however, seeding is on the punch list of items to be done before the work can be completely closed out. We also still want to try to collect a portion of the expenses of the detention basin work from Liberty Square.

There are still several steps to be completed before the final sign-off of the detention basin work. We will need to find a new contractor for mowing the basin area, since Mr. Emil, who previously did this work, has retired.

The retaining wall near Princess Lane still needs to be completed by Moran.

Mr. Donatelli inquired about the sinkhole near his property. We will have Mr. Moran look into fixing this sinkhole.

A tree fell in the woods and had been blocking the paved walkway. The walkway has been cleared but it is questionable as to who owns that section of property in the woods and who would be responsible for removing the tree that fell. Property maps should probably be checked to verify who owns that area. This tree may not be our responsibility to clear up.

### **Publicity**

An extract of the newsletter was emailed to residents and the entire newsletter has been posted on the website. Information has been included about the new pool management situation. A notice should be included to notify of the increase of age to 12 to enter the pool alone. The pool application will be updated and included. The spring newsletter will include information regarding the swim team and swim lessons which will be offered by the pool management company.

### **New Business**

Jim Roger's son was recently killed in a motorcycle accident and it was suggested that a card be sent on behalf of the community association. Mrs. Urquhart will take care of this.

With no further business, the meeting adjourned at 9:10 p.m. The next regular meeting will be held on Tuesday, February 5, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**February 5, 2013**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, February 5, 2013 in the Spring House. The meeting was called to order at 7:45 by the president, James Downey, with the following Board members and officers present: Marie Dempsey, Bob Donatelli, and Joanne Urquhart. Also present were Fred Dichter and Fred and Barbara Ehmman. Since several of the Board members had last-minute work commitments, a quorum was not present at the meeting and, therefore, no voting could be conducted.*

The minutes of the January meeting could not be approved without a quorum and no treasurer reports were distributed.

We received a bill from Newtown Township in the amount of \$750 to be held in escrow for services. Initially we were under the impression that we would not have to submit an escrow deposit. However, Mr. Downey contacted the Township and was advised that we cannot dispute payment of this since the Township will not approve the detention basin work until the escrow amount is received.

One account had been turned over to our attorney for collection, and we received payment. However, the check was not dated, was returned to the resident, and we will have to wait to see if this check eventually clears.

### **Pool Committee**

There was no pool committee report.

### **Maintenance**

Stantec has completed the work at the detention basin, they have performed the necessary testing, and they indicated that everything is fine. We are still awaiting final approval from the Township to close out this project.

Question had been raised last month regarding who owns the section of property that borders and includes the paved walkway through the woods next to Eagle Ridge. Mr. Downey researched this and indicated that Wyndmere Hunt Associates owns part of the wooded area and we own Lot 52; however, from the property maps it is difficult to distinguish on whose property the pathway lies.

### **Manor House**

Mrs. Dettra's report indicated that the Manor House fire extinguishers were inspected by Aspen Co. and the Newtown Fire Co. safety inspections were performed.

As of February 5, no Manor House rentals were scheduled for the month of February.

Mrs. Dettra indicated that the roof by the Spring House is crumbling and she requested guidance from the Board as to what action should be taken regarding this. Since the Spring House roof was recently replaced, the Board was unsure as to what roof area needed repair. (Mrs. Urquhart spoke to Mrs. Dettra after the meeting to clarify what roof area was in need of repair. The roof covering the walkway from the Spring House to the Manor House is the roof that is deteriorating.) No action was discussed regarding this repair and this issue should be brought up again at the next Board meeting when a quorum is present.

Mr. Donatelli obtained a copy of the Carriage House lease and indicated that the lease is made out for two individuals dwelling on the premises. The tenants now have a child, and he questioned whether the tenants are in violation of the lease. The two Board members present did not have an issue with the current tenants

having a small child live on the premises. Board has approved a rent increase for the Carriage House, but a 60-day notice will have to be provided to the tenants.

### **Publicity**

The annual meeting will be held on April 2. Two positions are up for re-election and Mr. Downey and Mr. Ruzicka have consented to run for re-election. Mrs. Urquhart will update the ballot and forward to the webmaster. Our webmaster will send out an email blast regarding the annual meeting and the ballot, as well as soliciting for swim team coaches. Pool applications will also be updated and included on the website.

We currently have 355 subscribers to the NCCA website.

### **New Business**

With no further business, the meeting adjourned at 7:55p.m. The next regular meeting will be held on Tuesday, March 5, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**March 5, 2013**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, March 5, 2013 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 (arrived late), Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Fred and Barbara Ehmann.*

One correction was noted on the February minutes—under “Maintenance”, second paragraph, first sentence should read “Eagle Ridge” and not “Liberty Square”. The minutes were approved with that correction. The minutes of the January meeting were approved as submitted.

We received a letter from John Emmell, who has been doing our field mowing for many years. Mr. Emmell recently sold his company to Greg and Jacqueline Cappellano and they will be keeping the business name and will continue to service our needs. Mrs. Urquhart will write a letter of thanks to Mr. Emmel for his services over the years.

Mr. Donatelli distributed and reviewed the December 2012 P&L Statement, the January to December 2012 P&L Statement, the Balance Sheet as of December 31, 2012, the 2012 Performance vs. Budget Statement and the January 2013 P&L Statement. January to December 2012 income totaled \$227,811 and expenses for the year totaled \$186,581. Taking into account depreciation expense, we ended the year with a positive cash flow of \$17,419. Assets and Liabilities/Equity as of December 31, 2012 totaled \$373,000. Total income as of January, 2013 was \$36,518 and expenses for the month totaled \$5,538 for a positive cash flow as of January 31, 2013 of \$30,979.

Mr. Donatelli reported on delinquent accounts. We received notices that 20 Churchill is scheduled for Sheriff Sale. The assessment balance on this property is \$557. We received a check on one delinquent account in the amount of \$387 and that check has cleared the bank. We also received a check on another account for over \$700 and that check has also cleared.

Nine final notices were sent out in late January. Four of these accounts will be turned over to our attorney.

One account was paid in full (\$467). One account paid \$200 of the \$488 balance. One account had been in bankruptcy, the residents exited bankruptcy in September, but have not paid anything to date on a \$1,922 balance and this will be turned over to our attorney.

Mr. Downey reported that he wrote to the lawyer for Liberty Square to put them on notice regarding detention basin expenses.

Pool Committee

Marie spoke to Justin at the pool management company concerning the swim team’s use of the pool until 11:30. Justin indicated that this should not be a problem since that timeframe would still allow the necessary half-hour set-up time before pool opening each day.

### **Maintenance**

Mr. Ancona indicated that he has not had a chance to talk to Mr. Moran to get an estimate for the work at the playground.

Part of our operations agreement for the detention basin is that we will need to mow the berm at least twice per year and the basin at least once a year. We will probably have to meet with the new owners of Field Services to review the work that will be necessary.

Mr. Ancona received the notice of determination regarding the detention basin. The Township has signed off on the work and is satisfied with the work done. The Township indicated that we will have to have a qualified person doing an inspection of the basin every year, and Pete will talk to Stantec to see if he would be qualified to sign off on this inspection. We will need to inspect the basin and make sure that it is mowed and cleaned, make sure that the berm is not eroding, and make sure the overflow has not deteriorated. These are all of the things that we have been doing since we started this project. We will need to clean out the stainless steel grate that catches large debris and the smaller mesh that catches the small debris.

