

**MINUTES OF THE MONTHLY  
NEWTOWN CROSSING  
COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETINGS  
2015**

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

**January 6, 2015**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, January 6, 2015. The meeting was called to order at 7:40 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. No other residents were in attendance.*

The minutes of the December meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the November 2014 P&L Statement and the January 1 to November 30, 2014 YTD Comparison Statement. Receipts for the month of November totaled \$9,635 and expenses totaled \$8,710. Year to date income as of November 30 totaled \$215,322 and total operating expenses were \$162,648. When loan payments and reserve contributions are factored into expenses, as of November 30 we have a positive cash flow of approximately \$30,000.

Discussion followed regarding delinquent accounts. In the past, names of residents who were delinquent in their assessments were announced publicly at the Board Meetings and were included in the minutes but were not included in the website minutes. In an effort to discourage delinquencies, names of residents who are delinquent in assessments will now be included on the website.

## **POOL COMMITTEE**

Mrs. Dempsey had contacted the pool management company regarding our contract and is waiting to hear back from them.

## **ARCHITECTURAL CONTROL**

Resident at 107 Chestnut Street submitted application to replace driveway with concrete. Application approved as submitted.

Discussion followed regarding an inquiry from a potential buyer regarding putting on an addition to an existing townhome. General questions regarding whether additions are permitted on townhomes are difficult to answer since we would generally not approve additions without some type of plans and approval by the Township. However, homeowners may be reluctant to spend substantial amounts of money to obtain the plans without knowing whether they would be approved. In most cases it would probably not be a wise financial move to put excess amounts of money into expanding a townhome, since it would probably be financially wiser to just buy a larger home.

## **MANOR HOUSE**

Mrs. Dettra submitted a letter to the Board requesting that the Manor House rental payment of \$125 be refunded to Agnes and Robert Casey. The rental check had been received by the treasurer, but the renter advised Mrs. Dettra prior to the date of rental that a family member had become ill and they would not be able to rent the house. No other rental were lost for that date, and the Board agreed to return the rental fee.

## **OLD BUSINESS**

Discussion followed regarding the pending lawsuit with Liberty Square and the depositions which will be taken from the Board members. Mrs. Dempsey's deposition has already been taken and the other Board members still need to be scheduled.

With no further business, the meeting adjourned at 8:15 p.m. Arcadia Land is scheduled to make a presentation to the planning commission on Tuesday, February 3, regarding developing the parcel behind the wooded area. Some of our members will be attending that meeting; therefore, the regular meeting of the NCCA Board of Directors has been postponed Tuesday, February 10, 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 10, 2015**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, February 10, 2015. The meeting was called to order at 7:36 by the president, James Downey, with the following Board members and officers present: Peter Ancona, Marie Dempsey, Bob Donatelli and Joanne Urquhart. Fred and Barb Ehmann were also in attendance.*

The minutes of the January meeting were approved as submitted.

Several changes were submitted to our auditor relative to the Board Representation Letter in connection with the audit of the financial statements of NCCA as of December 31, 2013 and 2012. With these changes now included, Mr. Donatelli requested approval and signing of the representation letter for return to the auditor. Motion was made, seconded and approved to accept the representation letter as corrected.

In an effort to cut down on copying expense, Mr. Donatelli emailed the January 2015 P&L Statement for discussion at the meeting. Receipts for the month of January totaled \$33,989 and expenses totaled \$8,298, for a positive cash flow of \$25,692. Assessments received in 2015 were \$32,052 versus \$38,398 and question was raised as to why assessments received in January 2015 were so much lower than the previous year. There was no definitive explanation for that; however, one reason suggested was that numerous delinquent accounts were collected last year which increased the assessments received for January of 2014.

## **MANOR HOUSE**

Mrs. Dettra's report noted that there is one rental scheduled for February and two rentals scheduled for March.

The fire extinguishers were inspected and replaced/repared. The smoke detector batteries have been changed and the fire inspection is scheduled for February 11. The only other repair was replacement of a broken toilet seat.

## **ARCHITECTURAL CONTROL**

Resident at 217 Hidden Valley Lane submitted application to replace roof. Application was approved as submitted during the month prior to the meeting.

## **PUBLICITY**

Mr. Ehmann, our webmaster, has been trying to keep the community current on the status of the development of the parcel behind the wooded area. The development company has obtained proper zoning, but they still have to appear before the Planning Commission. Access issues still remain the major concern. The situation has gotten worse since the last proposal to develop this parcel, since traffic is much worse than it was ten years ago.

Our local supervisor asked if Newtown Crossing wanted to be party status regarding this issue. This means that anyone has the right to get up and speak; however, if you are granted party status, you receive information and can participate all the way along the line. The Board felt that Mr. Downey should request party status in order to represent NCCA.

## **SOCIAL**

An Easter Egg Hunt is scheduled for March 22.

**OLD BUSINESS**

Mr. Wild, the attorney for Liberty Square, has petitioned the court to remove Mr. Downey from the Liberty Square case. Mr. Downey has responded to this and we will wait to see what happens regarding this.

**NEW BUSINESS**

It was suggested to remind residents that non-functioning street lights should be reported to the Township. Be sure to include the street light number which is on the light pole.

With no further business, the meeting adjourned at 8:07 p.m. The next meeting will be held on Tuesday, March 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**

**March 10, 2015**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, March 10, 2015. The meeting was called to order at 7:35 by the president, James Downey, with the following Board members and officers present: Peter Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, and Joanne Urquhart. Fred Ehmann was also in attendance.*

The minutes of the February meeting were approved as submitted.

Since the treasurer was not in attendance, there were no Treasurer's Reports.

Mr. Downey wrote to Mr. Wild, the attorney for Liberty Square, and indicated that we would like to meet with the Liberty Square Board. As of the date of this meeting, Mr. Downey had not received a response from Mr. Wild.

### **POOL**

Mrs. Dempsey presented an estimate from KS Greenday for the resurfacing of the big pool. Total cost of the estimate is \$48,834. This amount included the additional \$10,300 for the Krystal Krete colored Quartz Plaster Warranty 10 years. This estimate did not include draining the pool and we will probably have to contact Sparkling Pool to have the pool drained. Mr. Collier will call Mr. Donatelli to find out where the drains and pool valves are located and how we drain the pool.

The Board reviewed the quote submitted by Greenday; however, the quote was not voted upon since several members had questions regarding what was included in the proposal. An additional \$10,300 was added for the Krystal Krete colored Quartz Plaster Warranty (10 year) but there was no explanation of what is included in the warranty. The quote stated that KD Greenday will submit paperwork for all permits, but did not specify the costs of the permits. We need to verify if that will be additional or already included in the cost. We need to confirm that all old material will be removed and that all materials are included in the quote, since the quote stated "TOTAL PROPOSAL: Please see above. Price includes labor. Deposits are not refundable."

Mrs. Dempsey will contact Greenday to obtain further details relative to the warranty and the quote and will obtain additional information in writing before the Board approves the quote.

Mrs. Dempsey reported that the pool committee is going to try picture pool tags this year. She has purchased a laminator for a very reasonable price and the pool committee will be taking photos the weekend before Memorial Day.

Mrs. Dempsey will be the contact for the pool management company this year.

The Swim Team has requested using the pool for their practices and swim meets and will provide insurance information.

### **MANOR HOUSE**

Two rentals are scheduled for March. The fire inspection was completed on February 11 and everything was up to code. George Hepp replaced the old thermostats with more efficient programmable ones.

No other repairs are scheduled for March and Mrs. Dempsey keeps checking the pipes, which have been fine so far.

## **ARCHITECTURAL CONTROL**

Resident at 51 King Charles submitted application for replace three double hung windows, comparable to existing windows. Application was approved as submitted.

Residents at 236 Canterbury submitted application to install 6 ft. high privacy fence in back yard. Application approved as submitted.

Resident at 8 Candlewood Court submitted application to erect a shed in their backyard. Application approved as submitted.

## **PUBLICITY**

The spring newsletter is almost ready to be distributed. The Planning Commission meeting regarding the development behind the woods is scheduled for March 17.

The Annual Meeting will be held on April 7. Mr. Ancona and Mr. Collier will be running for re-election. The ballot is available on line; however, voting is not currently available on line.

## **SOCIAL**

An Easter Egg Hunt is scheduled for March 22.

