

**MINUTES OF THE MONTHLY
NEWTOWN CROSSING
COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETINGS
2018**

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NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

January 2, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, January 2, 2018. The meeting was called to order at 7:38 p.m. by the vice president, Peter Ancona, with the following Board members and officers present: Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance were Fred and Barbara Ehmann.

The minutes of the November meeting were approved. There was no December meeting.

Mr. Donatelli distributed and reviewed the 2018 budget proposal. The budget included maintaining monthly assessments at \$30 per month and included the following: an increase in operating assessment from \$21 to \$22 per month, special assessments of \$3 per month for the detention basin loan, \$2 per month for sidewalk repairs, \$1 per month for the small detention basin repairs, \$1 per month to fund the storm damage/tree removal reserve, and \$1 per month to fund the snow removal reserve. The budget totaled \$242,000 for receipts and disbursements. After review, Mrs. Dempsey made a motion to accept the proposed 2018 budget in the amount of \$242,000. Mr. Ruzicka seconded the motion and the motion was called: Mr. Ancona, yes; Mrs. Dempsey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Donatelli distributed and reviewed the October 2017 P&L Statement, the November 2017 P&L Statement and the January 1 to November 30, 2017 YTD Comparison Statement. Total income for the month of October was \$32,624 and expenses totaled \$24,470 for a positive cash flow of \$8,155. Total income for the month of November 2017 was \$15,354 and expenses totaled \$29,205 for a net loss of \$13,851. YTD income as January 1 to November 30, 2017 totaled \$229,648 and YTD expenses totaled \$190,333, for a positive cash flow of \$39,315. After subtracting approximately \$15,000 paid in detention basin loan payments, we ended with a positive cash flow of approximately \$24,000 for the period ending November 30, 2017.

Mr. Donatelli presented a bill from Harris & Harris for legal services performed in November relative to the Arcadia Proposal. Mrs. Dempsey made a motion to approved the bill in the amount of \$3,347.50. Mr. Ruzicka seconded the motion and the motion was approved.

Mr. Donatelli reported that on November 9 there was a Sheriff Sale at 319 Canterbury Court for a judgment in the amount of \$200,000. The original owner of the property, Nancy Edden, is deceased and the heirs have also not been paying NCCA assessments. There is no further information on the Walter O'Connor property at 146 Bucks Meadow. One of the neighbors on Bucks Meadow had previously indicated that Mr. O'Connor had taken out a loan on the property and had moved out of the country, so that property may be abandoned.

We had received a letter from an elderly widowed woman on Bucks Meadow whose husband left no insurance but left funeral and medical expenses after a long illness. She has been unable to pay her assessments and is currently in arrears. It was questioned whether we would be able to write up some type of agreement with the owner that puts a lien on the property and assessments would be collected at the time of sale or upon death. If this is possible we would suggest this to the owner whereby she would not have to worry about paying assessments at this time, but with a lien on the property, assessments would be collected at the time of sale of the property or at the time of her death. This would relieve one financial burden for her. Mr. Downey will be consulted to see if this could be an option. This item and the O'Connor property issue will be put on the agenda for next month.

POOL

Mrs. Dempsey spoke to Bennington Pool and she will meet with the interim pool manager and will decide whether to stick with Bennington or go with another pool company. Mrs. Dempsey has received another bid from American and the prices are comparable. Mrs. Dempsey is also exploring other plumbers for the urinal installation at the bathhouse.

MAINTENANCE

Discussion was brought up regarding Moran's expenses and whether we should bid out the grounds maintenance services. Mr. Ruzicka suggested contacting DKC since they service Eagle Ridge and Liberty Square and with them already being in the area, they might competitively bid for our services. Mr. Ruzicka said that there are other companies out there that do other large-scale properties.

The proposal from McGettingan Landscaping for snow removal of common walkways was accepted. The snow removal cost is broken down in tiers. Mr. Ancona identified on a map of NCCA what sidewalk areas need to be plowed. There may be two other small areas of common ground on Bucks Meadow and High Street that may need to be added.

Mr. Ruzicka expressed concern that Jim's Tree Service never came out to take down the trees that were authorized for removal. Mr. Ruzicka will call to remind them, and if they don't come out he will contact another tree service for another quote.

A call was received from a resident who requested that a tree stump be removed on common ground. The Board's policy is that when removing dead trees on common ground, we usually do not remove the stump because of the additional cost involved.

ARCHITECTURAL CONTROL

Resident at 181 Commonwealth Drive submitted application to remove and replace roof with architectural style shingles of similar color. Application approved as submitted.

PUBLICITY

The Board thanked Fred and Barb Ehmann for all of the coverage they provided in keeping the community informed during all of the Arcadia Development hearings and updates.

Currently 415 residents are signed up to receive the community mailings.

OLD BUSINESS

Steve Harris forwarded to Mr. Ancona correspondence that he had sent to the Township regarding our positions on the statement of facts on Arcadia. Mr. Ancona had forwarded that to the Board. Discussion followed regarding Arcadia. If the recent decision is appealed, Steve Harris did not seem to think that we needed to be a party to the appeal that goes to Doylestown. Our argument is the same as what the Township made and we convinced the Board of Supervisors to reject it. However, if appealed, we might want to become a party to the appeal in order to be kept informed and be able to intervene if needed, but he did not feel as though we would have to go to every meeting and spend a lot of money on legal fees. We have already spent about \$7,000 on legal fees and we will have to decide how much more we want to spend on this issue. It was felt we should check with Mr. Downey to see what Arcadia's chances of winning an appeal would be.

Mr. Ancona turned over Arcadia material to the secretary which will be kept on file at the office.

With no further business, the meeting adjourned at 9:00 p.m. The next meeting is scheduled for Tuesday, February 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

February 6, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, February 6, 2018. The meeting was called to order at 7:39 p.m. 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 in attendance were Fred and Barbara Ehmman.

Several corrections were noted on the minutes. In the third paragraph, 5th line down should read "... \$1 per month to create the snow removal reserve. The budget totaled \$243,200 for receipts and disbursements." The minutes were approved with the above corrections.

Mr. Donatelli distributed and reviewed the December 2017 P&L Statement, the January 1 to December 31, 2017 YTD Comparison Statement and the Balance Sheet as of December 31, 2017. Total income for the month of December was \$12,188 and expenses totaled \$31,937 plus reserve expenses in the amount of \$32,511 for a negative cash flow for the month of \$53,260. YTD income as January 1 to December 31, 2017 totaled \$241,836 and total cash outlay for the year was \$263,629 for a negative cash flow of \$21,793 for the year. Assets and Liabilities & Equity as of December 31, 2017 totaled \$377,594.

Several delinquent accounts were reviewed. The Walter O'Connor property, 146 Bucks Meadow, is currently unoccupied and in foreclosure. Another property at 267 Bucks Meadow is currently \$915 in arrears and the owner offered to pay \$30 per month. However, paying \$30 a month would only keep the property on top of the current assessments and would do nothing to pay off the past due assessments. A letter will be written to the resident indicating that we cannot accept just \$30 per month and that payment is expected or a lien will be levied on the property.

There was also discussion regarding hiring a collection agency to collect some of the long overdue accounts. Even though it would be expensive, at least collecting half of the past-due monies would be better than collecting nothing. Along that line, Mr. Ancona suggested that for the next meeting Mr. Donatelli put together a breakdown of past-due accounts grouped by categories—one year, two years, etc., --to determine how long we have been carrying some past-due accounts. In some cases, it might be better to hire a collection agency in order to get part of what is owed to us rather than continuing to carry some accounts for years.

Correspondence received was discussed. We receive a letter from the Township stating that sidewalk repairs are needed in the community. There was no indication in the letter as to where repairs were needed despite the fact that numerous sidewalk repairs were just completed. Mrs. Dempsey will contact the Township and inform them that we just spent \$15,000 on sidewalk repairs, so the Township needs to identify what areas need to be corrected.

POOL

Mrs. Dempsey indicated that she would like to go with Bennington again. She has a major concern that the management of most of the other companies are all teenagers and that Bennington has an older management staff with whom she feels more comfortable dealing with. Bennington has offered a three-year contract that would lock into a lower price but would still allow the ability to cancel after the full season but before the next year's season. Mr. Ruzicka expressed concern as to the service we received from Bennington last year. Mrs. Dempsey agreed that there were some issues last year but would still like to continue with them for another year. Plus, we could cancel the three-year contact after the 2018 pool season if we were not happy with performance. The Board felt we should review the contract before we make a final decision. Mrs. Dempsey will email the contract to the Board for review and, after reviewing the contract, the Board can make a decision of whether to accept Bennington's contract.

