

**MINUTES OF THE MONTHLY  
NEWTOWN CROSSING COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETINGS  
2020**

JANUARY ..... 2

FEBRUARY ..... 4

MARCH ..... 7

APRIL .....no meeting

MAY ..... 11

JUNE ..... 14

JULY ..... 17

AUGUST ..... 20

SEPTEMBER ..... 22

OCTOBER ..... 25

NOVEMBER ..... 29

DECEMBER ..... 32

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

**January 7, 2020**

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, January 7, 2019, in the Spring House. 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, Maddison McCurdy, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. No other residents were in attendance.

The minutes of the December meeting were approved as submitted.

### **MEMBER PARTICIPATION**

No other members were in attendance.

### **TREASURER'S REPORT**

Mr. Donatelli distributed the November 2019 Profit and Loss Statement and the January 1 to November 30, 2019 YTD Comparison Statement. Income for the month of November totaled \$13,820 and expenses for the month totaled \$12,706. January to November 30, 2019 YTD income totaled \$239,516 and total operating expenses for the period totaled \$160,933. Additional expenses included principal loan payment of \$14,681, pool cover expense \$11,880, and sign expense \$4,400, reserve fund expenses of \$3,750. Total expenses for the period were \$195,644, resulting in a positive cash flow of \$43,872.

Mr. Donatelli indicated that Verizon has disconnected our service because we did not schedule an appointment for Verizon to come out and connect the fiber optics now needed for service. Mrs. Dempsey offered to follow up on this.

There was no correspondence.

### **POOL/RECREATION**

There was no new pool business or recreation reported.

### **MAINTENANCE**

It was mentioned that there is a fallen tree on the Bucks Meadow cul de sac. This has been there for some time now. The neighbors had trimmed the tree off of the roadway, but the bulk of the tree remains on the center cul de sac.

### **MANOR HOUSE**

No Manor House rentals are currently scheduled for January.

As approved in the last budget meeting, the bannister in the Manor House will be repaired in January. Mrs. Dettra enclosed an invoice for that work. The entry door handle needs repair and Mrs. Dettra will take care of that.

Mrs. Dettra will get a quote on replacing the liners in the chimneys in the Manor House and the Carriage House and Hartley Gutters was contacted to clean out the open gutters.

The Dempsey family was thanked for their donation of chairs for the Manor House.

The Fire Department usually inspects the Manor House and Spring House during January/February. Mrs. Dettra will arrange for that.

#### ARCHITECTURAL CONTROL

Resident at 3 Princess Lane submitted application for replacement of windows. This application was approved during the month via email.

#### PUBLICITY

Nothing to report

#### OLD BUSINESS

Arcadia wants to schedule a meeting regarding negotiating their first proposal for developing the area behind the woods. No details were available.

We never received a reply to the letter we wrote regarding the house on Hanover that is littered with junk. Someone mentioned that it does not appear that anyone is living there at the present time.

With no further business, the meeting adjourned at 8:04 p.m. The next meeting will be held on Tuesday, January 7, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

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

**February 4, 2020**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, February 4, 2020, in the Spring House. The meeting was called to order at 7:33 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona, Maddison McCurdy, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. The following residents were also in attendance: Jane Caruso, Bonnie Dettra, Fred and Barbara Ehmann, Peter Kartashova, Justin Lewis and Michael McFarland.*

The minutes of the January meeting were approved as submitted.

### **MEMBER PARTICIPATION**

Several residents were in attendance regarding speeding on Mill Pond Road. Earlier in the day, a speeding car jumped a curb and wrapped around a tree, totaling the vehicle. This happened at an area that is a bus stop and had the accident happened about five minutes later, children may have been seriously injured. Many residents in the community feel that something needs to be done about the speeding situation along Mill Pond. The Board mentioned that a survey had been taken in the past and about 85% of the speeders are residents of Newtown Crossing. Some measures have been taken—the speed limit has been reduced from 35 to 25 mph, and crosswalk signs and markings have been installed. One resident suggested installing speed bumps; however, it was mentioned that speed bumps do not work with snow plows. Also if the bumps are not high enough they do not slow drivers down, but if they are too high they damage the under carriage of cars. One further comment on speed bumps was that people tend to speed up between bumps, slow down for the bump and then speed up immediately after the speed bump. It was suggested putting cones in the middle of the pedestrian crossing area to slow down cars. Even though some measures have been put in place, the biggest deterrent to speeding is enforcement. Signs, additional stop signs and speed limits will be ignored without enforcement.

Mrs. McCurdy felt that we should ask about temporary speed bumps. Mr. Ancona felt that the only thing that will work is enforcement. Speed enforcement cameras were another suggestion. Several people felt that a physical barrier with speed bumps was the best solution. It was still pointed out that enforcement was probably the key to deterring speeders. The Board will write to the Township to seek help in addressing the problem with speeding drivers, including having the police monitor Mill Pond and ticket speeders.

It was mentioned that John Mack, Newtown Township Board member, has a one-on-one meeting with residents at the Corner Bakery on the second Monday of every month at 2:00 p.m. to discuss local issues.

Resident Michael McFarland attended the meeting and indicated that he was interested in running for the Board of Directors. One Board position is open for election in April. Mr. McFarland will submit a biography to our webmaster to be posted on our website. Mr. Ancona gave Mr. McFarland a brief description of the Board member duties.

### **TREASURER'S REPORT**

Mr. Donatelli reported on delinquent accounts. The following complaints have been filed with the District Court for hearings:

Glenn Teschner, 11 Westwood Court, balance owed - \$1,156.75

John and Eileen Bronkovic, 144 Commonwealth Drive, balance owed - \$1,328.75

Colin and Catherine McBride, 130 Union Street, balance owed - \$1,043.75

Maureen Mason, 24 Chesapeake Drive, balance owed - \$1,321.75

Mr. Donatelli distributed the December 2019 Profit and Loss Statement, the January 1 to December 31, 2019 YTD Comparison Statement, the Balance Sheet as of December 31, 2019 and the 2019 Performance vs Budget. Income for the month of December totaled \$7,490 and expenses for the month totaled \$33,504. January to December 31, 2019 YTD income totaled \$247,006 and total operating expenses for the year totaled \$195,620. Reserve expenses totaled \$23,732. Total Assets and Liabilities & Equity of December 31, 2019 were \$365,848.

## **POOL/RECREATION**

We currently have about \$75 left in the pool chair fund.

## **MAINTENANCE**

The retaining wall repair between Princess and Delaware has not yet been started because of the weather.

Mr. Ruzicka received a quote to remove a dead tree on common ground behind 38 Hickory Lane (\$800) and to remove a fallen tree (\$700) and grind stump (\$300) on the Bucks Meadow cul-de-sac. Mr. Ruzicka made a motion to approve an expenditure of \$1,800 to O'Brien's Tree Service for this tree work. The motion was approved.

## **MANOR HOUSE**

Mrs. Dettra reported that there was one paid rental scheduled for February. Mrs. Dettra has had inquiries from Liberty Square and Eagle Ridge and asked the Board whether we would want to consider opening the Manor House up for rentals to residents from those two developments if we were to charge more for those rentals. The facilities of Newtown Crossing are maintained by the residents and are for the use of our residents and it was felt that we should still limit their use to just our residents.

John Asta inspected the fire extinguishers and three were replaced or recharged. The bannister was repaired and is now secure.

Mrs. Dettra called ADT and inquired about getting our alarm system re-activated. She met with an ADT technician and also spoke with Verizon about other options available. Several options were discussed and we will consider changing the alarm system.

During the month there was an issue of the heat going off at the Manor House. George Hepp and Armstrong Heating were both called and after repeated service calls and having the heat go out several more times the issue was finally corrected.