## **OLD BUSINESS**

As many Board members as possible will try to attend the Planning Commission meeting on the 17th. The major issue will be traffic problems and getting in and out of that potential development.

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

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**April 7, 2015**

*The Annual Meeting and the regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, April 7, 2015. The meeting was called to order at 7:34 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 Ehmann, Stacy Rosenthal and Lois Woodward.*

Since there were not sufficient ballots to constitute a quorum for the Annual Meeting, the Annual Meeting was rescheduled until June.

The minutes of the March meeting were approved as submitted.

Mr. Donatelli reviewed the status of delinquent accounts. Eighteen final notices were sent in February, in addition to overdue notices.

Stephen & Cindy Sikora, 219 Bucks Meadow Lane – owed \$451 – paid in full

Stephen and Kimberly Thomas, 115 High Street – owed \$446 – did not respond – will forward to our attorney

Jennifer Kundrat, 3 Beech Street – owed \$663 – paid \$400

Thomas Guiniven and Laurie McBrinn, 216 West Hanover – owed \$540 – paid in full

Marian McSorley, 14 N. Lancaster – owed \$524 – paid \$300,

Matthew and Meghan Stout, 5 Churchill – owed \$624 – no response and will forward to our attorney

Howard and Patricia Cohen, 55 Cherry Lane – owed \$713 – no response and will forward to our attorney

Lynn Burns, 30 E. Hanover – owed \$446 – will be forwarded to our attorney

Earl and Stacy Stalker, 170 E. Hanover, owe \$446 – paid in full

Kimberly Johnson, 240 E. Hanover, owes \$490 – paid \$250 – will pay rest in April

Scott and Diane Longmore, 126 Commonwealth, owe \$535 – paid in full

Sharon Loucks, 190 Commonwealth, owes \$1,567 – paid in full

Cheryl Benene, 143 Commonwealth, owes \$1,096 – will forward to attorney

Walter Baranowski, 121 Commonwealth, owes \$2,724 – will forward to attorney

Walter O'Connor, 146 Bucks Meadow, owes \$439 – paid \$75, will pay \$50 per month

Robert and Beatrice Harrington, 247 Canterbury Court, owe \$1,006 – will start paying in April

Reynald St. Fluer, 107 Chesapeake – owes \$662.56 – will forward to our attorney

Glenn and Aline Turner, 2 York Street - \$891

We received responses from eleven residents; however, seven did not respond at all.

Mr. Donatelli distributed and reviewed the December 2014 P&L Statement, the January 1 to December 31, 2104 YTD Comparison Statement, and the Balance Sheet as of December 31, 2104. Income for the month of December totaled \$13,717 and expenses totaled \$34,226. Income for the year totaled \$229,039 and operating expenses before taking depreciation totaled \$178,506. Total cash outlay for the year was \$223,435,

initially showing a positive cash flow of \$5,604. However, taking depreciation expense of \$18,368 results in a negative cash flow of \$12,764. Total Assets and Liabilities/Equity for 2014 were \$370,809.

Mr. Donatelli also distributed and reviewed the 2014 Performance vs. Budget Statement. We budgeted income of \$227,000 and actual income totaled \$229,039, so receipts were slightly higher for 2014 than budgeted. Total administrative and maintenance expenses were slightly less than budgeted, however, total operating expenses were \$14,804 over budget which resulted in a \$12,764 loss for the year.

The Planning Commission voted against the application for the new development behind the wooded area. The developer will now likely make a presentation before the Board of Supervisors.

Mr. Downey received a call from the police informing us that they are making contact with all of the PUD's in the area to obtain a contact person for their records so they can keep in touch with the local communities as to what is happening in the area.

We received complaints from residents regarding the condition of Mill Pond. While the road has been patched, it is in the need of resurfacing and it was suggested we write to the township requesting that Mill Pond be repaved.

## **POOL**

The pool contract has been signed and sent. Sparkling has applied for the permits for the pool work.

Mr. Donatelli pointed out that in the estimate for the pool work, there was an amount of \$2,812 (item 6) to demolish and remove the tile in the lap lanes. However, the current lap lanes are painted on and are not tiled, so that cost should be questioned. Mrs. Dempsey will follow up on this.

Mrs. Dempsey indicated that the Swim Team will be forwarding a check to NCCA for sharing costs of adding lap lanes to the pool work, since lap lanes were added solely for the use of the swim team at swim meets.

The Swim Team will forward proof of insurance to NCCA.

## **MAINTENANCE**

Mr. Collier raised concern regarding the amount of mulch that Moran's crew has placed around the trees along Mill Pond. An extreme amount of mulch has been piled around all of the trees along Mill Pond and too much mulch can kill the trees. A recent bill indicated a charge of \$1,750 for 50 yards of mulch. Mr. Collier offered to call Moran and inform him that some of the mulch needs to be removed and that we are not going to pay \$1,750 for mulch that is not necessary. Discussion followed regarding what Moran should and should not be doing. Mr. Ruzicka felt we should instruct Moran to contact us before any work is done and to advise us as to what the cost will be. It was further felt that we should be managing the landscaping work more than what we have been doing in the past. Since Mr. Ruzicka has had experience in dealing with contractors, he offered to contact Moran and discuss our concerns and future expectations with Moran.

We are required to maintain the detention basin, so Mr. Ancona may need to contact our treasurer to obtain a record of the maintenance work and cost of the work being done. We are supposed to file a record with the Township indicating what work that is being done to maintain the basin.

## **MANOR HOUSE**

Two rentals are currently scheduled for May. The spring inside and outside extermination is scheduled for the end of May.

Mrs. Dettra reported that one of the renters who used the Manor House indicated that the fireplace in the first room was smoky and probably should be cleaned. Also, the plumber who repaired the clogged drain

in March said the faucets in the sink in front of the basement steps were ready to break and recommended they be replaced.

The Board felt that the chimney should not be used during rentals and did not feel that we should spend the money to pay to clean the chimney. The Board also did not feel we should replace the faucet at this time.

### **ARCHITECTURAL CONTROL**

Resident at 131 Commonwealth Drive submitted application to install fencing. Application approved as submitted.

Resident at 162 Commonwealth Drive submitted application to install/extend fencing. Application approved as submitted.

Resident at 340 Union Street submitted application to erect a shed in the backyard. Application approved as submitted.

### **PUBLICITY**

The webmaster received all of the swim team documents from the swim team manager and those will be posted on the website. The pool application is already posted. It was suggested that we include the annual ballot on the website so that residents could vote on-line. Mr. Downey offered to look into our By-Laws to see if they could be amended to allow this and to also increase the late fee currently charged for non-payment of quarterly assessments.

### **SOCIAL**

The Easter Egg Hunt was a great success and widely attended. Despite the snow, all had a great time. A thank you was extended to Lori Strange and her family for all of their work in putting together this event.

### **OLD BUSINESS**

Mr. Downey will attempt to arrange a meeting between the Newtown Crossing Board of Directors and the Liberty Square Board of Directors to discuss the detention basin issue.

With no further business, the meeting adjourned at 8:45 p.m. The next regular meeting will be held on Tuesday, May 5, starting at 7:30 p.m. in the Spring House. The Annual Meeting will be reconvened on June 2.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**May 5, 2015**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, May 5, 2015. The meeting was called to order at 7:35 by the president, James Downey, with the following Board members and officers present: Peter Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance were Fred Ehmann and Lorrie Naguta..*

One corrected was noted on the minutes. In the fourth paragraph, 18 final notices were sent in February.

Mr. Donatelli reported that as of May 4, we had a total of 37 ballots for the current election. Out of those, there may be some that will not be valid.

Mr. Donatelli reviewed the status of delinquent accounts.

Jennifer Kundrat, 3 Beech Street – owed \$663 – paid \$400 and now owes 358

Marian McSorley, 14 N. Lancaster – owed \$524 – paid \$419, now owes \$219

Matthew and Meghan Stout, 5 Churchill – owed \$624 – paid in full plus also paid current quarter

Howard and Patricia Cohen, 55 Cherry Lane – owe \$808

Steve and Kimberly Thomas, 115 High Street, owe \$541

Lynn Burns, 30 E. Hanover – owed \$446 – paid \$100, with new quarter and late charge added she now owes \$441

Cheryl Benene, 143 Commonwealth, owes \$1,191

Mr. Donatelli distributed and reviewed the March 2015 P&L Statement, the March 31, 2015 Balance Sheet and the P&L YTD Comparison Statement January 1 to March 31, 2015. Income for the month of March totaled \$9,364 and operating expenses totaled \$13,967. Total Assets and Liabilities & Equity as of March 31, 2015 totaled \$391,331. Total YTD income as of March 31, 2015 was \$60,393 and expenses totaled \$32,576. Loan principle payments and storm damage/tree reserve totaled \$8,871, for total cash outlay of \$41,447 resulting in a positive cash flow for the quarter of \$18,946.

