

HedgeRow Homeowners Association

Record of Meeting Minutes

Meeting: Board General Membership Type: Regular Special Emergency
Committee (specify)_____

Date: 7/13/04 Time: 7pm to 10pm

Attendees: Debbie Anderson (DA), Ray Crossan (RC), Dave Durofchalk (DD),
Ellen Doyle (ED), Jim Mesiti (JM)

Topic:

1. **Bookkeeper:** 3 resumes received, & Denise Hunt has reconsidered and expresses desire to continue in position if audit is completed.

Action: All agreed audit to be completed (See Treasurer report); Denise having created the present system using QuickBooks is proficient, reliable, and efficient and acceptable to continue in position. ED suggest the 3 applicants, Jackie Englehart, Judy Hillenbrand, & Delane Devlin, be asked to work on the finance committee. All agreed. RC will contact Jackie, Judy & Delane (Thank you note to be written for their interest), and notify Denise. RC & DD will invite them to work on the Finance Committee.

2. **Janitor Position:** Interest in position from Katie Bienkowski. She will perform duties until returning to school in September; Melinda Bienkowski has expressed interest in continuing. Lynn Welch who has a cleaning service, is also interested, but requested additional info re specific duties.

Action: All agreed Katie will continue duties for summer and Board will personally solicit other community interest and discussion will resume next meeting to finalize.

RC to contact each; will also talk with Dave Myers prior to his leaving re number of hours weekly/monthly and specific duties. Next meeting to resume discussion and decide.

3. **Block Captains:** RC received interest from Karen McDougal of Essex Ct, and Lori Love from Highland Ct.

Action: All agreed they should be Block Captains. ED asked if interest expressed from anyone to be the "News-E - Neighbor". Response was "No". Block Captains will be asked to provide newsletter input for timebeing.

RC will notify each. He will also review Block Captain list & confirm continued interest from each Block Captain.

4. **Committee:** A Board Liaison for each committee would benefit work of committee and actively support their efforts.

Action: Board Liaisons are: RC to Architectural, Safety, and clubhouse

DA to Pool

DD to Finance, Website, Welcoming Committee

ED to Newsletter, Social Committee

JM to Maintenance Committee

Other committees will be discussed at next meeting and appropriate liaison assigned.

5. **Architectural Issues:** #6 Highland, & #5 Wyndham have neglected maintaining property, which raised concerns of property value assessment on neighboring houses. Offers to help fix-up & maintain each property have been ignored/refused by homeowner. Also, households that are in arrears of dues may require specific legal action from the HHA.

Action: RC will contact colleague who deals with VA Repossessions to determine process and HHA recourse. Continue discussion at next Meeting.

6. **Finance Issues:** a) **Audit:** Discussion if Audit to be completed by PA vs. CPA. ED brought name of PA from local agency that will charge a special rate (since HHA is non profit) of \$45/hr. DD also suggested Bob Bezgin CPA who has done HHA work previously, but who has not completed an audit because it was not requested of him. ED raised issues that he should

have suggested an audit given his credentials and professional status. RC & JM believed since cost was always a factor and there was no evidence of misappropriation of funds that Mr. Bezegein was not acting imprudently by not suggesting an Audit.

Action: Majority agreed for DD as treasurer to contact Bob Bezegein to check on possibility for an audit for 2 to 5 of the past years and to request for completion with report prepared by August general membership meeting.

DD will report next meeting.

b) **Debit Card:** Needs to be changed to DD & Denise Hunt (bookkeeper).

Action: DD will handle.

c) **Sam's Club card and Bankcard:** Names require changing. Melinda Beinkowski has card(s) at present.

Action: DD to follow up with Melinda.

d) **Mattson Electric:** discrepancies re invoices, seems like same job invoiced twice totaling \$1400, when cost should be \$700. JM confirmed job cost.

Action: DD to request new and accurate invoice prior to cutting check.

e) **Property sale & Refinance:** DD being contacted by mortgage companies re info on property, dues status, bylaws etc, and is not sure what info to disseminate. JM reports Melinda Bienkowski previously handled all communications with mortgage companies, realtors, and homeowners for any info.

Action: DD to contact Melinda B. to review process and develop some consistent format.

DD to update at next meeting.

f) **Street Light Fund:** DD asked how townhouse street light fund is set up. JM stated money borrowed from Community fund to pay for lights. Each townhome owner is assessed monthly a specific prorated amount to pay loan from Community Fund; separate check is made out to "Street Fund". Once all money owed is placed into "street fund" account then that account is closed and money is deposited back into community fund.

Action: DD will work with bookkeeper to continue this process.

g) **CDs:** Presently 3 CDs are held by HHA for 6, 12, & 18 months. Question raised re if this money be invested otherwise, or an expense be paid given the very low interest rate.

Action: RC will contact a financial advisor to review HHA Fiscal Situation and advise.

RC to update at next meeting

h) **Insurance:** ED again raised issue of adequacy of liability insurance coverage. JM reports always had 1 million per accident and 3 million per incident and it was adequate according to Harleysville insurance company. Further discussion continued with ED, DD, & DA questioning adequacy of coverage given property owned by HHA.