MAINTENANCE

Mr. Ancona contacted Kevin McGettinger to see if he would be interested in submitting a proposal for maintaining the detention basin. He gave a good price on the sidewalk and might also provide a good price on the mowing.

MANOR HOUSE

There was one Manor House rental on January 28 and one on February 3. The NCCA Easter Egg Hunt is scheduled for March 18.

The fire extinguishers were serviced and the fire safety inspection was performed on January 29 for the Manor House and the Spring House. Smoke detectors were repaired and replaced.

ARCHITECTURAL CONTROL

Residents at 150 Commonwealth Drive submitted application to replace siding, changing color from green to light brown, which compliments the neighboring townhome. Application was approved as submitted.

SOCIAL

As reported under the Manor House, the NCCA Easter Egg Hunt will be held on March 18 on the grounds of the Manor House.

PUBLICITY

Mr. Ehmann reported that someone owns the domain name newtowncrossing.com and has offered to sell it to us if we would like to buy it. It might be beneficial for the community to have this domain redirected to us in case people put in the wrong domain address. Mr. Ehmann responded to the current owner of that domain indicating that whether we purchase the name would depend on how much he would want for it, since we would not have a lot of money to spend.

OLD BUSINESS

Mr. Downey commented on the Arcadia situation by first saying that the attorney who we hired to represent NCCA, Steve Harris, may be the best in the county by far and is really good at what he does. Arcadia has filed an appeal, and Mr. Harris forwarded that to us asking whether we would want to join in against the appeal. Continuing legal services could get very costly to the Association, but other than the filing time, there is no cost to us to sign on which would entitle us to receive all of the communications and everything else relative to the appeal. Mr. Ancona's recommendation was that we should sign on and then we will be apprised of everything happening with the case.

Discussion followed regarding Arcadia. Mr. Ancona questioned whether there would be any downside to us being named as an intervener. Would that just "leave a place for us at the table" if we wanted it? Mr. Downey expressed that Mr. Harris would expect to show up for the Rule 27 Conference and if it continues to be appealed it would require substantial legal expenses. It was suggested that we contact Eagle Ridge and see if they would want to have Steve Harris represent both of us and split the legal costs. Mr. Ancona offered to contact Eagle Ridge. It was felt we should tell Steve Harris that we want to sign on and that we will be talking to Eagle Ridge about sharing an attorney. Steve Harris had previously indicated that he could break down his expenses which would be specifically for Eagle Ridge, specifically for Newtown Crossing and matters that are for both entities.

With no further business, the meeting adjourned at 9:00 p.m. The next meeting is scheduled for 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, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, March 6, 2018. The meeting was called to order at 7:40 p.m. by the president, James Downey, with the following Board members and officers present: Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance were Fred and Barbara Ehmman and Fred Dichter.

Mr. Donatelli distributed and reviewed the breakdown of delinquent accounts as requested at last month's meeting. Most of the individuals on the listing are two quarters behind. However, there are some residents who are years in arrears. The balances on the report were as of January 31, 2018 and the individuals on the list who are one year in arrears will receive final notices as of April 1. The problem now is what action we can take to get some of these people to pay. Liens have been filed against some of the properties; however, that still does not obtain the money that is owed. Mr. Ruzicka felt that some of these accounts are substantial enough that perhaps we should have a collection agency take over. Some of the accounts are so high in arrears that even if we received 50% of what is owed, that amount would be far more than what we have received to date. Mr. Downey offered to check with individuals at his law office to see if there are decent collection agencies or factoring agents that we could engage. Some agencies buy the debt and make money on the collections. Mr. Downey will make inquiries about how these agencies work and the fees involved.

The minutes of the February meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the January P&L Statement. Total income for the month of January was \$36,126 and expenses totaled \$9,375 for net income of \$26,751. Including \$1,271 in principal payment on the loan, total cash outlay was \$10,646, for a positive cash flow for the month of \$25,480.

Member participation included Mr. Dichter indicating that he would like to run for the NCCA Board of Directors.

Correspondence received was reviewed. We received an email from the Township advising of a snow emergency regarding the upcoming storm. This was passed along on the website to the community since the Township will ticket and/or tow vehicles which are not removed from the street during snow emergencies.

POOL

Mrs. Dempsey made a motion to accept the Bennington Pool contract as submitted to the Board via email. Mr. Downey seconded the motion and the vote was called: Mr. Downey, yes; Mrs. Dempsey, yes; and Mr. Ruzicka, no. The motion carried two to one. Mr. Ruzicka wanted his rationale for voting no to go on the record. First, he felt Benning has not done a very good job and he did not feel it was a good idea to give them a three-year contract when he felt they have not been an excellent performer. He also felt it was a mistake to write a contract for pool services that did not include the baby pool. He felt the contractor should be responsible for supporting the baby pool for lifeguard services.

Mrs. Dempsey was asked to pass along to the swim team that insurance information needs to be provided as soon as possible.

MAINTENANCE

Mr. Dichter indicated that there was a street light down in the community on Mill Pond and Cherry Lane. He has reported this to the Township. He also reported that there is a black tow truck that is parked on Mill Pond

every night and the owner lives on Cherry Lane. Mrs. Dempsey indicated that she inquired with the police and they indicated there was nothing they could do.

There are numerous branches and trees down throughout the community. Jim's Tree was contacted in October regarding removing several trees and they still have not been removed. Mr. Ruzicka has contacted him several times regarding this work. A large tree came down at 156 Commonwealth between the breezeway of houses, and the two poplars behind Gerry Belardo's house were supposed to be taken down in October. There is numerous smaller clean up that Moran can handle. It was suggested contacting another tree service since Jim's has not been responsive to our needs recently. Mr. Ruzicka offered to contact another service. Debris at 123 and 122 Commonwealth needs to be removed.

The entrance signs are starting to look really shabby and are in need of refurbishing or replacement. Mr. Ruzicka will check with several different sign companies and see if he can find the name of a company that provides our type of entrance signs.

Mrs. Dempsey contacted the Township and informed them that approximately \$15,000 worth of sidewalk repairs have recently been completed and that we are budgeting for additional repairs.

Mr. Ancona will check on the detention basin status.

Mr. Donatelli reported that the back light outside the parking lot is out and he suggested that we check into an LED fixture. The fixtures are expensive but they supposedly last a long time.

MANOR HOUSE

We received notification that we passed the fire inspection. One paid rental is scheduled for April and the NCCA Easter Egg Hunt is scheduled for March 18. The Swim Teach is scheduled to meeting on April 29.

No maintenance is scheduled for March.

ARCHITECTURAL CONTROL

Mr. Ruzicka has had several calls from residents regarding townhome repairs, but no recent applications.

SOCIAL

Easter Egg Hunt is scheduled for March 18.

PUBLICITY

Publicity is on-going. Mr. Ehmann did not receive a response regarding the newtowncrossing.com inquiry.

With no further business, the meeting adjourned at 8:26 p.m. The next meeting and the Annual Meeting are scheduled for 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, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, April 3, 2018. The meeting was called to order at 7:43 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona, Marie Dempsey, Carl Ruzicka, and Bob Donatelli. Also in attendance were Fred and Barbara Ehmann and Fred Dichter.

The minutes of the March meeting were approved as submitted.

Mr. Donatelli reported that final notices have been sent to the following NCCA residents:

Name	Address	Amount
Michael Gallagher	259 High Street	\$ 660.00
Elizabeth Beasley	152 High Street	565.00
Dr. Robert Simcsak, Jr.	owns 465 Union Street	770.00
Thomas Guiniven/Laurie McBrinn	216 W. Hanover Street	565.00
Matthew & Megan Stout	5 Churchill Lane	790.00
Stephanie Roach	69 Hickory Lane	1,040.00
Howard & Patricia Cohen	55 Cherry Lane	833.00
Charles & Angela DeSimone	84 Cherry Lane	470.00
John Kaschak & Carly Abramson	140 E. Hanover Street	565.00
Earl & Stacy Stalker	own 170 E. Hanover Street	631.00
Kimberly Johnson	240 E. Hanover Street	745.00
Sharon Loucks	190 Commonwealth Drive	660.00
Robert & Parveen Huffnagle	196 Commonwealth Drive	565.00
Robert & Patrice Hewski	149 Commonwealth Drive	660.00
Colin & Catherine McBride	130 Union Street	755.00
Kenneth & Sue Ellen Cronlund	101 Chestnut Drive	470.00
David & Joanne Muro	47 Chestnut Drive	755.00
John Melchor & Lisa Gibson	23 York Street	755.00
Steven & Karen Gana	13 King Charles Lane	744.00
Margaret Neitheimer	3 King Charles Lane	470.00

There are five other long-term delinquencies that were discussed.