The real estate manager submitted three bills on behalf of the Carriage House tenants. A service call to fix the washer resulted in a charge of \$130. A second service call was made because a pipe froze in the area of the washer. Mr. Donatelli questioned if the previous tenant left the washer or whether it is the property of the Association and, therefore, wanted to know who is responsible for the replacement/repair costs. The washer is currently about 15 to 20 years old. The lease should be checked to see whether the washer/dryer are included as part of the rental. If the washer and dryer are the responsibility of the Association, we should not be putting any more money into repair on appliances that are over 15 years old. We should also inform the rental agent to notify us before any repairs are done, unless they are critical repairs to the water heater or furnace.

Resident at 2 Brentwood Court attended the meeting to raise complaint regarding people who do not clean up after their dogs. She indicated that this has become a real problem on her property, and she feels that it has become so bad that they have posted "keep off the grass" signs on the property and are doing video surveillance. There is a Township Ordinance regarding cleaning up after pets which includes a \$350 fine and the Association has posted this in the newsletter. The resident asked if the Association could do anything else to help alleviate this problem. After discussion it was decided that we will contact First National and ask them to include a notice on the bottom of the assessment notice—"clean up after your pets. \$350 Township fine".

Correspondence received and sent was reviewed. Mr. Downey sent a letter to set up a meeting with the Liberty Square Board members to discuss the detention basin issue.

We wrote to the Township regarding the condition of parts of Mill Pond Road. We received a reply indicated that Mill Pond is not on the list for repairs at this time but the Township will evaluate the road throughout the year.

Mr. Collier received a complaint regarding a drainage problem on common ground behind Commonwealth across the street from his house. Mr. Ancona and Mr. Collier will look at this area.

## **POOL**

Mrs. Dempsey received paperwork from KS Greenday regarding the pool repairs. There were numerous items on the contract submitted by Greenday that need to be clarified before we can agree to this contract and before money will be submitted for this work. One item listed was that the pool had to be filled from a water truck, and question was raised as to the necessity of this and why there would be a difference in quality of water brought in by truck versus using our own water. The contract also states that the entire pool interior of the pool needs to be brushed two times daily for 14 days and the brushing schedule needs to be recorded by date and time of brushing. Mrs. Dempsey will clarify these and other items.

Question was raised as to what we should do if Greenday cannot complete the pool by Memorial weekend, which would be opening weekend. Greenday was contacted months ago but they have taken so long getting back to us, and now they are stipulating a lot of extra items that need to be done in order to complete the pool work. Mrs. Dempsey felt we should just have the tile fixed if the pool cannot be completed by opening weekend. However, even though Memorial Day weekend is our typical opening date, another Board member indicated that it may not be a major problem in opening the pool a week later if that means getting the work done this year. Mrs. Dempsey will contact Greenday, get additional information and then a decision will be made as to how to proceed on the pool work.

Mr. Collier contacted several plumbers regarding replacing the pool valve. He was getting conflicting information from the plumbers as to what we needed, so he will continue to pursue this.

Mr. Collier replaced the lock on the guard shack and will submit the bill for this at the next meeting.

## **MAINTENANCE**

Moran was supposed to remove some of the excessive mulch around the trees on Mill Pond but Mr. Collier indicated that this has not been done. Mr. Ruzicka had contacted Moran regarding this and will contact him again.

## **MANOR HOUSE**

Electrical work needs to be done around the Spring House/Manor House—a number of outside lights do not work, half of the panel board for certain fixtures is dead, and the air conditioner will not work because of that. Mr. Ancona offered to call regarding this work.

Mrs. Dettra's report indicated that there are two rentals scheduled for May and no rentals yet scheduled for June.

No repairs are scheduled in May

The Manor House could use a "spring cleaning". If anyone is interested in helping, please contact Mrs. Dettra.

## **ARCHITECTURAL CONTROL**

Resident at 35 Princess Lane submitted application to replace her fence. This application was approved during the month as submitted.

## **PUBLICITY**

We currently have 372 subscribers to our website. The email sent regarding the development behind the wooded area was opened by 72% of our subscribers and the average opening of our emails is 51%.

## **OLD BUSINESS**

Mr. Downey checked to see if we would be able to do an electronic ballot in place of the manual ballot; however, this would not be possible unless everyone in the community was connected to the internet..

With no further business, the meeting adjourned at 9:10 p.m. The Annual Meeting will be reconvened on Tuesday, June 2, starting at 7:30 p.m. in the Spring House with the regular monthly meeting following immediately thereafter.

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 2, 2015**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, June 2, 2015. The meeting immediately followed the annual meeting and was called to order at 8:10 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 Ehmann and Theresa Bryant from KS Greenday.*

One correction was noted on the May 5 minutes. On page 3, first sentence should read, "The Manor House could use a "spring cleaning"" The minutes were approved as corrected.

Mr. Donatelli reviewed the status of delinquent accounts. Walter O'Connor, 146 Bucks Meadow, paid \$75 in April and paid \$50 in May. Several other large delinquent accounts were reported as paid in full in April.

Initial collection letters were sent to: Stephen and Kimberly Thomas, 115 High Street, in the amount of \$566; Howard and Patricia Cohen, 55 Cherry Lane, in the amount of \$833; and Cheryl Benene, 143 Commonwealth, in the amount of \$1,216

Mr. Donatelli distributed and reviewed the April 2015 Profit and Loss and the Profit and Loss YTD Comparison Statement. Income for the month of April totaled \$40,159 and expenses for the month totaled \$12,269 for a positive cash flow for the month of \$27,890. Total income for January to April YTD was \$100,553 and total operating expenses for the same period were \$44,844. We had a loan principle payment of \$4,320 and the first quarter payment for storm damage/tree removal reserve fund of \$5,625. Those two expenses totaled \$9,945 resulting in total cash outlay for the quarter of \$54,789 and a positive cash flow of \$45,764 through April. We are currently over budget for snow removal and for pool expenses. We received a check in the amount of \$3,000 from the swim team to pay for their share of the tile for the lap lane markers. The team also paid \$400 toward the cost of the hooks that are dedicated to the lane markers. These items will be entered as a credit toward the cost of the pool expenses. The pool renovations will be capitalized as a capital improvement for approximately \$4,800-\$4,900 per year for ten years.

Correspondence received and sent was reviewed. Mr. Downey received an inquiry from a resident at 49 Gettysburg regarding her assessment notices. Mrs. Urquhart will check the status of this resident's assessments and respond back to Mr. Downey. We received notice from the zoning board regarding a resident at 35 Gettysburg who would like to install a 6 ft. high privacy fence in his backyard. The Board had no issue with this.

## **POOL**

The pool opened this weekend. KS Greenday wanted payment; however, there were some unfinished items that needed to be addressed, including a missing hook, improve the mount of the disk on the left side of the pool, and resolve the issue of the space around the pool lights. KS Greenday indicated they would install the hooks the next day, they would have someone get into the pool to examine the pool lights, and suggested that we hold \$1,000 until these issues are resolved. However, they wanted to send someone to the Board meeting to pick up the remainder of the payment. Theresa Bryant from Greenday was in attendance.

Mr. Ruzicka expressed concern regarding the space around the pool lights citing that a child could insert his hand in that space and get caught under water. The lights that were replaced were not the same size as those that were removed and, apparently, the hole was not adjusted to fit the new lighting. Question was raised as to why LED lights were not installed since the Board had talked about replacing the original lighting with LED lighting. The LED lights were \$1,400 each and the halogen lights were \$900, so we decided to go with the halogen lights.

The remaining cost to be paid for the pool work was \$23,751 and since Greenday suggested holding \$1,000 back for the remaining work, they wanted their representative to pick up a check at the Board meeting in the amount of \$22,751.