Action: RC to contact an insurance agent to review current liability risk and coverage.

RC to update at next meeting

i) **Expense Reimbursement:** A question of reimbursement re out of pocket expenses when incurred on behalf of HHA responsibilities. Upon receiving an annotated receipt, DD will submit it to the bookkeeper for recording and a check will be issued.

Action: DD will follow above procedure in a timely manner.

7. **Maintenance Issues:** a) **Street Lights (Townhouses):** JM contacted Hannum Electric 7/6/04 & 7/13/04 to check status of fixtures on back order and continued work; messages left with no response to date. Discussion re need to be more insistent and assertive, and perhaps RC should contact as the new president of HHA.

Action: RC to contact Hannum Electric. ED will prepare a (draft) letter ready to be sent as directed by RC.

RC to update at next meeting.

b) **Concrete Work:** Multiple problems with pavements both HHA responsibility, and in some instances homeowners. 26 and 20 Hastings, 5, 6, 9, 10, and 14, Wyndham have varying degrees of concern.

Action: JM will get estimates from local contractors for repair cost.

JM to update at next meeting; in interim he will communicate via email since this is a priority requiring immediate action.

c) **Tree Work:** RC reports a tree is down on Cambridge at lower Left. Discussion as to which contractor is responsible for grounds. JM reports Dave Love does trees and large shrubs and Festering Landscaping is responsible for hedges and flowerbeds at clubhouse and Wyndham CT. Notification re problems or immediate needs were also discussed.

Action: RC to contact Dave Love for tree problem and ascertain his schedule for maintaining HHA property.

RC to update at next meeting.

d) **Seal Coating:** June 04 meeting discussed problem of cracks in seal coating completed in May 04. JM has spoken to Summit Seal coating Co. & they will identify and correct any problem areas. No timeline or expectation was communicated by Summit or JM on behalf of HHA.

Action: RC will investigate, meet with Summit officials, and develop action plan.

RC to update at next meeting.

e) **Drainage problems:** Town homes at #19 Wyndham Ct is eroded & washed out on left, as is the end left of Gloucester Ct. Discussion identified that there were a number of other potential or actual areas of drainage concern.

Action: RC will identify some community members suited for maintenance committee and complete an inspection of all areas of concern.

RC to update @ next meeting.

f) **Exterior lights on clubhouse:** On either side of clubhouse the lights are out. JM reported that today (7/13/04) the right light was replaced and working, the other light remains to be repaired, but no completion date given. Safety and liability concerns discussed.

Action: JM to immediately contact electrician indicating need for repair of left side exterior light.

JM to update at next meeting

8. Pool Issues: a) **Pool Tags:** DA reports Katie B. Lifeguard, requesting list of current tag holders. Discussion re paid up dues yields pool tags for family. Hardship circumstances require specific and individual review.

Action: DA will contact Denise Hunt to verify current dues paid and current. Specific hardship cases will be reviewed by at least 2 board members as they arise.

DA to update at next meeting

b) **Umbrellas at Pool:** DA trying to verify if Melinda purchased umbrellas. JM not sure.

Action: DA to contact Melinda directly & purchase umbrellas as needed, at least one for lifeguard.

DA to update at next meeting

c) **Pool Caulking:** DA reports area around childrens pool, and other areas around large pool have broken/cracked caulking; inquired if any arrangements for repair have been made to date.

Action: JM will contact Fox Pool Services to repair immediately; Fox Pools, JM, & DA will inspect and identify other problem areas & correct accordingly.

DA to update at next meeting

d) **Fencing around pool:** DA reported area around back of pool with broken fence; inquiring of JM if arrangements for repair has been made.

Action: JM will contact maintenance contractor to immediately repair and JM & DA will inspect for other problem areas and correct.

DA to update at next meeting

e) **Cement in grass & in trash can at pool:** DA reports heavy cement fragmented pieces have been in grass area at rear of pool and in trashcan for "some time"; weight prevents them from being removed. Safety risk exists with these pieces of cement especially since this is open pool season.

Action: JM will immediately call Festering landscaping to remove all evidence of cement and dispose of accordingly; JM will contact DA directly with date of clean up.

DA to update at next meeting.

f) **Light out inside pool:** DA reports that 1 of the 2 lights inside the pool are out. JM has been aware of the problem stating the electrician cannot pull up the wire to connect it to the fixture, that possibly there is a collapsed conduit and if so that is a job for the pool service company. ED raised concern per safety risk, & increased HHA liability, despite other overhead lights producing plenty of light. Discussion of potential liability issues continued re purpose of inside pool lighting for safety or decoration

Action: JM to contact electrical contractor and Fox Pool service immediately to assess & together rectify the problem. JM will notify DA when contractors will meet so she too will be in attendance. This issue will be referred to the Pool committee for continued follow up. JM & DA will contact insurance company to determine if safety risk is present.