Elaine Prokoff, 267 Bucks Meadow, owes \$1,010 – letter was recently sent requesting payment.

Walter O'Connor, 146 Bucks Meadow, owes \$687, he has fled the country, tax bills were being sent to a defunct agency and the property is currently in foreclosure.

David Edden, 319 Canterbury Court, owes \$565, son of deceased mother who owned the house.

Robert and Beatrice Harrington, 247 Canterbury Court, \$2,657

Alan Weiner, 14 Chestnut Drive, \$4,114.

With some of the above long-standing accounts, it was suggested that we consider contracting a collection agency to retrieve at least a portion of what is owed to us. Mr. Downey has the name of an attorney who does collections. We could also consider factoring agents.

Receipts as of February 28, 2018 totaled \$54,373 and expenses YTD totaled \$18,900, plus the loan principle payment totaled \$2,549 for total cash outlay of \$21,449, resulting in a positive cash flow of \$32,924 as of February 28, 2018.

Mr. Donatelli presented a bill from Steve Harris in the amount of \$1,088.75. Mr. Ruzicka made a motion to pay the bill to Harris and Harris in the amount of \$1,088.75 for legal expenses in connection with the Arcadia Development issue. Mrs. Dempsey seconded the motion and it carried unanimously.

Mr. Ancona heard back from Dennis Schoener regarding sharing legal expenses with Harris & Harris regarding any future Arcadia Development legal case issues. Mr. Schoener indicated he would also talk to Crown Point to see if they would be interested in also participating. Mr. Ancona also contacted Liberty Square but their Board has not met recently to discuss this issue. Mr. Ancona indicated that a meeting would be set up with all of the parties interested in joining forces to discuss how legal bills would be divided among the associations.

Mr. Donatelli submitted a bill from Moran in the amount of \$9,318.05 and \$4,260 of that bill was for storm damage clean-up and the remainder of the bill is for budget related landscaping items. Since \$4,260 was for storm damage and not covered under budgeted items, Mr. Donatelli requested a motion to pay that portion of the bill. Mr. Ruzicka made a motion to approve payment to Moran in the amount of \$9,318.05 which included \$4,260 for storm damage clean-up. Mrs. Dempsey seconded the motion and it carried unanimously.

Mr. Donatelli expressed concern over the timeliness in which our current auditor prepares our audit, and he requested permission to explore other auditors.

We received a letter from an attorney indicating that he is representing an individual who was injured in a fall on a sidewalk located within NCCA on September 13, 2017. This will be referred to our insurance carrier.

Mr. Ruzicka received an email from the wife of a visually impaired individual who walks his dog along Mill Pond and Hanover and indicated that he has been having trouble getting around since overhanging branches have been hitting him in the face at the corner property of 2 Beech. A letter will be written to the homeowner requesting the branches be trimmed.

Mr. Downey was thanked for attending the Township meeting and expressing the community's complaints regarding the flatbed truck that has been parked along Mill Pond near Cherry Lane. There has also been a bus and trailer parked there. Numerous complaints have been received from residents regarding this issue. Mr. Downey will follow up regarding this issue.

POOL

Mrs. Dempsey obtained the name of a plumber who lives in Newtown Crossing and she will contact him regarding doing the toilet work in the bath house at the pool. The swim team is working on getting the insurance information to the Board.

Lighting and panel work needs to be done at the pool. Mrs. Dempsey is checking into this. Mr. Donatelli suggested using Trail Electric if Walsh cannot do the work.

MAINTENANCE

Mr. Ancona spend considerable time after one of the storms cleaning out the debris out of the overflow pipe since there was water ponding in the area and he felt it needed to be cleared instead of waiting for it to drain. Once it dries out, Mr. Ancona will ask Moran to clean up the area.

MANOR HOUSE

One community event—Swim Team get together—is scheduled for April. No other rentals are scheduled for April. No repairs to the Manor House or Spring House have been requested or required this month.

SOCIAL

Special thanks were extended to Katie Dettra and the other individuals who organized a fun and successful Easter Egg Hunt at the Manor House. Thanks also to Marie Dempsey and Lori Strange for their support and guidance. Mrs. Dempsey will follow-up to ensure that receipts for the Easter Egg Hunt are forwarded to Mr. Donatelli.

PUBLICITY

The latest newsletter has been sent.

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

Respectfully submitted,

Joanne D. Urquhart, Secretary (Transcribed from tape)

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

NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

May 1, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, May 1, 2018. The meeting was called to order at 7:35 p.m. 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 in attendance were Fred and Barbara Ehmann, Fred Dichter and Igor Zelenin.

The minutes of the April meeting were approved. Vera Bochnowicz and Freda Gallen will be added to the minutes as names of individuals who participated in the Easter Egg Hunt to make it a success.

Mr. Donatelli distributed the March 2018 P&L Statement, the Balance Sheet as of March 31, 2018 and the January 1 to March 31 P&L YTD Comparison. Total income for the month of March was \$9,444 and expenses for the period totaled \$11,180 for a net loss of \$1,736 for the month.

YTD receipts totaled \$63,817 and expenses YTD totaled \$30,080. The loan principle payment totaled \$3,871 for total cash outlay of \$33,951, resulting in a positive cash flow of \$29,866 as of March 31, 2018. Total Assets and Liabilities/Equity were \$403,060 as of March 31, 2018.

Mr. Donatelli reviewed the status of the delinquent accounts that were presented at last month's meeting. The following payments were received:

Dr. Robert Simcsak, Jr. - Owns 465 Union Street – paid in full - \$770

Matthew & Megan Stout - 5 Churchill Lane – paid \$500 of 790

Sharon Loucks - 190 Commonwealth Drive – paid \$330 of \$660

Robert & Parveen Huffnagle - 196 Commonwealth Drive – paid in full - \$565

Robert & Patrice Hewski - 149 Commonwealth Drive – paid in full - \$660

Colin & Catherine McBride - 130 Union Street – paid \$200 of \$755, thought mortgage company was paying – mortgage company called to ask for pay-off

Kenneth & Sue Ellen Cronlund - 101 Chestnut Drive - paid in full - \$470

Margaret Neitheimer - 3 King Charles Lane – paid in full - \$470

The above payments were made directly to us, and Mr. Donatelli is hopeful that other payments were made directly to the bank.

We received a bill from Lucas Plumbing to correct a sewer overflow problem and clean-out the pipe. Debris was pulled out, a broken piece was pulled out and a new cover was installed for a total of \$620.06, with a \$25 discount if paid within 30 days. Mr. Collier made a motion to approve payment of this bill and Mr. Ancona 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 was passed.

Mr. Donatelli reported that 25 ballots were received prior to the time of the meeting.

One new resident attended the meeting to ask a few questions regarding the community. One concern he expressed was the poor appearance of some of the houses in the community and he questioned what are the procedures for someone to follow and he thought the association should be monitoring houses that need maintenance. Our By-Laws, (which were written over 40 years ago) do not give us jurisdiction over regulating the maintenance of homes. There are Newtown Township regulations which regulate certain

maintenance issues, like grass height and trash, but we are at the mercy of the Township to enforce those regulations.

The resident at 49 Chestnut Drive asked about mowing common ground behind 49 Chestnut Drive and a pine tree with a large branch that is falling off. It was explained that there are a number of areas within the community which are maintained by residents, which in turn keeps our assessments down. Dead trees and large dead branches on common ground are usually maintained by the Association, however, the Board needs to be made aware of such items.

Correspondence sent and received was reviewed.

We received a letter from a resident indicating that a neighbor has planted bamboo and it is coming into her yard. She was instructed that she can cut down any neighboring plants that encroach on her property.

We have received complaints regarding a flatbed truck that has been parked on Mill Pond near Cherry Lane. Mr. Downey had contacted the Township regarding this and received feedback from them. There is an ordinance on the books that prohibits parking of buses and big trucks on any road the Township designates. All they have to do is fill in the street name and intersections and give 30 days' notice and they can prohibit that truck from parking there.

We also received a complaint that people are dumping in the woods again along Mill Pond and York Street. Residents are dumping their yard debris in the woods. Mr. Ancona mentioned that we have a few "no dumping" signs and we will try to post them in the area.

We received a letter from an attorney representing someone who allegedly fell on a sidewalk area within Newtown Crossing, however, the area in question was very vague. The letter was forwarded to our insurance carrier.

We received a complaint regarding the condition of a property on West Hanover Street. Letters had been written in the past to the Township regarding this property and several years ago, the owners did bring in a dumpster and some of the debris in the front of the house was cleaned up; however, the back of the house was never touched. We will write again to the Township and the Board of Health regarding this property.