A dispute ensued, however, regarding a \$2,500 charge for a water truck which was supposedly brought in for wet blasting and maintaining dust and cleaning the pool. The subcontractor included that amount in expenses submitted to Greenday; however, our Board member, Bruce Collier, was at the pool three times when the work was being done, and indicated that the pool was completely dry, the crew was shoveling up dry piles of dust and sand, and there was no indication that \$2,500 of water was used in the blasting or clean-up of the pool. Further substantiating that no water was used is the fact that Mr. Collier indicated there was dust everywhere, and we received a complaint from a resident who lives next to the pool indicating that dust was completely covering her car and property.

The Greenday representative continually argued that they were never notified of a dust problem. The Board ascertained that the issue was not one of a dust problem but whether \$2,500 of water, for which NCCA was being billed, was actually used. Futile back and forth discussion occurred. The Board maintained that since an NCCA Board member did not witness any water being used, and that Greenday was not actually present to verify that the water was actually used, it was up to Greenday's subcontractor to provide proof to them and to us that they made a \$2,500 payment for a water truck. Continued discussion with Ms. Bryant became useless. Mrs. Dempsey felt that we should withhold \$2,500 until we receive proof to confirm that a water truck was actually used since, from our perspective, it appears that a water truck was not used. Mrs. Dempsey made a motion that we pay KS Greenday \$21,251, which would be the balance currently owed minus \$2,500 for the cost of the water currently in dispute and to include satisfactory resolution of the remaining punch list. Mr. Ancona seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Downey will send a letter to Greenday confirming the nature of the \$2,500 amount that is being withheld due to the dispute over the water truck. The representative from Greenday indicated that someone would be out the following day to complete the punch list of items still outstanding. Mr. Collier will meet them at the pool.

In light of all of the pool expenses this year, the swim team will not request the subsidy for the lifeguards this year, as they have in the past. The pool will open full-time on June 14, and if the pool is not crowded during the afternoon, the swim team requested use of two lanes on Monday and Tuesday.

Mr. Collier will contact Lucas Plumbing regarding a suitable replacement for a curb-stop valve for the pool.

Lorrie Strange was thanked for another great job in organizing the recent Easter Egg Hunt.

## **MAINTENANCE**

The underground cable was repaired around the Spring House/Manor House and the cost was a little over \$400.

Mr. Ruzicka received a call from resident at 3 Chesapeake regarding arborvitae which are the end of the parking pad and are disrupting his fence. The purpose of the arborvitae was to provide a shield from headlights shining directly into some of the townhomes. The Board had reservations regarding taking these bushes down since there is an entire row of arborvitae and removing would impact other residents. The resident is free to trim any overgrowth which impacts on his property.

There is a section of common ground behind 60 King Charles that had not been maintained and several residents requested mowing of this parcel. Mr. Ruzicka had called Moran regarding this parcel and it is assumed that the ground has been cut by this time.

Mr. Collier was contacted by a resident regarding concern that water is ponding behind their house on Commonwealth. We had a similar issue years ago behind King Charles Lane and Pete spoke to Moran regarding this. With the King Charles area, we dug a trench and installed perforated pipe with stone and solid pipe the rest of the way to connect to a catch basin. Pete felt we could do the same thing on Commonwealth. Mr. Collier wanted to speak to the residents involved to let them know what we propose and then contact Moran to get an estimate of the costs involved.

### **MANOR HOUSE**

One rental is scheduled for June. No work is currently scheduled for the Manor House or Spring House.

### **PUBLICITY**

Mr. Downey suggested posting in item on the website encouraging joggers to wear light-colored clothing or reflective clothing to make them more visible during early morning or evening hours.

### **OLD BUSINESS**

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

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**July 7, 2015**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, July 7, 2015. The meeting was called to order at 7:38 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.*

The minutes of the June meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the May 2015 Profit and Loss and the Profit and Loss YTD Comparison Statement January 1 to May 31, 2015. Income for the month of May totaled \$14,772 and expenses totaled \$18,518, for a negative cash flow of \$3,746 for the month. YTD income as of May 31, 2015 totaled \$115,324 and YTD operating expenses totaled \$63,362. Payment for the principle of the detention basin loan totaled \$5,418, tree removal reserve totaled \$5,625, and the pool renovations payment as of the end of May totaled \$22,484, for a total cash outlay of \$96,889, which resulted in a positive cash income as of May 31 of \$18,435.

Mr. Donatelli distributed final copies of Financial Statements and Notes of the Board of Directors for NCCA with Report of Independent Auditor as of December 31, 2012 and 2013. These reports had previously been approved.

Correspondence received and sent was reviewed. We authorized towing of a car with expired tags from the parking pad at Commonwealth Drive and East Hanover Street. The registration expired at the end of February, the inspection expired at the end of March and the police were contacted to tow this vehicle. The vehicle looked like a junk car and sat in the parking pad since the fall. Unfortunately, the police will not tow a vehicle unless the registration tags and inspection are expired.

## **POOL**

We had to pay Sparkling \$2,000 plus sales tax to repair the pool motor and \$600 plus sales tax for a rental motor.

A few items were never finished by KS Greenday in connection with the pool resurfacing. Greenday was supposed to come out and finish the remaining work, but they never came back; and we have never heard back from them regarding the \$2,500 charge for the water truck which we believe was never used. It is unknown as to whether the pool had been brushed as it was supposed to have been done after the pool was resurfaced. Since it appears that KS Greenday is not coming back, and hooks still need to be installed, Pete offered to look at this and see if he can install these.

Lucas fixed the water valve at the pool, but water is still filling up and not draining out of the valve area and Mrs. Dempsey is not sure if anything can be done to correct this issue. Mr. Ancona will also look at the water valve.

Mrs. Dempsey felt that things are going well with the guards being there on a consistent basis and that the guards are doing a good job. Several people have suggested to Mrs. Dempsey that we not use Sparkling next year and go back to NCCA having their own guards. However, Mrs. Dempsey said it is much easier all around for NCCA to use an outside company and have that company take care of the guards and everything associated with running the pool. Mr. Collier said he has had several people tell him that the guards are still not checking ID's. This has been an ongoing problem year after year. Mrs. Dempsey said she would talk to Sparkling about this. We are in a two-year contract with Sparkling which expires this year and we may check into other pool contractors next year.

Mrs. Dempsey and other NCCA parents would like to host a pool party for a segment of the marching band and asked if the \$75 fee could be waived. The party would be held after hours and the band parents would pay for the lifeguards. Discussion followed regarding possible liability, countered with the fact that this request has been granted for the past ten to fifteen years. After discussion, Mr. Collier made a motion to

approve the waiving of the \$75 pool fee for a pool party for the band. Mr. Ruzicka seconded the motion and the vote was called. Mr. Ancona, no; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, no; and Mr. Ruzicka, yes. The motion carried.

## **MAINTENANCE**

Resident at 3 Chesapeake indicated that a tree on common ground is ruining his fence and asked that the tree be removed. The tree appears to be healthy and the Board does not generally remove healthy trees. According to Mr. Ancona, the tree at 3 Chesapeake does appear to be on common ground, however, the resident's fence is also on common ground by 2 feet. If the whole problem is the fence and not the tree, then if the resident would move his fence back onto his property, it may alleviate the problem. Or, if the resident wants to take down the tree at his cost, then we would consider giving him permission to do such. If the resident disputes our measurements, then he is welcome to get his own survey.

Resident at 8 Chesapeake raised concern about a dead tree and asked to have it removed. Mr. Ancona looked at the tree in question, but he feels it is clearly on the resident's property and not on common ground. Therefore, it is the resident's responsibility to remove this tree.

We also had a complaint from a resident at 132 Canterbury regarding a large branch from common ground that is hanging over her house. Mr. Collier looked at the tree and it was difficult to assess whether the tree is on common ground or on a neighbor's property, but regardless, the tree is healthy and the resident has the right and the responsibility to trim any portion that is hanging on her property.

## **MANOR HOUSE**

Two rentals were scheduled for June and one is currently scheduled for July.

The Manor House toilet in the hallway is not working and was running continuously. Mrs. Dettra was not sure whether it was a simple fix or whether she needed to call a plumber. Mr. Collier offered to look at this.

The alarm system needs a new battery and Mrs. Dettra purchased the proper battery but was somewhat leery of installing. She requested that someone install this. Contact with the alarm company will probably need to be made in order to install this.

Leck's Exterminating treated the premises on July 3.

