

**MINUTES OF THE MONTHLY  
NEWTOWN CROSSING  
COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETINGS  
2016**

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

**January 5, 2016**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, January 5, 2016. 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, Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance was Fred Ehmman.*

Two correction were made to the December minutes—on page 1, first paragraph under “Pool”, the next to the last sentence should read: “The motion carried unanimously.” On page 2 under the breakdown of the assessment allocation, the last line should read: “Total monthly assessment rate for 2016”. One correction was also noted in the Budget Meeting minutes—under the breakdown of the assessment allocation in the fifth paragraph, the last line should read: “Total monthly assessment rate for 2016”. The minutes were approved with those corrections.

Mr. Donatelli distributed final copies of the Financial Statements and Notes of the Board of Directors for NCCA with Report of the Independent Auditor dated December 31, 2014. The changes discussed at the last Board meeting were included in that report. Mrs. Dempsey made a motion to approve the 2014 audit report and Mr. Ruzicka seconded the motion. The motion carried unanimously. Mr. Donatelli asked the Board whether we should stay with the current auditor or look into hiring another auditor. The Board was fine with keeping our current auditor.

Mr. Donatelli distributed and reviewed the 2016 Budget Proposal. After discussion, Mr. Ancona made a motion to accept the 2016 budget in the amount of \$242,000. The budget is based on keeping assessments at the 2015 rate of \$30 per month, with a breakdown as follows: general operating expenses - \$21; detention basin loan payment - \$3; driveway repairs - \$3; tennis court repairs - \$2; and tree/storm damage reserve - \$1. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona – yes; Mrs. Dempsey – yes; Mr. Downey – yes; and Mr. Ruzicka – yes. The motion carried unanimously.

### **POOL**

At the last meeting the Board accepted Bennington Pool Services to manage and run the pool operations for the 2016 pool season. Mrs. Dempsey reported that she and a representative from Bennington Pools will be meeting over the holidays to discuss the upcoming season.

### **MAINTENANCE**

Quotes had previously been obtained for the parking lot repaving job and the quote from Platinum had been the most favorable; however, some changes were made to the scope of the work and question had been raised as to the inclusiveness of the quote. Mr. Ruzicka obtained a revised quote from Platinum and distributed it to the Board for review. The quote did not explicitly indicate that they were going to replace the speed bumps; however, Mr. Ancona had mentioned that to Platinum at the time the quote was obtained and they indicated they will pave over them which will retain the bump.

Also included in Platinum’s quote was repairing the cracks in the tennis courts. The tennis courts have deep holes and at this point are a hazard if anyone actually uses the courts. We should either get rid of the courts or spend a little money to fill in the major cracks as a temporary fix until we either truly fix the courts or decide to eliminate them. The cost to dig out the courts and completely redo would be in the \$100,000 range. Discussion followed as to whether we should put any money into the courts at this time.

After discussion, Mrs. Dempsey made a motion to accept Platinum’s proposal to resurface the Manor House driveway and parking lot and repair the cracks in the tennis courts for an expenditure of \$30,925. Mr. Ruzicka seconded the motion. The vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr.

Ruzicka, yes. The motion carried unanimously. Platinum will require a 35% deposit; however, we would not want to start the work until late April or early May.

## MANOR HOUSE

**There was one Manor House rental in December and no rentals are scheduled for January. Kenderdine performed a cleaning and check-up on the Manor House heater in December, and the gutters were cleaned. Mrs. Dettra will be scheduling a fire inspection and inspection of the fire extinguishers. Mrs. Dettra will be obtaining a bid to repair one of the Manor House toilets. She noted a reminder to not turn the Manor House heat below 60 degrees.**

## PUBLICITY

The December newsletter was distributed.

The software being used for the website is made by Adobe and they have changed their licensing, which means we will most likely need to update our program in the near future. Therefore, for next year we may need to increase our publicity budget to accommodate an increase in the software cost, which may be substantial.

## NEW BUSINESS

Mr. Ancona was approached by several residents regarding trash cans being left out front for days, and he asked if there were any Township Ordinances as to when trash cans can be left on the curb. It was believed that trash cans should be put out the night of trash pick-up.

Copies of the By-laws are furnished every time a 5407 Resale Package is completed. The By-laws become costly to reproduce, and Mrs. Urquhart questioned whether hard copies have to be provided given the fact that the By-law are accessible on our website. Mr. Downey will verify the statutes to confirm whether it is necessary to send a hard copy.

The meeting adjourned at 8:30 p.m. Due to lingering snow accumulations on the Manor House walkways, for safety reasons the next meeting was postponed until Tuesday, February 9, starting at 7:30 p.m.

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 9, 2016**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, February 9, 2016. The meeting was called to order at 7:35 p.m. by the president, James Downey, with the following Board members and officers present: Marie Dempsey, Carl Ruzicka, and Joanne Urquhart. Also in attendance were Fred and Barbara Ehmman.*

The minutes were approved as submitted. The treasurer was not in attendance, therefore, there were no treasurer's reports

### **POOL**

Mrs. Dempsey met with Matt from Bennington Pools Services several weeks ago. They will be changing the lock box and they reviewed our pool system. Mrs. Dempsey informed him that there will be a decrease in guards for the 2016 season. We will be repaving the driveway the last week of April or the beginning of May so the pool service will need to be alerted to keep off of the driveway and schedule any pre-season work at the pool other than at that time.

Mrs. Dempsey had a request from a resident to open the snack shack as a profit-making venture on some weekends. In the past it has always been on a volunteer basis, all of the foodstuffs were purchased by us and the profits went to the pool. This will be communicated to the resident.

We will be needing a new picnic bench for the lifeguards.

### **MAINTENANCE**

We needed to replace the stove in the Carriage House for our renters. We received a bill from Hepp Electric in the amount of \$156.20 for installing a new receptacle and installing the new range. Mr. Ruzicka made a motion to approve the payment of this bill and Mrs. Dempsey seconded the motion. The vote was called: Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes.

Platinum Paving will need a deposit for the paving project and Mr. Ruzicka will contact Mr. Donatelli to see if that check has been sent.

### **MANOR HOUSE**

One Manor House rental was scheduled for February and three rentals are scheduled for April.

The fire extinguishers were serviced in January and Mrs. Dettra will set up an appointment for the fire safety inspection.

### **SOCIAL**

We will be holding an Easter Egg Hunt on March 12. Mrs. Dempsey will email Mr. Donatelli for funding for this event.

### **PUBLICITY**

The webmaster requested that all Board members and officers review their information that they wish posted on the website.

Question was asked if "for sale" items can be posted on the website. Classified items can be accepted and posted on the website as long as the individual posting is a resident of the community.

**OLD BUSINESS**

Mr. Donatelli has been checking with accounting and financial institutions to coordinate the billing and collection of assessments, since First National Bank will no longer be providing this service as of December, 2016.

With no further business, the meeting adjourned at 7:55. The next meeting will be held on Tuesday, March 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**

**March 1, 2016**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, March 1, 2016. The meeting was called to order at 7:34 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.*

The minutes were approved as submitted.

Mr. Donatelli distributed the October 2105 Profit and Loss Statement, the November 2015 Profit and Loss Statement, the December 31, 2015 Balance Sheet, the December 2015 Profit and Loss Statement, and the January 1 to December 31, 2015 Profit and Loss YTD Comparison Statement. Total Assets and Liabilities & Equity was \$390,754 as of December 31, 2015. Mr. Donatelli also distributed the 2015 Performance vs. Budget Report. Total income YTD January 1 to December 31, 2015 was \$244,369. Total operating expenses were \$180,008 after subtracting out depreciation. Reserve expenses (storm water management, driveway re-surfacing and storm damage/tree removal) totaled \$25,355. Principle payment on the loan for 2016 totaled \$13,184. Capital improvements at the pool were \$43,335 and the Manor House walkway totaled \$14,656, for total capital improvements in the amount of \$57,991. Those items added \$96,530 to the operating expense total of \$180,008 for a total cash outlay for the year of \$276,538. This resulted in a negative cash flow for the year of \$32,169. However, the major capital expenditures had been in reserve for the past several years.