DA to update @ next meeting.

g) **Caregiver under 16 years at pool:** Pool rules state that children under 16 yrs. must be accompanied by an adult. A resident reports his children have a paid daytime care giver under 16 years of age, and his children cannot use the pool. He

points out the caregiver is responsible and mature, and is entrusted to oversee his children and that should warrant viewing circumstances differently. The resident states he and his wife are willing to be responsible for all the caregiver's actions and non-actions. Given our current times, it is very likely other residents have the same kind of dilemma. Discussion focused on insurance issues and state regulatory requirements and what is law or customary practice, and HHA liability protection.

Action: JM will contact Harleysville insurance company (HHA insurer); DA will contact Fox Pool Service (provider of life guard staff) to discuss age restrictions.

JM & DA to report findings at next meeting.

9. Trash Dumpster at Wyndham Ct: Since EBT does not pick up townhouse trash a private dumpster is needed. Presently the dumpster is blocking needed parking spaces, and an additional dumpster is needed. Residents are concerned of a developing eyesore with the dumpsters and some have suggested placing hedges in front of them to detract. Concerns also rose, of response of residents of adjacent court if dumpsters were placed toward the back of the townhouse area. DA reports Margaret Murren has been an activist in attempting to resolve this issue so all are satisfied.

Action: DA will contact trash removal to discuss dumpster pricing & placement requirements. She will also be working in concert with Margaret to expeditiously correct the problems of townhouse trash removal.

DA to update at next meeting.

10. HHA Office Security: The office located inside the clubhouse was found unlocked on or about 7/10 & 7/11. DD discovered the door opened and reported to RC. No board member was aware and each reported they had no need to be in the office. Although there were previously 5 sets of keys to the office and clubhouse, there were only 3 full sets and 1 partial set turned over to the 2004 from previous board members. Additionally, there are an unknown number of clubhouse door keys. RC suggest new locks be installed with numbered do not duplicate keys; each board member will receive a set, a master set will be locked in the office. Separate clubhouse door keys will be made X 7. All agreed.

Action: JM will contact a locksmith immediately and coordinate with RC on installation.

JM & RC to update at next meeting.

11. Social & Entertainment (S&E) Committee: A letter from Maria Crossan, representing the S&E committee, was received announcing a community pool party planned for August 21, 2004. A request for \$130 was made to cover cost of food, sodas, entertainment and decorations. All agreed the request was reasonable and would make an ideal initial social event. ED suggested the Board's approval be communicated via letter and delivered by DA since she is in charge of the pool. All agreed.

Action: ED will draft a letter to Maria; DA will deliver it and coordinate the activity with the committee.

DA to update at next meeting.

12. Newsletter Response: Positive comments were received by some board members from the community regarding the style of the FYI delivered in early July. ED reported to produce a newsletter monthly to every 6 weeks the cost would be approximately \$36 with Staples copying, & collating on colored paper. This was the best price she received and if the non-profit status of HHA were presented, sales tax would not be charged. Also ED signed HHA into the no fee business club which provides additional discounts and savings. JM commented that Board members previously did the entire copying and collating on the office machines. ED pointed out the present office copiers are made for less demanding jobs, the cost of ink and toner can be prohibitive, Board members have great demands on their time, and that Staples completed the task in 10 minutes at a very reasonable cost. ED & JM agreed to disagree on this matter. In order for the newsletter to be produced and disseminated in a timely fashion, outside assistance is necessary and welcome. JM proposed the possibility that his son could create a template to facilitate easy monthly creation of the newsletter. Presently, there are only 2 residents other than ED working on the newsletter; ED welcomed the template design.

Action: ED will use Staples for copying, etc the newsletter. DD will locate and copy the HHA non-profit document to save the tax. JM will provide ED with a newsletter template, hopefully in time for the next production.

ED to update at next meeting.

13. Clubhouse: RC discussed a 24 hour courtesy notice for clubhouse use which all agreed was reasonable. Rental policy was discussed and will remain for use of residents only.

Action: as needed

14. **Website:** DD inquired if anyone has reviewed the prototype of the website. All gave positive feedback and thanked Brendan McNamee for his efforts. DD will issue a check to Brendan for the domain name fee.

Action: DD will continue to work with Brendan and alert all to the active website date.

DD to update at next meeting

15. **Communication:** The practice has been serendipitously established that all board members are kept in the loop by email with cc to all. Everyone agreed it was a great practice to be continued. ED reported as secretary, she has all email correspondences saved on a CD, as a permanent record for review as needed. Additionally, all minutes from HHA Board & General meetings, and other HHA correspondences are saved on CD. Should there be a response needed to a letter received by the board, a hard copy will be attached to the original letter and maintained in an appropriate file. (Until the HHA office is reorganized, ED will keep a portable file box with HHA business)

Action: Continue present practice as needed

16. **Next Meeting:** Summer vacation schedules may conflict with available dates. The following are dates *not available*: DA no Wednesdays; DD 8/11 to 8/13; ED 8/3 and 8/18; JM 8/9 & 8/10. RC will review calendars and communicate next meeting date by email.