## **ARCHITECTURAL CONTROL**

Residents at 110 Union Street submitted an application to resurface their driveway and to remove the grass between the neighboring drive in order to extend the driveway. The neighbor at 120 Union submitted a letter agreeing to extend the driveway. This application was approved during the month via email.

## **OLD BUSINESS**

Mr. Ancona will contact the Liberty Square Board representative to set up a meeting with their Board and our Board to discuss drainage basin issues relative to our work and work for Liberty Square. Mr. Ancona will try to set up a meeting with as many of our respective Board members as possible.

With no further business, the meeting adjourned at 9:10 p.m. The next meeting will be held on Tuesday, August 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**

**August 4, 2015**

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, August 4, 2015. 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, Bob Donatelli and Joanne Urquhart. Also in attendance were Robert Eells, Susan Myers, David Sharwin and William Smith.

The minutes of the July meeting were approved as submitted.

We received a letter from First National Bank informing us that as of December 31, 2016, they will no longer be able to process our assessment payments. It was felt we should pursue the following options:

Look for other banks that would do billings and payment processing

Get in touch with other homeowner associations and find out which banks they use

We have until December 2016, however, Mr. Donatelli would like to find another bank and change over before the beginning of 2016.

We received an insurance renewal from State Farm which reflected a premium increase of about \$2,600, for a total yearly premium of \$14,557. It was questioned whether we should seek other bids. Since we have had a good relationship with State Farm and they have paid claims without issue, it was felt we should stay with our current provider.

### **POOL**

The Swim Team reimbursed NCCA for the cost of renting a pool motor while Sparkling was repairing the original motor. The cost reimbursed was \$600.

Mr. Ancona installed the anchors for the pool and submitted a bill for the cost of the parts.

The Holly Stoner plaque at the playground was damaged. It has been straightened out and just needs to be re-mounted. It probably should be moved back to avoid future damage.

### **MAINTENANCE**

A resident in attendance raised concern about the condition of the property at 62 W. King Charles. It is believed that no one is living in the property right now. Some of the neighboring residents have been cutting the grass and water is going from this property into a neighboring house. We have had previous complaints regarding this property and we called the Township to have them inspect the property, but they indicated they found nothing structurally wrong with the property at that time. Since we had not previously heard that the property was causing damage to a neighboring property, if that is now the case, there may be a legal remedy to go after the property owner to take action to fix the property. It is believed that the property owner is disabled and no longer lives there. If the taxes and mortgage are not being paid, then the property may eventually go into foreclosure; however, that could be a long process. If damage has occurred to the neighboring property, one option would be to have the neighbor call their insurance company and put pressure on the other property owner's insurance company to fix any issues, assuming there is insurance on the other property. If the bank takes over for the property owner, there is the possibility that the bank would fix any damage.

A resident who lives on Canterbury was in attendance to raise concern regarding a tree growing on common ground that is leaning precariously onto his property. If the tree is healthy, the Board generally does not remove healthy trees; however, residents have the authority to cut anything hanging onto their property.

The tree in question is on common ground that backs up to the woods, and the Board usually does not have a problem with residents taking down a tree at their own cost if it does not impact on other residents.

We received a bill from Moran and he communicated that some residents are leaving tree limbs on common ground and this has required additional clean-up time for him.

We are currently about \$10,000 over budget this year, which includes the patio work.

## **MANOR HOUSE**

No rentals are scheduled for August. Mrs. Dettra spoke to George Hepp about the broken walkway light post. He will advise us as to whether it can be fixed. If the light post keeps getting damaged, it was suggested that we install a light on the roof that would shine down in the same location as the current post.

The gutters will be cleaned in the fall.

Mrs. Dettra is checking with the plumber for an estimate to fix the broken bathroom in the hallway and will submit the estimate.

There is a broken screen door in the back of the house and Mrs. Dettra wanted to know whether she should get an estimate to fix it.

A proposal from Di Sandro Contractors was submitted in the amount of \$28,000 to repair/replace the Manor House walkway and patio area. The proposal submitted was to excavate, remove the flagstone and reinstate the flagstone to its original state. However, Mr. Donatelli pointed out that the proposal was not in accordance with what we originally discussed, which was putting in a concrete walk from the driveway up to the porch and replacing the flagstone porch with a concrete porch. No action was taken on the proposed bid and it was suggested getting a revised bid which will replace the flagstone with concrete. Mr. Donatelli suggested the name of another contractor which he will forward to Mrs. Dempsey, who had obtained the original quote.

## **ARCHITECTURAL CONTROL**

Residents at 60 King Charles Lane submitted application to remove half brick wall in front of the house and side to the ground. The builder recommended this due to water damage behind the brick wall and replace the entire outside wall with siding. Application was approved as submitted.

Resident at 60 King Charles also submitted application to install a deck with a partial enclosure. The Board approved, pending approval from the township.

Resident at 46 Princess submitted application to replace wooden patio, which is now rotting, with concrete slab. The size will not change. Application approved as submitted.

An application was received from a single homeowner, however, single homes do not need approval from the architectural control committee for exterior changes.

## **OLD BUSINESS**

Members of the NCCA Board met with members of the Liberty Square Board of Directors regarding detention basin expenses incurred by NCCA and by Liberty Square. It was decided at that meeting that each development will maintain its own assets and will not seek reimbursement for any portion of expenses incurred from the other party. A Mutual Release and Settlement Agreement was drawn up between NCCA and Liberty Square which includes that NCCA will withdraw its lawsuit for payment of any alleged Liberty Square share of detention basin work, Liberty Square will withdraw its counterclaim for repairs to any of their repair work, both developments will maintain the storm water assets on their respective properties and maintain their own assets, and the respective Boards will meet on at least an annual basis when or if there

is an event/issue that is of mutual interest. Mr. Ancona made a motion to approve the Mutual Release and Settlement Agreement between NCCA and Liberty Square. Mr. Collier seconded the motion and motion was unanimously approved.

Mr. Ancona made a motion to approve the bill from our law firm, Begley, Carlin and Mandio for expenses incurred regarding the detention basin issue with Liberty Square. Mr. Collier seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mr. Downey, abstained. The motion carried.

With no further business, the meeting adjourned at 8:55 p.m. The next meeting will be held on Tuesday, September 1, 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 1, 2015**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, September 1, 2015. The meeting was called to order at 7:31 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona (arrived late), Bruce Collier, Marie Dempsey (arrived late), Carl Ruzicka, and Bob Donatelli. Also in attendance were Fred and Barbara Ehmann, Matthew McMaster, and Patrick Pierson.*

The minutes of the August meeting were approved with two spelling corrections.

Mr. Donatelli distributed and reviewed the June 2015 P&L Statement, the January 1 to June 30, 2015 YTD Comparison Statement, the Balance Sheet as of June 30, 2015, the July 2015 P&L Statement and the January 1 to July 31, 2015 YTD Comparison. Receipts for the month of June totaled \$8,318 and expenses for the month totaled \$21,519. YTD Income January 1 to June 30, 2015 totaled \$123,648 and operating/other expenses totaled \$96,131 for a positive cash flow as of June 30 of \$27,517. However, that amount does not include deductions for net capital improvements (pool) of \$43,335, plus detention basin loan principle of \$6,503. Factoring in those expenses results in a \$22,321 net loss as of June 30, 2015. Total Assets and Liabilities/Equity as of June 30, 2015 were \$393,352.

Receipts for the month of July 2015 total \$34,517 and expenses totaled \$25,126. YTD January to July 31, 2015 income totaled \$158,164 and expenses YTD were \$121,257.

Mr. Donatelli distributed final copies of the Financial Statements and Notes of the Board of Directors for NCCA with Report of Independent Auditor dated December 31, 2012 and the report dated December 3, 2013.

As mentioned last month, as of December, 2016, First National Bank can no longer process assessment billings and receipts. We will need to find another company that will process our assessments and we hope to contact other associations in the area and inquire as to what companies they use for this service. We have received a renewal contract from First National to continue services until September 2016. The contract includes a 30-day notice of cancellation, so if we find another institution that will process our assessments, we can opt out of First National with a 30-day notice. Mr. Collier made a motion to renew First National's contract until September of 2016. The motion was seconded and the vote was called: Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

Dennis Shoner, from Eagle Ridge, contacted Mr. Downey to discuss access alternatives for the Arcadia Development project to be discussed at the Township meeting. Mr. Shoner indicated that the plan he would present is to allow a cut-off from the bypass into that area so that going south on the by-pass one would be able to turn right into the proposed development. When coming out of the development one would be able to turn right onto the bypass and go across two lanes of traffic to turn left to go into Newtown Borough. Mr. Downey did not comment regarding that proposal; however, one Board member felt it would be unlikely that particular scenario would obtain approval by the PA Dept. of Transportation.

