

**MINUTES OF THE MONTHLY  
NEWTOWN CROSSING COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETINGS  
2022**

JANUARY—NO JANUARY MEETING WAS HELD

FEBRUARY .....2

MARCH .....5

APRIL .....

MAY .....

JUNE .....

JULY .....

AUGUST .....

SEPTEMBER .....

OCTOBER .....

NOVEMBER .....

DECEMBER .....

## NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

**February 1, 2022**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, February 1, 2022. The meeting was called to order at 7:50 p.m. via teleconference by the president, James Downey, with the following Board members and officers present: Peter Ancona, Maddison McCurdy, Michael McFarland, Carl Ruzicka, Robert Donatelli and Joanne Urquhart. Also in attendance were Fred and Barbara Ehmann.*

Since there was no January meeting, one correction was noted on the December minutes –second to last line on the first page should read “...install a generator in the front of his townhome...”. The minutes were approved as corrected.

### **TREASURER’S REPORT**

Mr. Donatelli distributed and reviewed the October, November, and December, 2021 Profit & Loss Statements, the January 1 to December 31, 2021 P&L YTD Comparison Statement and the Balance Sheet as of December 31, 2021. Income for the month of December totaled \$10,872 and expenses totaled \$33,342. Total income as of December 31, 2021 was \$282,173. Operating expenses for the year totaled \$199,066 and reserve expenses totaled \$61,229 for a total cash outlay of \$260,295, which resulted in a positive cash flow of \$21,878. Total Assets and Liabilities & Equity as of December 31, 2021 totaled \$407,093.

### **CORRESPONDENCE**

Mr. Ruzicka previously forwarded emails he has received from a neighbor of the property at 311 E. Hanover Street indicating that he is not happy that the property has not yet been cleaned up. We have made more progress this past year than we have in the past, but we have been dependent on Chief Forsyth to get things done. Chief Forsythe’s ability to make progress is dependent on his relationship with the Clarks and he has been reluctant to push too much since the homeowner will push back if pushed too far. Therefore, we may have to get things done in increments. The neighbor has not been happy with the lack of progress and is continuing to raise complaints. One Board member felt that the neighboring resident should be engaging with the Township Supervisors because we, as the homeowner’s association, have no control over that property. Any issues that can be cited are violations of Township regulations and the Township is the one who has the authority to get the homeowner to clean up the property. Neighboring residents need to take action and attend Township meetings to raise complaints. Mr. Clark is currently in a wheelchair, so he will not be able to do any cleanup himself. Residents should put pressure on the Township and take out their frustration on the people who have authority to do something about cleaning up the property. If we keep getting complaints from the neighbors, then it was felt that the neighbors should be told that we have discussed this as a Board; we have done more than we are required to do on behalf of the neighbors; and if the neighbors want more done then they should put their efforts into dealing with the Township.

A letter was sent to a townhome owner regarding debris backed up against the side of his house.

## **POOL/RECREATION**

The pool contract has been signed with Fox Pool Management and they will be getting back to Mrs. McCurdy regarding the schedule. The electrical certificate will need to be renewed, but electrical work will need to be done in order to pass the certificate. The certificate is needed before the end of April. Mr. Ancona will talk to George Hepp about doing the electrical work, and the work should be done by March 15 in order that the inspection can be done in time.

## **MANOR HOUSE**

There were no Manor House rentals scheduled for February. Inquiries received by Mrs. Dettra indicate that residents are looking forward to late spring rentals with the hope the Covid will be winding down. Ned Stevens Gutter Cleaning serviced the Manor House gutters and downspouts in January. The bill was sent to Mr. Donatelli. John Asta and Co. performed the annual inspection and repair of the portable fire extinguishers in the Manor House and Spring House. The bill in the amount of \$84.80 was sent to Mr. Donatelli. A smoke detector was purchased to replace the broken one in the Manor House and was installed by Mike Dettra. Billing the amount of \$15.89 was forward to Mr. Donatelli. The annual fire prevention inspection was scheduled in February. Mr. Ruzicka will contact Mrs. Dettra about scheduling inside Manor House work.

## **MAINTENANCE**

O'Brien's started the detention basin work chipping downed trees and branches. Work will be done over three days at a cost of \$2,500 a day. Some fresh mowing will need to be done by Moran when the final work is done in the basin.

We have not heard any concerns from residents on Hershey regarding the work that was done on the easement.