We received a letter from a resident who indicated that her husband recently passed away and was unable to pay the full amount of her assessments at this time and asked the Board if she could make special arrangements to make smaller payments. The Board agreed to accept her special terms.

Mr. Donatelli presented and discussed a new proposal for the processing of the Community Association's assessment payments since First National Bank advised us last year that they can no longer handle that service for us. The assessment proposal presented would be handled by two servicing institutions. Assessment payments would be mailed to Univest Bank and Trust Co. to a post office box in Souderton and processed by Univest. Univest would process the assessment payments and maintain the account balances. Dunlap and Associates would handle the billings, which would be in the form of an invoice mailed to our residents. Dunlap will maintain the account balances and send out the billings on a quarterly basis. Dunlap will offer residents the option of receiving future invoices by email, which would lower our mailing costs.

Univest estimated their fees to be about \$3,700 per year. Dunlap's fees will include a one-time setup fee of \$1,500 and estimated yearly fees of \$4,000. Proposed start date is July, 2016. Total estimated costs are projected to be \$7,700 per year, however, postage fees are not included in this. This estimate is based on no more than 100 outstanding balances and 75% of homeowners receiving their invoices by email by December 31. It was felt that in light of the fact that only about 50% of our homeowners have signed up to receive the newsletter by email, it would be unlikely that 75% of our residents would sign up for email statements, so this estimate would be higher to include postage fees.

If we agree to go with the new proposal, Mr. Donatelli suggested transferring over for the July 1 billing. However, the new services fees will be about three times what we are currently paying First National for these same services, so Mr. Ancona suggested waiting until October in order to save money for part of this year. Mr. Donatelli indicated that he is currently running out of checks and would prefer not to order new ones with First National if we are going to transfer to Univest in the near future. Also, transferring services in July would give us another quarter to get the new system up and running and work out any possible "bugs" that might occur.

After discussion, it was decided to accept the proposals of Univest and Dunlap. A checking account would need to be established with Univest and Mr. Donatelli noted that our designated check signers have not changed for years and questioned whether an additional signer(s) should be added to the account. Mr.

Ruzicka volunteered to be an additional signer on the account. It was recommended that we start the new system as of July 1. We will need to send a letter to all of our residents advising them of the change in assessment billing. Residents will need to include their lot number when making their payments. Once a resident has used a particular checking account to make an assessment payment on their lot number, Univest's system will allow the bank to match up a previously used account with a lot number.

Mr. Ancona made a motion that we authorize the opening of a checking account with Univest Bank and Trust. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously. It was decided that \$70,000 will be deposited to open the new account with Univest.

Mr. Ancona made a motion to authorize Univest Bank and Trust to set up a lock box and once that is set up to provide us with a formal contract, which will include that lock box number to begin the assessment process. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

Mr. Ancona made a motion that we accept the proposal from Dunlap and Associates for purposes of maintaining the assessment accounts and doing the assessment billings as outlined on page 7 of their proposal dated February 26. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

The Board thanked Mr. Donatelli for his efforts in researching and securing proposals for handling our assessment billings and processing payments.

## **POOL**

The electrical certificate for the pool expired this month and has to be re-inspected this year. Mrs. Dempsey will handle this. A copy of the new certificate will need to be sent to the County.

## **MAINTENANCE**

Mrs. Dempsey received a call from Mrs. Tom Carroll of 57 Delaware Court indicating that a tree on common ground is pushing out the retaining wall and there is a section of common ground that is really littered with debris. Mrs. Dempsey suggested having Moran look at the area. Mr. Ancona offered to look at the tree to see if it should be removed.

Mr. Ruzicka noted that he checked on the detention basin and it was remarkable free of trash, however, he did notice that the matting on the left-hand side facing the culvert is coming up. Mr. Ancona said that he would check this.

## **MANOR HOUSE**

**The Easter Egg Hunt is scheduled for March 12 and four Manor House rentals are scheduled for April. No repairs are scheduled at this time. The fire inspection is scheduled.**

## **ARCHITECTURAL CONTROL**

Residents at 108 Chestnut Drive submitted application to replace windows, with like kind, except new windows will have grids. Application approved as submitted.

## **PUBLICITY**

Latest newsletter was distributed.

**OLD BUSINESS**

With no further business, the meeting adjourned at 8:50. The Annual Meeting and next meeting will be held on Tuesday, April 5, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**April 5, 2016**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, April 5, 2016. The meeting was called to order at 7:37 p.m. by the president, James Downey, with the following Board members and officers present: Carl Ruzicka and Joanne Urquhart. Also in attendance were Fred Ehmann and Lois Woodward.*

No minutes were submitted and the treasurer was not in attendance.

Complaints have been raised about the condition of Mill Pond Road, and Mrs. Urquhart will contact the Township regarding this.

### **MAINTENANCE**

Platinum Paving indicated that it is too early to do the paving work at the parking lot, but they have been doing some of the preliminary work and are shooting for the last week of April or the first week of May to do the actual paving work. As soon as Platinum gives Mr. Ruzicka a definite timeframe, he will advise our webmaster so he can send out an email blast advising the community. Mr. Ruzicka will also put a notice on any vehicles that regularly park in the playground parking lot that their vehicles will have to be removed.

Mr. Ruzicka noted that he recently read an article about an insect currently affecting ash trees in Horsham which bores into trees, has its larvae which disrupts the flow of moisture in the tree, and the tree eventually dies. Apparently there is a pesticide treatment which can be applied to ash trees. Since we have a number of ash trees in the area and it would be costly to remove dead trees in the future, it might be worthwhile for us to investigate treating these trees to prevent them dying in the future. Mr. Ruzicka offered to check into the cost of this insect treatment and see if it would be worthwhile to treat the trees as a preventative measure.

### **MANOR HOUSE**

Mrs. Dettra's report indicated that there are four rentals scheduled in April and two scheduled in May. The fire inspection determined that we need a new smoke detector in the Spring House, and Mrs. Dettra purchased a replacement.

The fire inspector also requested that we install a plate to cover the outlet in the underpass. George Hepp will take care of this matter.

### **ARCHITECTURAL CONTROL**

Resident at 131 Commonwealth Drive submitted an application to add a second story deck off of the dining room. The application was approved with the stipulation that the necessary Township permits are obtained.

Resident at 121 Commonwealth Drive submitted an application to replace siding. Application was approved as submitted.

### **PUBLICITY**

As soon as we have further details, a notice should be emailed to residents advising them of the change which will be taking place regarding the new assessment billing.

With no further business, the meeting adjourned at 8:00. The next meeting will be held on Tuesday, May 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**

**May 3, 2016**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, May 3, 2016. The meeting was called to order at 7:37 p.m. by the president, James Downey, with the following Board members and officers present: Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance was Fred Ehmman.*

The minutes of the March meeting were approved. The minutes of the April 5 and the Annual Meeting were also approved. Mr. Donatelli contended that there could not have been an annual meeting since there was no quorum, nor was the treasurer in attendance to verify that sufficient election ballots were not received to constitute a quorum. The Annual Meeting will be reconvened in June, at which time the ballots will be presented.

Mr. Donatelli distributed and reviewed the January 2016 P&L Statement, the February 2016 P&L Statement and the YTD Comparison January 1 to February 29, 2016, the March 2016 P&L Statement, the January 1 to March 31, 2016 YTD Comparison Statement, and the Balance Sheet as of March 31, 2016.