The inlet pipe is collapsing on Liberty Square's property and Liberty Square has been soliciting bids for this work. We may have to contribute to the cost of that repair and we will work that out with Liberty Square's portion of the major detention basin work, since both Liberty Square and Newtown Crossing contribute to the water flow going through these areas.

Mr. Donatelli questioned portions of the latest Stantec bill, and Mr. Ancona will verify those issues with Stantec.

### **Manor House**

The roof on the overhang connecting the Spring House and the Manor House was reported to need repair. The Board should look at this before the next meeting.

### **Architectural Control**

Resident at 187 Commonwealth submitted an application to replace roof. This had been approved by the Board on February 26.

### **Publicity**

We currently have 358 residents signed up for email notices.

Since Manor House rentals are down, Barb & Fred Ehmann suggested posting a prominent notice on the website promoting the Manor House.

### **Social**

An Easter Egg Hunt will be held on March 24 starting at 1:30.

### **Old Business**

Mr. Downey reviewed the Carriage House rental lease and we will need to give 60-day notice to raise the rent \$100, as was suggested at a previous Board meeting. Rent on the Carriage House has never been increased since the currently tenants have been leasing it, and it had been suggested raising the rent from \$800 to \$900 per month. Mr. Downey will send the 60-day notice which will notify of the rent increase.

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

### **April 2, 2013**

The regular monthly meeting of the NCCA Board of Directors was held immediately following the Annual Meeting on Tuesday, April 2, 2013 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: Peter Ancona, Marie Dempsey, Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Fred Dichter, Denise Duke, Fred & Barbara Ehmann, Irene Herbe, Nancy Lamonica, Mario Lionetti, Henry Piotrowski, Lorrie Strange and Jon Weiner.

One correction was noted on the March minutes—adjournment time of the meeting was 8:40 and not 7:55. The minutes were approved with that correction.

Prior to the meeting Mr. Donatelli forwarded a copy of the engagement letter from James M. McFadden to audit the balance sheets of Newtown Crossing Community Association as of December 31, 2012, 2013, and 2014 and to provide related audited statements of revenues and expenses and changes in fund balances and cash flows for the years then ended. The fees quoted for these services for the year ending December 31, 2012 would be \$1,850, for 2013 would be \$1,900 and for 2014 would be \$1,900. These prices reflect a slight increase; however, Mr. Donatelli indicated that Mr. McFadden's fees have not risen at all in over six years. Mr. Ancona made a motion to accept the proposal submitted by James M. McFadden, Certified Public Accountant, to perform the NCCA's audits for the years 2012, 2013, and 2014. Mr. Ruzicka seconded the motion. The vote was called as follows: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Donatelli reported on the status of delinquent accounts. We received a check in the amount of \$482 for payment on one delinquent account. Collection letter was sent to another resident who currently owes \$706; however, we received no response to that letter. Mr. Donatelli suggested filing suit. Notice was returned regarding a property on Churchill, which is in foreclosure. Initial collection letters were sent to three other residents. After approximately five years, we have finally received a payment in the amount of \$650 on one account, and that payment represents about 1/3 of what that resident owes.

Mr. Donatelli distributed and reviewed the P&L Statement for February 2013 and the P&L YTD Comparison January 1 to February 28, 2013. Total income for the month of February was \$14,344 and expenses totaled \$10,752 for a positive cash flow of \$3,592. YTD income as of February 28, 2013 totaled \$50,862 and YTD expenses totaled \$16,290 for a YTD positive cash flow of \$34,571 as of February 28, 2013.

There is currently an increasing popularity of backing up data online. Mr. Donatelli was not in favor of that due to security reasons; however, he felt there should be a back-up copy outside of his house and suggested giving Mr. Downey a back-up copy each month.

The Association will probably go back to PECO since rate increases have occurred with our currently electricity carrier.

### **Pool Committee**

Paul Abraham and Fred Dichter met with Sparking Pool Services, who will be providing our pool management services this season. The company has already been out, has shocked the pool, and has added chemicals to the pools. It does not look like we will need any new equipment; however, we may need to replace one table, which will cost about \$250. Supplies will also need to be purchased for the bathrooms. Mrs. Dempsey is working on trying to arrange coverage for the snack shack.

The pool committee is working on having several days when residents can come down to the Spring House and sign up and pick up pool tags prior to the opening of the pool. This year the age cut-off for

kids to attend the pool by themselves is 12 instead of 10. There will be more monitoring of the number of individuals who sign up for the pool from a single household, to insure that individuals who actually live at the house are the ones who use the pool.

This is the first year that we will be using an outside pool service, so Mr. Abraham and Mr. Dichter will be monitoring the pool service to insure that everything runs smoothly and safely.

Question was raised as to who should be contacted in order to rent the pool. It was felt that the approval should still come through the Board of Directors even though the pool service will be providing the lifeguards.

Moran will be maintaining the lawns within the pool area. It was suggested having the grass bagged in that area so that the cut grass is not taken into the pool.

Guess passes will be \$60 for 20 passes. We will also consider movie night or other activities at the pool.

### **Maintenance**

We received a bill from Newtown Township in the amount of \$506.88 for engineering services relative to the detention basin repair completed by Stantec. Mr. Ancona made a motion to approve payment of \$506.88 to Newtown Township for engineering services. Mr. Downey seconded the motion and the vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Lionetti of 180 Hanover Street indicated that there is an area on common ground next to his home that is depressed and water accumulates in that area. He has obtained a quote to do landscaping work on his property and also obtained a quote for \$265 to grind down an exposed root and fill in the depression on common ground to correct the water issue. A copy of the quote was submitted to the Treasurer and the resident asked if the Board would approve this expenditure. Mr. Ancona made a motion to reimburse Mr. Lionetti \$265 (once the work is completed) for the maintenance on common ground between 180 and 200 E. Hanover Street. Mrs. Dempsey seconded the motion and the vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Resident at 180 Hanover also requested trimming of hanging trees on common ground behind that section of townhomes.

Resident at 330 Union Street indicated that he has been trimming dead branches from common ground trees; however, there are a number of hanging broken branches that he cannot reach and he asked if those dangerous branches could be trimmed. Mr. Downey will contact Jim's Tree Service.

Resident at 36 Gettysburg indicated that a very large willow tree fell down on common ground during "Sandy". One of the Board members verified this and this work will be added to the list of tree work.

Last month Mr. Ancona reported that we had filed our Notice of Termination for National Pollution Discharge Permit, which we had to do once the detention basin work was nearing completion. On March 18 we received a letter from the Bucks County Conservation District stating that the new manager had different ideas on what needed to be done in order to close out the permit. The District was asking for substantial additional work to be done; and in order to do that work, we would have had to tear up other work that had already been completed. Stantec represented us in contesting some of the major additional work that was presented to us, which could have cost over \$10,000 to complete. The District accepted Stantec's justification for not needing to complete some of the costly items proposed, however, there were some smaller items that were mandated in order to have the project closed out. We still incurred an additional \$3,000 in costs to complete the items that were non-negotiable. There will also be another \$750 fee for the final administrative work by the Township and Bucks County Conservation District to finally close out this project.

