

HEDGEROW HOMEOWNERS ASSOCIATION

*Ray Crossan President
Dave Durofchalk Treasurer
Jim Mesiti Member at Large*

*Debbie Anderson Vice President
Ellen Doyle Secretary*

Record of Meeting Minutes

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

Date: 08/05 /04 Time: 8pm to 10:50pm

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

Topic:

1. Review minutes from 7/13/04

Action: Minutes reviewed and accepted.

2. Janitor Position :Katie Bienkowski leaves 8/14/04. Both Lynn Welch and Melinda Bienkowski are interested. ED stated since Lynn has cleaning business it may lend to efficiency and cost containment. Majority agreed.

Action: RC will contact Lynn and Melinda with decision. RC to provide evaluation of work and status report at next meeting.

3. Bookkeeper Position: Denise Hunt is acting bookkeeper and working well with DD. She will continue position since audit is scheduled. Letters thank other candidates will be sent.

Action: ED has draft Thank You letters for Jackie Englehart, Judy Hillenbrand, and Delane Devlin (will also check their interest in participation on Finance Committee)

4. Block Captains: RC contacted all and everyone on present list will continue.

Action: RC will provide list to all needing copy

5. Finance Issues:

a) Audit Follow up: DD reports Meeting set with Bob Bezdin, CPA for 8/18/04 to review HHA's needs; generally an audit of the records for a 2 year period will cost between \$2000 and \$3000, depending on the depth and report desired. DD will request the audit be completed ASAP, and if possible in time for the next general membership meeting. DD to update at next meeting.

b) Mattson Electric invoice discrepancies follow-up: DD reports invoice updated and check of \$782.73 was paid.

c) Property sale & Refinance information request follow-up: DD contacted Melinda B. & review process of communicating with realtors, etc, for requested information. DD will establish a consistent format for future use.

d) Street Lights fund: Follow -up: For the street light assessment, DD reports each Townhome owner will assessed \$445.69 for installation of lights in Wyndham Court. Beginning 9/01/04 a monthly installment of \$18.57 should begin lasting for 24 months. DD commented that a late fee of \$2.50, the standard late fee, will be added if *both* dues and street fund installment are not paid on time. ED will draft a notification letter to Townhome residents to this effect.

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e) CD Investments: DD reports one CD matured 7/27/04 for \$10,000 which was a 9 month @ 7.5%. Discussion regarding investment strategies followed; RC still researching financial planner experienced with Home Owners Associations. RC to provide update at next meeting.

f) Insurance Issues and follow-up: DD reports insurance company requesting information re: maximum number of HHA members. JM states there are 143 single houses, 33 townhouses, and 5 divisions (related to styles of houses). The townhouse dues include personal trash, lawn care, common grounds and pool upkeep. RC continues to research adequacy of insurance coverage and liability issues for Home Owners Associations. RC to update at next meeting

6. Architectural Issues:

a) Property Conditions: DA & RC received letter from Mr. Anderson, C. Castorani's attorney, stating property value lower due to condition of adjacent properties, and indicated also of "inconsistent application of bylaws". Both DA & RC left messages for attorney Anderson, without response. Discussed condition of 5 Wyndham & 6 Highland, which have been chronic problems. And letters sent previously were either acted on temporarily (6 Highland) or ignored with legal counsel consulted (5 Wyndham). Discussion re financial hardship issues, impact on HHA if repairs are imperative, management of cost and reimbursement, and legal recourses.

Action: DA will make personal contact with 5 Wyndham. ED will draft letter to 6 Hastings and also in response to Mr. Anderson. ED will try to research housing rehab grants available for homeowners. DA & ED to report at next meeting.

b) Encroachment: DA received complaint re 13 Wyndham and her garden "invading" common ground and interfering with emergency access. No board member has seen the area of question thus cannot comment. Unless there is a wall or large shrub or tree that creates an impasse, emergency access can be easily made through most landscaped areas.

Action: DA & RC will inspect the area in question and speak to the homeowner. DA & RC to report at next meeting.

c) Tree problems: DA reports 17 Wyndham has tree in front that is leaning toward house. Homeowner is concerned about falling tree and home damage, especially in light of recent storms with high winds.

Action: JM & RC will assess and contact Dave Love. Tree is on common grounds; HHA is responsible. JM & RC to report at next meeting.

d) Landscaping of island in Wyndham Ct. JM reports Smedley Landscaping was requested by C. Castorani of 13 Wyndham to provide an estimate for landscaping the circle island of Wyndham court. Since there is a charge for the estimate, Smedley contacted JM.