We received a notice that Council Rock School District is going to modify the middle school.

### **POOL**

Our pool contract with Sparkling Pools expires this year, so the pool committee is exploring the services/costs of other pool service providers.

Matt McMaster, the owner and president of Bennington Pool Services, attended the meeting to introduce his company to the Board and determine whether his company would be a good fit for Newtown Crossing. While his company has only been in existence since 2014, he personally has been involved in pool services

for the past ten years. Bennington is a small company and Mr. McMaster is personally involved with his clients and attempts to customize his services to the client's needs. Discussion ensued about our needs and Mr. McMaster will furnish a quote for services for next year.

There was some question as to payment to Sparkling Pool for guard services which were not provided and for which we were supposed to receive credit from them. Marie will check into this.

Mrs. Dempsey is making arrangements to ensure that all of the pool furniture and equipment is put away after the pool is closed. Things should be put away to allow access for winterization of the bathrooms.

## **MAINTENANCE**

Moran repaired the swale behind the houses across the street from 208 Commonwealth. The homeowners are satisfied with the work done, except the owner of the end unit asked why we did not cut the swale along the side of her house. Mr. Collier told her that her husband indicated they did not have any water issues so that area was not included in the work. Mr. Collier told the resident he would get a price to cut the swale deeper on the side of that house, and Moran is quoting an additional \$500 to do that area. Two other Board members felt we should not spend the additional \$500 when the homeowner initially indicated there was not a water problem in that area.

Mr. Collier has received a complaint about residents leaving trash cans in front of their houses. The Board felt that would be difficult to control especially since people have two big trash cans and some people may not have room in their garage to store the containers.

It was questioned whether we should look at all of the parking pads in the townhome areas and determine if there are any pads that need to be repaved. If we start doing the parking pads, we should probably look into removing some of the arborvitae next to them since the roots could be pushing up the paving. There are also several sidewalk areas that are pushing up and should be fixed.

There are a number of dead trees at: 3 Chesapeake, pine tree at the entrance, 2 dead maples on Mill Pond near where Hidden Valley joins, and a tree in the detention basin across from 208 W Hanover (which may be on Liberty Square property).

## **MANOR HOUSE**

The fire inspection was completed, fire extinguishers were replaced and thermostats were replaced.

Mrs. Dettra had previously reported that there was a problem with one of the Manor House bathrooms. Mr. Donatelli indicated that the recent water bill was very high which confirms that there was water leakage in the Manor House. Mr. Collier indicated that he had fixed what appeared to be the problem reported by Mrs. Dettra.

Mrs. Dempsey obtained several proposals for the walkways at the Manor House. Discussion ensued regarding what work we wanted to do with the walkway, the wall and the porch. Mrs. Dempsey made a motion to hire Hale & Son Construction, Inc. to repair the walkway/stone work at the Manor House for the sum of \$13,656. 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. Mrs. Dempsey will contact them and the work should start in September.

Other major, expensive maintenance projects that will probably need to be addressed include fixing potholes/repaving of the driveway and repair of the tennis courts. The courts are not usable in their current condition.

## **ARCHITECTURAL CONTROL**

Resident at 120 Chesapeake submitted application to replace fencing. Application approved as submitted.

Residents at 14 York Street submitted application to remove birch tree on their property.

A complaint was received by a Board member regarding a townhome on Prince Philip Court that was recently painted without application approval. The house has been painted white with blue trim/shutters which some people are saying is a little garnish. Mr. Ruzicka had looked at the house and said that, while it looked a little different from other houses on the street, he thought it was commendable that the resident had taken the initiative to invest in repainting the house when some of the other houses on that street still have the original siding which is fading out in some cases. He also felt we should not discourage families from taking care of their houses when there are a number of prominent eyesore houses in the community whose owners are doing nothing to improve the appearance of those properties. Mr. Ruzicka indicated that he had no problem with sending a request for the homeowner to fill in an Architectural Control Application, but he felt reluctant to have the owners repaint the house. He felt the house was "different" but he did not find it offensive. Several of the other Board members offered to look at the house prior to the next Board meeting before action is taken.

## **PUBLICITY**

The webmaster has been trying to keep the community informed when discussions regarding the development behind the woods appear on the township meeting agendas. Items for the fall newsletter were suggested which included review of the summer pool season and the repair work planned for the Manor House outside walkways and patio.

## **OLD BUSINESS**

We received a complaint last month regarding 62 King Charles Lane. Mr. Downey checked with the tax claim bureau and the taxes are current. However, NCCA currently has a lien on the property for past due assessments in the amount of \$1,454.61.

Mr. Ancona received an email from Liberty Square indicating that they had signed the release document that we had sent them. Prior to this we had not heard anything regarding changes or comments to this document.

With no further business, the meeting adjourned at 8:41 p.m. The next meeting will be held on Tuesday, October 6, 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**

**October 6, 2015**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, October 6, 2015. The meeting was called to order at 7:42 p.m. by the vice president, Peter Ancona, with the following Board members and officers present: Bruce Collier, Marie Dempsey (arrived late), James Downey (arrived late), Carl Ruzicka, Bob Donatelli and Joanne Urquhart.*

The minutes of the September meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the August 2015 P&L Statement and the January 1 to August 31, 2015 YTD Comparison Statement. Receipts for the month of August totaled \$19,824, which included a payment of \$2,914 on the Baranowski account. Complaints have been filed against Howard and Pat Cohen and Cheryl Benene. Total expenses for the month were \$13,634. YTD income as of August 31, 2015 totaled \$177,988, which is up from last year as of August 31. YTD operating expenses as of August 31, 2015 totaled \$123,641, loan principal payments totaled \$8,708, expense to the storm damage/tree removal fund totaled \$11,250, net capital improvements for the pool were \$43,335, for a total cash outlay of \$186,934 as of August 31, 2015. This resulted in a negative cash flow of \$8,946 as of August 31, 2015. The expenses for the capital improvements for the pool will be capitalized at the end of the year and depreciated over 7 years.

First National Bank has informed us that as of December 2016 they will no longer be handling the processing and billing of our quarterly assessments. Therefore, we will need to find another facilitator for this function. Mrs. Urquhart had called a few local homeowners associations to obtain some input as to who other homeowner association use for this service. Woods of Saxony also uses First National Bank. Newtown Grant is managed by FirstService Residential who uses a secure lock box with Bank United. The cost of the lock box and teller services is negotiated through FirstService Residential and is \$20 per month. Also negotiated through FirstService is a partnership with pay lease to accept HOA payments on line with credit card or checks. There is a small convenience fee with the online payments.

Mr. Ruzicka checked with Beneficial and Fox Chase Bank and both of those banks will provide the banking services of receiving the monies, recording receipts, and sending an analysis of who paid and what was received. However, neither one of them wanted to send out the invoices. Discussion followed regarding various options that we might use. We will keep looking until we find an institution that provides services to accommodate our assessment billings and payment processing.

## **POOL**

Mrs. Dempsey obtained quotes from Sparkling and from Bennington Pool Services for the pool services for 2016. In requesting these quotes for 2016, Mrs. Dempsey decreased the life guards to three guards on the weekends of May, June and July, and to two guards during the week and two guards for the month of August. Sparkling's quote was in the \$26,000 range and Bennington's quote was in the \$28,000 range. Mrs. Dempsey will try to get a third quote.

We were under a two-year contract with Sparkling which expired this year and Mrs. Dempsey felt we should explore other pool contractors since there were a number of things that were not done this pool season by Sparkling, plus there were some other issues. There were times when guards did not show up, and we were supposed to get a credit for those times. Mr. Donatelli stated he had not yet received that credit and felt we should not pay their last bill until we do receive that credit. We did receive a credit for \$953 for the five days that Sparkling did not open but they did not give us a credit for the other no-show times when individual guards did not show up. Sparkling's final bill is for \$1,495 and they gave us a credit of \$953. If we do not get a breakdown of credit for other no-show guard times, Mr. Donatelli suggested we not pay the last bill.