## **ARCHITECTURAL CONTROL**

The resident at 77 King Charles who wanted to install the generator in front of his home initially wanted to attend the meeting but did not want to attend a zoom meeting. He has agreed to some type of decorative fence near the generator and he has obtained letters from the adjoining neighbors stating that they have no objection to the generator. These letters will be forwarded to the Board. The Board was willing to approve the application with those stipulations. The Board approved the application pending receipt of the letters of consent from the neighbors.

Resident at 8 Chestnut Drive submitted application to install new roof. Resident at 64 King Charles Lane submitted application to install new windows. Both of these applications had been approved via email after the December meeting.

## **PUBLICITY**

The next newsletter will be coming out soon and will need to include the ballot and announcement of the annual meeting.

## **OLD BUSINESS**

Mr. Ancona sent out an email regarding reigniting interest in the traffic light outside of the proposed Arcadia development entrance in lieu of the U turn that PennDOT has supported. Mr. Ancona is willing to take another try at it with John Mack and is willing to work with Fred and Barb to get a write-up together with a mailing to NCCA residents. Maddison can also put something on the Newtown Neighbors Facebook page. Everyone felt it was worth taking another shot at this.

## **NEW BUSINESS**

Two Board positions will be up for re-election in April—the positions currently filled by James Downey and Carl Ruzicka. Both have agreed to run again. Discussion followed regarding generating interest from the younger population within the community to get involved on the Board or on committees since the majority of the Board members, officers and committee members are older. We should be soliciting for younger people to get involved in the community.

Mrs. McCurdy suggested having ballots at the Egg Hunt since she felt activities are the best way to solicit ballots.

With no further business, the meeting adjourned at 8:40 p.m. The next meeting will be held on Tuesday, March 1, 2022 and will be determined as to whether it will be an on-line meeting or an in-person 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**

**March 1, 2022**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, March 1, 2022. The meeting was called to order at 7:35 p.m. via teleconference by the vice president, Peter Ancona, with the following Board members and officers present: Maddison McCurdy, Michael McFarland, Carl Ruzicka, Robert Donatelli and Joanne Urquhart. Mr. Downey was unable to attend since he had been in the hospital and had just returned back home. Also in attendance were Fred and Barbara Ehmann.*

### **TREASURER'S REPORT**

Mr. Donatelli distributed and reviewed the January 2022 Profit & Loss Statement. Total income for the month was \$29,154. Operating expenses totaled \$7,283 and principal payment on our loan was \$1,622 for total expenses of \$8,905 and a positive cash flow for the month of \$20,249.

### **POOL/RECREATION**

The electrical inspection was completed at the pool and everything looked good. Mrs. McCurdy met with the pool company and they did an initial inspection of the pool. They will come back and do another inspection before the start of the season. Electrical work will be done by George Hepp after he gets back from vacation. We will need to check for any signs of corrosion in the sockets at the pool.

Mr. Ancona plans on breaking up the rubber mulch under the swings. Moran will be starting spring clean-up in March and Mr. Ancona will check to ensure that the catch basin at the playground is still intact.

### **MANOR HOUSE**

There is one possible rental for March and Mrs. Dettra is waiting for confirmation. She has been getting inquiries regarding spring and summer rentals and gave two Manor House tours to new Newtown Crossing residents who are looking to rent in the future. Mrs. Dettra had inquired as to the Board's position on whether she can start taking reservations for the rental of the Manor House. The Board felt we can start renting the Manor House again since the CDC rules have been relaxed.

The annual fire inspection was completed on February 2 and a smoke detector was replaced. The Board requested new proposals for electrical and plumbing repairs inside the Manor House and Spring House. Mrs. Dettra met with Seifert Plumbing on February 23 and will forward the proposal to the Board and a copy to Mr. Ancona. George Hepp will submit his proposal after he returns from vacation.

Seifert Plumbing repaired a clogged drain at the Carriage House and bill was submitted for \$275 for this emergency call.

We received a proposal from Seifert in the amount of \$3,200 for the following work: replace toilet in the garage; dispose of existing toilet; take trap apart under hand sink and try to snake drain; demo sink in bathroom and install new white vanity sink with chrome faucet; drill holes through cabinet and floor for new water and drain lines; hook up new water and drain line in basement for vanity sink. It was felt we needed to get clarity on the work listed on the quote—where are the toilets and how many sinks, toilets? Mr. McFarland will call Mrs. Dettra to verify this and the Board can either do an email vote or vote on this work at the next Board meeting.

