

**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 Ehmann.

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 contract 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 Ehmman 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