Discussion followed regarding how the pool committee felt the season went with Sparkling this year. Mrs. Dempsey indicated there were some issues with chlorine and several other things that they did not do, the guard coverage was lacking in the month of August, and when they closed the pool they did not properly install the pool cover. There were things that were poorly done during the season and things that we had to fix because of the poor work done by Sparkling. Mrs. Dempsey felt that they are managing too many pools, the communication was poor, and it was difficult to get things done. Bennington is a small company and only manages six pools, which may be good from a contact standpoint; however, they may not have a lot of surplus organizational support staff. Mrs. Dempsey will try to get a third quote from Fox pool contractors. Decision will be made at the December meeting as to which contractor we choose for next season.

## **MAINTENANCE**

Mr. Ancona reported that Moran did french drain work behind townhomes on Commonwealth. After that work was completed we received a complaint from the end resident (whose property was not included in the work) who said the pipe ends right at her property line, the pipe sticks out at that point, and she claims that water from that pipe is coming back into her yard. Moran was asked to give an estimate to extend the pipe an additional 20 feet around the corner from where it ends now and into the swale that goes into the catch basin. The cost to extend the pipe away from this property and take it into the swale would be \$500.

Mr. Ancona received a call from a resident who lives on the corner of Delaware and Mill Pond regarding the retaining wall behind her property which is rotting out in spots. Mr. Ancona asked Mr. Moran to give us a price to replace the necessary ties. Mr. Moran presented a quote of \$450 to replace the top 5 ties and \$35 per tie for any other additional ones that may need to be replaced.

Mrs. Dempsey contacted Mr. Moran and asked him to submit a quote to sod the area around the Manor House walkway that was disturbed during the walkway repair work. This quote was for \$500. However, at this point, the grass in that area is starting to grow back and it was felt this work is not necessary. If needed, we can seed in the spring.

Mrs. Dempsey had also talked to Mr. Moran regarding damage that was done to the guard house at the pool while his crew was weed whacking around the building. This needs to be fixed and Mr. Moran said he would take care of this. If the work is not repaired, Mr. Donatelli felt we should withhold payment for landscaping services.

Mr. Ancona reported that there are a number of trees that need to be removed in the community—dead tree on Mill Pond, dead oak on Hanover across from 208 Hanover, dead pine in landscape area at entrance to development, and a large tree that is pushing the fence up on property at 3 Chesapeake. We are getting several quotes to do this work.

Mr. Ruzicka made a motion to approve the expenditure of \$450 to replace the retaining wall landscaping ties. Mrs. Dempsey seconded the motion and it carried unanimously.

Mr. Collier made a motion to approve the expenditure of \$500 to extend the drainage pipe. Mr. Ruzicka seconded the motion and it carried unanimously.

A resident indicated that there is a section of sidewalk by Delaware Court where the sidewalk has pushed up and it probably should be addressed. There are several other areas where the sidewalks are raised and Mr. Ancona questioned whether there was some other way to even the walkways (possibly grind down the edge on an angle to make flush with next sidewalk block, or feather in epoxy to make a little ramp). We may have to explore these possibilities since it will be very costly to replace all of the blocks that need repair. There are also some blocks that are broken and where the cement is deteriorated and those areas will need to be replaced. Years ago NCCA had a contractor replace some of the sidewalk blocks and informed the residents that if they also wanted to do any sidewalk replacements, the contractor would do personal repairs

at that time and charge the residents directly. We may offer that again if we get to the point of sidewalk replacements.

Mr. Ruzicka obtained three quotes for paving of the Manor House driveway and Mr. Ancona is also seeking quotes. From the quotes Mr. Ruzicka has seen, this will probably be in the \$50,000 range. Mr. Ruzicka also showed the contractors the tennis courts which are also in need of repair work. There are huge cracks in the center court which still have a net up, and Mr. Ruzicka felt we should remove the net to indicate that the court is not safe to use. From a liability standpoint people should not be using that center court.

Rough estimates from a few contractors to repair the tennis courts are as follows:

To fill the cracks on the tennis courts - \$10,000

To fill the cracks and repaint the lines - \$15,000

To talk everything down and redo - \$50,000

Mr. Ruzicka was seeking estimates from Mike Connolly, Joe DiPaletino, and Harris. Mike Connolly indicated that asphalt is a little cheaper right now and if we gave a 10% deposit he would hold the price until spring. Mr. Ancona is checking prices with Platinum and Ed Hale & Son.

## **MANOR HOUSE**

Five rentals are scheduled for October and November.

George Hepp completed repairs on the walkway light. Hepp also repaired the lights under the walkway by the Spring House. Mr. Ancona made a motion to pay Mr. Hepp's bill in the amount of \$356.32 to repair the lamp post, install a fluorescent lamp and two other lamps and fix the underground conduit. Mr. Downey seconded the motion and it carried unanimously.

Leck's Exterminating is scheduled for October. The gutters should be cleaned in November after all of the leaves have fallen.

The Manor House walkway and patio has been finished; however, five feet of wall and step still have to be fixed since extra work was needed to repair other sections of the walkway/patio. The additional cost to complete these repairs is \$500. After discussion Mrs. Dempsey made a motion to approve an additional \$500 to Ed Hale & Son to complete the repair work on the Manor House patio/walkway/wall. Mr. Ruzicka seconded the motion and the motion carried unanimously.

## **ARCHITECTURAL CONTROL**

Residents at 60 King Charles submitted application for a deck. Application was approved during the month via email.

Resident at 24 Chesapeake Drive submitted application to paint exterior aluminum siding. This application was approved on September 22.

Resident at 40 Princess Lane submitted application to replace roof and install solar panels on his house. Application was approved as submitted.

## **OLD BUSINESS**

We received the Liberty Square release document which the NCCA Board will need to sign.

With no further business, the meeting adjourned at 9:15 p.m. The next meeting will be held on Tuesday, November 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**

**November 3, 2015**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, November 3, 2015. The meeting was called to order at 7:40 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona, Marie Dempsey (arrived late), Bob Donatelli and Joanne Urquhart. Also in attendance were Fred and Barbara Ehmman.*

The minutes of the September meeting were approved as submitted.

Mr. Donatelli reported that we received a letter notifying us that one of our delinquent residents, Walter O'Connor, is in Chapter 7 Bankruptcy. Thus far Mr. O'Connor has continued to pay \$50 per month toward his past-due assessments.

Mr. Donatelli distributed and reviewed the September 2015 P&L Statement, the January 1 to September 30, 2015 YTD Comparison Statement and the Balance Sheet as of September 30, 2015. Total income for the month of September 2015 was \$6,205 and operating expenses for the month totaled \$29,387, resulting in a \$23,182 loss for the month. However, included in expenses for the month were the repairs to the Manor House patio/wall and walkway, which totaled \$14,796.

YTD total income as of September 30, 2015 was \$184,193 and total operating expense for the period was \$153,027. Loan principal payment for the first nine months was \$9,810, the contribution to the special assessment storm damage/tree removal fund totaled \$16,875, and the net capital improvement to the pool was \$43,335 for a total of \$70,020 for those items. Adding those amounts to the operating expense yields a total net cash outlay of \$223,047. Deducting total expenses from the total income results in a negative cash flow of \$38,854 for the first nine months. This is to be expected since we have done special assessments for several years at the pool and those monies went into the checking account and the reserve account and when we paid to have the pool repairs done, we paid the money. Therefore, this year there will be a negative cash flow.

Total Assets and Liabilities/Equity as of September 30, 2015 totaled \$381,545.

Common Ground expenses for the month of September were \$17,246 which included \$14,796 for the Manor House patio/walkway work. This project was funded through the special capital assessment. There may be some excess money from the funding of this project. If so, Mr. Donatelli recommended transferring that amount to the driveway paving project. This transfer can be done since both projects are capital expenditure projects.

Major expenses coming next year include the blacktop of the driveway to the Manor House, an additional increase in the budget for the assessment processing function by another institution, and possibly increased costs in snow plowing the Manor House driveway, since we will need to find a new contractor to do that work. We may explore using the services of Mr. Moran, Hale & Son, or Platinum Paving, all of whom have small plows which will accommodate our needs.

