

**MINUTES OF THE MONTHLY  
NEWTOWN CROSSING COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETINGS  
2025**

JANUARY .....2

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MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

## NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS' MEETING

**January 14, 2025**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, January 14, 2025, in the Spring House. The meeting was called to order at 7:35 pm by President Michael McFarland, with the following Board members and officers present, Carl Ruzicka, Katie Lukomski, Robert Hewski, Vince Roe, Fred Ehmann, Charles Potts and Susan Hepp. Barbara Ehmann was also in attendance.*

A motion was made by Mr. Ruzicka, seconded by Mrs. Lukomski, the motion passed with the following revisions under Maintenance in December 5, 2024 Board Meeting Minutes:

Mr. Ruzicka reported he received two estimates for the work necessary to finish the retaining wall repairs behind 42 Princess Lane. They are an estimate for tree removal from O'Brien's Tree Service and excavation and rebuilding of the retaining wall from Moran's Landscaping Service. The total of the two estimates is approximately \$7,000. These estimates are only valid until March, 2025 as they are based on off-season rates from both contractors. The retaining wall repairs, initially begun in the spring of 2024, could not be completed due to a large tree in the back yard of a homeowner's property, that had grown into the retaining wall.

The following sentence at the end of the same paragraph will be deleted: He also stated a few other trees are scheduled to be removed during December

**MEMBER PARTICIPATION:** None

**TREASURER REPORT:** Mr. Potts distributed and reviewed the December 2025 Profit and Loss Statement. Income for the month of December totaled \$9,129.39 and operating expenses totaled \$19,015.94.

Mr. Potts also discussed the option for residents to receive electronic HOA statements and to pay their HOA fees electronically each quarter. Mr. Potts requested Mr. Ehmann to send emails to residents with the authorization form attached to sign up for the electronic statements and automatic quarterly payments.

Mr. Potts is also being successful in collecting some overdue HOA balances by sending out letters himself and by our attorney.

**CORRESPONDENCE :** Mr. Ruzicka reported he spoke with the resident of 174 Commonwealth Drive, concerning a large tree branch overreaching her property. He informed her O'Brien's Tree Service will investigate the status and what needs to be done about the tree in the Spring.

**POOL:** Mrs. Lukomski reported she spoke with Fox Pool Service, inquiring about the possibility of signing a multi-year contract for their pool services. She was told they do not offer any multi-year contracts due to the uncertainty of the financial climate each year.

**RECREATION:** None

**MAINTENANCE:** Mr. McFarland presented an estimate of \$ 1675. from Hepp Electric, Inc. to replace the circuit breaker box in the Manor House. After a discussion, Mr. Ruzicka made a motion to accept the estimate after Mrs. Lukomski seconded the motion, it was passed.

Mr. Ruzicka received a quote of \$ 11,865.00 from Eviro Air for the replacement of the pipe going into the headwall in the small detention basin. A motion to accept the quote was made by Mr. Hewski, seconded by Mr. Roe and the motion was passed.

**MANOR HOUSE:** Mrs. Dettra reported there are two rentals scheduled for next month:

Rentals:

- 1-3 resident's son used the Manor House for a school film study project at no charge.
- 2-13 Nicole Weiner, 126 Bucks Meadow Lane

2 possible rentals were cancelled as follows:

- 1-11 Resident—17 York St.—cancelled due to family illness and unpaid dues.
- 2-27 Residents cancelled due to lack of handicap access

She also reported there have been many inquiries concerning graduation parties and the available open dates; many reservations have already been scheduled for the summer.

**Repairs and Maintenance:**

Mr. McFarland reported that at the beginning of January, there was no heat in the Manor House, he called Meehan Oil, and they were able to get the heat back on. Mrs. Dettra also reported there was no heat in the Manor House on January 4th. Meenan Oil was called and came that evening. After reviewing the situation, they determined the issue was an electrical problem, so they did not make a repair. Hepp Electric, Inc. was called and came the next day to replace a bad circuit breaker.

She also reported she met with John Asta on January 8th, to fix the fire extinguishers and have them prepped for 2025. She will schedule an appointment with the Newtown Fire Department for the 2025 Inspection.

Mrs. Dettra also gave special thanks to Mr. McFarland for chairing another successful Holiday Party, to the residents who donated their time and decorations for the party and to Mr. Potts for helping put the decorations away.