We received a change order in the amount of \$3,775 from Stantec for the final chapter to close out this project and we may get another bill from the township. Total bills from Stantec for this project are around \$149,500, plus additional expenses paid to Moran and Jim's Tree Service for tree removal and clean-up in connection with this project. Mr. Ancona made a motion to approve Change Order #6 in the amount of \$3,775 to Stantec for the additional work necessary as mandated by the Township. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Downey applauded the efforts of Mr. Ancona and Stantec in their work on the detention basin project. Their efforts easily saved NCCA at least \$15,000-\$20,000.

There are several sink holes that still need repair. Two of them were recently fixed at the playground, one costing \$270 the other costing \$145. It will cost \$303 to repair the sinkhole on S. Lancaster Street. Mr. Ancona made a motion to authorize a payment of \$270 and \$145 to Mr. Moran for the repair of the playground sink holes and to authorize a \$350 payment to repair the sinkhole on S. Lancaster. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Ancona indicated that on March 14 there should be a tree removal expense for \$250 in Mr. Moran's general clean-up bill. Mr. Moran called Mr. Ancona regarding removing a dangerous looking small tree, and Mr. Ancona authorized this work.

Mr. Ancona mentioned that several of the trash cans are missing from the playground area. He offered to buy and reinstate new ones.

### **Manor House**

Large trash has been sitting for some time now near the Manor House trash receptacles and Lecks should be contacted to remove this.

As of the date of the meeting, there was one rental scheduled for April and two rentals scheduled for May.

Mrs. Dettra inquired as to whether she could purchase slip covers for the wing chairs in the Manor House living room. The Board had no objection to that purchase.

### **Architectural Control**

Resident at 53 King Charles submitted application to install new windows. Application approved as submitted.

Resident at 46 King Charles Lane submitted application to install new tan siding. Application approved as submitted.

### **Publicity**

Email "blasts" are periodically sent to residents regarding community events or items of interest. An email was sent out publicizing the Easter Egg Hunt.

### **Social**

The Easter Egg Hunt was a great success and Eleanor Grecco was thanked for filling 1,500 eggs with candy. Over 50 kids attended and every one had a great day.

**New Business**

It was reported that the Township has acquired an unmarked black SUV which has been parked in Newtown Crossing and citations have been given to a number of cars who have gone through the stop sign at York Street.

With no further business, the meeting adjourned at 9:00 p.m. The next regular monthly meeting will be held on Tuesday, May 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**

**May 7, 2013**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, May 7, 2013 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: Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli, and Joanne Urquhart. Also present were Paul Abraham, Fred Dichter, Fred Ehmman and Richard Smith*

The minutes of the April meeting were approved with one correction—the sixth paragraph, second paragraph should read “The Board was not in favor of that...however, Mr. Donatelli felt there should be a back-up...”

Mr. Donatelli talked to our current electric supplier and they will give us a favorable price compared to PECO, so we will be staying with our current carrier.

Mr. Donatelli reported on the status of delinquent accounts. Last month two accounts were turned over to our attorney and another home is in foreclosure. A number of payments were received on accounts which have been delinquent for some time

Mr. Donatelli distributed and reviewed the March 2013 P&L Statement, the January 1 to March 31 P&L YTD Comparison and the Balance Sheet as of March 31, 2013. Total income for the month of March was \$7,560 and expenses were \$3,600 resulting in a positive cash flow for the month of \$3,960. Total YTD income as of March 31 was \$58,421 and YTD expenses totaled \$19,889, for a positive cash flow of \$38,532. When loan payments of \$5,000 are included, this positive cash flow comes down to about \$33,500 as of March 31. As of March 31, 2013 total Assets and Liabilities/Equity were \$394,816.

A resident who lives on King Charles complimented the Board for their work in maintaining and running the community; however, he expressed complaint regarding the maintenance of the property of another home on King Charles Lane. While the Board was sympathetic to the complaints raised, Mr. Downey indicated that there are limitations as to what NCCA can compel the homeowner to do in the way of repairs. Mr. Downey said we can check the Township Ordinances and talk to the Code Inspector as to whether any of these issue fall under those Ordinances. Mr. Downey will contact the Township regarding this property.

Mr. Downey indicated that he has had a number of messages left from residents who leave complaints but they do not leave a contact name or number. Any complaints should also include the name, address, and phone contact of the resident initiating the call.

### **Pool Committee**

The new bathroom doors will be installed on May 22nd and the contractor requested that the balance of \$1,845 be paid at the time of completion. The pool is almost ready for opening on Memorial weekend. It will be open on Saturday, Sunday and Monday of that weekend and will be open on just weekends until school closes on June 19. After that time the pool will be open every day.

Pre-opening registration was held for resident to sign up for the pool—thanks to Paul Abraham, Fred Dichter and Bonnie Dettra for handling that.

Mr. Abraham indicated that we will need some new items for the pool—stacking chairs, umbrellas and a new guard stand umbrella.

Question was raised as to whether a renter can use the pool if the actual owner of the property is in arrears with assessments. As long as the renter can provide some type of address proof, the Board felt that the renter should not be penalized for the owner being delinquent in assessments. Several other questions of

eligibility were raised and discussed with the Board. Much more scrutiny will be taken this year in filtering out individuals who are not residents who, in the past, were entering the pool without paying as a guest.

The playground looks good except for the swing set. The swing seats and chains need to be replaced. The frame appears to be structurally sound, however, it needs to be repainted and the bolts need to be replaced. Mr. Dichter obtained a bid for \$727 for parts and \$645 for the labor, for a total of \$1,372 to repair the swings. Mrs. Dempsey made a motion to approve an expenditure of \$1,372 to repair the swing set. 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.

### **Maintenance**

We received letter from a resident on E. Hanover regarding trees on common ground behind her property. This resident has made repeated complaints regarding several issues within the community, some of which are not the responsibility of the community association nor do they pertain to the association. Tree work has been performed relative to some of the complaints raised; however, other trees in question remain healthy and it is not the policy of the association to remove healthy trees. A Board member examined the trees mentioned in the resident's current complaint and found them to be alive and healthy; therefore, no action will be taken regarding the latest complaint.

It was suggested that Moran be contacted to maintain the corner common ground at York and Mill Pond.

Mr. Abraham mentioned that the entrance sign at Route 532 is cracking and the railroad ties at the Route 332 entrance island are in need of repair.

Mr. Moran is supposed to be fixing the corners of the siding of the pool buildings where the landscaping crew damaged the siding while mowing. Mr. Abraham indicated someone was out during the week to look at the buildings.

### **Manor House**

There were two Manor House rentals in May and two are scheduled for June.

Two screen doors at the Manor House were repaired at a cost of \$345. These are custom doors and the hinges were also removed and replaced, the screen netting was replaced and they were repaired in several places. The Board felt that this was expensive in light of the fact that the doors are in bad shape. Mr. Dichter offered to contact the contractor and try to negotiate the price downward. If we do ever replace the doors, Mr. Ruzicka pointed out that we have paint left over from when the contractor painted the house.