Total income for the month of March was \$7,694 and expenses for the month totaled \$3,320 for net income of \$4,374 for month. Total income for January 1 to March 31, 2016 was \$62,055. Numbers for the month were distorted since some income which was received during the middle of March was not deposited until the following month due to the treasurer being away. Total expenses for the quarter were \$29,856, which included \$10,824 toward the driveway paving. This resulted in a positive cash flow for the quarter of \$32,200. Approximately \$3,000 will be deducted from that amount for the loan principle payment, which will result in a positive cash flow for the first quarter of about \$28,000.

The First National Bank account has been drawn down to open our new account with Univest Bank and Trust, since assessments will now be deposited with them and all expenses will be drawn upon that account. A balance will need to be maintained with First National in order to cover the monthly deduction for the detention basin loan.

Mr. Donatelli received notice that as of May 2016, Intuit will no longer support QuickBooks 2013 and asked approval to authorize an expenditure to upgrade to QuikBooks 2016. The Board agreed.

Discussion followed regarding the transfer from First National Bank to the new billing/payment system. Letters to the residents will be mailed out shortly after the first of June explaining the new system. It was also suggested having a question and answer page posted on the NCCA website with some answers to common questions that might arise. And, in addition to the hardcopy mailing, it was suggested emailing the letter to those residents who are on the NCCA email listing.

Mr. Donatelli reviewed the status of delinquent accounts—notices were sent to the following residents:

Douglas & Caryn McGee - 14 Willow Court - owe \$743, and indicated they will start making installment payments of 1/3 of the balance per payment

Daniel & Doris Krapf – 170 High Street – final notice sent – owed \$571 and paid in full

Laird & Suzanne Bevitz – 4 Brentwood Court – owed \$470 – paid in full

Don & Jan Kaplon – 208 W. Hanover Street – owed \$629 – paid \$400, currently owe \$324

Gerard Lynch – 314 W. Hanover Street – currently owe \$565 – will be forwarded to our attorney

Joseph & Donna Camp – 15 Churchill Lane – owed \$537 – paid in full

Mark & Deborah McLaughlin – 3 Churchill – owed \$757 – paid in full

Mark & Gina Stevens – 42 Franklin Court – owed \$806 – paid in full

Ed & Michelle Oudenne – 2 Hershey Court – currently owe \$743 – will be sent to our attorney

James & Kimberly Johnson – 240 E. Hanover – paid \$200, currently owe \$380

Stephen Rapp – 164 Commonwealth Drive – owed \$559 – paid in full

Robert & Bea Harrington – 247 Canterbury Court – owe \$1,481 – will go to our attorney

Reynald & Immacula St. Fleur – 107 Chesapeake – paid \$100, currently owe \$867.50 – will go to our attorney

Janice Miller – 113 Hidden Valley Lane – owes \$648 – will go to our attorney

David & Joanne Muro – 47 Chestnut Street – owed \$648 – paid in full

Ken Johnson – 84 Chestnut – paid \$200 – currently owes \$543

John Melchor & Lisa Gibson – 23 York Street – owed \$648 – paid in full

Stephen & Karen Gana – 13 King Charles – owed \$559 – paid in full

Margaretta Neitheimer – 3 King Charles – owed \$470 - paid in full

Correspondence received and sent was reviewed. We received a letter from Alan Kravitz of 111 Commonwealth indicating that the common ground behind his property is eroding and mud is coming down into his backyard. Mr. Ruzicka examined the area and said that the resident's property backs up to a very steep incline and the neighbor behind his house has some very large pines and bushes which block the sunlight. Because of the lack of sun, there is no grass on that hill and the dirt has eroded creating mud and exposed roots. Mr. Ruzicka recommended that we have Mr. Moran look at the area and either topsoil or plant some type of ground cover to stabilize the area. Mr. Ruzicka will contact Mr. Moran for a quote.

## **MAINTENANCE**

Although not in attendance, Mr. Collier passed along that there is a patch of common ground across from his house where no grass is growing, and he had talked to Mr. Moran about seeding it. Mr. Moran quoted a price of \$65 to seed the area, so Mr. Collier authorized him to do that work.

A dead tree was removed along Mill Pond, the roots were ground, but at this point the excess chips should be removed, top soiled and grass planted. Mr. Moran can be contacted regarding this also.

## **POOL**

\$2,000 was paid for the first installment of the pool management contract. The electrical inspection was completed. We have the new certificate which has been filed with the County along with the application and check for the pool registration for the season.

A copy of the insurance policy for the swim team was forwarded to the Board.

Mrs. Dempsey is looking into getting a new picnic table for the guards. She found one for about \$150 but will wait until the season opens to have it delivered. Some of the benches are starting to deteriorate at the pool and at the playground, so those may also need replacement.

## **MANOR HOUSE**

The fire safety inspection was passed.

Four rentals are scheduled for May and four rentals are scheduled for June. Additional keys were made.

In April, the plumber was called to repair a leaking sewer pipe outside of the Manor House. There was a lot of sewage which was cleaned out. A week later Mrs. Dempsey received a call that sewage was coming out again and another pipe was spouting water. The plumber recommended calling Newtown Sewer Authority who came out and indicated that something was stuck. The problem was corrected. The Sewer Authority recommended that we supply septic safe toilet paper and paper towels for the Manor House. They also recommended that renters be reminded that nothing other than toilet paper be flushed down the toilet.

## **ARCHITECTURAL CONTROL**

Resident at 16 Princess submitted application to replace windows and garage door. This application was approved as submitted during the month previous to the meeting.

Resident at 247 High Street submitted application to install a shed. Since this is a single home, approval is not necessary from NCCA; however, the resident still needs to contact Newtown Township for permit approval, anchoring, and set-back approvals.

Residents at 109 Chesapeake submitted multiple applications for the following work: re-stucco wood stove chimney, replace cracked cement entering front with paver stones, rear yard remove current grass and stones with sod, replace 12 windows, and replace all white capping, gutters and downspouts. All applications approved as submitted.

## **SOCIAL**

Mrs. Dempsey noted that the Easter Egg Hunt was held in March and was well-attended and a very successful event.

## **OLD BUSINESS**

A letter was written to the Township regarding the condition of Mill Pond; however, the reply noted that the work was not in the budget for this year. It was suggested that NCCA residents and residents of Liberty Square and Eagle Ridge be encouraged to raise complaints with the Township and their Township representatives.

It was noted that the developer for the land behind the woods will be appealing the local decision on that ruling. Most likely the development will be approved upon appeal, so the best that can be hoped for is a decrease in the number of houses that will be allowed.

With no further business, the meeting adjourned at 8:50. The next meeting will be held on Tuesday, June 7, starting at 7:30 p.m. in the Spring House. The Annual Meeting will be convened prior to the regular monthly meeting.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**June 7, 2016**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, June 7, 2016. The meeting was called to order at 7:35 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance were Kathleen Bermingham, Jill Collier and Fred and Barbara Ehmann.*

The minutes of the May meeting were approved with two minor typo corrections and "QuickBooks" was corrected to "Intuit" in paragraph 6 of the first page.

Mr. Donatelli distributed and reviewed the April 2016 P&L Statement and the January 1 to April 30, 2016 P&L YTD Comparison. Mr. Donatelli reviewed delinquent account receipts. We received \$1,924 to settle past due assessments on 62 King Charles. Other assessment receipts mentioned were already noted in last month's minutes.