## **ARCHITECTURAL CONTROL**

Resident at 213 Hidden Valley Lane submitted application to replace patio door. This application was approved as submitted via email during the month.

With no further business, the meeting adjourned at 8:52 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 3, 2020**

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, March 3, 2020, in the Spring House. The meeting was called to order at 7:35 p.m. by the president, James Downey, with the following Board members and officers present: Maddison McCurdy, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. The following residents were also in attendance: Fred Ehmann and Robert Hewski.

The minutes of the February meeting were approved as submitted.

### **MEMBER PARTICIPATION**

Mr. Hewski, who lives on Commonwealth Drive, attended the meeting to inquire about the repaving of Commonwealth. It was his understanding that Commonwealth has been scheduled for repaving this year and he asked the Board if the timing of that paving was known and whether the Board knew when the notification would be released to the residents in order to give them sufficient time to plan for the repaving. Commonwealth will be a difficult road to pave due to it being one-way and the amount of congestion on it. The road is in very poor condition and the repair jobs that have been done in the past have not been good. Mr. Hewski was concerned about the Township doing a good job with the paving and giving the residents advance notice. He also questioned whether curbs would be replaced, since, currently, the curbs are inconsistent--some are 4" below the street and others are 4" above the street. Since the Township has done a good job with the roads previously paving in the community, it is hoped that the same quality job will be done on Commonwealth. Mr. Hewski indicated he would try to be pro-active to ensure that the work is done in a quality fashion and offered to report back to the Board with any additional information he might obtain.

Mr. Hewski further inquired about who is responsible for the maintenance of the cluster mailboxes located along Commonwealth. He indicated that the mailboxes are in poor condition with growth on the boxes. There is a box in front of his house which he offered to clean it up and paint it; however, the Board indicated that he should not do that since the boxes are the property and responsibility of the postal system. They should be reported to the post master. If Commonwealth is going to get a facelift with the street being repaved, Mr. Hewski hoped to also see improvement in the condition of the mailboxes, which are currently an eyesore.

The street lights on Commonwealth also need repair and many of the lampposts have different colored bulbs. All of the street pole lights have a number on the pole and those repairs are also the responsibility of the Township and can be reported on the Township website. Mr. Hewski was interested in improving the appearance of Commonwealth and thanked the Board for listening to his comments.

### **TREASURER'S REPORT**

Mr. Donatelli reported on delinquent accounts:

Robert and Bea Harrington - 247 Canterbury Street – property was sold and we received a check for back assessments in the amount of \$3,086.50

John and Eileen Bronkovic - 144 Commonwealth Drive – check in the amount of \$1,328.75 was received for back assessments

Maureen Mason - 24 Chesapeake Drive – received check for \$1,321.75 – balance owed is \$247.75.

Mr. Donatelli distributed the January 2020 Profit and Loss Statement. Income for the month of January totaled \$42,227.01. Expenses for the month totaled \$3,924 and principle payment on our loan totaled \$1,386.00 for a total cash outlay of \$5,310, resulting in a positive cash flow of \$36,917 for the month.

We received a proposal from Girard in the amount of \$8,519.22 to treat the ash trees. Motion was made and carried to accept this proposal. This payment will pull down the current balance in the reserve account, so no funds will be available for tree work until May.

Correspondence sent and received was reviewed. A letter was sent to the Township regarding speed enforcement on Mill Pond Road.

## **POOL/RECREATION**

Mrs. McCurdy and Mrs. Dempsey met with Bennington. There will be a different manager helping us this season. Everything looks good at this point. It was mentioned that the lifeguards should have a cell phone in the guard shack. Mr. Donatelli thought that there already was a phone in the guard shack which the guards were supposed to use to call in when they arrived and left the premises. The pool committee will check on this.

While the committee does not have definite numbers at this point, we should plan on budgeting about \$8,000 for next year for pump house expenditures.

## **MAINTENANCE**

There was some discussion regarding the disposition of the tennis court area. Several quotes have been received with different options, including redoing one court, tearing up one or two courts and grassing over, and adding one additional basketball court and resurfacing the existing basketball court. No decision has yet been made and funding will need to be budgeted for this major expense.

## **PUBLICITY**

Mr. Ehmann solicited items for the newsletter. The ballot will need to be prepared for the Annual Meeting. At the last month Mr. McFarland had expressed interested, but Mr. Ehmann had not yet received any information for the ballot write-up. Mr. Hewski, who was in attendance at this meeting, also expressed interest in running for the Board.

## **MANOR HOUSE**

Three Manor House rentals are scheduled for the month of March and four are scheduled for the month of April.

An updated basic alarm has been installed by ADT at a cost of \$159.20. Mrs. Dettra paid this expense and forwarded an email receipt to Mr. Donatelli, since a paper receipt was never provided. The phone service landline is no longer needed and Mrs. Dettra cancelled that service.

## **ARCHITECTURAL CONTROL**

No applications were submitted during the month.



## **NEW BUSINESS**

Mr. Ruzicka received a call inquiring about the house on West Hanover Street. Several residents who live near the property would like to sell their house, but have been told that they would never be able to do so because of the condition of the neighboring property. NCCA has no authority to go onto and clean up private property. There are, however, Township ordinances that would allow the Township to take action, but, even after repeated requests, the Township has done nothing. In our latest correspondence to the Township, Township ordinances were even cited which provide the Township with authority to take action. It is doubtful that the house in question is even being inhabited at this time. It appears that someone is picking up mail, but it does not look like anyone is currently living there. Neighboring residents offered at one time to come in and help clean up, but that offer was never accepted by the owners of the property. NCCA By-Laws allow us to have some input on architectural control issues for townhomes but we have no input or power over single homes. We will continue to pursue this issue with the Township. It was suggested that neighboring residents show up en masse at a Supervisors meeting to push the Township for action to clean up this property, which is not only an eyesore but a hazard to the community.

With no further business, the meeting adjourned at 8:35 p.m. Due to the current “stay-at-home” measures in effect throughout the state, the Annual Meeting and the regular April meeting will be postponed/cancelled.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

THERE WAS NO APRIL MEETING

## NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

**May 5, 2020**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, May 5, 2020, as a virtual meeting. The meeting was called to order at 7:28 p.m. by the vice president, Peter Ancona, with only auditory available for Mr. Ancona. The following Board members and officers were in attendance: Carl Ruzicka and Marie Dempsey (visual via cell phones), Bob Donatelli and Joanne Urquhart (visual via computer) and James Downey who could hear the meeting, but was transmitting comments through Mr. Ancona.*

Since the April meeting had been cancelled due to the pandemic guidelines, there were no April minutes. One correction was noted to the March minutes—page 2, second paragraph, “Girard” should be “Giroud”. The minutes were approved with this correction.

### **TREASURER’S REPORT**

Mr. Donatelli had emailed the Treasurer’s Reports prior to the meeting, which included the February 2020 and the March 2020 Profit and Loss Statements and the March 31, 2020 Balance Sheet. Income for the month of February 2020 totaled \$18,982 and expenses totaled \$7,004. Income for the month of March totaled \$9,814 and operating expenses totaled \$9,357 plus \$6,000 for reserve expenses. Total Assets and Liabilities & Equity as of March 31, 2020 were \$401,038.

Mr. Donatelli had just received the monthly assessments report and, at first glance, receipts appear to be close to normal. Delinquency rates from the last few years have been less than 10%. We can afford a delinquency rate of 10-15%, however, if the rate over the next few months goes to 25 or 30% then we may have financial problems. Again, as of right now we are close to normal. Mr. Donatelli felt we should take caution now so we do not have a financial problem by the end of the year or into next year. We may see an increase in foreclosures and possibly write-offs of assessments if bankruptcies result. The third quarter will probably be more of an indicator as to where we will be going as far as assessment income and we may have to review budgeted work and possibly put off some work.