Mrs. Dettra reported that the second refrigerator in the Manor House stopped working. The renter finally got it to work, but it should be checked. The refrigerator in the kitchen also does not work, so we currently do not have a reliable refrigerator for renters to use. Bruce offered to look at the refrigerators before any decision is made regarding replacement.

### **Architectural Control**

Resident at 5 Delaware Court submitted application to replace existing wood fence with white 6' high white PVC panels and a gate. Application approved provided Township permit obtained.

Resident at 133 Chesapeake Drive submitted application to replace roof and gutters. Application approved as submitted.

Resident at 7 Chesapeake Drive submitted application to power wash and paint siding with same color. Application approved as submitted.

Another resident submitted an application to install a patio, but that application was returned pending Township approval to verify adherence to imperious surface requirements.

**Publicity**

Quarterly newsletter was sent out.

**Old Business**

There were areas of the detention basin that were not growing, so we have seeded those sections.

**New Business**

Mr. Ancona emailed the Board prior to the meeting indicating that his work schedule over the next several months will require him to work out of state. Therefore, he will be unavailable during that time to attend Board meetings and his Board participation during that time would also be limited. He offered to resign from the Board if the Board felt that was necessary. The Board did not want Mr. Ancona to resign.

An executive session was held to discuss potential litigation.

With no further business, the meeting adjourned at 9:00 p.m. The next regular monthly meeting will be held on Tuesday, June 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**

**June 4, 2013**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, June 4, 2013 in the Spring House. The meeting was called to order at 7:45 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, Helen and Steve Batchelor, Bill Smith, and Jonathan Weiner.*

### **General Business**

The minutes of the May meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the Profit and Loss Statement for April 2013 and the Profit and Loss YTD Comparison January 1 to April 30, 2013. Income for the month of April totaled \$37,462 and expenses totaled \$11,751, for a positive cash flow of \$25,710 for the month. YTD income as of April 30, 2013 totaled \$95,884 and YTD expenses totaled \$31,641, plus loan repayment expenses of \$6,663 for total YTD expenses of \$38,304, resulting in a positive cash flow of \$57,580.

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

Accounts have been forwarded to our attorney on June 19. One account was being presented in court on June 18, but Mr. Downey has a conflict and asked if anyone else could represent us. Mr. Ruzicka offered to represent us and Mr. Downey will instruct him as to what needs to be done.

The Association has been providing Sam's Club memberships to the Board, officers and committee heads. Mr. Donatelli suggested we offer \$45 to those individuals who would prefer membership in another club.

Liberty Square was served with a Writ on May 17, 2013, in connection with the detention basin work.

### **Manor House**

Two rentals are scheduled for June and one is currently scheduled for July. Ray's Exterminators took care of the large nest of bees between the Spring House and the Manor House. Mr. Ruzicka suggested we ask George Hepp to use his extension ladder to fix the window hanging from the third floor of the Manor House.

### **Pool Committee**

We received the proof of insurance from the swim team.

Fred Dichter and Paul Abraham thanked Steve Batchelor and Mike Ward for work they have done at the pool. The swing set has been painted, repaired, and seats replaced; and the new color matches the rest of the playground equipment.

There was a good turnout for the opening weekend of the pool--45 families attending on Saturday and 41 on Sunday. Residents who are delinquent in their assessments are not entitled to use the pool; and, after finding that out, a number of those residents came down with assessment payment checks.

Two definite pool parties are lined up and one potential and \$75 will be received by NCCA for each party. Five \$60 pool passes were sold and five daily guest passes were sold opening weekend.

There was some discrepancy as to whether diving is permissible at the pool. Mrs. Dempsey will talk to the pool management company regarding this issue.



Discussion ensued regarding how payment will be made for lifeguards for swim meets. The Board felt that the swim team should pay the pool management company and then submit the invoice to the treasurer who, in turn, will determine how much the swim team will reimburse.

There are a number of trees that need to be trimmed around the pool and Mr. Abraham will talk to Mr. Moran about this. There is also stone around the pool that has settled over the years and has become a tripping hazard. Mr. Abraham will also talk to Mr. Moran about replacing the stone where needed.

### **Maintenance**

Several residents attended the meeting inquiring about the status of the tree maintenance between 46 Princess and 5 Delaware, and also removal of a dead tree behind Gettysburg. Because of the death of his son, Jim Rogers' business was put on hold for several months, and work throughout the community has been backed up for over five months now. Discussion ensued as to whether we should consider another contractor. Jim Rogers of Jim's Tree has been very good to NCCA, has always afforded us good prices and has always provided prompt service in the past. Therefore, it was felt we should talk to Jim Rogers to find out when he will be able to start work again. Several of the Board members offered to check into other tree contractors; however, it was felt we should give Jim's Tree the courtesy of contacting and talking to him before we do anything about bringing in another contractor. Jim Downey will contact Jim Rogers.

Complaint was raised last month regarding maintenance of 62 King Charles Lane and Mr. Downey contacted Ron Weaver, Director of Public Works for Newtown Township. Mr. Weaver sent out the building code officer who looked at the house on May 13. They responded by saying "the property does not appear to have any enforceable items that the Township can address."

Resident at 176 Bucks Meadow indicated that Mr. Moran has stopped cutting a section of common ground behind that property. Mrs. Dempsey indicated that there is also a section behind Hickory that is not being cut. Mr. Ruzicka offered to contact Mr. Moran regarding this. Mr. Collier indicated some branches are lodged in a tree on common ground behind 205 Commonwealth. The parking pad located across the street from 208 Commonwealth needs trimming and clearing.

### **Architectural Control**

Resident at 122 Chesapeake Drive submitted application to paint aluminum siding, same color as existing color. Application approved as submitted.

### **Publicity**

The summer newsletter is in progress. Several items that should be included are: residents should clean up after their pets and adhere to the stop sign at York Street. We are still awaiting final sign-off from the Conservation District.

There have been complaints about noise at the playground at 2:00 in the morning. There is a 9:00 p.m. curfew at the playground and it was suggested that the police be called. However, callers should not call 911 but should call the police radio at 598-7121.

### **Old Business**

A Writ was served to Liberty Square on May 17 in connection with the detention basin expenses.

### **New Business**

Mr. Ruzicka made a motion to re-elect Mr. Downey as president and Mr. Ancona as vice president of the Newtown Crossing Board of Directors. Motion was seconded and unanimously approved.

With no further business, the meeting adjourned at 8:50 p.m. The next monthly Board meeting will be held on Tuesday, July 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**

**July 2, 2013**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, July 2, 2013 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: Pete Ancona, Bruce Collier, Marie Dempsey (arrived late), Carl Ruzicka, and Bob Donatelli. Also present were Paul and Sue Abraham, Fred Dichter, Fred and Barbara Ehmann, Derek Notte, Jen and Jim Miller, John and Colleen Bianchi, and Ken and Susan Myers.*

The minutes of the June meeting were approved with several wording corrections.

Mr. Donatelli distributed and reviewed the May 2013 P&L Statement, and the January 1 to May 31, 2013, P&L YTD Comparison. Total income for the month of May was \$13,707 and expenses were \$21,029 resulting in a negative cash flow for the month of \$7,322. Total YTD income as of May 31 was \$109,590 and YTD expenses totaled \$52,670, for a positive cash flow of \$56,921 YTD.