Total income for the month of April, 2016 was \$39,757 and expenses for the month totaled \$15,053 for a positive cash flow of \$24,704 for the month. YTD income as of April 30 totaled \$101,813 and expenses totaled \$44,909 for a positive cash flow of \$56,904 as of that date. Subtracting the principle payment on the detention basin loan will bring the positive cash flow down to about \$52,000. We currently have about \$43,000 available in the Univest account and approximately \$16,000 available in the First National Bank account. The First National account balance will be used to cover the automatic payment deductions for the detention basin loan.

The lockbox for the new assessment payment process was opened on June 1.

Correspondence sent and received was reviewed. The letter regarding the new assessment procedure was mailed to all residents. A list of frequency asked questions and answers was developed and will be posted on the website for residents to consult regarding the new procedures.

Copies of the contract between Dunlap & Associates and Newtown Crossing had been forwarded to the Board members and Mr. Ruzicka raised concern about the language in the following paragraph on the second page:

"Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform you of any material errors and any evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will report to you any evidence of information that comes to our attention during the performance of our procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential."

This contract was engaged through our treasurer and contact with the organization has been through the treasurer. Mr. Ruzicka's concern was that this contract could be effect for the next thirty years and addressing any disclosure solely to the treasurer or financial officer and not to the Board of Directors could leave us open to embezzlement by future financial staff. Mr. Ruzicka felt any discretions should be presented to the President or Board of Directors and not to the financial officer. The Board concurred with this and Mr. Downey will draft a letter to Dunlap & Associates to this effect to include that stipulation in Dunlap's contract.

### **MAINTENANCE**

The paving of the parking lot is completed, however, the handicapped parking spot logos were not painted on the asphalt. There had been two handicapped parking spaces—one on either side of the walkway to the pool. It was mentioned that we should also install posts with handicapped parking signs since the police will

not enforce “no parking in handicapped spots” unless there is an upright sign. Mrs. Dempsey will contact the paver to paint the markers on the spots.

Complaint was raised regarding a new resident on Bucks Meadow who is throwing debris over their fence onto common ground. It was suggested that a letter be written to them advising the resident to discontinue this practice.

The police were called regarding a van that had been abandoned in the parking lot. When investigating, it appeared the owners have moved and abandoned the van, therefore, the police had it towed.

Resident at 86 Delaware Court attended the meeting requesting lawn mowing of the common ground behind her house. This area currently gets field mowed twice a year, but the resident indicated the grass was exceptionally high. While the Board did not agree to six cuttings a year as suggested by the resident, the Board agreed to adding an additional cutting and suggesting adjusting the spacing of the cuttings to April, June and September, when grass would most likely grow the most. The Board also suggested having Moran use his judgment as to when it should be cut.

Dead trees were reported at Mill Pond and Franklin and behind the shed of 154 Hickory. A dogwood behind 9 S. Lancaster has a number of dead branches and either should be elevated or evaluated for removal.

We received a proposal from Mr. Moran to remediate the area behind 111 Commonwealth where there had been erosion from water runoff from a neighboring townhome. Mr. Moran recommended planting forsythia on the top of the hill and periwinkle as ground cover and installing landscaping fabric. Because of poor access to the area, soil will need to be brought in by wheelbarrow. The estimate to do this work is \$2,326. Mr. Ruzicka made a motion to authorize Mr. Moran to do this work as presented. Mrs. Dempsey seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

## **POOL**

Mrs. Dempsey reported that the pool is off to the good start. The pool is only open on weekends until June 18, after which time it will be open full-time all week. Mrs. Dempsey has been approached by some residents who have small children inquiring whether the pool could be open full-time starting June 13 rather than June 20. It would cost the association an additional \$1,439 to cover lifeguards for the extra time if we decided to open the pool full time a week earlier. Some Board members felt the weather was not going to be very hot during the following week and questioned how many people would actually use it in order to justify the additional cost. Mrs. Dempsey made a motion that we open the pool during the week of June 13, at a cost of \$1,439. The motion was not seconded and, therefore, the motion failed to carry.

Mr. Collier complimented Mrs. Dempsey on how good the pool area looked. Mrs. Dempsey indicated that the benches need a little work and some of the wood needs to be replaced.

## **MANOR HOUSE**

Mrs. Dettra’s report indicated that there were four rentals scheduled in June and three rentals scheduled in July.

Due to the recent sewage back up at the Manor House, Mrs. Dettra purchased septic safe toilet paper and towels for the Manor House.

Mr. Collier attended a party at the Manor House recently and felt there were some issues that needed to be addressed. There is a refrigerator in the kitchen of the Manor House that does not work, is taped up and needs to come out. There is a second refrigerator in the back room that is probably over 15 years old. Mr. Collier felt we should just discard the non-working refrigerator and buy a new one for the kitchen. He offered to look into getting a new one.

Mr. Collier also noted that the sink in the downstairs bathroom does not work and felt that needed to be fixed. There is also a sink between the kitchen and dining room that is taped over. Bruce offered to look into these issues, but will consult with Mrs. Dettra to get the background of what happened to these sinks.

Mr. Collier further noted that the closets have a lot of junk in them and should be cleaned out. Mrs. Dempsey offered to help with that after talking to Mrs. Dettra.

### **ARCHITECTURAL CONTROL**

Resident at 64 King Charles submitted an application to install solar panels. Application was approved as submitted during the month.

### **OLD BUSINESS**

Mr. Downey had received a complaint about dirt bikes coming out of Lancaster Lane and solicited ideas from the Board as to what could be done. Unlicensed drivers and bikes are not permitted on the street. Mr. Ruzicka said the kids who have them live on Churchill since he has seen them coming out of that street, ride up West Hanover and ride into the common ground behind S. Lancaster Lane. We had the same problem on another street and the police talked to the household and that issued stopped on that street. Mr. Ruzicka offered to ask around to see if we could determine who owns the bikes coming from Churchill.

### **NEW BUSINESS**

There was a recent incident of a collapsed ceiling in a townhome on Chestnut Street. Years ago there had been another incident of a ceiling collapsing and incidences of sagging ceilings in a few other townhomes. It was suggested posting an item on the website advising residents of this issue.

With no further business, the meeting adjourned at 8:50. The next meeting will be held on Tuesday, July 5, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**July 5, 2016**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, July 5, 2016. 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, Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance was David Sherwin.*

The minutes of the June meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the May 2016 P&L Statement and the January 1 to May 31, 2016 P&L YTD Comparison. Total income for the month of May was \$16,860 and expenses were \$33,507 for a net loss for the month of \$16,648. Total YTD income January 1 to May 31, 2016 was \$118,672 and expenses were \$78,416 for a positive cash flow of \$40,256. Deducting the loan payment of \$5,731, total cash outlay for the period was \$84,147 for a positive cash flow of approximately \$34,000.

We currently have two CDs in the amount of \$36,000 at First National which will come due at the end of the year. Mr. Donatelli will investigate the rates currently being paid by other banks/institutions, including Univest, to see if we can find a higher rate than that which we are currently receiving.

We have received the signed agreement from Univest Bank and Trust. Mr. Donatelli will be having a conference call with Univest and Dunlap on July 6 and Dunlap indicated that the assessment bills should be going out the following week.

### **MAINTENANCE**

Resident who lives on Canterbury Court questioned whether the Association would consider supporting a community garden consisting of vegetables and herbs. While several of the Board members felt it was a good idea, the president pointed out that in order to change the existing use of a section of common ground, we would need to obtain a majority vote of the association members. The Board felt that was unlikely to happen.

Resident at 135 Canterbury raised concern over a tree on common ground which is growing at an angular position and encroaching on his property. He asked if the Association could either have the tree removed or at least share in the cost of removal. Mr. Collier offered to look at the tree.

For years, a resident who lives at 3 Westwood Court and whose property backs up to Route 332 has been cutting an easement section of ground behind his house and the houses next to him. The resident is now 79 years old and can no longer cut the property and has asked the association to take over cutting of this parcel. After discussion, the Board will ask Mr. Moran to start cutting this parcel. Mr. Collier offered to contact Mr. Moran regarding this.