POOL

Mrs. Dempsey met with Central Plumbing who came out and will provide an estimate to replace the urinal in the pool men's room. The pool was cleaned and Mrs. Dempsey commented that it looks better than it ever has looked at the start of the season. The pool maintenance company suggested a new pool cover.

The shut-off valve has never been replaced, but it is costly to replace, and currently vice grips are serving as a shut off mechanism. Options to replace it have been explored but it has been difficult to find compatible replacement parts. Since the vice grips have been serving their purpose and have never been cited during pool inspections, it was suggested we just continue using them at this time.

Mr. Collier was thanked for de-winterizing the bathhouse.

The swings at the playground need repair and are not safe at this point. Mr. Collier offered to look at them. Repair work is also needed on some of the benches. It was suggested that a punch list be compiled for work needed at the playground.

There have been complaints about individuals hanging out at the playground at night and on weekends and drug paraphernalia have been found in the parking lot. Residents who live in the area are encouraged to call the police if they see anything out of the ordinary.

There is a broken piece of split rail fencing at the pool that needs to be replaced.

Mrs. Dempsey would like to send pictures of the pool for the website and the Facebook page.

The swim team will be starting on June 4 and the insurance policy will be forwarded to the Board prior to the start of the season.

Mr. Ruzicka received a complaint from a neighbor regarding the condition of the nets at the tennis courts. The courts are not in good shape, but they are not usable at all since the nets are not functional. Discussion ensued as to whether we should convert the courts into another type of court, such as a volley ball court, bocce ball, or replace one or all of the nets to see if anyone would use the courts for tennis. It was agreed that something should be done with the court and we will start with checking into the cost of new nets. Mr. Ruzicka offered to explore this.

MAINTENANCE

Mr. Dichter indicated that there are some missing railroad ties and Mr. Collier offered to look out those areas with him.

Mr. Ancona raised concern about individuals within the community who communicate inappropriately with either our contractors or residents which incite negative feelings and can do harm to the community.

Mr. Ruzicka received several requests for tree work—74 Hershey Court, big pine tree behind this home on common ground, winter storm damage, pine limbs need to be removed. There is a maple tree on common ground behind 11 Beech Street that is starting to die. Due to budgetary constraints, last year we stopped at removing 9 trees, but there were 15 trees that needed attention and that tree was on the list. There is also a small tree at 49 Chestnut and Mr. Ruzicka will have Moran look at it.

We have used O'Brien for the last tree work and they did a good job and were very responsive in coming out when they said they would.

MANOR HOUSE

One rental is scheduled for May and four rentals are scheduled for June.

Mrs. Dettra met with Lucas Plumbing regarding the clogged sewer pipe which overflowed onto the Manor House lawn. Lucas snaked the pipe and cleared out the debris and then capped it. Lucas recommended that the lawn service be notified of location of sewer pipe to avoid knocking off the cap.

ARCHITECTURAL CONTROL

Residents at 206 Commonwealth submitted application to install new siding and roof. Residents at 47 Princess submitted application to install solar panels. Both of these applications were approved as submitted during the month via email.

PUBLICITY

Mr. Ehmann had send out an email blast soliciting comments regarding the truck parked on Mill Pond. We received a large number of responses to this email.

With no further business, the meeting adjourned at 9:00 p.m. The next meeting will be held on Tuesday, June 5, starting at 7:30 p.m. in the Spring House. The annual meeting will also be re-convened at that time.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

June 5, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, June 5, 2018. The meeting was called to order at 7:46 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona, Marie Dempsey, Fred Dichter (having just been elected at the preceding annual meeting), Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance were Helene Dichter, Igor Zelenin and George Todt.

The minutes of the May meeting were approved with the following corrections—Page 1, second paragraph, second sentence, Freda “Gallen” should read Freda “Gowland”. Page 3, line 4 should read “The swings at the playground need repair.”

Mr. Donatelli distributed and reviewed the April, 2018 P&L Statement and the January 1 to April 30 P&L YTD Comparison. Total income for the month of April was \$39,010 and expenses for the period totaled \$15,896 for a positive cash flow of \$23,114 for the month. YTD receipts totaled \$102,827 and expenses YTD totaled \$45,976. The loan principle payment totaled \$5,162 for total cash outlay of \$51,138, resulting in a positive cash flow of \$51,689 as of April 30, 2018.

Mr. Donatelli reported that our original plan was to take out a second \$20,000 CD last year to replace the First National CD’s that we redeemed back then. We were unable to do that last summer because of our inability to have signature cards signed in the absence of Mr. Downey. Univest is currently offering a 24-month CD at a rate of .75% and Mr. Donatelli requested authorization to purchase a \$20,000 with Univest. Mr. Ruzicka has seen higher rates advertised by local banks and felt that .75% was a really low rate to tie up money for that long of a time period. He felt we should do a little research to see if there are higher rates available before we tie up the money for two years at that low of a rate. It was decided to hold off for a week and Mr. Ruzicka offered to check into one and two-year rates. Information will be communicated by email and purchase approval can be done by mail.

Mr. Donatelli has expressed dissatisfaction with our current auditor (McFadden), citing lack of timeliness in completing audits, and has been looking into other CPA firms in the area. Fees for auditing services normally run between \$4,600-\$5,800. Mr. Donatelli asked the Board to approve having DeGrouchy Sifer & Co in Richboro do the 2017 audit and in September ask for a quote for next year. Apparently, DeGrouchy Sifer also handles assessment processing and billings for homeowner associations. If they do a good job with the audit, Mr. Donatelli suggested asking if they could give a package deal for auditing and assessment billing work. Mr. Ruzicka made a motion to hire DeGrouchy Sifer to prepare the 2017 audit. Mr. Dichter seconded the motion and the vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Dichter, yes; Mr. Downey, yes; and Mr. Rucizka, yes. The motion carried.

One resident in attendance, Mr. Zelenin, raised concerns about the safety of the swings at the playground, but Mr. Ancona assured him that the swings at the playground are safe since he personally fixed them. Kids at the playground, however, have been flipping the swings over the bars and the swings may have to be periodically unflipped. Mr. Zelenin also indicated that some of the benches need repair and Mr. Ancona said that replacement parts for the benches can be found online. Since Mr. Zelenin has expressed an interest in the playground Mr. Ancona encouraged him to get involved and perhaps he could do some internet research for replacement parts for the benches. Any help by residents is greatly appreciated by the Board.

Mr. Ancona also indicated that many times the trash containers at the playground are overflowing and encouraged residents who frequent the playground to empty the trash cans in the area.

Another resident, Mr. Todt, attended the meeting to talk about an incident at the playground regarding a dog attack on a child at the playground on May 12. Mr. Todt was a witness to the attack.

Mr. Todt has background in dog training and he indicated that there are two requirements for a dog to be around people. The dog must be a friendly dog and, in order for the dog to be friendly, the dog has to be socialized. Some animals are not ready to be in a social setting and this particular dog was not ready to be socialized. That dog's owner should have known better than to put that dog in a social setting. The dog's owner was sitting on a bench and the dog was on a long lease behind the owner when he attacked a young boy at the playground. The dog had its mouth around the boy's leg and police had to be called out. The dog also tried to attack the police officer. Despite the dog having bit the boy and attempting to go after the police officer, the police officer said that he could not ask the dog owner to leave because there were no posted signs regarding policy about animals at the playground. Since some people are not responsible enough to realize that their dogs are not ready to be in a social setting, the community should take action to prevent a dog attack from happening again.

Mr. Ruzicka had followed up regarding the attack and talked to the officer about the incident. The dog was quarantined for 10 days. Since the police could not release information to parties other than those who were directly involved in the incident, it is not known whether the dog owner was even a member of Newtown Crossing. It was felt that the action that should be taken would be to post the playground that no dogs are allowed other than service dogs. There are OSHA-compliant preprinted signs that we could purchase that read: "No pets allowed. Service animals specifically trained to aide a person with a disability are welcome." The dog attack was traumatic for some of the people that were witness to the event and it was felt that we should ban dogs from the playground. Not all dogs are friendly. Dog owners need to be responsible in knowing when their dogs are ready for socialization in community settings rather than putting them into situations where they can become aggressive. Signs are good from a liability standpoint and the police would be able to remove animals if necessary.

The Board felt that signs should be posted in the area. Mr. Ancona had already researched OSHA-compliant signs and will order signs for installation around the playground and pool area. It was suggested that a reminder also be included in the newsletter that dogs should be registered according to Bucks County Ordinance. Regular reminders are included regarding cleaning up after their pets.

Correspondence sent and received was reviewed. We received an acknowledgement from State Farm Insurance notifying us that they are investigating the fall-down sidewalk case that we had previously received notice. According to the picture, the alleged incident was on NCCA property.