We received a management representation letter to prepare the 2019 audit. The price quote is the same as it has been for the past two years.

### **POOL/RECREATION**

Mrs. Dempsey had been in contact with Bennington Pool. They uncovered the pool since, at the time, they were optimistic that we could open the pool on Memorial Day weekend. If we open the pool, the CDC guidelines stipulate a maximum of 10 people in an area which means 10 people can be in the pool. If we open, we would probably be working with two guards; and it was suggested going to wrist bands instead of pool tags. We would probably need to implement sign-up sheets, no guests, no chairs and no umbrellas. Despite Bennington’s optimism, it was doubtful that we would be able to open for Memorial Day weekend. Mr. Downey expressed concern as to whether all of the stipulations mentioned above would be manageable. Given the current coronavirus status, is it realistic to believe that we could open the pool by Memorial Day? Mrs. Dempsey expressed concern as to whether it would be worth it to try to open and perhaps a target of July might be more manageable if the guidelines allow. Therefore, it was felt that the pool cover should be put back on to avoid any possibility of individuals jumping the fence. Right now July was decided as a tentative open time; however, circumstances will be reviewed as time progresses.

Mr. Ancona indicated that he had several people ask if we were doing anything to wipe down the playground. We are not doing anything, so individuals would be using the playground at their own risk. Newtown Township has sent out clear directions that no one should be using the playgrounds and playgrounds have been closed at park areas.

## **MAINTENANCE**

Despite possible financial concerns expressed by Mr. Donatelli, the Board felt we should try to keep up with the necessary critical tree work. Mr. Downey indicated he received calls about downed limbs between 120 and 140 Union Street. Moran will look at this area. We may get more calls about doing lawn cutting/tree trimming work since, as our community ages, residents who used to do work on behalf of the community may no longer be able to do so.

During the month the Board approved an expenditure of \$2,600 to O'Brien's Tree Service to remove a large pine tree and maple that came down on the common ground by Mill Pond and Newtown Richboro Road. While the treasurer has expressed concern regarding exceeding the tree maintenance budget, Mr. Ruzicka mentioned that he is more concerned that the community looks decent and everything is cleaned up. Mr. Ancona expressed agreement. There is another large oak on common ground on a breezeway on Chestnut that will need to be removed. This is not pressing at this time and it will be added to the list for future work.

Moran has cleaned out the basin and it is currently in good shape. We will have Moran continue to keep an eye on it and maintain it when needed.

The post and rail fence on the cul de sac at Prince Philip has several broken rails and Mr. Ancona asked Moran to replace the rails. He did not believe that would be an expensive repair.

## **PUBLICITY**

Mr. Ancona suggested that several items should be posted on our webpage and he offered to send an email to Mr. Ehmann regarding the playground, soliciting election ballots and July 4th as a possible opening date for the pool.

## **MANOR HOUSE**

The door on the back of the Spring House has been replaced.

Mrs. Dettra has been charged for ADT monthly security fee of \$50.21 against her personal account for the past three months. She has asked to be reimbursed for this amount and a different means of billing will need to be determined. The Board agreed that she needs to be reimburse; however, Mr. Donatelli indicated that she will need to be the one to contact her bank to stop the charges against her bank account. Mrs. Dettra is seeking to transfer the billing from her personal account to another form of billing, which will have to be set up by our Treasurer. Reimbursement is in the process of being sent to Mrs. Dettra.

The tenants of the Carriage House pointed out to Mr. Ruzicka that the roof line by the chimney in the back of the Carriage House is beginning to sink. This may indicate that some of the wood may be rotting. Mr. Ruzicka suggested that Mr. Ancona also take a look at this and offer an opinion as to what the problem may be.

## **ARCHITECTURAL CONTROL**

Resident at 140 East Hanover Street submitted application to install a shed. This was approved during the month as submitted.

## **OLD BUSINESS**

Until the 2020 Board election is settled, Mrs. Dempsey has offered to stay on the Board until the election quorum is obtained. A reminder to submit ballots should be posted on the webpage and Mrs. McCurdy will be asked to post a reminder on the Newtown Crossing Facebook page.

Question was raised as to the status of the Arcadia Development. There has been no recent news regarding this.

## **NEW BUSINESS**

Mrs. Dempsey inquired as to why we were going to court over the incident of the woman who tripped on a section of common ground sidewalk. The lawyer from our insurance company asked the judge to dismiss the case; however, the judge felt he wanted a jury to hear it and the case will thus be going to court. A court date is scheduled for the end of August.

With no further business, the meeting adjourned at 8:30 p.m. Due to the continued restriction on public gatherings, the next meeting will again be a virtual meeting and will be held on Tuesday, June 2 starting at 7:00. Mrs. Dempsey was thanked for setting up the May meeting and has also arranged the June 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 2, 2020**

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, June 2, 2020, as a telephone conference call. The meeting was called to order at 7:03 p.m. by the president, James Downey. The following Board members and officers were in attendance: Peter Ancona, Marie Dempsey, Maddison McCurdy, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also on the call were Fred and Barbara Ehmann. Matt McMaster, of Bennington Pool Service, joined the call at 7:30.

The minutes of the May meeting were approved as submitted.

### **TREASURER'S REPORT**

The Preliminary NCCA Financial Statements as of December 31, 2019 prepared by DeGrouchy, Sifer and Company had been provided to the Board for review prior to the meeting. Mr. Ruzicka made a motion to accept the preliminary report. Mr. Ancona seconded the motion and the motion carried.

Prior to the meeting, Mr. Donatelli distributed and, at the meeting, reviewed the April 2020 Profit and Loss Statement and the January 1 to April 30, 2020 P&L YTD Comparison Statement. Receipts for the month of April totaled \$41,905 and expenses totaled \$16,795. Year to date income as of April 30, 2020 totaled \$112,928 and operating expenses totaled \$37,980. Additional expenses included \$5,675 for principal payment on the loan, \$6,000 for tree reserve fund and \$1,486 for retaining wall repairs.

### **POOL/RECREATION**

Prior to the meeting Mrs. Dempsey had forwarded the guidelines from the Bucks County Health Department regarding outdoor pool operations for 2020. She had also forwarded a seven-page CDC guideline which Bennington Pool had forwarded to her. These guidelines outlined the additional responsibilities which would have to be handled by NCCA and the responsibilities that would be handled by Bennington. According to the new guidelines, the only thing that the Bennington staff lifeguards would be permitted to do would be to lifeguard. Extensive guidelines to be followed were issued specifically to prevent the spread of COVID-19, all of which would need to be handled by the community association. The guidelines included providing additional signage relative to Covid-19 symptoms, maintaining social distancing between bathing families, frequent disinfecting of any handrails or commonly touched items, limiting occupancy, encouraging face coverings, bathroom would need to be disinfected frequently during the pool operational hours, no pool parties, no swim meets, hand sanitizing/hand washing stations, etc. All of this would need to be monitored by NCCA, since the lifeguards would not be permitted to do any of this. We would need to hire people to do the cleaning and monitoring of the guidelines. Numerous questions were asked, including whether Bennington would be able to supply other personnel to handle the special needs that would be required this year and, if so, at what cost? Would we have any additional liability relative to the pandemic? Would we need to have segregated swims for older adults and children?

Mrs. Dempsey indicated that the swim team has offered \$500 toward the disinfectant supplies and Mrs. Dempsey felt that the additional cost for hand sanitizers and disinfectants would be about \$700.