Mr. Collier indicated that he had Mr. Moran take out the stump debris from a tree that was taken out along Mill Pond behind 208 Commonwealth, add topsoil and plant grass in that spot. Original cost to do this was \$65 but Mr. Moran needed more topsoil than originally estimated, so the cost will be a little higher.

Mr. Ancona indicated that there is a dead ash tree at the corner of Franklin and Mill Pond. Mr. Ruzicka also received report of a downed tree on common ground behind 63/68 Cherry. Mrs. Dempsey also indicated that there is another dead tree behind 54 Hickory and a dogwood behind 13 S. Lancaster needs to be evaluated as to whether the tree should be removed.

Mr. Ancona submitted a bill for \$118.38 for the handicapped signs and posts for the parking lot outside the pool.

Every time there is a swim pool meet, people park on the grass, and Mr. Collier suggested getting a few “no parking” signs and erecting them in the no parking areas. Mrs. Dempsey said there is only one more swim meet for the season and suggested just putting up temporary signs during the meets, since this is only an issue during swim meets.

## **POOL**

Mrs. Dempsey felt everything is going well at the pool. We had to replace the door handle on the pump house.

## **MANOR HOUSE**

Mrs. Dettra’s report indicated that three rentals are scheduled in July and two are scheduled for August. Lucas Plumbing will give an estimate to repair the downstairs bathroom sink and they will also check the sink by the hallway leading to the kitchen. That sink was constantly becoming clogged and Mrs. Dettra spent a considerable amount of time plunging it and unclogging it. The plumber in the past recommended not using it, but Mrs. Dettra will get an estimate on the cost to fix. One Board member suggested just getting rid of the sink, shutting off the faucet, take off the knobs and just replace with a counter top. It was also mentioned that a good working refrigerator should be in the kitchen and Mr. Ruzicka offered to research this.

With the sewer problem that we previously had at the Manor House, Mr. Ancona indicated that we may have to get the next section of the sewer line cleaned out if we continue to have problems with the Manor House sewer

## **ARCHITECTURAL CONTROL**

Resident at 16 Chesapeake submitted application to install a 6-ft high vinyl fence. Application was approved as submitted via email on June 29th.

Resident at 32 York Street submitted application to replace existing fence. Application was approved as submitted.

A letter written by a resident was received by the Board regarding sidewalk repairs that are needed within the community. Sidewalk repairs on private property are the responsibility of the individual homeowners and the Association has no authority to enforce repairs. The Association is responsible for repair of sidewalks on common ground.

With no further business, the meeting adjourned at 8:50. Since three Board members would not be available on the first Tuesday of August, the next meeting will be held on the second Tuesday of the month, August 9, 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 9, 2016

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, August 9, 2016. 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, Bruce Collier, Marie Dempsey, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance were Fred and Barbara Ehmman.*

The minutes of the July meeting were approved as submitted.

The new assessment processing system is in place, although there are a few glitches that need to be worked out.

Mr. Donatelli distributed and reviewed the June 2016 P&L Statement, the January 1 to June 30, 2016 P&L YTD Comparison, and the Balance Sheet as of June 30, 2016. Total income for the month of June was \$4,083 and expenses were \$23,035 for a net loss for the month of \$18,952. Total YTD income January 1 to June 30, 2016 was \$122,754 and expenses were \$101,451 for a positive cash flow of \$21,304. Deducting the loan payment of \$6,885, total cash outlay for the period was \$108,336 for a positive cash flow of approximately \$14,418. Assets and Liabilities/Equity totaled \$404,548 as of June 30, 2016.

Mr. Donatelli reported that we will be closing out the First National checking account as of August 1 and will be repaying the detention basin loan via a coupon booklet versus the automatic deduction process that we were previously using.

### **MAINTENANCE**

Additional tree work in the amount of \$1,615 was approved for payment to Moran.

Complaints have been raised by several residents regarding Moran's crew driving on private property to dump tree debris in the wooded area behind those properties. Moran has been given permission to dump tree debris, which will decompose, in the wooded area. Discussion followed and it was decided that we should restrict the tree debris to be deposited in the wooded area behind the Manor House, in areas that can be accessed without traversing private property.

We have received complaints regarding sidewalks needing repair. Many of the sidewalks in disrepair are on private property and maintenance of those areas are the responsibility of the homeowner. Complaints have also been raised about residents who do not maintain the trees overhanging sidewalks and grass that is encroaching the sidewalks. Again, that falls on the homeowners to maintain their sidewalk areas.

It was suggested that perhaps it is time for NCCA to review the condition of sidewalks on common ground. It has been some time since we have looked at those sidewalk areas. Last time NCCA did sidewalk repairs, residents were contacted and offered the opportunity have their sidewalk repairs tied into the timing of the NCCA repairs, with the prospect of the contractor being able to offer a cost discount to homeowners for their individual repair work. Each Board member offered to review a section of the common ground sidewalks and they will report back at next month's meeting with areas that need to be repaired. It was suggested that we include something in the newsletter that residents are responsible for the maintenance of their sidewalks and the property in front of their homes. This has been included in the newsletter on numerous occasions and on the website, but it was suggested running and highlighting this again.

Mr. Ruzicka pointed out a recent article in the paper regarding ash borers that are infesting ash trees in the area and questioned whether we should treat our trees. If the trees become infested and we have to remove numerous trees, it could become very costly. However, if the treatment is expensive and if the trees require repeated treatment, it may not be cost effective to do this, especially if the trees are already aging.

Mr. Ancona suggested having someone look at the ash tree at the end of the Manor House driveway to see if treatment would be worthwhile for that tree, since that is a large and would be costly to remove. Mr. Collier offered to contact Jim's Tree and see if he is familiar with the treatment for the ash trees and have that particular tree inspected.

## **POOL**

The water filter at the pool is leaking. Mr. Collier offered to look at this but suggested doing this when he winterizes the pool.

Mrs. Dempsey received a quote in the amount of \$355 for the new baby pool pump to replace the loaner which has been used at the pool all summer. Mr. Ruzicka made a motion to accept the proposal from Bennington Pool to replace the baby pool pump at a cost of \$355. Mr. Collier seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried unanimously.

In the past, the Association has waived the \$75 pool rental for a marching band pool party hosted by NCCA parents, and Mrs. Dempsey requested the same consideration this year. The parents will be paying for the lifeguards. The Board approved waiving of the fee.

## **MANOR HOUSE**

Two rentals are scheduled for August and one rental is currently scheduled for September.

Mrs. Dettra met with Lucas Plumbing on July 22 to obtain a proposal in the amount of \$1,500 to repair the powder room sink. The Board felt this was a high estimate and Mr. Collier offered to take a look at the project and possibly he could do this repair work himself.

The wood covering the aluminum gutters on the Manor House is starting to rot. If we want to maintain it to aesthetically look like wood, then we would have to pay a carpenter to repair the gutter work, or we could tear the wood apart and just replace with standard gutters. Mr. Ruzicka offered to try to obtain the name of the carpenter who originally did that work and Mrs. Dempsey indicated that she could also contact one of the swim team dads who has done a lot of carpentry work.

The Board thanked Mr. Ruzicka for obtaining a new refrigerator for the Manor House.

## **OLD BUSINESS**

Complaints were raised again regarding the condition of Mill Pond Road. Mr. Downey will draft a letter to the Township and we will copy Liberty Square and Eagle Ridge on that letter.

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

**September 6, 2016**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, September 6, 2016. The meeting was called to order at 7:34 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, and Bob Donatelli. No other members were in attendance.*

One correction was made to the August minutes—on page 2, the first sentence under “Pool” should read “The water fountain” and not “The water filter”. The minutes were approved with that correction.