Mike Jenks submitted proposals for interior and exterior work at the Manor House. Interior work estimate included the following: plywood ceiling in the oil tank basement room, \$1000; rejuvenate floors on first floor, \$500; painting stairwell, \$200; new floor in kitchen and bathroom, \$600; basement window covers, \$2,000 for a total amount of \$4,300. A 50% deposit (\$2,150) would be required prior to the start of the work. Mr. Ancona made a motion to approve this work in the amount of \$4,300. Mrs. McCurdy seconded the motion and the motion carried unanimously.

A second quote was submitted for the following exterior work at the Manor House: exterior painting of lower level windows, ceilings, posts, \$4,970; repair of posts, \$2,000 for a total of \$6,970. Deposit required would be \$3,500. Mr. Ancona made a motion to approve the above work in the amount of \$6,970. Mr. Ruzicka seconded the motion and the motion carried unanimously. This work will not be started until the weather gets warmer.

Mr. Ruzicka will contact Mike Jenks and inform him that a check for the deposit of \$2,150 will be in the mail and that the outside work has been approved but that deposit will not be sent until the work is ready to begin.

Mrs. Dettra reported that the Carriage House tenant has confronted a number of kids climbing on the Spring House roof and that this has been an ongoing problem for several years. She inquired as to whether we should put up a "No Climbing on the Roof" sign. Mr. Ancona did not think that a sign should be put up since he did not think it would do any good. It was suggested that perhaps the tenants would take pictures of the kids and we could identify them and go back to the parents. Also, we could test the camera tech at the pool and then expand it to the Manor House and post signs that the premises are monitored.

## **MAINTENANCE**

Mr. Ancona has been in touch with Platinum Paving regarding doing the parking lot. They will add us to their schedule to be done well in advance of the pool opening. They cannot do anything until April, but they will have it done before the pool opens.

Moran indicated that when he starts cleanup he will also bring in the brush blower for his tractor and will knock out the underbrush in several spots throughout the community. He will be brush mowing the embankment on the detention basin.

Mr. Ruzicka received a quote from Jen O'Brien in the amount of \$400 to clean up the broken limbs. The Board thought this was a good price and agreed to that work. Mr. Ruzicka will tell her we are good to go and they can get the work done within the next several days.

## **ARCHITECTURAL CONTROL**

The installation of a generator at 77 King Charles was approved with consent of the neighboring properties and the promise to landscape around the generator.

Mr. Ancona received complaints regarding a bass boat parked at 21 Union Street. It is parked on private property but in front; however, it was decided to hold off on sending a letter regarding this.

There is a 25-30 ft trailer parked on common ground next to 217 Canterbury. Letter should be sent to the property owner regarding not parking vehicles on common ground.

## **SOCIAL**

Mrs. McCurdy will see if anyone is interested in arranging an Easter Egg Hunt. Lorrie Strange has handled this in the past and Mr. Ancona said he will check to see if she still wants to do it and if she needs money for this event. Mrs. Ehmann will check for publicizing this event in the newsletter

## **PUBLICITY**

The newsletter will be coming out soon. Election information should be included. Mr. Downey and Mr. Ruzicka have indicated that they will be running again. Other items were suggested for inclusion: pool information; reach out to Fox if you are interested in lifeguarding; information regarding pool tags; soliciting for volunteers within the community; incidences of vandalism; soliciting for committee volunteers and Manor House clean-up and minor repairs; NCCA is always looking for committee members.

## **OLD BUSINESS**

It was decided to keep pushing on the Arcadia issue.

## **NEW BUSINESS**

Mr. Donatelli reported that the rates for safety deposit boxes at First National will be going up from \$35/40 to \$80 since we no longer have our account with them. The only things we basically have in the safe deposit box are the deeds, and he suggested just storing them in the Manor House. Mr. Ancona and Mr. Ruzicka felt it was a good idea to keep the documents in a safe deposit box and Mr. Ruzicka said that there are \$35-\$40 boxes at Univest that we could open. This issue will be re-visited again in the fall

With no further business, the meeting adjourned at 8:48 p.m. The annual meeting, together with the regular meeting will be held on Tuesday, April 5, 2022 and will be on-line.

Respectfully submitted,

Joanne D. Urquhart, Secretary

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

























