It was felt that trying to monitor spacing would be difficult and we did not know how we would be able to enforce it. Would we try to allow time slots for different age groups? There were numerous questions that would have to be answered.

Matt McMaster, from Bennington Pool, joined the conversation at 7:30. With all of the additional guidelines that the CDC has implemented, the Board asked Mr. McMaster if Bennington would be able to provide additional staff that would be able to handle the cleaning and sanitizing portion of the pool. He indicated that their insurance company wanted them to stay out of the cleaning portion of the pool.

The Board asked how some of his other clients were handling the situation. He indicated that some of his clients were hiring cleaning services. The decisions with other HOA's has been varied, some had already decided to stay closed and one large pool in Bucks County was planning to open. Some were just waiting to see how things progressed before making a decision.

Discussion continued after Mr. McMaster left the conversation. Mr. Ruzicka did not know how we could enforce the cleaning issues without hiring a professional cleaning service since Bennington could not provide the cleaning services. Considering the costly and stringent safety guidelines issued by the CDC for the operation of the pool, the Board felt it would be difficult for us to safely open the pool this year. The Board felt that it was in the best safety interest of the community to not open the pool. After extensive discussion and after talking to our pool management company Mrs. Dempsey made a motion that we keep the pool closed for the 2020 pool season. Mrs. McCurdy seconded the motion and the motion carried unanimously.

Mrs. Dempsey will contact Bennington to advise them that we will not be opening the pool this summer.

## **MAINTENANCE**

We received a complaint that there is an area of common ground behind Union that is not getting cut. Pete had mentioned this area to Moran and will mention it again.

The detention basin gets cut twice a year. It was questioned whether the contractor should be contacted regarding this.

Mr. Ruzicka will be going through the development with Giroud Landscaping to determine which ash trees should receive the ash borer treatment. There is a distinct improvement in the trees that have been treated versus the trees that were not. The treatment has been very beneficial for the trees.

## **PUBLICITY**

The newsletter will be written up to include the status of the election and the need for additional ballots in order to have a quorum. The status of the paving of Commonwealth and a notice that the pool will not be opening for the season will also be included.

It was noticed that the Manor House rental should be changed to \$150 on the website and that material relative to the pool and swim team should be removed.

Since we still need about 40 ballots to constitute a valid election, it was suggested that people solicit ballots and encourage people to please mail in their ballots. It was also suggested that ballots be emailed to residents so that they could complete, sign and directly email them back.

## **ARCHITECTURAL CONTROL**

Resident at 3 Princess submitted application to expand her driveway. The Board approved the application provided the Township also approves it.

## **OLD BUSINESS**

Mr. Ruzicka received an email from the neighboring resident that rats were noted behind the property at 311 W. Hanover and the neighbor had contacted the Township regarding this issue. Mr. Ruzicka also noted that a policeman was recently outside the property, however, he could not tell Mr. Ruzicka the nature of his visit. Numerous letters have been written regarding this property and it was suggested that we sent another letter including a notation about the rats. Copies will also be sent to all of the supervisors, and Mr. Ruzicka indicated that a number of neighboring residents would be willing to attend a supervisors meeting to raise continued complaints about the condition of this property.

It was also suggested that we contact the Township regarding the status of the paving of Commonwealth Drive. The township has had to cut back on work this year. If Commonwealth will not be completely repaved, it was suggested asking the Township if some interim work could be done to repair some of the really bad areas on the street until the street can be completely repaved.

## **NEW BUSINESS**

Mrs. Dempsey inquired as to why we were going to court over the incident of the woman who tripped on a section of common ground sidewalk. Mr. Downey advised that the lawyer from our insurance company asked the judge to dismiss the case; however, the judge felt he wanted a jury to hear it, thus the case will be going to court. A court date is scheduled for the end of August.

With no further business, the meeting adjourned at 8:30 p.m. The annual meeting and the next regular meeting will be held on Tuesday, July 7, 2020, starting at 7:30 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, 2020**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, July 7, 2020 in the Spring House. The meeting was called to order at 7:33 p.m. by the president, James Downey, immediately following the Annual Meeting. The following Board members and officers were present: Maddison McCurdy, Carl Ruzicka, and Joanne Urquhart. No other residents were in attendance.*

The minutes of the June meeting were approved as submitted.

### **TREASURER'S REPORT**

Prior to the meeting, Mr. Donatelli had distributed the May 2020 Profit and Loss Statement and the January 1 to May 31, 2020 P&L YTD Comparison Statement. Receipts for the month of May totaled \$15,363 and expenses totaled \$9,244. Year to date income as of May 31, 2020 totaled \$128,291 and operating expenses totaled \$46,324.

Since Mr. Donatelli was unable to physically attend the meeting, he had emailed a written report prior to the meeting. In his report Mr. Donatelli request a Board vote to transfer \$9,000 from the tennis court special assessment fund to the tree removal fund, which would afford \$7,581 in available funds for tree work. Mrs. McCurdy made a motion to transfer those funds and Mr. Ruzicka seconded the motion. The motion carried.

Mr. Donatelli also recommended transferring an additional \$10,000 from the special assessment for Manor House major repairs and \$4,000 from special assessment for sidewalks to the tree removal fund. This will leave \$11,000 for exterior work on the Manor House and \$6,000 for scaled-back sidewalk replacements and will restore the tree removal fund to \$17,581 for the rest of 2020. The Board felt that a Board vote was not necessary for this action.

### **POOL/RECREATION**

While there were no residents in attendance, comments had previously been received by Board members regarding the closing of the pool for the season. While some community members had initially been vocal about the pool being closed, more people had approached Board members and expressed their support in closing the pool and felt that the Board made the right decision.

The 4th of July Bike Parade was enjoyed by all who participated. Thanks were extended to Marie Dempsey, Lorrie Strange, Freida and Jerome Gowand for their help in organizing this event. A thank you was also extended to the representative from the Newtown Fire Department who led the parade. Mrs. Dempsey felt we should make a donation of \$40 to the Newtown Fire Department for their help and take this donation out of the Social Fund money. The Board had no problem with that request.

Lorrie Strang is planning to do another event in August so the electric is still on in the dog house.

### **MAINTENANCE**

Mr. Ruzicka reported that there is additional tree work that had been on hold due to the extensive critical work resulting from the last storm. That work includes a broken tree on Mill Pond, a dead pine tree on the Valley Court cul-de-sac, and a large dead tree that is close to the sidewalk in the woods near Chestnut and York.

Mrs. Dempsey's report indicated that the sidewalks did not need to be done this year. She felt that project could be deferred for now.

## **PUBLICITY**

The Ehmanns and Mrs. Urquhart have been working on trying to update/increase the NCCA email listing. They have started to go through the current email list and delete any names that are not part of NCCA or who no longer live in Newtown Crossing. A new notation will be added on the July assessment bill encouraging people to sign up and to call the secretary if they do not have email so a hard-copy mailing listing can also be established. An email address line has also been added on the 5407 Resale Forms for the new owners to include their email. When Mr. Donatelli receives the forms back after the sale goes through, he will forward the email addresses to the Ehmanns who can then add the new owner's email and delete the old owner's email if they had been listed on our records.

## **ARCHITECTURAL CONTROL**

Resident at 8 York submitted application to replace siding and windows. Application approved as submitted.  
Resident at 185 Commonwealth submitted application to replace roof. Application approved as submitted.  
Resident at 2 Chestnut submitted application to replace roof and gutters. Application approved as submitted.  
Resident at 34 York submitted application to replace roof and gutters. Application approve as submitted.