Mr. Donatelli reviewed the status of delinquent accounts. Two residents paid in full. Hearings have been scheduled for two accounts in District Justice court. A Sheriff's Sale is scheduled on August 9 on one property which is \$1,045 in arrears. Mr. Dichter indicated that a number of residents presented paid assessment receipts at the pool.

Mr. Donatelli received bills from Sparkling Pools. One bill was for pre-season supplies for the swimming pool opening in the amount of \$490.44. Motion was made and seconded to pay this bill and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The Board of Health cited that we did not have a flow meter on the baby pool and the cost to install that was \$274.54. Motion was made and seconded to approve payment of this bill and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The Bucks County Department of Health is charging us \$70 to re-inspect the pool because it failed the first inspection. Motion was made and seconded to approve this bill and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

### **Pool Committee**

Mrs. Dempsey represented Susan Myers, on behalf of the Council Rock North Marching Band, and asked if the Board could waive the \$75 pool rental fee for an evening pool party on August 15. The Band would pay for the lifeguard fees. The Board had no objection to this request.

Approximately \$2,000 has been collected in pool fees to date.

A quote was obtained to repair and replace the lighting at the Holly Stone memorial tree at the pool. Sparkling Pools submitted a quote for \$250 for three lights. Motion was made and seconded to approve this expenditure and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

Mr. Abraham said that they would like to do a teen night at the pool and also movie night at the pool. A poolapalooza is scheduled for July 8.

Derek Notte of Sparkling Pool Services was in attendance at the meeting to give an update on the pool operations.

Mrs. Dempsey received correspondence from three parents with complaints regarding the pool and a number of other residents were in attendance to discuss pool issues. Lengthy discussion ensued regarding the operations of the pool this year.

During the course of this discussion it appeared that the majority of the complaints stemmed from micromanagement of the pool by the NCCA pool committee which has resulted in confusion by the guards as to whom they should be reporting—to NCCA or to Sparking Pools? A number of residents felt that with the NCCA pool committee's involvement in running the pool, there were too many bosses; and the guards should be permitted to run the pool and should report to the pool management company not to NCCA. Mr. Notte indicated that there is a little bit of a learning curve when a homeowners association goes from a self-managed situation to a pool management company. So there are sometimes issues that need to be worked out during the first transition year.

Mr. Ancona agreed that when things change from what has always been done, there are going to be some bumps in the road and we need to identify what they are, and the chain of command has to be identified so that the system will work properly.

Mr. Notte felt that there seems to be a struggle between Sparking Pools and the NCCA pool committee as to who has control over the pool operations. If Sparking Pools tells the lifeguards one thing and NCCA tells them something else, then the guards do not know what procedure should be followed. Mr. Notte felt that it is better if the management company basically deals with everything at the pool.

During the course of discussion the following suggestions were proposed:

The Sparking Pool supervisors are the conduit between NCCA and the lifeguards and everything should be going through them. If guards have a problem, they should not be calling the NCCA personnel but should be calling the Sparking Pool supervisors, since the lifeguards report to Sparkling Pool. If there are problems at the pool, community members should go to the NCCA pool committee and they in turn will contact the Sparking Pool supervisors.

While problems should go through the Sparking Pool supervisors, if there is an emergency that needs to be dealt with right away, then the NCCA pool committee should deal with the situation immediately but notify Sparking Pool management staff so they can follow up on it. We should not be cutting around the chain of command.

Guard downtime—even though guards look like they may not be doing anything, they do need structured breaks and downtime. Only the guards should be sitting at the guard table and not their friends or other residents. It was suggested that the guards' downtime table be moved further away from the sign-in table.

The pool book should be kept at the pool and not taken home by the NCCA Pool Committee. No one other than guards should be permitted in the guard shack.

The verification of assessments should be worked out between the Pool Committee and the Pool Management Company. While it may have been beneficial to have the NCCA pool committee handling check-ins and dealing with the residents who are in arrears at the beginning of the season, at this point it was suggested that the guards now take over this responsibility since the initial rush of sign-ups is over. Negative comments regarding delinquent accounts should not be made public at the pool.

Mr. Abraham, as Board/NCCA pool contact, should sit down with the pool management company and review all of the suggestions mentioned at this meeting and the Sparkling Pool supervisors should review with the lifeguards.

While we do need to work through some issues, a number of the residents in attendance extended their thanks and appreciation to Mr. Abraham and Mr. Dichter for all of their work at the pool.

## **Maintenance**

Mr. Downey circulated quotes from Mr. Moran to fix the island at Route 332 and from Field Services to mow the large detention basin. At this point we do not want to mow the smaller detention basin until after we

get our final notice of termination of the permit since there should be as much grass as possible in that area. Mr. Downey requested a motion for Field Services to mow just the large basin at this time. Motion made and seconded and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. Mr. Downey requested a motion to approve the proposal from Moran Landscaping to repair landscaping ties at Route 332 for \$895. Motion was made and seconded and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

### **Manor House**

One rental is scheduled for July.

Mrs. Dettra is working on cleaning the wooden floors at the Manor House to remove a film that was probably left from someone using a harsh cleaner on the floors.

### **Architectural Control**

Resident at 31 King Charles submitted application to install new roof with same color shingles. Application approved as submitted.

Resident at 156 Bucks Meadow submitted application to paint trim white and outer window insets burgundy. Application approved as submitted.

Resident at 9 Chestnut Drive submitted application to install solar panels on the roof. Application approved as submitted.

### **Publicity**

The summer newsletter was sent and has been posted on the website. 340 were delivered by email and 229 of those were actually opened.

With no further business, the meeting adjourned at 9:35 p.m. The next regular monthly meeting will be held on Tuesday, August 6, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

(Not in attendance, transcribed via tape)

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

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

### **August 6, 2013**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, August 13, 2013 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, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also present were Paul Abraham, Fred Dichter, Jill Collier, and Marie Shepherd.*

The minutes of the June meeting were approved with one correction indicating that a number of residents presented paid assessment receipts at the pool.

Mr. Donatelli distributed and reviewed the June 2013 P&L Statement, the January 1 to June 30, 2013, P&L YTD Comparison, and the Balance Sheet as of June 30, 2013. Total income for the month of June was \$5,720 and expenses were \$23,367 resulting in a negative cash flow for the month of \$17,647. Total YTD income as of June 30 was \$115,311 and YTD expenses totaled \$76,037 for a positive cash flow of \$31,774 YTD. We had a loan repayment in the amount of \$9,996 which increased the cash outlay expenses to \$86,032. In addition, in June we made a payment to the storm damage/tree removal fund in the amount of \$7,500, which represents half of the yearly contribution to fund this reserve account. Total cash outlay for the first six months was \$93,532, resulting in a positive cash flow for the first six months of \$21,779. We are on target as far as the budget is concerned. Total Assets and Liabilities/Equity as of June 30, 2013 were \$386,313.

Mr. Donatelli received notice that effective August 1, 2013; there will be a minimal rate increase of 4% for our trash collection.

One property in the community is up for sheriff sale on August 9, 2013. The judgment amount on this property is \$385,000.