**ARCHITECTURAL CONTROL:** Mr. Ruzicka reported that he did not receive any Architectural Control applications this month.

**SOCIAL:** NCCA hosted the Holiday Party on Saturday, December 21st; it was well attended, and everyone enjoyed the food and social time with their neighbors. Mr. McFarland and the Board Directors in attendance presented Mr. Ancona with an engraved wooden clock and gift cards to enjoy a night out as their appreciation of over thirty years of service to NCCA.

**PUBLICITY:** Mr. Ehmann reported he sent out the Winter newsletter to residents. He will also send an email to residents offering them the choice to set up electronic statements and auto payments (ACH) for their HOA quarterly fees.

**OLD BUSINESS:** Mr. Roe inquired about the status of possibly installing a "NO OVER NIGHT PARKING WITHOUT PERMISSION" sign at the pool parking lot. After a discussion, it was decided not to put a sign up right now, but the idea can be discussed at another time if necessary.

**NEW BUSINESS:** The Board of Directors had a discussion concerning a memorial for Mr. Donatelli's long-time service to NCCA. They decided a nice bench with a plaque in the pool area would be a good memory of how he enjoyed the NCCA pool. Mr. McFarland volunteered to investigate will the choices available.

With no further business, the meeting was adjourned at 8:36 pm.

The next regular meeting will be held on Tuesday February 4, 2025, starting at 7:30 p.m. in the Spring House.

Respectfully submitted,  
Susan Hepp, Secretary

cc: Board of Directors, Officers, Committee Chairmans

## NEWTOWN CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS' MEETING

**February 4, 2025**

*The regular monthly meeting of the Newtown Crossing Community Association was held on Tuesday, February 4, 2025, in the Spring House. The meeting was called to order at 6:34 pm by President Michael McFarland, with the following Board members and officers present, Carl Ruzicka, Katie Lukomski, Robert Hewski, Vince Roe, Fred Ehmann, Charles Potts and Susan Hepp.*

A motion was made by Mr. Ruzicka, seconded by Mr. Roe, to accept the January 14, 2025 Board Meeting Minutes with the following revision to correct "Deterra" to "Dettra" in the last paragraph under Manor House. The motion was passed unanimously.

**MEMBER PARTICIPATION:** None

**TREASURER REPORT:** Mr. Potts distributed and reviewed the January 2025 Profit and Loss Statement. Income was \$ 51,302.74 for the month of January and operating expenses totaled \$ 10,076.78.

He also reported he sent twenty-seven letters to residents with overdue HOA dues; he collected payments from ten of those residents. These payments are helpful in paying the expenses of our association.

Mr. Potts mentioned the home at 267 Bucks Meadow Lane is going to a Sheriff sale so our association will be paid the overdue HOA dues when the home is sold.

**CORRESPONDENCE:** none

**POOL:** none

**RECREATION:** None

**MAINTENANCE:** Mr. Ruzicka reported Eviro Air will be doing the repair on the small detention basin as soon as the weather permits.

Mr. McFarland reported the Carriage House, and the Manor House were both without heat twice in January due to lack of oil. The Board of Directors decided to lower the thermostat in the Manor House to 55 degrees when it's unoccupied to decrease oil usage.

**MANOR HOUSE:** Mrs. Dettra reported there is one rental scheduled for this month:

2-13-25	Nicole Weiner	126 Bucks Meadow Lane
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She also reported that the fire inspection was successfully completed by Newtown Township Fire Dept. on January 31, 2025. They recommended we purchase and install new ten- year smoke detectors. The Board of Directors decided to purchase and install the new smoke detectors as recommended.

**ARCHITECTURAL CONTROL:** Mr. Ruzicka reported he received one Architectural Control application as below:

Kathawaia	122 Canterbury Ct	Window Replacements
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**SOCIAL:** none

**PUBLICITY:** none

**OLD BUSINESS:** The Board of Directors elections will be held in April 2025. Mr. Ruzicka and Mrs. Lukomski are both due for re-election and both have agreed to run for another four-year term. Mr. Ehmann will investigate doing the election electronically starting this election.

**NEW BUSINESS:** -none

With no further business, the meeting was adjourned at 7:30 pm.

The next regular meeting will be held Tuesday March 4, 2025, starting at 6:30 p.m. in the Spring House.

Respectfully submitted,

Susan Hepp, Secretary

cc: Board of Directors, Officers, Committee Chairmans