MAINTENANCE

Landscape maintenance items were discussed. Complaints have been received regarding lack of maintenance of the common ground behind 20 S. Lancaster. There have also been complaints of poison ivy at the Manor House and in the area of 103 Chesapeake. There is another common ground area between Franklin and Delaware that is supposed to be field cut twice a year, however, that area has not been cut and currently the grass is about three feet tall. The area behind 176 Buck Meadow still needs to be cut. Common ground behind 160 Commonwealth also needs to be cut. It was reported that there is poison ivy near the privacy bush at 103 Chesapeake which is probably near the parking pad.

We received a quote from Greg Cappellano, Field Mowing Services, to mow our detention basins, two times a year at \$1,633.90 per cut for the big retention basins and two times at \$325.50 per cut for the area that was cut by the hydro-axe. Mr. Dichter made a motion to approve the above bid and Mr. Ruzicka seconded the motion. The vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Dichter, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. Motion was approved and written acceptance will be sent to Mr. Cappellano.

Mr. Ancona mentioned that while he felt we should go with Field Mowing for now, Moran also may be able to do field mowing so we might want to consider other possibilities at budget time.

Mrs. Dempsey indicated that bushes are extending into the sidewalk at 3 Hershey Court. A letter will be written to the owner asking them to trim bushes along sidewalks.

POOL

The Swim Team insurance information was received by the Board.

There are a number of maintenance items at the pool: the urinal in the men's bathroom will be replaced on June 13, Aqua will be submitting a bid for a new pool cover, the electrical box was changed and the turn valve is being replaced.

The pool committee in the past has purchased some chairs and umbrellas for the pool area, but if residents want anything further, they are free to bring their own lounge chairs. Mrs. Dempsey would like to work on the bathrooms, especially purchasing new rubber mats which are currently not in good shape.

MANOR HOUSE

Three Manor House rentals are scheduled for June. Mrs. Dettra requested that the Board ask Moran to get rid of the poison ivy, poison oak and poison sumac that is around the Manor House, especially by the walkway between the spring house and the manor house. She also asked if someone could recommend a gutter cleaner. It was initially suggested that Hartley Rain Gutters be called to clean the gutters, however, someone also mentioned that they thought we had installed gutter guards last time the gutters were repaired and if that is the case we may not have to clean the gutters. It was also suggested that we start using KE Seifert Plumbing in Langhorne instead of Lucas Plumbing from a cost standpoint. Mrs. Dettra will be advised.

ARCHITECTURAL CONTROL

Resident at 166 Bucks Meadow Lane submitted application to replace roof. Resident at 9 York Street also submitted application roof. Both of these applications were approved as submitted via email during the month.

PUBLICITY

Mr. Ruzicka indicated that there will be a consumer electronics drop-off on Saturday, June 9 at Council Rock North and felt it would be worthwhile to forward to our webmaster for notification to the residents.

Next newsletter will be forthcoming shortly.

OLD BUSINESS

Mr. Downey received notification from the Board of Health that they visited the house on Hanover that we had reported to them. They indicated they had stopped at the house, but it did not appear that they were going to do much about the situation.

Despite numerous complaints from residents, the Township still has not taken any action regarding the large tow truck that remains parked on Mill Pond. Mrs. Dempsey offered to contact the Township again.

With no further business, the meeting adjourned at 9:35 p.m. The next meeting will be held on Tuesday, July 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

July 3, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, July 3, 2018. The meeting was called to order at 7:37 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona, Marie Dempsey, Fred Dichter, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance were Fred Ehmann and Greg Smith.

The minutes of the June meeting were approved with the following correction—Page 1, fifth paragraph, third sentence should read: “Mr. Donatelli asked the Board to approve having DeGrouchy Sifer & Co. in Richboro do the 2017 audit and the 2017 federal taxes . . .”

Mr. Donatelli distributed and reviewed the May, 2018 P&L Statement and the January 1 to May 31, 2018 P&L YTD Comparison. Total income for the month of May was \$21,411 and expenses for the period totaled \$15,491 for a positive cash flow of \$5,920 for the month. YTD receipts totaled \$124,238 and expenses YTD totaled \$61,467. The loan principle payment totaled \$6,472, for a total cash outlay of \$67,939, which resulted in a positive cash flow of \$56,299 as of May 31, 2018.

Mr. Donatelli reviewed the status and payment of the delinquent accounts of Simscsak, McBride and Cronlund, which had previously been reported last month.

\$20,000 was transferred into a two-year CD with Beneficial Bank at a rate of 2% and will mature in 2020.

Mr. Donatelli reported a write-off of \$285 for the Estate of Nancy Edden. Assessment balance on the Walter O'Connor property was \$784 and, with the foreclosure, we accepted \$375.

We received a notice from Lecks stating that, due to the change in recycling, they will be charging an additional \$30 per month for our recycling bill. Mr. Donatelli questioned a bill that we received from Lucas and felt that \$225 should be deducted from that bill since he felt Lucas turned off the value and neglected to turn it back on again.

A resident who lives on Bucks Meadow Lane attended the meeting regarding a certified letter that he and other residents received from Arcadia, and he wanted to get some clarification as to what is currently happening since some residents felt that the Arcadia development was already a done deal. Mr. Downey reviewed the situation and gave an update as to what is happening. The letter just received is the third proposed application by Arcadia. The first proposal was turned down and there is an upcoming appeal hearing regarding that in Doylestown. The second proposed application is still pending and the current proposal is the third application that has been submitted.

The first application was denied. It was alleged by Arcadia that the decision was made before hearing all of the arguments and there is a trial hearing to determine if any Newtown Township board members prejudged the circumstances. The second application is currently in appeal and Arcadia has now submitted a third application. Right now none of Arcadia's proposals have been approved and the NCCA Board urges residents to stay involved and to keep a visible presence by attending the Township meetings regarding this issue.

Mr. Ancona recently received a letter from Jason Duckworth of Arcadia suggesting a meeting with NCCA and Mr. Ancona questioned whether the Board would want to meet with Mr. Duckworth. The Board felt it would not serve any purpose in meeting with him. We should wait to see what happens with the Newtown Township Board of Supervisors. We should go to the Supervisors meeting and comment and see where the newest proposal is going. We should also get copies of the newest plans.

Discussion followed regarding further information of past and current applications that have been filed for the use of this land by Arcadia and the other past history of this attempts to develop that parcel of land. We

will keep the community informed about future developments on this issue and will continue to encourage as many people as possible to attend the Township hearings and voice opinions at those hearings.

MAINTENANCE

Mrs. Dempsey and Mr. Ancona did a review of the sidewalks that still need repair within the community. The Township will be doing street repair work this summer and will be revamping the handicap ramps, so we should wait until after that work is done before we arrange for sidewalk repairs in those areas. We currently have a bid from Ed Hale and Son in the amount of \$14,560 to replace about 80 sidewalk blocks. Mrs. Dempsey made a motion to authorize an expenditure of up to \$15,000 to Ed Hale and Son for sidewalk repairs. Mr. Dichter seconded the motion and the vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Dichter, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously. This amount has been included in the budget for this year.

There was discussion regarding removal of dead trees. NCCA will remove dead trees on common ground; however, if it is questionable as to whether dead trees are on common ground or on private property, then it is the responsibility of the homeowner to provide proof of the property line to determine whether trees are on common ground and not on private property.

Bushes are overhanging the sidewalk behind 10 Beech Street and a letter will be written to the owner requesting the overhang be trimmed.

POOL

The pool management company is trying to determine why the pool is leaking and would like us to do a pool leak detection testing which would cost between \$500 and \$1,500. After discussion, Mr. Dichter made a motion to hire American Leak Detection Company at a cost not to exceed \$1,500 to detect the source of the leak at the pool. Mr. Ancona seconded the motion and the vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Dichter, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried and Mrs. Dempsey will make arrangement for this testing.

Mrs. Dempsey looked into replacing the mats in the bathrooms at the pool and it would have cost \$400 to replace them. Therefore, instead of replacing them, all of the mats were pulled out, cleaned and bleached and now look much better after having done that. The pool committee is also looking into cleaning and painting the walls, and this may be a project for the Eagle Scouts.

Mrs. Dempsey has communicated to the pool management company that there have been some concerns about the guards. Thus far there has not be as much presence from the management company supervisors in overseeing their guards this year. There should also be written criteria regarding the rules and expectations that should be followed by the guards on duty.

Mrs. Dempsey has been looking into replacement pool covers. The pool management company feels we could go another year, but there is some concern that replacement may be needed sooner. One bid has been received and Mrs. Dempsey will seek to obtain another bid.