A judgment was filed against one resident; however, the certified letter was not accepted by the resident and constable services will be employed for this property.

We received a judgment against another resident and he has 30 days to appeal the judgment.

Mr. Donatelli reviewed the status of delinquent accounts. One account which had a balance of \$440 was paid in full.

Once account balances are verified, judgments will be filed against four other accounts, all with balances over \$500. Payments were received on three other delinquent accounts.

Swim Club income as of June 30, was \$1,379, which is a 112.8% increase over last year as of June 30. Pool receipts are much better than they were last year. Overall income is relatively the same as last year.

### **Pool Committee**

Movie night was held at the pool with about 38 families in attendance. The pool is planning on another party at the end of the month. Overall the pool committee felt it was a good season.

Several of the lights went out in the pool. Sparkling Pools felt that the fixtures were bad. Mr. Abraham would like to get another opinion on this and felt we should have these replaced when we do the other pool work. At this point, for the few times that the lights are needed, the overhead spots work fine in illuminating the bottom of the pool.

## **Maintenance**

Mr. Downey reported that we received an email from our engineer indicating that they were going to apply to close out the work at the detention basin. The area seems to be growing in at this point.

Mr. Donatelli presented a bill from Newtown Township in the amount of \$580.06 for field inspection and testing of the repairs done to the small detention basin during the spring. Mr. Collier made a motion to approve this bill and Mr. Ruzicka seconded the motion. The vote was called: Mr. Collier, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

A resident who lives on Union Street attended the meeting to request that the Association trim a branch that is overhanging her property. The resident was informed that residents are permitted to cut anything that overhangs their property. She also had a concern about poison ivy along the back of her fence.

We had a request regarding a tree that is leaning toward a property on Princess Lane. It was felt that this is a tree that was planted by a resident and it was hard to determine whether the tree is actually on common ground or private property. Also, it does not look like the tree is "going anywhere". Therefore, the Board was not readily open to removing this tree. It was suggested that permission be given to the resident to remove this tree if they so desired, or have the resident substantiate proof as to whether the tree is actually on common ground before we discuss this matter further.

Numerous issues regarding trees on common ground have been continually raised and, because of a cost factor, the Board has had to make decisions on whether all requests for tree removal/trimming can be addressed. Brief discussion followed whether we should advise the community that we have an issue with trees and that the only way to handle all requests for tree removal/trimming is to raise the assessments. It has become more of a problem over the years because the trees are older, and residents expect the Association to take care of all tree issues, including branches overhanging personal property. It was felt we should not remove living trees; however, if they become a problem, then we need to have the money to remove them.

## **Manor House**

There was one rental in August.

Critter Control was called to trap a suspected raccoon in the chimney of the Manor House. The pest control service indicated there was no evidence of a raccoon, but evidence of chimney swifts, which are a protected species and unlawful to trap. Even though nothing was done during the service call, we were still billed \$263.94 for the visit. Mr. Donatelli presented the bill from Critter Control in the amount of \$263.94 to check for raccoon infestation at the Manor House. Motion was made and carried to pay this bill.

A rug was purchased for the front room of the Manor House and receipt was given to Bob Donatelli for reimbursement to Mrs. Dettra.

## **Architectural Control**

Resident at 42 Chestnut Drive had previously submitted an application to replace sections of their fencing. The resident spoke to the township and they indicated that no permit was needed. The Board had previously approved this application during the month.

## **Publicity**

There were a number of car break-ins during the month and an item will be posted on the website as a warning to residents to be sure to lock their cars.

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

### **September 3, 2013**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, September 3, 2013 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: Peter Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, and Bob Donatelli. Also present were Paul Abraham, Fred Dichter, Lorrie Strange, Fred Ehmann, and Meghan Vigrass.*

The minutes of the June meeting were approved with two corrections.

Mr. Donatelli distributed and reviewed the July 2013 P&L Statement, and the January 1 to July 31, 2013, P&L YTD Comparison. Total income for the month of July was \$39,234 and expenses were \$22,663 resulting in a positive cash flow for the month of \$16,571. Total YTD income as of July 31 was \$154,544 and YTD expenses totaled \$98,700, and \$7,500 going into the Storm Damage/Tree Reserve, for a positive cash flow of \$48,345 YTD. Loan repayment was not included in this amount. Deducting \$11,660 in loan repayments resulted in a positive cash flow of approximately \$37,000.

Mr. Donatelli reviewed the status of delinquent accounts. Two accounts were paid in full: one resident paid \$529; and the second resident paid \$534.

Collection letter was sent to a resident on Commonwealth Drive who owes \$556. Another resident owes \$949.25 and Mr. Downey sent a letter indicating that \$200 was paid on account after the last judgment.

A hearing is scheduled on September 10 for one account which is \$884 in arrears. We obtained a judgment against another resident in the amount of \$2,200. As of July 31, no payment had been made on this account.

We received a proposal from First National Bank and Trust to renew our accounting services for the coming year effective October 1, 2013. The new contract includes an increase in fees of \$25 per quarter, for a total of \$100 for the coming year. Mr. Collier made a motion to renew the accounting services contract with First National Bank, effective October 1. Mr. Ruzicka seconded the motion and it carried unanimously.

Mr. Moran's latest bill included a charge for \$880 to trim up the lower branches on the trees along Mill Pond. This work was done without authorization and Mr. Donatelli withheld that amount since approval was not obtained for this work. Mr. Moran will be contacted regarding this.

Mr. Donatelli distributed and reviewed the draft of the Financial Statements and Notes of the Board of Directors for NCCA with Report of Independent Auditor as of December 31, 2012. A correction will need to be made on page 10 under Note 8. That item is not correct. It will be corrected to indicate that the additional monthly assessment would be \$7 per month and \$21 for the general fund, and not an additional monthly assessment of \$28. With the correction of the assessment as set forth in the preliminary audit, Mr. Ruzicka made a motion to accept the audit report. Mrs. Dempsey seconded the motion and the motion passed unanimously.

### **Pool Committee**

Mr. Abraham felt we had a really good pool season. Approximately \$1,400 was spend in miscellaneous expenses (for chairs, umbrellas, and other items at the pool), and we took in \$2,827, which included gate receipts, 18 pool passes, two pool rentals and pool memberships for two non-NCCA houses on Hidden Valley. Left-over food (ice cream and root beer) from one of the movie nights at the pool will be put away for a future event.

Since this was the first year we used a pool management company, it was difficult to compare this year's expenses with last year's pool expenses. Some expenses which were separate expenses last year were included in the management company's fees this year. Therefore, it was suggested that pool expenses

either be separated or combined in a way to more accurately enable a comparison of NCCA using a pool management company versus handling everything ourselves. Overall, it was felt using a pool management company saved NCCA a lot of time and work in doing payroll checks and payroll taxes, and saved time in some of the maintenance items of the pool.

The pool will be closed the week of September 2.

### **Maintenance**

Residents who live at 138 Hidden Valley Lane contacted NCCA regarding a tree branch that fell onto their property, and the remaining tree appears to be dead. This property is not part of NCCA, but is situated next to the Manor House property. Last year the owners had approached NCCA to remove this tree; however, at the time, it was difficult to assess whether the tree was actually dead and whether the tree was actually on NCCA property or on the homeowner's property. The homeowner was requested to present a property plot plan to determine on whose property the tree lies.