The following residents submitted applications during the month:

Resident at 2 Candlewood submitted application to install fencing.  
Resident at 22 Chesapeake Drive submitted application to replace roof.  
Resident at 3 Princess submitted application to resurface driveway.  
Resident at 16 Chesapeake Drive submitted application to replace roof.  
All of the above were approved via email prior to the meeting.

## **MANOR HOUSE**

Currently the only scheduled use of the Manor House is for a Swim Team brunch on July 25.

When the Manor House is used it will be sanitized before and after use. No one has been in the Manor House except for Mrs. Dettra and her son, who have been checking the house twice a week.

## **OLD BUSINESS**

Although there has not been any action, Mr. Downey mentioned that there has been some response to the correspondence sent regarding 311 W. Hanover Street. Mr. Ruzicka indicated that he has not yet contacted township supervisors John Mack or Dennis Fisher but would try to get in touch with one of them also.

Mr. Downey had received complaints regarding vehicles parked on common parking pads at the corner of Chestnut and Chesapeake. Forms were submitted to the police regarding these vehicles and the burgundy sedan is apparently properly registered to a resident who lives at 50 Chestnut. The pick-up truck is owned by a man who is in a nursing home and his brother, who lives in Newtown Crossing, indicated he will get the vehicle properly registered but requested some time to do so.

With no further business, the meeting adjourned at 7:52 p.m. The next regular meeting will be held on Tuesday, August 4, 2020 starting at 7:30 p.m. in the Spring House. Masks required for all in attendance.

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, 2020**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, August 4, 2020 in the Spring House. 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, Maddison McCurdy, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. The following resident was in attendance: Bruce Collier.*

Several corrections were noted on the minutes of the July meeting. Under Treasurer's Report, second paragraph, second sentence should read "In his report Mr. Donatelli requested...". Third paragraph, first sentence should read "Mr. Donatelli also recommended transferring an additional \$6,000 from the special assessment for Manor House major repairs and \$4,000 from the assessment for sidewalks to the tree removal fund for \$10,000 total."

### **TREASURER'S REPORT**

Mr. Donatelli distributed and reviewed the June 2020 Profit and Loss Statement, the January 1 to June 30, 2020 P&L YTD Comparison Statement and the Balance Sheet as of June 30, 2020. Receipts for the month of June totaled \$5,239 and operating expenses for the month totaled \$15,152, plus reserve expenses totaled \$15,500. Year to date income as of June 30, 2020 totaled \$133,530 and operating expenses totaled \$61,476. Additional expenses included \$8,574 for principle loan payment, 21,500 for reserve expenses, and \$1,486 for repairs to the Prince Philip Court retaining wall, for a total cash outlay of \$93,036. Total Assets and Liabilities & Equity as of June 30, 2020 were \$401,701.

Mr. Donatelli reported that there was a problem with the rent check submitted from the tenants of the Carriage House last month. This is the first time that there has been a problem.

### **POOL/RECREATION**

We received positive comments regarding the 4th of July weekend bike parade, which started and ended at the pool parking lot. About 40 families participated and refreshments were served after the parade.

### **MAINTENANCE**

A number of branches are down from the last storm. Mr. Ruzicka surveyed the community afterwards and noted a lot of clean-up work. Mr. Ruzicka contacted Moran and told him to pass on the next mowing and do clean-up instead. He reported that there are two large trees with large limbs down that may require removal of the entire trees. Mr. Ancona looked at a large forsythia bush that a resident raised complaint about. The largest part of the overgrown is on the neighbor's property and Mr. Ancona advised the resident that she could cut it back. If she wanted to remove it, she could do it at her expense, but she should advise the Board prior to doing that removal.

### **SOCIAL**

Lorrie Strange indicated that she was going to hold onto the remaining funds from the last event, since they would like to do another community event prior to the start of school. Council Rock is currently scheduled to start on September 8 with on-line learning for the first three weeks.

## **ARCHITECTURAL CONTROL**

Resident at 227 Canterbury Court submitted application to install new fencing. Application approved as submitted.

The following residents submitted applications during the month:

Resident at 5 Princess Lane submitted application to install new roof.

Resident at 34 York Street submitted application to install fencing.

Resident at 26 Chesapeake submitted application to install new roof

All of the above applications were approved via email prior to the meeting.

## **MANOR HOUSE**

The Manor House was used for a swim team picnic on July 31.

The Manor House and Spring House were requested for use on September 19 for an outdoor wedding for about 40 people. The renters are planning to have a tent and have rented both areas to allow for spacing. They were informed that COVID 19 guidelines would have to be followed and the renters will clean up before and after the rental. The Board did not have a problem with this rental as long as guidelines as of September 19 are followed.

## **OLD BUSINESS**

Mr. Donatelli reported that we have received 41 ballots but more ballots are needed to constitute a valid election. Approximately 30 more ballots are needed.

Another letter was recently written and copied to various agencies regarding the exterior property of a house on Hanover which is littered with junk in the front and back yards of the house. Mr. Downey reported that we have not received any responsive action relative to that letter despite our repeated request for action regarding the condition of the premises. Without a forced intervention by appropriate agencies, it is doubtful that this property will be cleaned up since the Association has no authority to clean it up. If certificate of inspections are necessary for individuals to initially inhabit a property, it was questioned how this property could pass an inspection for being habitable in its current state. We will continue to pursue this issue.

With no further business, the meeting adjourned at 8:17 p.m. The next regular meeting will be held on Tuesday, September 1, 2020 starting at 7:30 p.m. in the Spring House. Masks will be required for all in attendance.

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 8, 2020

The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, September 8, 2020 in the Spring House. 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, Bob Donatelli and Joanne Urquhart. The following residents were also in attendance: Bruce Collier, Fred Ehmann, Evgeniya Mokitskii and Andy Wambach.

The minutes of the August meeting were approved as submitted.

A resident in attendance reported that there is an abandoned vehicle on the parking apron near 15 Canterbury Court, a white Toyota with expired inspection sticker. Mr. Downey mentioned that we now have a new contact in the police department for these issues and he seems very responsive. Mr. Downey will check this out, fill out the form, and submit it to the Township. The two vehicles that were on the Chesapeake parking pad have been removed from the common grounds.

### **TREASURER'S REPORT**

Mr. Donatelli distributed and reviewed the July 2020 Profit and Loss Statement and the January 1 to July 31, 2020 P&L YTD Comparison Statement. Receipts for the month of July totaled \$34,557 and expenses totaled \$16,912. Receipts for the period January 1 to July 31, 2020 totaled \$168,088 and operating expenses totaled \$78,387. Additional expenses included principal payment on the loan in the amount of \$10,009, reserve expenses \$21,500, retaining wall expense was \$1,486, for a total cash outlay of \$111,382. This resulted in a positive cash value of \$56,076 for the period ending July 31, 2020. Payments were made to O'Brien's in the amount of \$5,525 and a payment of \$1,415 to Moran for storm damage cleanup, for total of \$6,940. The current available tree balance is \$10,641. Carl just forwarded a proposal for \$1,700 for tree removal and that would leave a balance of \$8,941 in the tree fund for the rest of the year.

### **POOL/RECREATION**

Mr. Downey questioned why the pool management expenses through July totaled \$10,297. Mr. Donatelli stated that the pool contract starts in March and we paid them starting at the time. It was questioned whether we will get a credit since the pool was not operating this season. During one conversation, Bennington mentioned that we would settle up on any billing issues after the season, but it is not known at this time whether a credit will be obtainable.

### **MAINTENANCE**

A resident in attendance reported that there is a tree on Commonwealth and Union that has a number of dead limbs that are just hanging that need to be removed. The tree appears healthy, but it is dropping dead limbs that have broken off and the limbs that are just hanging pose a safety threat.