We will need someone to winterize the pool in the fall. Mr. Ancona indicated that he could do that.

RECREATION

The swings were adjusted at the playground and the split rail fence was fixed. Mr. Ancona was looking into the replacement pieces for the benches, but it may turn out to be cheaper to replace the benches rather purchase the composite repair pieces for the benches.

Lorrie Strange has requested \$300 for the pool parties.

Repair of the tennis courts was brought up and discussion followed as to what to do with the courts. It was decided to send an email to the community to solicit ideas as to what they would like to see done with the tennis court--whether to repair them or convert to something else. Mr. Ehmann will send out an email blast and ask for input as to what the community would like to see done in that area.

MANOR HOUSE

One rental is scheduled for July.

On June 22 Lucas Plumbing was called to the Manor House for an emergency repair for a renter who had no water at the Manor House. The renter had called the two newly recommended plumbers—one was unable to come out and the other said NCCA needed to establish an account with the before they came out. Lucas was then called and they came out immediately and fixed the problem.

Mrs. Dettra indicated that there is an unpleasant odor in the far chimney and it asked if she should have it cleaned. The Board indicated, yes, she should have it cleaned. The Board indicated that the gutters should also be cleaned.

ARCHITECTURAL CONTROL

Resident at 25 Chesapeake submitted an application to replace roof and resident at 106 Chesapeake submitted an application to replace siding. Both of these applications were approved via email during the month.

Residents at 13 York Street and 15 York Street submitted applications to replace roof. Both of these applications were approved as submitted.

Resident at 120 Chesapeake submitted application to replace handrail on front steps. Application approved as submitted.

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

We have had several requests from homeowners seeking approval from the Architectural Control Committee for exterior changes to single homes. Single homes do not need approval from NCCA, and a letter will be drafted to the Township which can be used should single homeowners need to submit something in writing to the Township.

PUBLICITY

Mr. Ehmann reported that the newsletter was emailed to 417 subscribers and the newsletter was opened by 265 people.

NEW BUSINESS

A large trailer has been parked in the driveway on Westwood Court for over two months. A letter will be written to the Township, since trailers are to be stored on the side of the house and behind the front line of the house.

With no further business, the meeting adjourned at 9:35 p.m. The next meeting originally scheduled for August 7 will be held on Monday, August 6, starting at 7:30 p.m. in the Spring House. The meeting date has been changed to allow the Board and other NCCA residents to attend the Township meeting regarding the Arcadia proposal.

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 6, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, August 6, 2018. The meeting was called to order at 7:33 p.m. by the president, James Downey, with the following Board members and officers present: Marie Dempsey, Fred Dichter, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also, in attendance were: Elizabeth Beasley, Kathleen Bermingham, Bruce Collier, Fred and Barbara Ehmann, Mike Gallagher, Irene Halkias, James Liezbinski, Bruce Maul, Carol Shallcross and Dan Smoyer.

The minutes of the July meeting were approved with the following corrections—Page 1, 8th paragraph, last sentence should read: “The second proposed application is still pending on appeal and the current. . . .” Page 3, second paragraph under “Manor House” second sentence should read, “. . .NCCA needed to establish an account with them before they came out.”

Mr. Donatelli reviewed the Auditors Preliminary Report and the tax return prepared by DeGrouchy, Sifer and Company for the year ending December 31, 2017. After review, Mr. Dichter made a motion to accept the Preliminary Report of the Auditor and Mr. Ruzicka seconded the motion. The vote was called: Mrs. Dempsey, yes; Mr. Dichter, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried.

The auditor indicated there was no multi-year agreement for preparation of the financial reports. The price being charged this year is \$5,250 and he will be giving a quote for next year.

Mr. Donatelli distributed and reviewed the June, 2018 P&L Statement, the January 1 to June 30, 2018 P&L YTD Comparison, and the Balance Sheet as of June 30, 2018. In June we took in \$5,980 in assessments and \$375 from an estate account, but \$10,523 was deducted to adjust Assessments Receivable. Therefore, total income for the month of June was (\$2,020) and operating expenses for the period totaled \$23,845. Deducting reserve account expenses resulted in a net loss of \$33,365 for the month. YTD receipts totaled \$122,218 and expenses YTD totaled \$85,027. The loan principle payment totaled \$7,776 and reserve account expenses totaled \$7,500, for a total cash outlay of \$100,303, which resulted in a positive cash flow of \$21,915 as of June 30, 2018. Total Assets and Liabilities/Equity as of June 30, 2018 totaled \$386,864. Mr. Donatelli pointed out a \$10,000 drop in Assessment Receivable which indicated we have made some progress this year in collecting past-due assessments.

Correspondence received and sent was reviewed.

MAINTENANCE

A resident on Prince Philip Court attended the meeting to raise complaints about the cul de sac on his street and the fact that he has invested numerous dollars and time into maintaining the cul de sac and questioned by they are not being maintained by the community. He indicated that the cul de sac on Prince Philip is overgrown and he can no longer maintain it. The Board explained that the cul de sacs are not part of NCCA but are owned by the Township; however, after repeated requests, the township will not maintain them. If the community were to maintain all of the cul de sacs within the community, our assessments would need to be dramatically increased and, therefore, over the years all of the cul de sacs have been maintained by residents who live on those streets. NCCA has removed dead trees on the cul de sacs when reported and a Board member will look into this particular cul de sac.

Complaint was also raised about snow plowing, and the Board responded that NCCA has no control over that since the Township is responsible for the snow plowing. Complaints regarding damage done by snow plowing should be directed to the Township.

A resident in attendance brought up the subject of the large tow truck that has been parked on Mill Pond. This has been an ongoing issue for the past four months and our NCCA president, Mr. Downey has appeared

in front of the Board of Supervisors concerning this issue as well as many complaints being presented by NCCA residents. There is no prohibition of commercial vehicles being parked on Mill Pond, so currently there is nothing that we can do about that vehicle being parked on Mill Pond.

Complaint was raised regarding a truck that has been continually parked on the parking pad next to 247 Canterbury Court. The inspection sticker on this vehicle expired several months ago. The Newtown Police is now requesting that the owner be given notice before the vehicle is towed. It is believed that the vehicle belongs to someone currently living at 247 Canterbury. Notice will be given to them and, if the vehicle is not removed, the police will be instructed to remove the vehicle.

Complaint was also raised regarding 247 Canterbury and trash that has been deposited not only on their property but also on the common ground next to the property. A letter will be written to the owner of the property to remove the debris.

Complaint was raised regarding multiple commercial vehicles of the same company that have been parked on Commonwealth and have usurped the common parking pads for the purpose of parking their commercial vehicles. Letter will be written regarding this issue.

Letter will be sent to a resident on Delaware regarding trimming branches which overhang the sidewalk.

Mr. Downey received a call from a resident at 80 Franklin Court regarding a drainage problem at the storm water outlet pipe behind his home. Mr. Downey looked at the outlet and the ground at the exit point of the pipe is below the draining trench to the detention basin. It appears that we will have to raise up the ground at the pipe to dig out part of the trench to the basin. We will have Moran look at this issue to determine what can be done.

We are continuing to work with the residents regarding the water runoff problem behind 146 Bucks Meadow Lane onto the property below it on Commonwealth Lane.

There are a number of pole lights around the Manor House and pool area that are currently not functioning. Some may be light bulbs that are just out, but others may need box replacements. Mrs. Dempsey will call Trail Electric regarding this work.

POOL

We have not yet received a response at this time regarding the leak at the pool.

There was a recent incident when someone crushed a lit cigarette in a tree and the tree was smoldering. We did not have a fire extinguisher at the pool but the fire was put out and we now have a fire extinguisher in that area.

Congratulations to the NCCA Swim Team for winning the Division Championship.

RECREATION

Lorrie Strange and Freda Gowland have arranged several pool parties at the pool with pretzels and water ice. Thanks went out to both of them for organizing these parties.

Question was raised as to what was going to be done regarding the tennis courts. Numerous residents had provided varying suggestions regarding what they would like done in that area. Considerable money will be needed to accommodate the suggestions made and at this point no decision has been made. The community has a responsibility to maintain the assets of NCCA, however, cost figures will need to be explored before any decision is made.

ARCHITECTURAL CONTROL

Resident at 197 Commonwealth Drive submitted application to remove an underground oil tank. Application was approved as submitted.

Three other applications were received during the month:

146 Bucks Meadow—replace roof, replace siding and windows.

11 York Street – replace roof

103 Chestnut – install fencing.

The above applications were approved via email as submitted.