Mr. Donatelli distributed and reviewed the July 2016 P&L Statement and the January 1 to July 31, 2016 P&L YTD Comparison. Total income for the month of July was \$20,642 and expenses were \$14,263 for a positive cash flow for the month of \$6,379. Total YTD income January 1 to July 31, 2016 was \$143,396 and expenses were \$115,714 for a positive cash flow of \$27,682. Included in assessments for the month were: \$100 payment from Howard Cohen; \$150 from Ken Johnson, 84 Chestnut; \$375 from Janine Needham, 13 Willow Court; and \$470 from Sharon Loucks, 190 Commonwealth.

Mr. Donatelli reported that all of our funds have now been transferred out of First National into Univest.

Mr. Donatelli reported that we received a bill in the amount of over \$600 from the sewer authority for the pool sewer expenses. He indicated that someone will need to call the sewer authority and allow them access into pool area to read the meter in the bathhouse. Mr. Collier offered to take care of this issue.

### **MAINTENANCE**

Mr. Ruzicka received a letter from residents at 35 King Charles and 31 King Charles complaining that the property at 33 King Charles is not being well maintained. Mr. Ruzicka looked at the property, found that the lawn was mowed, and did not feel that the property looked that bad. Since the lawn has been mowed, he felt there really wasn't anything further we could do.

At the last meeting the Board talked about reviewing the common ground areas to identify sidewalk issues. Mr. Ancona did all of the streets between Hidden Valley and Delaware Court, including townhome areas. Including the area around Chesapeake and Chestnut, there are a total of 25 blocks of sidewalk that need to be replaced on all of those streets—Chestnut, Chesapeake, Prince Philip, King Charles—and 24 of them are at or near the corner of Chesapeake and Chestnut. There are several sections that were previously done; however, a number of blocks have pushed up so we should create a “ramp” scenario in those areas. These 25 blocks are all on common ground; however, there are some private property sidewalk areas that also need repair. It was felt we could build these repairs into the budget and determine the best timing as to when we want to complete these repairs. Mr. Downey had reviewed the areas along Bucks Meadow, Union and High Street, but the worst area he noted was on private property.

Mr. Downey had received a complaint about a tree near a Chesapeake parking pad; however, that tree is on private property. There has also been a continuing problem with kids riding quads on the streets; however, nothing has been able to be done about that issue even after contacting the police.

Mr. Ruzicka has done substantial research regarding the ash borers that are doing damage to and killing ash trees across the country. There are three primary treatments that are used to treat the ash borers. Research studies have confirmed that the pesticides used for treatment will not hurt humans, babies, and dogs, etc. but it will kill the ash borers. The treatment can be drilled and injected into the tree or the root systems or sprayed on leaves. Most studies indicate that if you treat early on, the trees should survive. But if the canopy is about 1/3 without leaves, then there is no hope of saving the tree. Mr. Ruzicka was able to find a tree

service that is scheduled to come out mid-September to survey the trees and give an analysis of our ash tree situation.

## **POOL**

Lifeguards from Newtown Crossing were used at the pool this season; but, apparently, our pool contractor, Bennington, was not very happy with some of our guards. At some pools there has been a problem with guards not showing up. Our guards showed up, however, did not do some of the duties that were expected of them. We may need to tell Bennington to be more forceful in disciplining the guards in the future, or not hire back some of the guards next year.

The contract with the pool company will be verified to see if the pool was supposed to be open during the full last week of operation and whether payment for that week was included in the cost when the pool actually was not opened during part of that time.

Mr. Collier offered to winterize the pool prior to his departure for Florida during the beginning of October.

## **MANOR HOUSE**

Mrs. Dettra had obtained an estimate from Lucas Plumbing in the amount of \$1,500 to repair the powder room sink. Mr. Collier thought this estimate was high, but the project is a little more complex than originally anticipated. It was suggested that Mrs. Dettra obtain several more estimates and we will base the decision on what we want to do on the cost of the other estimates.

Mr. Ruzicka contacted the contractor who had previously done the gutter work on the Manor House regarding looking at the current gutter work repairs, but he has not yet received a response to his call.

## **ARCHITECTURAL CONTROL**

Residents at 201 Commonwealth Drive submitted an application to erect fencing. After reviewing the application, question was raised as to where the fencing would actually end. It was, therefore, felt that more information was needed regarding this application before approval.

## **OLD BUSINESS**

Mr. Downey attended one of the Township Supervisors meeting to discuss the condition of Mill Pond Road; however, this seemed to have little impact. A copy of the letter previously sent to the Township is attached to the minutes.

## **NEW BUSINESS**

Someone questioned the nature of the work being done along Route 332 near the Hanover Street entrance into Newtown Crossing. Mr. Ruzicka stated that apparently there were numerous complaints about gas smells along that stretch and new gas lines are now being installed in that area.

With no further business, the meeting adjourned at 8:40. The next meeting will be held on Tuesday, October 4, 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

August 15, 2016

Newtown Township Board of Supervisors

Newtown Municipal Offices

100 Municipal Drive

Newtown, PA 18940

Dear Newtown Township Board of Supervisors:

Our Board and fellow residents are, once again, requesting that the Newtown Township Board of Supervisors address the extremely poor condition of Mill Pond Road. Mill Pond Road is the main access road for not only Newtown Crossing, but also for Eagle Ridge and Liberty Square.

On two prior occasions for two consecutive years, we have asked that Mill Pond Road be repaired. After each request we were told we "did not make the cut".

While Mill Pond is patched each spring, the patches have made the road surface still worse. Motor vehicle travel on Mill Pond Road is bone jarring and wrecks the front end alignment of one's vehicle. One Newtown Crossing Board member pointed out that if prospective home buyers travel that road, they will choose to live in Northampton or Lower Makefield! No prospective Newtown Township resident would even come close to living here after observing just how poorly the roads are maintained.

Newtown Township is spending funds for "trails" (funded by grants or not). We submit that the priorities ought to be reconsidered. Newtown Borough paved Lincoln Avenue. Newtown Township can certainly afford to have Mill Pond Road milled and paved.

Please do not tell us that the Township does not have the funds!

Respectfully submitted,

James A. Downey, III, President

Newtown Crossing Community Association

cc: Liberty Square Community Association

Eagle Ridge Community Association

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

**October 4, 2016**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, October 4, 2016. The meeting was called to order at 7:37 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona, Bruce Collier, Marie Dempsey, Carl Ruzicka, Joanne Urquhart and Bob Donatelli. Fred and Barbara Ehmman were also in attendance.*

The minutes of the September meeting were approved as submitted.

Mr. Donatelli distributed and reviewed the August 2016 P&L Statement and the January 1 to August 31, 2016 P&L YTD Comparison. Total income for the month of August was \$26,317 and expenses were \$28,147 for a negative cash flow for the month of \$1,830. Total YTD income January 1 to August 31, 2016 was \$169,713 and expenses were \$143,860 for a positive cash flow of \$25,852 as of August 31, 2016.

Delinquent assessments were discussed. Included in assessments for the month were past-due assessments in the amount of \$100 from Howard Cohen and \$180 from Elaine Stuart. Mr. Donatelli received a call from a resident who is currently \$1,600 in arrears who indicated that she had not been getting her assessment bill for three years. At some point the resident moved out of their townhome in NCCA and their daughter and son-in-law moved into the house. However, the resident never changed her mailing address, the daughter was supposed to be paying the assessments, but the bills have never been paid. After discussion, it was felt that these assessments will probably ever be paid. Mr. Donatelli will put in a change of address so the assessment bill will go to their new address, and after the end of the next quarter, if no payment is made on the account, a final notice will be sent and procedures will be taken to put a lien on the property.