Mr. Ruzicka had obtained an email about an area of ground that is overgrown in the vicinity of Union/Bucks Meadow/Commonwealth. Mr. Ruzicka obtained a quote from Moran in the amount of \$475 to clean-up the area. Residents have been maintaining the area up to the common ground, and one resident who was in attendance said that he had been cleaning up the area. However, other residents seem to be dumping branches in the area, and the area is currently out of his ability to be able to maintain it.

This is a section of 15-20" breezeway ground between two townhome properties that, therefore, has not currently been maintained. Moran's quote included cleaning up the area, adding some dirt to level off the area and planting grass in the area, which would allow it to be easily maintained going forward. If this is done, the Board would request that the area be maintained by the two neighboring residents in the future. There are a number of areas where residents maintain common property, which allows us to keep our assessments low. The two neighboring residents currently use the same landscaper, and Mr. Ancona questioned the one resident in attendance whether they would be willing to have the landscaper maintain that parcel of ground going forward if the Association were to initially clean up the parcel. The resident in attendance said he was willing to do that, but the other resident has not been contacted. Mr. Ancona offered to talk to the other resident about her maintaining her side and the resident in attendance offered to meet with them at the same time.

## **SOCIAL**

There was a pretzel and ice cream event at the playground. While the event was not heavily attending, it was enjoyed by those who did attend.

## **ARCHITECTURAL CONTROL**

Resident at 330 E. Hanover Street attended the meeting and submitted applications to install fencing and driveway. Applications were approved.

Other following applications were submitted by email during the month:

Resident at 120 Chesapeake submitted application to add outside outlet for portable generator

Resident at 17 York Street submitted application to replace roof

Resident at 195 Commonwealth submitted application to add shed

Resident at 14 King Charles submitted application for new siding and roof

All of the above applications were approved via email during the month.

## **PUBLICITY**

Mr. Ehmann solicited for items that should be included in the next newsletter.

## **MANOR HOUSE**

One rental is scheduled for September, which is an outside wedding with tent and the Manor House and Spring House both being rented for the occasion. The renter agree to follow COVID-19 safety guidelines.

The outside painting of the Manor House will take place at the end of September/beginning of October

Some repairs are needed to the Carriage House. There are areas of the roof that are rotting and should be repaired. Carl had looked at the Carriage House and mentioned that the back of the roof is sagging and we will need to get an estimate on that. The chimney cover needs replacing. The tenant has tried to fix it but it keeps coming off. The wood on the garage doors is rotting. The tenant has replaced some of the wood but the door continues to be in need of repair. Some of these issues will need to be addressed at budget time.

### **OLD BUSINESS**

Mr. Donatelli reported that we have received 42 ballots, which is still short of the number of ballots needed to constitute a valid election. Approximately 30 more ballots are needed. The Annual Meeting will be rescheduled for November 10, the 2nd Tuesday of the month, so as not to not conflict with Election Day.

With no further business, the meeting adjourned at 8:25 p.m. The next regular meeting will be held on Tuesday, October 6, 2020 starting at 7:30 p.m. in the Spring House. Masks will be required for all in attendance.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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



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

**October 6, 2020**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, October 6, 2020 in the Spring House. 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, Marie Dempsey, Maddison McCurdy, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. The following residents were also in attendance: Jill Collier, Andy and Liz Cohen, Evgeniya Chernyshova and Mary Kate McCourt.*

The minutes of the September meeting were approved as submitted.

### **TREASURER'S REPORT**

Mr. Donatelli distributed and reviewed the August 2020 Profit and Loss Statement and the January 1 to August 31, 2020 P&L YTD Comparison Statement. Receipts for the month of August totaled \$21,952 and expenses totaled \$9,695. Receipts for the period January 1 to August 31, 2020 totaled \$190,040 and operating expenses totaled \$88,083. Additional expenses included principal payment on the loan in the amount of \$11,476, reserve expense \$21,500, retaining wall expense \$1,486, for a total cash outlay of \$122,545. This resulted in a positive cash value of \$67,495 for the period ending August 31, 2020.

Mr. Ancona inquired as to whether the Board should go forward with sidewalk repairs for this year. He felt we should probably continue to do sidewalk repairs in light of the pending sidewalk litigation. Mr. Downey concurred that we should continue with the repairs. Mr. Donatelli reported that we have \$6,000 left in the budget for sidewalk. Mr. Ancona will review the most critical areas that need repair and obtain an estimate for that work. If necessary we could do an email vote to approve that work.

Mr. Donatelli indicated that a budget meeting will need to be scheduled for some time in November.

We also need to reschedule the annual meeting. Sufficient ballots have not been received to constitute a quorum for the election--only 42 ballots have been received. It was suggested that we contact the two candidates on the ballot and ask them if they are willing to accept the results of the election with the total number of ballots received, even though that may not constitute a quorum. Mr. Ruzicka offered to contact the two gentlemen running for the election.

We received a request from the Fire Marshall asking if they could put up a safety banner at the Route 332 entrance three or four times during the month of October. The Board had no problems with this one particular request regarding fire safety.

Correspondence received and sent during the month was reviewed. A letter was written to a homeowner regarding dumping of tree clippings, and that issue was resolved. Another letter was sent to the owner of 111 Hidden Valley Lane regarding cutting the back yard of the property. Mr. Ruzicka offered to follow up on this issue. If the backyard has not been cut, he will instruct Moran to cut this property.

## **POOL/RECREATION**

Mrs. Dempsey obtained pool management quotes from American Pool and Bennington. The American quote was \$2,000 less, and she will ask Bennington to review their quote. American apparently does not include chlorine in their bid which accounts for some of the price difference. Mr. Ruzicka also noted that Bennington covers insurance and we would have to pay for insurance with American. Bennington buys their own insurance that covers us. The price quoted by Bennington would be good for three years.

Because of the pool cancellation this year, approximately \$18,000-\$19,000 in budgeted expenses were not spent on the pool. Approximately \$10,000 had been paid in advance and it was hoped that some of that amount would be reimbursed, however, expenses were necessary to open and summerize the pool in addition to closing and winterizing the pool.

Mr. Ruzicka questioned several issues in Bennington's contract, specifically page 12, items #12 and #13 and Mr. Downey questioned page 10, item #15. Mrs. Dempsey will verify questionable items with Bennington.

## **MAINTENANCE**

Mr. Ruzicka reported that there are two dead trees on common ground and several trees that need to be limbed up at Union and Commonwealth. Mrs. McCurdy reported that there is a tree on Franklin that was trimmed up, but the tree looks like it is dead and asked if it could be evaluated.

## **SOCIAL**

An end-of-season popsicle event will be scheduled at the playground.

## **ARCHITECTURAL CONTROL**

Residents at 143 Commonwealth submitted applications to install fencing and to install a shed. Applications were approved as submitted.

Resident at 105 Chestnut Drive submitted application to install new roof. Application approved as submitted.

Resident at 8 Chesapeake Drive submitted application in install fencing. Application approved as submitted.

Two applications were submitted and approved as submitted by email during the month:

Resident at 5 Candlewood submitted application to install new back double door.

Resident at 7 York Street submitted application to install new roof.

The resident who lives at 330 E. Hanover attended the meeting with her neighbor to review an application that was submitted and approved last month. During the previous month the Association had received a complaint regarding a dumpster that was illegally parked on Commonwealth which resulted in the discovery of work being done at 330 E. Hanover which had not been approved. That work included building a small wall around the backyard of the property and completely landscaping the backyard with paving blocks. None of this additional work had been included on the originally approved application. The original application only requested installation of a fence and redoing the driveway. No mention was ever mentioned of installing a cement block wall and completely ripping up the backyard to replace with cement blocks. The homeowner apologized for the confusion and wanted to correct the situation.