Some options have been investigated regarding processing our assessments. Mr. Ruzicka had found several banks who would accept the assessment payments and process the assessment payments but would not do the billings. Mr. Donatelli found several people in the area who would do the billing. So we may consider splitting the job functions between several institutions/individuals when First National will no longer process our assessments.

Two CDs are currently on deposit with First National Bank. One matures the end of November and one matures the end of December. Mr. Donatelli would like to redeem those two CD's and deposit the proceeds into our checking account and transfer the funds into a higher-yielding account with another institution.

Mr. Donatelli felt that next year will be a difficult budget since we will have to include the paving expenses, provide for an increase in accounting services and find a new company to do the snow plowing services at the Manor House. Mr. Donatelli felt we would need a \$2 to \$3 increase per month in assessments. This will be discussed at the budget meeting.

Mr. Donatelli had emailed the Report of the Independent Auditor as of December 31, 2014 to the Board members prior to the meeting for discussion at the meeting. The auditor had indicated that we should have an engineering survey done to determine what needs to be done over the next five years. We have never had such a survey completed; however, the Board members are aware of what work does need to be done. Mr. Ruzicka, who was unable to attend the meeting, had forwarded the following comments:

1. Under paragraph 7b, it states, "Guarantees, whether written or oral, under which the Board of Directors is contingently liable." I remember having a discussion about this language a few years ago and we had it removed at that time. I don't think it pertains in this instance and would again suggest it should be removed.

2. Under paragraph 2, it states, "We have been advised by the auditor of his recommendation to obtain an engineer's reserve study." Under paragraph 11, it states, "The Board of Directors has been advised of the advisability of obtaining a new engineering study." I don't remember receiving a recommendation for an engineer's reserve study nor do I remember any previous engineering study. I don't even remember any discussion of this topic. I would at least like to have a discussion regarding the rationale and cost of such a study before I agree with this language.

The Board felt that Mr. Ruzicka's points were well made and well taken. Therefore, Mr. Downey made a motion to table the audit until the next Board meeting. Mrs. Dempsey seconded the motion and the motion carried.

#### POOL

The final installment for Sparkling Pools was \$1,495; however, Bob did not pay that bill because of a credit that was owed to us for five days during which Sparkling did not open the pool. We received a credit of \$973.75 for those five days. Mrs. Dempsey also sent Sparkling a list of the days when we did not have the guards that they promised. We received another credit for those no-show guard days in the amount of \$396.63 for the days when guards were not here. Those two credits totaled \$1,370.38. After deducting those credits from the amount that Sparkling billed us, a final bill of \$124.62 was paid to Sparkling.

Our pool management contract with Sparkling expired this year and Mrs. Dempsey obtained three quotes to provide pool management services for the 2016 pool season. Quotes were as follows: Fox Pool - \$33,500; Sparkling - \$26,000 range; Bennington Pool Services - \$28,000 range. Fox and Sparkling are both large companies and Bennington is a small company.

Mrs. Dempsey was not happy with Sparkling with past year--communication was very poor this year, and there were things that were not done. Since the company handles so many pools, it was felt they did not adequately provide quality service to us this year. Bennington is a small operation, and seem to be customer service oriented. Mrs. Dempsey solicited input regarding Bennington's service and received favorable comments from current Bennington customers regarding their performance. A pool management company will be selected at the budget meeting.

#### MAINTENANCE

The parking lot needs repaving. At this point the bad spots could probably be dug up, patched, and the entire lot paved over; however, if it deteriorates too badly, then the base would not be solid enough to pave over and would create a more costly repair.

Jim Rogers has completed all of the tree work except at Chesapeake where the resident next door has to remove his fence which was impacted by the tree on common ground.

Mr. Moran did the railroad tie replacement work on Delaware Court. There was a large mulberry tree that had grown into the ties and had to be partially removed in order to replace the ties and will subsequently now have to be completely removed. Mr. Moran indicated he could take it out for \$250 and the Board approved that work.

## **MANOR HOUSE**

One rental is scheduled for November—currently waiting for the deposit.

In October, George Hepp replaced some outside lights behind the Manor House and set the timer for the lights. Lecks Exterminating was scheduled in October.

Mrs. Dettra checked the heater, which seems to be working, but we should have Kenderdine do a check-up and cleaning. Mrs. Dettra will arrange for this.

Gutter cleaning will be scheduled for the end of November. We should wait until all of the leaves have fallen. The Board recommended using the same service as last year.

Mrs. Dettra questioned whether we should contact someone to clean the fireplace. The Board felt the renters should not be using the fireplace.

## **ARCHITECTURAL CONTROL**

New homeowners at 109 Chesapeake submitted application to install new fencing. Application approved as submitted subject to township approval.

## **OLD BUSINESS**

The Liberty Square case has been resolved and all of the paperwork has been filed. Mr. Ancona received correspondence from Barbara Lanch from Liberty Square thanking us for working with them. She indicated that they look forward to continuing a dialogue regarding future developments.

With no further business, the meeting adjourned at 8:45 p.m. The next meeting will be held on Tuesday, December 1, starting at 7:30 p.m. in the Spring House. Since it was difficult to schedule a separate budget meeting during November, the budget meeting will also be held on December 1, immediately following the regular meeting. The regular meeting will be adjourned; the budget meeting will be convened; and, if necessary, the regular meeting will be reconvened in order to approve the assessments for 2016.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**December 3, 2015**

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, December 3, 2015. The meeting was called to order at 7:36 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.

One correction was made to the November minutes—on page 4, the spelling of the Barbara Lanch from Liberty Square was corrected to read Barbara “Lange”. The minutes were approved with that correction.

Mr. Downey reported that we filed two lawsuits—Cheryl Benene, who owes \$1,649.50 and Howard Cohen, who owes \$1,278. Benene made a down payment of \$500 and will be paying over time until the balance is paid off. A constable sale was schedule for December 11 for Mr. Cohen; however, he submitted 12 post-dated checks, for \$100 each month for the next year. We can either follow through with the sheriff sale or accept Mr. Cohen’s proposal of paying \$100 for the next year. Mrs. Dempsey made a motion to accept Mr. Cohen’s proposal of paying \$100 per month, via his post-dated checks for the next year in lieu of the constable sale. Mr. Ruzicka seconded the motion and it carried unanimously.

### **POOL**

Mrs. Dempsey had obtained quotes for pool management services for the 2016 pool season from Sparkling Pools, Fox Pools, and Bennington. Discussion had taken place last month. After brief discussion at this meeting, Mrs. Dempsey made a motion to accept the quote from Bennington Pool Services in the amount of \$28,897 to provide pool services for the 2016 pool season. Mr. Ancona seconded the motion, and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motional carried unanimously. Mrs. Dempsey was thanked for her efforts in obtaining bid information for the pool and for all of her work involving the pool this past season.

Mrs. Dempsey advised that we will need to provide Bennington with a lock box.

### **MAINTENANCE**

Jim Rogers has taken down the designated trees including the one of Chesapeake but has not been able to grind the stump on Mill Pond, and Mr. Joyce has to remove his fence before the stump can be ground.

### **MANOR HOUSE**

The gutters at the Manor House should be cleaned once all of the leaves have fallen.

### **ARCHITECTURAL CONTROL**

Resident at 9 Chesapeake submitted an application to replace existing tan aluminum siding with new tan vinyl siding with white trim. This application was approved prior to the meeting.

### **PUBLICITY**

Question was raised as to whether the year-end newsletter needed to be mailed to the entire community or whether it could be emailed to those who have signed up, posted on the website, and hand-delivered to the handful of residents who do not have email. It was decided that posting the newsletter on the website and emailing it to those who have signed up for mailings will constitute sufficient notice to the residents. Mrs. Dempsey will also deliver the handful of notices to residents who do not have internet access.

The meeting adjourned at 8:30 p.m. and the budget meeting was called to order. After the budget meeting was adjourned the regular meeting was reconvened at 9:45 p.m. During the course of the budget meeting the proposed budget for 2016 was discussed and the assessments for 2016 were approved at \$30 per month with a breakdown as follows:

General operating expenses	\$21.00
Detention basin loan payment	3.00
Driveway repairs	3.00
Tennis court repairs	2.00
Tree/storm damage reserve	1.00
Total quarterly assessment rate for 2016	\$30.00

With no further business, the meeting adjourned at 9:50 p.m. The next meeting will be held on Tuesday, January 5, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,  
Joanne D. Urquhart, Secretary

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