We currently have about \$17,000 in the storm water management, the reserve for delinquent assessment is about \$4,800 and the storm damage/tree removal reserve stands at about \$13,750. Also, \$7,500 in the special assessment for the year will need to be added to that reserve which will bring that balance to about \$20,000.

Correspondence received and sent was discussed. A resident on Westwood Court contacted several Board members regarding a letter that he had sent requesting cutting the parcel of ground between the fenced backyards on Westwood and Route 332. He indicated that he had received no response to that letter or to a second letter he recently send. This issue was discussed and it was noted that the resident's original letter had been discussed at the July meeting and it had been decided that NCCA would start to cut that parcel, but in an apparent oversight, that instruction had never been communicated to our landscaper. The resident's second letter was received by our treasurer and had not yet been seen by the Board members prior to the meeting. The Board again confirmed that NCCA will take over cutting of that parcel, this will be communicated to our landscaper, and a letter will be written to the resident advising him of this. Mr. Ancona offered to contract Mr. Moran regarding cutting this parcel.

Mr. Downey received a complaint from a resident regarding straying cats. There are no local ordinances regarding cats and the Association has no control regarding this issue

Mr. Ancona received a complaint that Moran's crew is grinding up leaves and blowing them onto her yard and asked if the leaves will be raked. In an effort to keep assessments low we are not able to rake up all of the leaves.

### **MAINTENANCE**

There is a storm drain on the south corner of Union and Commonwealth that is crumbling and Mr. Collier had notified the township about this. Someone came out and took pictures of it but nothing has yet been done to repair it. We should follow up with the Township regarding this.

There is a truck that has been parked near 247 Canterbury that has an expired inspection sticker and has been parked on the parking pad for months. Mr. Downey offered to look at this.

Several Board members have been reviewing the common ground sidewalk areas identifying sidewalk sections that need to be repaired. It was decided that sidewalk repairs should be put into the budget for next year and these repairs should be done in the spring of 2017.

Mr. Ruzicka has been researching the cost of treatment and surveying ash trees on common ground that should be treated for ash borer disease. There are numerous ash trees on common ground that are still in good condition and probably should be treated in order to save them from the ash borer disease. There are also a number of oak trees along Mill Pond and Hanover where part of the tree is turning brown while the other part of the tree is still vibrant green. Those trees have been infected with bacterial leaf scorch. Treatment for those trees would slow the deterioration but not cure it. We will not treat any of the trees at this time, but in the spring we will need to decide which trees look healthy and should be treated and further decide how many trees we can afford to treat and what trees will need to be removed.

We will need to obtain another contractor for snow plowing of the Manor House parking lot and drive way since our current contractor is selling his business.

## **POOL**

Mr. Collier has winterized the pool and removed the water fountain. He did not take out the pipe but felt we should replace the fountain with a hose spout. The pool is covered, but the guard stands are still up. The pool company still has to blow the lines to insure against pipes freezing in the winter. Mr. Collier also fixed the gate at the pool.

Newtown Artesian informed us that they will no longer give us a credit for the water used in the pool. Years ago we were informed that if we installed a separate meter in the bath house to meter the water that goes into the sewer, our sewer bill would be based upon that sewer usage. Newtown Artesian recently informed us that they would no long do that and our latest bill indicated usage of 68,000 gallons of water at a cost of \$600. Mr. Donatelli questioned Mr. Downey if there was a basis to challenge this. After discussion, Mr. Downey said he would draft a letter to Newtown Artesian regarding this.

## **MANOR HOUSE**

Mrs. Dettra's report indicated that there are two Manor House rentals scheduled for October.

Quarterly exterminating service was scheduled for October 1.

Mrs. Dettra had obtained quotes from two contractors regarding the sink in the downstairs powder room. Both contractors spent a considerable amount of time in the basement. They also explained that in order to gain access to the drain line, boards would have to be removed/replaced and lead pipes would need to be replaced. They indicated that since it is such an old house it could turn out to be a very expensive repair. There are two working bathrooms upstairs—one is in good working order and the other has to be cleaned out, but works fine. Mr. Collier and Mr. Ancona offered to jointly look at the sink to see if it is fixable, but renters should not use the downstairs powder room at this time.

The smoke alarm in the Spring House was replaced in March 2016, but it was beeping again. Mrs. Dettra will get a new battery.

Mr. Ruzicka obtained a quote to fix the gutter work at the Manor House, which would involve taking down the rotted wood, replacing the wood and possibly adding gutter helmets. After discussion, Mr. Ruzicka made a motion to approve an expenditure of \$5,000 to Tim Nikander to repair the gutters at the Manor House. Motion was seconded and the vote was called: Mr. Ancona, yes; Mr. Collier, yes; Mrs. Dempsey, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. Motion carried unanimously.

**PUBLICITY**

It was suggested that a thank you be included in the winter newsletter to all of the residents who maintain the cul-de-sacs and other common ground area.

**NEW BUSINESS**

We will need to schedule a budget meeting prior to the December meeting and that meeting was scheduled for November 15.

Mrs. Dempsey felt that we should seriously consider replacing the entrance sign at the Buck Road entrance. This should be discussed for inclusion in the budget for next year.

With no further business, the meeting adjourned at 9:00. The next meeting will be held on Tuesday, November 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**

**November 1, 2016**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, November 1, 2016. The meeting was called to order at 7:37 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona, Marie Dempsey, Carl Ruzicka, Joanne Urquhart and Bob Donatelli. Fred Ehmann was also in attendance.*

Several corrections were noted on the minutes of the October meeting. On page one second sentence of the fourth paragraph should read "past-due payments in the amount of \$100" instead of "past-due assessments". The sixth sentence in that paragraph should read "these assessments will probably never be paid" instead of "ever be paid". On page three, second paragraph under "Pool", "Newtown Artesian" should read "Newtown Bucks County Joint Municipal Authority" wherever that is mentioned. The minutes of the October meeting were approved as corrected.

Mr. Donatelli distributed and reviewed the September 2016 P&L Statement, the January 1 to September 30, 2016 P&L YTD Comparison, and the Balance Sheet as of September 30, 2016. Total income for the month of September was \$8,668 and expenses were \$13,713, for a negative cash flow for the month of \$5,044. Total YTD income January 1 to September 30, 2016 was \$178,381 and expenses were \$157,573. Adding \$10,398 to repay the principle on the detention basin loan and \$6,350 in tree reserve outlay, total expenses were \$174,321, resulting in a \$4,060 positive cash flow as of September 30, 2016. Total Assets and Liabilities/Equity as of September 30, 2016 were \$396,889.

A budget meeting will be held on November 15 at which time the treasurer will need estimates for the big ticket items for 2017, including sidewalk replacement work, seal coating, and treatment for the ash trees. We may not be able to afford to do all of the sidewalk work and tree treatment, so we may have to decide what areas are most critical to do first.

We received a notice from Newtown Bucks County Joint Municipal Authority regarding non-payment of our last billing. The amount of the bill was being contested by NCCA and we will send a letter to the Municipal Authority stating our case.

We received a letter from Mr. Adams thanking us for addressing his concerns. He requested that we speak to the manager of the on-site crew that is doing the construction along Route 332 to confirm that the lawn will be restored to its original condition. We expect that PECO will do a temporary repair during the winter and come back and seed in the spring to repair.

Mr. Ruzicka received an email from PECO directed to the Board of Directors asking if we would allow them to put on a demonstration for the entire NCCA community on how to save energy. The Board felt this might be of interest to the residents on how to save money, without being a direct endorsement of PECO. Mr. Ancona indicated that he has known people who have attended such a program and they have received some helpful ideas on how to cut energy costs. While it is anticipated that the attendance may not be very large, it was felt hosting such an event might be of benefit to interested residents. It was suggested setting up a date in January and publicizing the event in the winter newsletter.