Due to some language barrier issues on the part of the owner of the property, a neighbor also attend the meeting to help explain some of the problems that had previously developed with both properties. There have been water drainage issues and interior mold issues with both 330 Hanover and the neighboring property, and the resident at 330 E. Hanover had been told of remedies that they could do in order to correct these issues. Mr. Ancona explained that walls being installed can impede the flow of water which can impact neighboring properties, and there is also an impervious surface requirement which has to be met in accordance with Township regulations. The Board expressed concern that none of the work that the resident started had ever been submitted to or approved by the Board. Lengthy discussion followed regarding what the resident wanted to do. After discussion Mr. Ancona felt the Board could not approve the additional work without seeing what the property actually looked like and how the retaining wall would affect the water flow for neighboring properties, and also the impervious surface issue. Mr. Ancona offered to physically go out to the property within the next week and review what impact the retaining wall would have. Therefore, since there are still questions regarding the impact of the work, the Board would not approve the additional work. Even if NCCA approved the application, the Township might not approve it because of the extent of the expansion. After he has had an opportunity to inspect the property, Mr. Ancona will report his findings back to the Board. Even if the NCCA Board approves the, the ultimate approval will have to be from the Township.

## **MANOR HOUSE**

There are no paid rentals scheduled during the month of October.

Mr. Ruzicka has made arrangements for the painting of the outside of the Manor House and that should take place in October.

The drain under the kitchen sink had been leaking and a renter repaired the leak; however, the leak must have been ongoing for some time since the wood at the bottom of the sink has rotted and molded and will need to be replaced.

The Manor House had been recently vandalized by two teenage girls who broke windows at the house. A resident in the area at the time was able to captures pictures of the incident and the vandals. These pictures were forwarded to the Newtown Township Police. Mr. Downey advised the Board that the Newtown Police had circulated the pictures and the mother of one of the girls identified her daughter from those pictures. The two teenage girls involved have no prior violations against them, and, because of that, it was recommended that they be referred to the Youth Aide Panel with the stipulation that full restitution of damages be reimbursed to the Association. If referred to the Youth Aide Panel, this incident will not be on the juveniles' permanent records. The cost incurred to the Association totaled \$600 to repair the damage done to the windows.

The police asked what action the Association wanted to take against the juveniles. Mr. Ancona made a motion that we accept the recommendation that the case be referred to the Youth Aid Panel with restitution required. Mr. Ruzicka seconded the motion and the motion carried unanimously.

The Board extended a thank you to the good citizen within our community who was able to capture pictures of the incident which led to the identification of the vandals and the reimbursement of the cost of the damages. A personal thank you letter will be sent to him.

Mr. Ancona made a motion to authorize the payment of \$600 for the repair of the broken windows due to this vandalism. Mrs. McCurdy seconded the motion and it carried unanimously.

Mr. Ruzicka called several oil companies regarding locking in for an oil price at the Manor House for the winter season. REIT will lock us in at \$2.29 a gallon through May. Big Oak, who we used last year, quoted \$1.65 a gallon, but that is not a lock-in price but a price if 100 gallons are purchased at a time. We were paying \$1.29 last year with Big Oak, for 100-gallon purchases. When Big Oak was previously cleaning out the system, they noted that the inside of the flue of the Manor House was crumbling. They had suggested putting a liner inside the flue, but never did anything at the time. If we go with REIT, they could also do this work, but, at minimum, we should get an inspection. Since it was felt there may be a lot of volatility in oil prices, the Board felt we should go with a lock-in price of \$2.29 with REIT and have them inspect the system and the flue. We would also get \$100 of free oil with sign-up with REIT.

With no further business, the meeting adjourned at 9:11 p.m. The annual meeting will be reconvened on Tuesday, November 10, 2020 starting at 7:30 p.m. in the Spring House, with the regular monthly meeting following immediately thereafter. Masks will be required for all in attendance.

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 10, 2020**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, November 10, 2020 in the Spring House. The meeting was called to order immediately following the annual meeting at 7:38 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona, Maddison McCurdy, Michael McFarland, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. At the annual meeting, Mr. McFarland had been elected to fill the Board position vacated by Marie Dempsey. The following residents were also in attendance: Marie Dempsey, Robert Hewski, Mario Lionetti and Mike Markle.*

The minutes of the October meeting were approved as submitted.

### **TREASURER'S REPORT**

Mr. Donatelli distributed and reviewed the September 30, 2020 Profit and Loss Statement, the January 1 to September 30, 2020 P&L YTD Comparison Statement, and the Balance Sheet as of September 30, 2020. Receipts for the month of September totaled \$6,033 and expenses totaled \$10,750. Receipts for the period January 1 to September 30, 2020 totaled \$196,073 and operating expenses totaled \$103,603. Additional expenses included principal payment on the loan in the amount of \$12,936, reserve expenses were \$21,500, and retaining wall expenses totaled \$1,486, for a total cash outlay of \$139,525. This resulted in a positive cash value of \$56,528 for the period ending September 30, 2020. Assets and Liabilities/Equity as of September 30, 2010 totaled \$407,557.

The new oil tanks were installed at the Manor House. Other major expenses include the painting and woodwork for the Manor House and the sidewalk repairs. Any excesses for these expenses will be taken out of the monies from the pool, which means that any pool excess may only amount to about \$8,000. Mr. Donatelli felt this amount should be left in reserve for pool repairs for next year. A budget meeting will need to be set up prior to the December 1 meeting and Tuesday, November 24, was suggested for that meeting.

Correspondence sent and received was reviewed.

### **POOL/RECREATION**

The Board needed to decide on a pool management company for next year. Contract bids had been received from Bennington and American Pool, and at the last meeting several questions had been raised regarding several issues on both contracts. American is now willing to strike the insurance clause and is willing to do a two-year contract. Chlorine will also be included in the American quote. American also has a COVID clause whereby if there is another COVID season, they will only charge us for services actually rendered. It was noted that Bennington has not been very responsive to our concerns, however, American has been responsive and flexible in some of the questioned issues. Mrs. Dempsey felt we should go with American since there were some issues with Bennington last year.

Mr. Ruzicka made a motion to accept the American pool management contract in the amount of \$32,387 for the 2021 pool season. Mrs. McCurdy seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Downey, yes; Mrs. McCurdy, yes; Mr. McFarland, yes; and Mr. Ruzicka, yes. The motion carried unanimously. It was noted that a cell phone will be needed at the pool, which could be a prepaid phone. Some additional monies for other expenses will also be needed, perhaps \$1,000.

## **MAINTENANCE**

Mr. Lionetti at 180 E. Hanover Street attended the meeting regarding a tree issue on common ground behind his property. He thanked the board for arranging to have O'Brien Family Tree Service look at the tree in question, however, he was concerned about the results of that evaluation. O'Brien indicated that the tree was healthy. Mr. Lionetti previously had a tree from common ground fall onto his property which caused substantial damage to his house and deck and which caused him financial loss because his insurance did cover the full extent of the damage. He submitted pictures of the tree which were taken from his deck and those pictures seemed to indicate the same type of structural weakness as the tree that previously fell on his house. O'Brien felt that the tree looked healthy, and it does, however, in Mr. Lionetti's opinion it has a structural defect which is of great concern to him since he is afraid of having this tree also fall on his property. It looks similar to what the other tree looked like before it split in a windstorm. He asked if a second evaluation could be done with him being present so he could present his pictures and findings in person and asked that the Board be proactive in preventing another tree from falling. The Board agreed to have Mr. Lionetti meet with O'Brien.