At this point the tree does appear to be dead; however, there is still a question as to who owns the property. The resident attended the end of the meeting and presented a plot plan. Mr. Ancona offered to review the plans and property to determine where the tree in question was located relative to the property line. The resident had obtained a quote a year ago in the amount of \$2,800 to remove this tree. Mr. Ancona offered to look at the tree the following day to try to determine if it is on common ground or private property.

We received a letter from the Bucks County Conservation District that our detention basin has passed inspection and that project is now completed.

Mr. Downey distributed copies of the storm water drainage maintenance report prepared for Liberty Square in August of 2005. Mr. Downey sent correspondence to Liberty Square advising them of the detention basin project and informing them of our intent to request that they share in these expenses because Liberty Square generates 15% of the storm water contribution to the detention basin. Total cost of this project was approximately \$150,000 to repair. We received a reply from Liberty Square's attorney indicating Liberty Square's intent to "defend itself vigorously and seek any and all damages inflicted." Further discussion of this issue was tabled for a future meeting.

### **Manor House**

Mrs. Dettra's report indicated that there was one rental scheduled for September and two scheduled for October.

A cap will be placed on the chimney at the Manor House during the end of September.

The police were at the Manor House the morning of September 3 and they were questioning a vagrant and possible heroin user. No further details were available other than that the Carriage House tenant spoke briefly with the police and he was advised to call the police if any suspicious activity was noticed. Someone may have been living around the Manor House since food trash, a sleeping bag, and other trash has been noticed.

The heaters will be cleaned during the week of September 3.

### **Architectural Control**

Resident at 41 Princess Lane submitted application to replace existing fencing. Application was approved as submitted.

With no further business, the meeting adjourned at approximately 8:45 p.m. The next regular monthly meeting will be held on Tuesday, October 1, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

(Transcribed via tape, not in attendance)

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

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

**October 1, 2013**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, October 1, 2013 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: Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also present were Fred Dichter and Fred Ehmann.*

The minutes of the June meeting were approved with one correction, deletion of the one sentence comprising paragraph seven.

Mr. Donatelli distributed and reviewed the August 2013 P&L Statement, and the January 1 to August 31, 2013, P&L YTD Comparison. Total income for the month of August was \$10,772 and expenses were \$17,572 resulting in a negative cash flow for the month of \$6,799. Total YTD income as of August 31 was \$165,317 and YTD expenses totaled \$116,271 for a positive cash flow of \$41,545 YTD. Deducting loan payments from that amount resulted in a positive cash flow of approximately \$29,000 as of August 31.

Mr. Donatelli reviewed the status of delinquent accounts. Final notices were sent:

Mr. Donatelli stated that we had budgeted monies this year to fund the repair of several sinkholes and blacktop work and flagstone work at the Manor House, and the flagstone.

It was suggested that the budget meeting be scheduled during the end of the month and that the Liberty Square detention basin issue also be discussed at that meeting. Mr. Donatelli was requested to work up the numbers for the entire cost of the detention basin project. Mr. Downey felt that Mr. Ancona should be in attendance at the budget meeting; therefore he will be contacted to suggest dates when he would be home and we will schedule the meeting around his availability.

The auditor requested a copy of the detention basin loan documents and the amortization schedule breakdown of interest and principle. While we did not have the amortization schedule, Mr. Downey did forward a copy of the loan documents.

### **Pool Committee**

A copy of the Sparkling Pool Services proposed two-year contract for 2014 and 2015 was previously emailed to the Board. Mr. Abraham and Mr. Dichter met with Sparkling to go over the contract, and they requested that an item be added to the contract to include that the pool would be closed within 10 days of Labor Day.

The pool has been closed and Mr. Dichter felt that the service did a good job in taking care of the guards, and guards were changed when we were not happy with those particular guards. Pool repairs were done automatically without us having to arrange for those repairs. Mr. Dichter felt the pool ran smoothly this year. As reported in the treasurer's report, swim club income was up 80% over last year.

The cost of the new contract for next year went up 3% for 2014 and in 2015 the cost is higher because the season extends longer due to Labor Day falling later into September.

Next year we may need repairs at the pool, which could include resurfacing the pool at a cost of approximately \$23,000-\$24,000. There is also some cement work to be done around the step area and the railings. Sparkling Pool is able to resurface the pool for us; however, other quotes will be obtained for this work. Question was raised as to whether we would be able to afford to resurface the pool next year. Mr. Donatelli indicated that there should be \$19,000 to \$20,000 in reserves by the end of this year and \$15,000 will come in by the end of next year. However, if the entire amount needs to be paid in the spring, we will have to wait until the beginning of the year to determine whether there will be other monies that could be used for the pool to pay off the entire cost of the project at completion time.

Mr. Downey questioned the wording of Item 2.123 Guard Coverage which stated, "There will be 2 lifeguards on duty for all hours of operation and one lifeguard from 1:00 p.m. to 5:00 p.m." and questioned whether that meant only one lifeguard would be on duty from 1:00 to 5:00. It was presumed that meant one additional guard will be on duty from 1:00 to 5:00; however, Mr. Dichter will request that the word "additional" be included in that sentence. With no further discussion of the contract, Mr. Ruzicka made a motion to accept the proposal for a two-year contract with Sparkling Pool Services for the year 2014 in the amount of \$29,400 and 2015 in the amount of \$29,900. Mr. Downey seconded the motion and the vote was called: Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The pool contract was unanimously approved.

Mr. Collier offered to winterize the bathrooms at the pool and will do this when the restrooms/water at the pool are no longer being used.

### **Maintenance**

We received two bills from Jim's Tree, one in the amount of \$700 and the second in the amount of \$2,600. Mr. Donatelli questioned these bills since the dollar amounts did not seem to correspond with the work itemized on both respective bills. The description of the work was correct but it appeared that the dollar amount of the work was reversed on the bills. Since the total dollar amounts for these two bills appeared to be correct, the Board felt Mr. Donatelli should pay both of these bills.

There was some misunderstanding regarding work along Mill Pond that Moran performed and for which we were billed. The Board felt this bill should be paid but in the future Moran should check before doing unauthorized work.

### **Architectural Control**

Residents at 64 King Charles Lane submitted an application to install a new vinyl picket fence. This application had been emailed to the Board members and approved prior to the meeting.

Resident at 7 Chestnut Drive submitted an application to install new roof. Application was approved pending verification of color of roof and neighboring roofs.

### **Publicity**

The latest newsletter was just sent out. We currently have 369 residents signed up for email distribution. Mr. Ehmann asked Mr. Donatelli if the item on the bottom of the assessment billings could be changed to encourage residents to sign up at our website for informational emails.

With no further business, the meeting adjourned at approximately 8:15 p.m. The next regular monthly meeting will be held on Tuesday, November 5, starting at 7:30 p.m. in the Spring House. A budget meeting will be scheduled prior to that date.

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 5, 2013**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, November 5, 2013 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: Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also present were Fred Dichter, Fred Ehmman and Michael Macerato.*

The minutes of the October meeting were approved with two corrections—one first name correction and addition of “flagstone” to budgeted monies.