### **MAINTENANCE**

Mr. Donatelli found a contractor who is interested in doing the snow plowing for NCCA. He also indicated that the same contractor is interested in bidding for our landscaping services. However, the Board felt that if we are interested in securing other bids for landscaping, we cannot just single out one contractor but would need to bid out the entire job. Mr. Ruzicka suggested contacting the landscaper who also services Eagle Ridge and Liberty Square. We would need to do research of possible contractors and have a "bid day" where all of the contractors are taken around the community and shown exactly what areas and work needs

to be done. Years ago we did go through a bidding process which entailed a lot of work, and after all of that we decided to stay with our current contractor, whose bid came in considerably lower than all of the other bidders. Since it has been some time since we have bid out the landscaping work, perhaps it is time to consider soliciting bids for landscaping services for next year. Mr. Ruzicka will be investigating this. We may also need to quantify all of the other jobs that Moran does in order to fully identify total costs of landscaping services. While we are considering investing new contractors from a cost standpoint, the Board felt that the community was basically well-maintained by our current landscaper.

## **POOL**

Mrs. Dempsey is waiting to receive the proposal from Bennington for the services for the 2017 pool service contract.

## **MANOR HOUSE**

Two Spring House rentals and two Manor House rentals are scheduled for November. Two Manor House rentals are scheduled for December. Mrs. Dettra reported that the batteries were replaced in the Spring House smoke detector, the upstairs bathrooms have been cleaned for use and the Manor House heaters are working. Thermostats should not be set below 62 degrees.

For the past six weeks there have been a number of teens hanging around the Manor House, sometimes doing drugs, leaving trash, and causing damage behind the house. Mrs. Dettra and the Carriage House renter have spoken to them and they have also talked with the police. The large groups have stopped coming recently and hopefully this problem has been resolved.

Mr. Ruzicka mentioned that Tim Nikander, the carpenter, has finished repair work on the front gutters of the Manor House and installed gutter guards. He found and replaced a few missing shingles and did some touch up and re-caulking outside. Mr. Ruzicka also talked to the mason we had used for the Manor House patio work, and he will come out and look at the window well. There is a low garden wall that has also crumbled and caved in and a cinder block caved in and crashed a basement window in the back of the house. This will need to be fixed before winter so the pipes in the basement do not freeze. We may need to board up the window temporarily.

## **PUBLICITY**

The Winter Newsletter will be going out in December and will include the notice of the assessment rate for 2017.

## **OLD BUSINESS**

Since we only received 32 ballots for the 2016 election, Mr. Ruzicka made a motion to accept the 32 ballots and the results thereof. Mrs. Dempsey seconded the motion and the Board approved the motion. The treasurer will report the results of those ballots at the next meeting.

## **NEW BUSINESS**

Mrs. Urquhart raised concerns about the timeliness of the assessment reports that have been sent under our new system with Dunlap Associates. These reports are used for verifying assessments due when preparing 5407 Resale Packages for homeowners in the community who are selling their homes. These reports are also used for updating the assessment status prior to the settlement date, so the most currently numbers are need in order to verify the assessments. Mr. Donatelli mentioned that the reports were running late, but hopefully will be sent out in a more timely fashion in the future.

Mr. Ruzicka also reminded the Board that we had sent a letter to Dunlap to get the language corrected in the contract with Dunlap. Mr. Ruzicka asked if we ever received a response to that request.

With no further business, the meeting adjourned at 8:50. The next meeting will be held on Tuesday, December 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**

**December 6, 2016**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, December 6, 2016. 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, Carl Ruzicka, Joanne Urquhart and Bob Donatelli. Fred Ehmann was also in attendance.*

The minutes of the November meeting were approved as submitted.

Mr. Donatelli distributed the October 2016 P&L Statement, the January 1 to October 31, 2016 P&L YTD Comparison Statement, and the NCCA 2017 Budget Proposal. Total income for the month of October was \$31,385 and expenses were \$10,719, for a positive cash flow for the month of \$20,666. Total YTD income January 1 to October 31, 2016 was \$209,766 and expenses were \$163,794.

Mr. Donatelli distributed and reviewed the proposed 2017 budget and the breakdown of receipts and disbursements incorporated in the budget. The budget was developed based on the discussion at the budget meeting held on November 15. The budget was based on keeping the assessments at \$30 per month with a breakdown per month as follows:

\$21 - operating expenses

\$ 3 - special assessment for repayment of the detention basin loan

\$ 2 - special assessment to seal the Manor House driveway and repair the common ground sidewalks

\$ 2 - special assessment to repair the tennis courts and treat infected ash trees/remove dead ash trees

\$ 1 - special assessment to fund the storm water management reserve fund

\$ 1 - Special assessment to fund the tree/storm damage reserve

\$30 - Total monthly assessment - billed at \$90 per quarter

After discussion, Mr. Ancona made a motion to accept the 2017 Budget in the amount of \$242,000 as proposed by the Mr. Donatelli. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried.

Mr. Ancona made a motion to keep the assessments at \$30 per month for the fiscal year January 1, 2017 to December 31, 2017 and the breakdown of that amount will be \$21 for operating expenses plus \$9 for special assessments as outlined above. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Downey, yes; and Mr. Ruzicka, yes. The motion carried.

We redeemed one CD in the amount of \$18,000 from First National and Mr. Donatelli would like to transfer those funds to Uninvest, since Uninvest's interest rates are higher than First National. Currently Uninvest's rates are 0.45% for one year; 0.55% for 18 months; and 0.75% for 2 years. A second CD is coming due at the end of December. Mr. Donatelli would like to deposit the money in our checking account for now and space out the maturity dates more than what they currently are. Currently, our CDs are maturing a month apart, but ideally 6 months apart would be more beneficial. Mr. Donatelli would also like to wait to see if interest rates increase in the near future.

Mr. Ruzicka questioned our relationship with our current legal counsel, Begley, Carlin and Mandio. A motion was made and approved by the Board in 1996 to retain the services of Begley, Carlin and Mandio and we have been using their services ever since that time. Their rates have been as follows: \$25/letter for legal

letters sent, \$125 per court appearance in the Commonwealth District Court, and \$85/hour for other legal services.

### **MANOR HOUSE**

Mrs. Dettra's report indicated that there are two Manor House rentals scheduled for December. The fire extinguishers are visually checked in January or February and Mrs. Dettra will schedule the Fire Safety Inspection.

Mr. Ruzicka reported that the contractor should be fixing the masonry work on the window well at the Manor House by the end of the year.

### **PUBLICITY**

We currently have 387 subscribers to the NCCA newsletter and 55 percent of the residents actually read the newsletter.

PECO will be presenting a seminar on conserving energy and that will be held on January 14 in the Spring House, which will be included in the newsletter. Further information will be forwarded to the residents. We will also put a thank you in the newsletter to residents who maintain common areas.

### **OLD BUSINESS**

Mr. Donatelli reported on the number of ballots received from the 2016 election for two Board positions that were up for re-election. A total of 33 ballots were cast; three were rejected because they were duplicates; thus 30 ballots were approved. James Downey received a total of 30 votes and Carl Ruzicka received 30 votes. We did not receive a quorum of votes; however, at the November meeting the Board voted to accept the ballots received and the results thereof. Therefore, Mr. Downey and Mr. Ruzicka were both voted in for another term.

Discussion ensued regarding the water bill at the pool. The bill has been reduced to \$300 and that bill has been paid.

### **NEW BUSINESS**

With no further business, the meeting adjourned at 8:26. The next meeting will be held on Tuesday, January 3, 2017, 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