PUBLICITY

The webmaster had sent out an email blast soliciting input from the community as to what should be the disposition of the tennis courts. Numerous responses were received and in addition to repairing the courts, other suggestions included installing a pavilion and picnic tables, community garden, dog park and a few other suggestions. Before any decision is made, cost estimates will be obtained.

OLD BUSINESS

A resident in attendance inquired as to the current status of the Arcadia development. Arcadia is the third company that has been trying to develop the parcel behind the woods and Arcadia is now working on their third try at developing. The NCCA Board and a number of residents have been regularly attending the meetings to voice our opinions and concerns regarding the traffic issues that their proposal will present. It was asked whether NCCA will be represented again by Steve Harris as our attorney. Mr. Harris is excellent at what he does; however, his fees are not cheap, therefore, we are currently trying to work with Eagle Ridge in jointly retaining Mr. Harris and splitting legal fees. The current plan excludes the demolition of a house on High Street and cutting an access road through to High Street. It does, however, include changes of Route 532 and widening at the Mill Pond intersection to accommodate U turns at that traffic light.

With no further business, the meeting adjourned at 9:15 p.m. The next 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, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, September 4, 2018. The meeting was called to order at by the president, James Downey, with the following Board members and officers present: Marie Dempsey, Fred Dichter, Carl Ruzicka, and Bob Donatelli. Also, in attendance were: Fred and Barbara Ehmman, Jim Liczbinski, Lynda Sukiennik, Irene Halkias, Judy McCann and Kris Jakacki.

The minutes of the August meeting were approved as submitted.

A resident who lives on Commonwealth Drive attended the meeting to raise concerns regarding multiple commercial vehicles (including multiple vans, a pick-up truck, and a larger box truck) of the same company that have continually been parked on Commonwealth and have been monopolizing the common parking pads along Commonwealth. Discussion followed and the Board informed the resident that the Association did send a letter to the owner of the commercial vehicles that such vehicles should not be parked on the common parking pads nor on a narrow street such as Commonwealth. Several residents on the street have raised concerns regarding an unregistered business being operated out of the home and that the number of vehicles exceeds the number of commercial vehicles that can be legitimately parked at a home residence.

MAINTENANCE

Resident who lives on Prince Phillip Court had attended the previous month's meeting at which time he had raised complaints regarding maintenance of the cul de sac on his street. The same resident was in attendance this month and indicated that our landscaper had been out, everything was cut back and he thanked the Board for the prompt response in having this work done.

Resident at 15 Prince Phillip Court raised concern that the paving around the cul de sac circle is in really bad condition and there is an accumulation of water in front of his house which never makes its way to the sewer. Mr. Ancona is planning on contacting the Township regarding restoration work and other additional work that needs to be done and will include this item in the discussion. The resident will also raise complaint with the Township.

Mr. Ancona asked Jon Moran to give us a quote on cleaning out the detention basin. That work would include brush clearing, field mowing, clean debris from the base area, and dig out around the drainage area to allow better drainage, for a cost of \$652.50. He expects the work could be done late August or September after the ground fully dries and the grass goes into a dormant stage. Mr. Ancona made a motion to approve an expenditure of \$652.50 to Moran to complete this work. Mr. Dichter seconded the motion. The motion was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Dichter, yes, Mr. Downey, yes; and Mr. Ruzicka, yes. The motion was approved. Moran will also give us a quote to field mow the basin twice a year.

Trail Electric submitted an estimate for the lighting. Discussion followed regarding the type of lights and it was suggested we get a second estimate. A revised estimate will be obtained from Trail with changes discussed at this meeting.

POOL

Two pool parties were held and Lorrie Strange was thanked for organizing those events.

The pool is closed for the season as of September 3.

Mr. Ancona reported that there was an incident at the pool one evening when several "fence hoppers" jumped the pool fence and went into the pool. The police were called and were told to just give a warning

this time, but that we wanted the incident on record. If it happens again with the same individuals, charges would be filed.

MANOR HOUSE

One Manor House rental is currently scheduled for September and one is scheduled for November.

A group of Newtown Crossing residents have been meeting in the Spring House on Monday and Wednesday morning for a yoga class run by Liza Beasley. There has been no rental charge for this usage.

Mrs. Dettra will have the fireplace in the Manor House cleaned and serviced.

RECREATION

Mr. Ancona reported that the swings were repaired some time ago, the split rail was replaced, the signs were posted, the benches were repaired, and a new timer switch has been purchased for the lights at the playground. Total expense for all of this was \$279.58.

ARCHITECTURAL CONTROL

Resident at 208 Commonwealth submitted application to replace driveway. Resident at 30 Union submitted application for replace fencing. Both of these applications were approved via email during the month.

OLD BUSINESS

The Arcadia development hearings continue. The next Township meeting regarding this issue will be on September 13, at 5:30 p.m. Discussion followed regarding potential alternatives to the plans that may be presented or other alternatives that might be the best option from our standpoint. It was also suggested that we meet with all parties involved to discuss which alternatives would be the least offensive to our community.

With no further business, the meeting adjourned at approximately 9:00 p.m.. The next meeting will be held on Tuesday, October 2, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary, (Transcribed via tape)

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

NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

October 2, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, October 2, 2018. The meeting was called to order at 7:34 p.m. by the president, James Downey, with the following Board members and officers present: Marie Dempsey, Fred Dichter, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also, in attendance were: Fred and Barbara Ehmann, Alex and Lana Kadysh, and Rich, Michael and Jen Lawlor.

The minutes of the August meeting were approved with one correction—Peter Ancona was also in attendance at that meeting.

Mr. Donatelli distributed the final copy of the Newtown Crossing Community Association Financial Statements as of December 31, 2017.

Mr. Donatelli distributed and reviewed the July 2018 P&L Statement, the January 1 to July 31, 2018 P&L YTD Comparison, the August 2018 P&L Statement, and the January 1 to August 31, 2018 P&L YTD Comparison Statement. Total income for the month of August 2018 was \$16,584 and expenses totaled \$22,857 for a negative cash flow for the month of \$6,274. Total YTD income as of August 31, 2018 was \$177,484 and Total YTD operating expenses of August 31, 2018 were \$125,962, plus \$10,418 for principal payment on loan and \$7,500 for reserve expenses, for a total expense amount of \$143,880. This resulted in a \$33,603 positive YTD cash flow as of August 31, 2018.

Collection letters were sent to:

Stephanie Roach, 69 Hickory Lane

Howard and Patricia Cohen, 55 Cherry Lane

John Kaschak & Carly Abramson, 140 E. Hanover Street

Kimberly Johnson, 240 E. Hanover Street

Steve & Karen Gana, 13 King Charles Lane

As of the end of August none of the above had made payments and if payment is not received by the end of September, then Mr. Donatelli suggested we file suit.

Mr. Dichter made a motion to pay Harris & Harris \$422.50 for our portion of the legal expenses in connection with the Arcadia development plan. Mr. Ruzicka seconded the motion and the vote was called:

Mrs. Dempsey, yes; Mr. Dichter, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

The budget meeting will need to be scheduled and Mr. Donatelli suggested, Tues., Nov. 13, one week after the regularly scheduled meeting. The Board agreed to that date.

MAINTENANCE

Sidewalk repairs will be started soon. We received a complaint of a sink hole on common ground near a drain behind 133 Hidden Valley Lane. Mr. Ruzicka offered to purchase a few bags of dirt to fill in that hole.

POOL

The pool cover in on and Mr. Ancona offered to winterize the bathroom. We will probably wait until after Moran's crew is finished for the season to do this.

Mrs. Dempsey and Mr. Dichter felt the pool looked good this season and they were happy with the immediate management with whom they were dealing with during the season. Therefore, they felt we should continue with the same pool management company for next year and their contract will be renewed at the same cost if we take no action by October 15.

The Lawlor Family—Rich, Jen and their son Michael—attended the meeting in connection with the volunteer Eagle Scout project that Michael completed for NCCA. Michael and several other scouts were responsible for painting the inside and outside of the pool bathhouse and planting flowers around the outside of the bathhouse. The Board extended its extreme thanks for all of the work that Michael and the other scouts did for the benefit of the community.

Thanks were also extended to Lauren Rosenfeld for painting the spider climb unit at the playground.

MANOR HOUSE

Mrs. Dettra reported that there were three Manor House rentals currently scheduled through November. Kenderdine Heating will be scheduled to check and clean the Manor House furnace. No other problems have currently been noted.

ARCHITECTURAL CONTROL

Resident at 51 King Charles Lane submitted application to replace roof. Application approved as submitted.

A soon-to-be new resident inquired as to removing trees near/on her townhome property. Mr. Ruzicka looked at the trees and determined that they seemed to be on the resident's property and that she could take them down at her cost without requiring any Board approval.