Action: Given there are a number of priorities requiring immediate attention and incurring HHA funds, the Board defers discussion of such a project until vital community projects are completed. JM will inform Wyndham court residents informally. Will Revisit issue late winter to spring.

7. Maintenance Issues:

a) Townhouse Street Lights follow up: Hannum Electric to begin street light installation 8/11/04 weather permitting, with expected completion by months end.

Action: ED to draft letters to town home owners re monthly assessment (see Finance Issues section). JM to report at next meeting.

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b) Concrete problems follow-up: JM reports he inspected townhouse sidewalk pavement with contractors (Chrisman Concrete & Paving, & Sarmiento Concrete work). Sidewalk panels can be replaced individually to help control cost and individual homeowners can also replace their sections. 26 & 27 Wyndham are problematic as sidewalk movement is a result of tree root expansion. Tree problems must be corrected prior to cement work or this will be a continued problem. Insurance liability issues were discussed and all agree there is a high priority for immediate correction of any hazard areas.

Action : JM will contact contractors for written estimates. RC will also inspect areas and he & JM will get additional estimates for tree work and concrete repair. JM & RC to report at next meeting.

c) Tree Work : RC reports Dave Love handled tree problem at lower left of Cambridge Ct.

Action: RC & JM will inspect other areas to determine if tree problems and set up schedule with Dave Love to perform maintenance.

d) Seal Coating: RC reports he left messages for Summit Seal Coating Co regarding need to schedule meeting.

Action: RC to pursue meeting and for Summit to inspect each court for defects. RC to update at next meeting.

e) Drainage problems: No action yet since prior discussion of 7/13/04 meeting.

Action: RC tabled discussion till next meeting as many issues require discussion and action.

f) Exterior lights on clubhouse: Follow up

Action: JM reports all exterior lights are repaired. Regular checks for maintenance issues are to be completed.

8.Pool Issues: Follow-up:

a) Pool Tags: Action DA reports HHA dues owed list should be reviewed with Denise for accuracy and corrected with lifeguard as needed. No further problems.

b) Umbrellas, games, other supplies: Action : DA Reports umbrella & stand, 2 tables, volleyball and basketball, and other necessary pool supplies were purchased. Once pool season ends committee will review necessary replacements, or additional items needed for the next season.

c) Pool Caulking: Action: DA reports all areas repaired. No safety issues present.

d) Fencing around pool: Action: DA reports repairs completed as needed. No safety issues present.

e) Cement in grass & in trash can :Action: DA reports all cement removed and trash hauled.

f) Light out inside pool: Action: DA reports an electrician evaluated situation and disconnected all inside pool lights as electrical shock was a potential. Complete repair will be looked at after pool season. Meanwhile, the Photo sensor light will be operated by switch so light is present; additionally the outside lights on the end of the clubhouse will turn on at dusk. Harleysville Insurance Co agrees this will be safe till problems are corrected. This issue will be referred to the Pool committee for continued follow up. To be discussed at next meeting when work will commence, Fall 04 or Spring 05.

g) Caregiver under 16 years at pool: Action: DA spoke to Fox Pool Service (provider of life guard staff). Fox Pools had no age restrictions. JM contacted Harleysville Insurance Company (Terry from Kramer Agency) and was informed that no liability issues exist provided a certified lifeguard is present.

9.Trash Dumpster at Wyndham Ct : Follow-up: DA reports Margaret Murren submitted research regarding cost and placement of dumpsters (see attached). Cost of \$480 is less then present cost. Discussion re aesthetics, adjacent property, and alternative corrections followed. RC will further research other waste management companies and also speak with EBT regarding their policy for individual trash pick up at townhouses. RC to update at next meeting.

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10. Social & Entertainment (S&E) Committee:

Action: RC reports the pool party is scheduled for 8/28/04. A second life guard is needed for 4 hours which all present approved. Maria Crossan, chairperson, was delighted with the prior approval of \$130 for expenses. RC to update at next meeting.

11. Website: Action: DD reports development continues with hope of interactive links by the general meeting. DD to update at next meeting.

10. HHA Office Security: Follow-up: RC reports all Board members have been given 1 master key which cannot be duplicated. There is a specific key to unlock the clubhouse door only, which will be used for clubhouse rentals and events.

11. General Meeting 8/31/04 Agenda: RC requests all agenda items be sent to him by 8/26/04. Each committee liaison will report on their assigned committee. The meeting will be organized / conducted according to Robert's Rules.

12. Next Meeting: Scheduled for week of 9/13/04. RC will contact all by email for availability.

Meeting adjourned following a motion request by RC; ED made the motion which was seconded.