Sidewalk repairs are supposed to start the week of November 23. It was suggested that an item be included in the newsletter that residents can contact the contractor if they would like to have personal work done on their private sidewalks.

Mr. Downey reported that the lawsuit regarding the sidewalk fall has now been scheduled for next April.

## **ARCHITECTURAL CONTROL**

A resident at 11 Beech Street attended the meeting to inquire whether there were any restrictions on single home changes. He wanted to install new siding, vinyl fencing and build a children's play fort in the back yard and wanted to check regarding any NCCA restrictions before starting the work. NCCA does not have any restrictions on work done by residents of single homes, however, residents do need to check for any township regulations and obtain necessary permits.

Mr. Ancona reviewed the status of the work at 330 E. Hanover. He indicated that the owners have removed and relocated the retaining wall that was on common ground. They have not done any further work, so they may not have received Township approval.

Two applications were submitted during the month and approved via email:

Resident at 145 Commonwealth submitted application to install fencing. Application approved as submitted.

Resident at 28 Chesapeake submitted application to install roof. Application approved as submitted.

## **MANOR HOUSE**

Mrs. Dettra has had two serious inquiries regarding renting the Manor House for January and February 2021. She has advised potential renters that they must abide by COVID-19 rules and recommends renting the Spring House and the Manor House to spread out the crowd. She is waiting to hear back from both of these parties.

Several major repairs were needed in the past month. The broken windows were replaced, new oil tanks were installed and outside painting has begun. Mrs. Dettra extended a special thank you to Mr. Ruzicka for helping out with the oil tank installation and the painting and to Mr. Ancona for installing a light in the basement.

Due to rotted wood damage around the dormers on the roof, there is evidence of animal damage in the house. No animals were noted but "something" has been on the third floor, possibly squirrels.

For the past several years we have prohibited people from going onto the 2nd and 3rd floor, since they are in desperate need of cleaning. Prior to COVID-19, several individuals had planned to organize a group of NCCA residents to do a major Manor House cleaning. When it is safe to assemble again, we will ask our community to help out. The Manor House is an historical treasure and we should do whatever can be done to take care of maintaining it.

## **NEW BUSINESS**

With the coronavirus greatly on the rise, Mr. Ruzicka raised concerns about what might happen if our treasurer got sick since all of the financial records are in his possession. He felt that back-up copies of all of our financial records should be made on a monthly basis and given to Mr. Downey, as president of the association. Mr. Donatelli will purchase two thumbs drives and will copy the records and switch off drives as records are updated.

Mrs. Dempsey was thanked for all of her work on the Board and her heavy involvement with the pool operations.

With no further business, the meeting adjourned at 8:45 p.m. The next meeting will be held on Tuesday, December 1, 2020. With the recent increase in COVID-19 cases, it was suggested that the next Board meeting be held virtually.

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 1, 2020**

*The regular monthly meeting of the Newtown Crossing Community Association was a virtual/phone meeting held on Tuesday, December 1, 2020. The meeting was called to order at 7:32 p.m. by the president, James Downey, with the following Board members and officers present: Peter Ancona, Maddison McCurdy, Michael McFarland, Carl Ruzicka, Bob Donatelli and Joanne Urquhart. Also in attendance were Fred and Barbara Ehmann.*

The following changes were noted to the minutes of the November meeting. Page 2, under Maintenance, third sentence should read: "O'Brien indicated that the tree appeared healthy." Next sentence should read " . . because his insurance did not cover the full extent of the damage." The last sentence of that paragraph should read: "The Board agreed to have O'Brien review the pictures and meet with Mr. Lionetti if necessary." The minutes were approved with the above corrections.

### **TREASURER'S REPORT**

A budget meeting had been held during the month and, prior to the meeting, Mr. Donatelli had distributed the proposed 2021 budget and breakdown of the proposed receipts and disbursements for next year. After further review and discussion, Mr. Ancona made a motion to approve an assessment rate of \$35 per month for the calendar year 2021 broken down as follows: \$22 for operating expenses, \$3 for repayment of the detention basin loan and \$10 for expenses for storm damage/tree maintenance/removal, sidewalk repairs, tot lot and Manor House/Carriage House repairs. Mr. Ruzicka seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Downey, yes; Mrs. McCurdy, yes; Mr. McFarland, yes; and Mr. Ruzicka, yes. The vote passed unanimously. Assessments for 2021 will be \$35 per month, billed quarterly at a rate of \$105.

Mr. Ruzicka made a motion to approve the 2021 budget in the amount of \$280,000. Mrs. McCurdy seconded the motion and the vote was called: Mr. Ancona, yes; Mr. Downey, yes; Mrs. McCurdy, yes; Mr. McFarland, yes; and Mr. Ruzicka, yes. The vote passed unanimously.

Mr. Donatelli reported that three checks received during the month were returned due to insufficient funds, including the rental check for the Carriage House.

### **POOL/RECREATION**

American Pool is being considered as our pool management company for 2021; however, we will need to review our insurance coverage since American is requiring a substantially larger amount of insurance than what we presently have. Mr. Downey offered to follow up with our insurance agent, Mr. Adamusko to verify our coverage and what needs to be done if we need to increase our coverage.

Mr. Ancona will follow up regarding obtaining an estimate to supplement the rubber ground cover for the playground as part of the 2021 maintenance work.

### **MAINTENANCE**

Ed Hale has started on the sidewalk repairs and should be pouring the concrete within the next several days.



Regarding the issue of the condition of a tree on common ground behind 180 E. Hanover Street, the pictures that were taken by the homeowner were forwarded to O'Brien Tree Service. O'Brien continues to maintain that the tree appears healthy, but said that they could have a certified arborist look at the tree at a cost of \$300. The homeowner felt that the Association should pay for that; however, the Board was not willing to do that after O'Brien has already looked at the tree twice. The name and number of the arborist was provided to the homeowner to have the inspection at his own cost if he wished to do so.

## **ARCHITECTURAL CONTROL**

Mr. Ancona checked out the status of the work at 330 E. Hanover and indicated that no further work has been done.

Two applications were submitted during the month and approved via email:

Resident at 11 Hidden Valley Lane submitted application for new roof. Application approved as submitted.

Resident at 23 King Charles Lane submitted application for new roof. Application approved as submitted.

## **MANOR HOUSE**

Due to the current status of the coronavirus pandemic, Mr. Ancona made a motion that no Manor House or Spring House rentals be accepted until further notice. Mrs. McCurdy seconded the motion and the motion carried unanimously.

Mrs. Dettra reported that the annual fire and safety inspection is scheduled for December 3 and she will check all of the smoke detector and fire extinguishers.

A set of keys have been given to our new Board member, Michael McFadden.

Mr. Ruzicka indicated that the yearly inspections of the Manor House heaters are usually performed in the fall, but the maintenance checks have not yet been done due to the work we were doing to replace the oil tanks for the heaters. Mr. Ruzicka would like to get that scheduled during the beginning of 2021.

Mr. Donatelli is waiting for the bill for the new oil tanks which were recently installed at the Manor House. Mr. Ruzicka offered to stop at Mr. Donatelli's house and pick up the check for those services and drop it off at the office for payment.

## **OLD BUSINESS**

Mr. Donatelli presented the final ballot tally of the 2020 Board of Directors election. A total of 50 ballots were received. Out of that total, 8 were rejected because of either delinquent assessments, signed by a person who was not the property owner, or no candidate was selected on the ballot. Out of the 42 valid ballots, 31 votes were cast for Mr. McFarland and 11 were cast for Mr. Hewski, confirming Mr. McFarland as the winner of the election.

With no further business, the meeting adjourned at 8:40 p.m. The next meeting will be held on Tuesday, January 5, 2021, and will most likely be a virtual meeting.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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