RECREATION

Some initial exploration has been done regarding repair of the tennis courts; however, no prices have been yet been received. Some initial exploration has also gone into the cost of picnic tables. However, no decision has been made as what will be done with the tennis courts.

OLD BUSINESS

There was a good turnout for the latest Arcadia meeting held at the Township Building. Public comment has been finished. The first application for Arcadia was turned down and that application is currently in appeal, with no decision at this time. Arcadia filed a second application which was also rejected and is also in appeal and also currently with no decision. Arcadia has now filed a third application and there should be a decision by November 25 regarding that application. Discussion followed regarding possible outcomes.

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

November 6, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, November 6, 2018. The meeting was called to order at 8:03 p.m. by the president, James Downey, with the following Board members and officers present: Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance was Kris Jakacki.

The minutes of the October meeting were approved as submitted.

Mr. Donatelli distributed the September 2018 P&L Statement, the January 1 to September 30, 2018 P&L Comparison Statement and the Balance Sheet as of September 30, 2018 in preparation for the budget meeting. While Mr. Donatelli did not actually review the report, total income for September 2018 was \$6,592 and total expenses were \$17,308 for a net loss of \$12,591; YTD income as of September 30, 2018 was \$184,075 and total expenses were \$150,695, for a positive cash flow of \$33,380. Total Assets and Liabilities/Equity as of September 30, 2018 was \$376,710.

A resident in attendance raised complaints regarding 247 Canterbury and submitted pictures of a dead deer that had been placed in a tub next to the townhome several weeks ago (but is no longer there) and indicated that assorted debris has been stored on the side and back of the premises. This house has been previously cited regarding the trash issue and an abandoned truck which had been parked on the common parking pad next to the property. The Township was previously contacted regarding the debris and the police have been previously contacted regarding the abandoned truck, which has now been removed. The dead deer incident will be reported to the Department of Health and the Township; however, since it was not reported to Board until after the deer was removed, it is unsure as to what action could be taken at this point.

We received a bill from Harris and Harris for legal services in connection with the Arcadia development. Mrs. Dempsey made a motion to pay \$1,094.17 for NCCA's portion of the bill for the services of Steve Harris. Mr. Ruzicka seconded the motion and the vote was called: Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

We receive a notice from State Farm Insurance regarding a claim from September, 2017 in which an individual claimed he/she fell on a section of common ground sidewalk. No supporting documentation had been provided by the claimant and State Farm is still investigating the claim.

MAINTENANCE

Mr. Ruzicka obtained several quotes for new entrance signs for Newtown Crossing. The brick work will also need to be repaired at the Route 532 entrance.

Sidewalk repairs have been completed on the common sidewalk areas and Mrs. Dempsey has verified that the assigned work has been done.

Mr. Donatelli questioned a bill that was received for field mowing, but he indicated some discrepancy on the dates that the areas were mowed. Since Mr. Ancona has the contact information, Mr. Donatelli will check with him regarding this issue.

Large ticket items that will need to be funded for the future will be retaining wall repairs and the tennis courts or other disposition of that area.

POOL

After the closing of the pool, the pool company installed the pool cover but never winterized the pool, and, as a result, we incurred an excessive electric bill. The pool company will contact Mr. Donatelli regarding a credit for next year.

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

The pool cover will need to be replaced in the near future and this item should be included in the budget for 2019.

MANOR HOUSE

There are two rentals scheduled for November and currently three rentals scheduled for December. The oil burner cleaning and check-up is scheduled for November.

The smoke alarm was beeping when the Spring House door was first opened prior to the start of the meeting. Mr. Ruzicka offered to check the battery

ARCHITECTURAL CONTROL

Resident at 162 Commonwealth submitted application to replace the garage door. Resident at 143 Commonwealth submitted application to replace roof with similar color. Resident at 112 Canterbury submitted application to replace roof. All three applications were approved as submitted via email during the month.

PUBLICITY

Our webmaster, Mr. Ehmann, was thanked for emailing the notice regarding voting.

OLD BUSINESS

The Township should be making a decision regarding the Arcadia Development during the next month.

With no further business, the meeting adjourned at 8:25 p.m. The next 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, 2018

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, December 4, 2018. The meeting was called to order at 7:40 p.m. by the president, James Downey, with the following Board members and officers present: Fred Dichter, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also, in attendance were Fred Ehmann and Kathi Haston.

The minutes of the November meeting were approved as submitted.

Mr. Donatelli distributed the NCCA 2019 Budget Proposal, which was developed from the budget meeting held during the month. There are no allocations in the budget for legal fees from Steve Harris in connection with any Arcadia appeals. Mr. Downey felt the Township has sufficient representation regarding any appeals and that our participation should not be necessary. Mr. Downey will contact Mr. Harris to advise him that we should not need his services during the next year.

While Mr. Donatelli felt that an assessment increase will be needed in the future, the 2019 budget was prepared with keeping the assessments at the current rate. After reviewing and discussing the budget, Mr. Donatelli asked for motions to approve the components of the budget and the budget itself. Mr. Ruzicka made a motion to keep the assessments at \$30 per month with the following breakdown:

- \$22 – Operating expenses
- 3 – Payment of detention basin commercial loan
- 1 – Storm damage/tree removal fund
- 2 – Entrance signs and the remainder to fund sidewalk repairs
- 2 - Pool cover and start the retaining wall fund
- \$30 – Total monthly assessment

Mr. Dichter seconded the motion and the vote was called: Mr. Dichter, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Dichter made a motion to accept a transfer of \$6,157.53 from the reserve for the ash trees to the storm damage/tree removal reserve fund. There appear to be no more ash trees that need treatment so those funds can be transferred to the storm damage/tree removal fund. Mr. Ruzicka seconded the motion and the motion was called: Mr. Dichter, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Dichter made a motion that as of January 1, 2019, the Manor House rental be increased to \$150 per rental and the Spring House rental be increased to \$100 per rental. Mr. Ruzicka seconded the motion and the vote was called: Mr. Dichter, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Dichter made a motion to approve the 2019 budget in the amount of \$245,200, which reflected assessments remaining at \$30 per month. Mr. Ruzicka seconded the motion and the vote was called: Mr. Dichter, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

A resident who lives on Westwood Court attended the meeting the ask for help regarding excessive traffic using our streets as a turn around with cars speeding down all day, even holidays, as early as 6:00 a.m. and up to 11:00 p.m. The Board indicated that there was very little that we can do about it, since Route 232 is a state road. It was suggested that the resident contact our state representative and express her concerns with him.

We received a thank you note for removing the downed limb and the damaged white pine tree on common ground at Bucks Meadow and Union Street. Mr. Ruzicka was specifically thanked for his prompt attention and follow-up to this issue.

MAINTENANCE

Mrs. Urquhart has been in contact with a representative of an asphalt company in Lititz regarding the repair of the tennis courts. They have been out to look at the courts and indicated that the court nearest to the pool could be repaired but the other two courts would have to be completely ripped out and redone. The one court could be repaired and fenced in if we wanted to salvage the one court. If we decide to take out the courts, all of the asphalt would still have to be removed which will be costly. The company will be forwarding a quote with several options of work which could be done.

Received a request by a 92-year-old resident whose property is being encroached upon by branches from common ground overhanging onto his property. He is unable to cut the branches himself and is on a fixed income so cannot afford to have someone come in and asked for assistance in having the branches cut back. Mr. Ruzicka looked at the property and indicated that he and Mr. Ancona would volunteer to go over and cut the branches for the resident. Fred Ehmann and Fred Dichter also offered to help.

POOL

We were not able to do lighting work at the pool because the ground is too soft to withstand vehicles. As soon as the weather gets colder and the ground hardens, the lighting repair work at the pool will be done.

MANOR HOUSE

Three Manor House rentals are scheduled for December and one is currently scheduled for January. Our oil company checked and cleaned the Manor House furnaces and Mrs. Dettra submitted a bill for those repairs.

ARCHITECTURAL CONTROL

Two applications were approved during the month via email. Resident at 162 Commonwealth submitted application to replace roof. Resident at 191 Commonwealth submitted application to replace siding and roof. Both were approved as submitted.

Resident at 136 Bucks Meadow submitted application to replace windows and patio door. Application approved as submitted.

Resident at 44 King Charles Lane submitted application to install 2 white vinyl double hung replacement windows. Application approved as submitted.

PUBLICITY

A request was made to include a notice to residents walking at night to be sure to wear light colored or reflective clothing so that they can be seen by drivers.

OLD BUSINESS

With no further business, the meeting adjourned at 8:40 p.m. Since the first Tuesday of January falls on New Year's Day, the January meeting will be held on 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