Mr. Donatelli distributed and reviewed the September 2013 P&L Statement, and the January 1 to September 30, 2013, P&L YTD Comparison and the Balance Sheet as of September 30, 2013. Total income for the month of September was \$7,610 and expenses were \$17,021 resulting in a negative cash flow for the month of \$13,162. Total YTD income as of September 30 was \$172,926 and YTD expenses totaled \$133,293. Deduction of reserve expenses in the amount of \$11,250 resulted in a positive cash flow of \$28,384 YTD, not taking into account loan repayment amounts. Total Assets and Liabilities/Equity as of September 30, 2013 were \$378,061.

A budget meeting was held on October 28. At that meeting proposed expenses were discussed; and, based upon those discussions, the Board felt that the assessments for 2014 should remain at \$28/month. Mr. Donatelli presented and reviewed the proposed 2014 budget based on a \$28 per month assessment.

After Mr. Donatelli reviewed his proposed budget, Mr. Ruzicka made a motion to keep the 2014 assessments at \$28 per month, which will be comprised of: \$21 for general operating expenses, \$3 special assessment for payment of the detention basin commercial loan, \$2 special assessment for storm damage reserve, and \$2 special assessment for capital improvements to resurface the big pool. Mrs. Dempsey 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 and assessments will remain at \$28 per month per resident for 2014.

Mr. Collier made a motion to approve the treasurer’s proposed budget in the amount of \$227,000. Mrs. Dempsey 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.

Mr. Donatelli reviewed the status of delinquent accounts.

A resident living on Hidden Valley Lane attended the meeting to raise complaint regarding the condition of a neighboring house on Hidden Valley. The resident indicated that this house is vermin infested, grass is overgrown, weeds are encroaching on his property, trees are overgrown, and he indicated that the property is not being maintained. He indicated that he has contacted the Township regarding this house, but nothing has been done, and asked if the NCCA could provide any help. The Board indicated that the Association has no legal ability to compel someone to maintain their property. The Board suggested that the residents just keep contacting the Township until they do something about the house. It was also suggested that the Association also send letters to the Township and to the Department of Health.

### **Manor House**

We received a quote from Critter Control in the amount of \$678 to replace the chimney cap and repair the gutters on the Manor House. Mrs. Dempsey made a motion to approve an expenditure to Critter Control in the amount \$678 for this work. Mr. Ruzicka seconded the motion and the vote was called: Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

### **Pool Committee**

Major pool repairs will be deferred for another year. During that time the special \$2 per month assessment will be in effect which will allow us to accumulate additional funds to pay for this major project.

### **Maintenance**

A resident in attendance indicated that there is a dead tree behind 111 Hidden Valley. The resident indicated that he has other work to be done on his property and has obtained a bid for his work. In addition, he obtained a quote of \$500 to remove the dead tree on common ground and to trim two other trees on common ground. Rather than have our contractor do some of the work and have his contractor do the work on his property, he suggested having his contractor do all of the work. The Board told the resident to present a bid to Mr. Downey for the work on common ground.

### **Publicity**

The year-end newsletter will be sent out advising residents of the assessment rate for 2014. Pool tags issued in 2013 will still be usable next year, so residents should continue to save these pool tags if they still have them.

### **Old Business**

Per discussion at the budget meeting, Mr. Downey wrote to Liberty Square advising that we would be seeking 15% of expenses incurred for the detention basin work, since that percentage represents the amount of water runoff into the basin which is generated by their development.

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

**December 3, 2013**

*The regular monthly meeting of the NCCA Board of Directors was held on Tuesday, December 3, 2013 in the Spring House. The meeting was called to order at 7:38 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 was Fred Dichter.*

The minutes of the budget meeting were approved as distributed and the minutes of the November 5 meeting were approved as distributed.

Mr. Donatelli distributed and reviewed the October 2013 P&L Statement, and the January 1 to October 31, 2013, P&L YTD Comparison. Total income for the month of October was \$36,049 and expenses were \$13,039 resulting in a positive cash flow for the month of \$23,010. Total YTD income as of October 31 was \$208,975 and YTD expenses totaled \$146,332. Deduction of reserve expenses and loan repayment amounts resulted in a positive YTD cash flow of \$31,689. Mr. Donatelli explained several extraordinary amounts on the YTD report. Bank charges were up 312% because the bank never billed us the second and third quarter of last year. Interest expense was up 100% because that was the amount that we started paying on the detention basin loan.

Mr. Donatelli reviewed the status of delinquent accounts.

### **Manor House**

The flagstone outside the Manor House needs to be repaired or resurfaced. Mr. Ruzicka suggested that in the spring we have several masons come out to present options and quotes on what we can do to repair the flagstone or an alternative to the flagstone.

Mrs. Dettra reported that there was one Manor House rental scheduled for December. The furnaces have been serviced but no other repairs are currently scheduled. The fire safety inspections will be scheduled in January.

### **Maintenance**

We received a bill for \$600 from Jim's Tree Service to remove one maple tree and elevate two other maples behind 111 Hidden Valley Lane. Mr. Ancona made a motion to approve payment of \$600 to Jim's Tree Service. Mrs. Dempsey seconded the motion and the motion was approved unanimously.

Mr. Moran will be doing final clean-up this week. He indicated that a number of residents who maintain common areas of ground between townhome sections have been dumping leaves on the large common areas, which adds extra clean-up time for his crew and expense for NCCA. He suggested that the residents take the leaves out to Mill Pond where it would be easier for Mr. Moran's crew to pick up the leaves with the leaf vacuum. Mr. Moran indicated that he will pick up and clean up wherever we want him to do so, but picking up leaves along Mill Pond is more time and cost efficient.

Mr. Dichter reported that there is still a missing railroad tie on one of the common retaining walls. Mr. Ancona offered to look at this and contact Mr. Moran if needed.

Mr. Donatelli requested that we ask Mr. Moran to fill in the sinkhole again between his property and his neighbor's property. Apparently the hole was filled in, but a sinkhole has developed again. There was some question as to whether Mr. Moran originally filled in the hole, since when Mr. Ancona showed the area to Mr. Moran, the hole appeared to have been partially filled. Mr. Moran will be asked to look at this area again.



The new company that is now handling the field mowing for NCCA completed their first job with us and we were very happy with the work performed.

Mr. Donatelli asked if Jim's Tree Service could elevate a cherry tree on common ground behind 9 South Lancaster to help facilitate mowing.

### **Pool**

Mr. Dichter reported that there was an incident at the pool where a group of kids climbed the pool fence and were walking on the new pool cover. The police were called and a report was filed. Mr. Dichter purchased "No Trespassing" signs and has posted them at the pool.

The pool committee would like to fix the cement work going into the shallow end of the pool near the steps, and complete some other small jobs prior to the opening of the pool season. These items have all been budgeted for 2014.

Mr. Collier was thanked for winterizing the bathrooms at the pool.

### **Architectural Control Committee**

Resident at 8 Chesapeake Drive submitted application to replace roof and add new shutters. Application was approved as submitted.

### **Publicity**

Mr. Ancona made a few changes to the year-end newsletter. As soon as these changes are incorporated, the newsletter will be distributed to the community.

### **Old Business**

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