

Record of Meeting Minutes

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

Date: 8/31/04 Time: 7:30 pm to 8:45 pm

Attendees: Board Members: Debbie Anderson (DA), Ray Crossan (RC),
Dave Durofchalk (DD), Ellen Doyle (ED), Jim Mesiti (JM)
Residents: see attached sign-in sheet

Topic

1. Call to order and Welcoming Remarks. RC opened meeting with introduction of himself, as he was not present at 6/21/04 general/election meeting and welcomed those residents in attendance. He indicated the meeting would proceed by parliamentary process according to Robert's Rule's. RC commented that this new Board has a primary goal of communicating effectively, and openly and to that end with each General Meeting, HHA Board meeting minutes, the FYI Newsletter, and other relevant printed communication would be available for review from 7 pm until meeting closure. Additionally, all communication would also be published on the new HHA website (See item #7.a. below)

2. Review and approval of minutes from 6/21/04 general meeting. ED reported there were no recorded minutes; the present Board did not assume office until closure of the 6/21/04 meeting, thus had no responsibility for minutes.

Action: ED, as Secretary, will record all meeting minutes for the 2004 to 2005 term of office.

3. President's Report: Board meetings and Special meeting. RC reported the Board held regular meetings 6-28-04, 7-13-04, 8-05-05, and a special meeting to manage issues of Mr. Tucker (138 Brookfield Ct.) on 8-30-04. The minutes of each of these meetings were available for residents review on the front table. This practice will be standing for the present Board's term of office.

4. Finance Report: Treasurer DD, reported as of 8/31/04 the Common Fund balance was \$47,000.43; the Townhouse Fund was \$27,612.02; and the Street Light Fund (for townhouses) was \$405.55. DD reported all Townhouse residents will receive a letter (once work is completed) regarding the street light assessment of \$18.57/mo. for 24 months.

Action: DD to report monthly.

5. Committees of HHA: RC stated each standing and special committee has a Board liaison assigned to facilitate the committee's work. He emphasized the Board *will not be* running the committees, the residents within the community, with a designated Chairperson coordinator will be responsible for flow of activity, goals and projects, etc. Board Liaisons are: RC for Architectural, Social, & Rules (including Bylaws); DD for Finance, Website, & Welcoming Committee; DA for Pool & Wyndham Court Action Committee; ED for Newsletter; JM for Maintenance & Safety. The Committees are still forming and all interested residents should contact the Board liaison (or chairperson coordinator if known) to participate.

6. Standing Committee Reports:

a) Architectural: RC reports brush is being cut from homeowners' trees and shrubs and placed along Hawthorne Drive for East Brandywine Township (EBT) collection. The correct procedure for homeowners is to call EBT and schedule a pick up (free) in front of their home.

Action: RC to report degree of improvement next meeting.

b) Finance: CPA Audit. Resulting from a request of homeowners, DD reports R. Bezgin, CPA, will conduct an audit of HHA financial records from January 2003 thru June 2004. The cost is approximately \$3000 and is expected to begin promptly. Kathleen Reale asked if the results of the audit would be made available. RC & DD affirmed the finances of the HHA are public information; therefore the audit would be made available for review by homeowners. Committee formation is pending. Interested residents should contact DD directly.
Action: DD to update @ next meeting.

c) Rules and Bylaws: The 24 pages of the original bylaws have been scanned and copied for publication on the website. They can be downloaded as desired. Anyone without Internet access may request a copy from any Board member. RC commented all Declarations need to be researched to identify any revisions, amendments, or addendums. The Bylaws committee will be charged with the task of review. Committee formation is pending. Interested residents should contact RC directly. RC to update at next meeting.

d) Maintenance:

1. Hot Water Heater: JM reports the hot water heater in the clubhouse basement was replaced due to malfunction.

2. Concrete Sidewalk Damage: JM reports 2 proposals have been received for sidewalk repairs required on Wyndham and Hastings Ct. (see attached). Additional contractors are being consulted for price comparison. Discussion will be ongoing among Board given priority of matter.
Action: JM to update at next meeting.

3. Damage t Tennis Court Fence Door: JM reports tennis court fencing along door remains in need of repair. Dustcrafter Fence Co. has taken measurements: cost estimate pending. JM to update at next meeting.

4. Broken Fence Rails around Pool: JM reports fence rails around pool have been replaced where needed. No other problems were identified during inspection.

5. Trees along causeway from Route 322 to Hawthorne Drive: Dave Love is scheduled to do tree removal along the causeway and make improvements to the causeway where needed.

6. Drainage Problems along Wyndham and Chapel Courts. RC reports long term drainage problems in multiple areas along these (and other) courts. Engineering expertise is needed to make appropriate corrections. RC, a civil engineer, JM, and any interested homeowner conduct further inspection. Call RC directly for logistics. RC & JM to update at next meeting.

7. Internal Pool Lights Malfunction: JM & DA (Pool Manager) report lights were shorting and potentially causing electric shocks so all inside pool lights were disconnected. JM states there is a collapsed conduit that will be repaired after the pool season. (See discussion in Board Meeting Minutes of 7-13-05.). JM & DA will report at next meeting.

8. Wyndham CT. Lighting Project: RC spoke to Hannum Electric who reports PECO contacted for line identification (RC verified this with PA ONE CALL); once approved, work will commence and project completion expected mid-September (weather permitting). JM & RC will report at next meeting.

9. Seal Coating issues problems from May '04 project: RC met with Summit Seal Coating, who is willing to return and repair poorly adhered areas that have developed in nearly every court. Contractor reports and apologizes for improper preparation of surface which is the cause of old surface breakthrough. Repair expected to commence in September, weather permitting. RC & JM will report at next meeting.

10. Dissatisfaction with some of the current contracted services: Many complaints have been received from residents regarding lawn care and landscaping services. RC states all contracts are being reviewed; there are several which are presently overpriced, or do not provide services within a reasonable time frame, or cause disturbances because of the hour they start the work.

Action: New Contractors for lawn, landscaping, snow removal, and dumpster services are presently being researched. RC & JM to report at next meeting.

7. Special Committees

a) Website HHAonline.com is developed: DD, Board liaison, reports Brendan McNamee has initiated the website and introduces Brendan. Brendan reports the new website is in the early stages of development; the site will be interactive with access to Board members, committee reports, meeting minutes, community forum, etc. Additionally, all the original Bylaws of the HHA will be posted, along with a plot map of the development. Brendan asks all to visit HHAonline.com and give feedback on content and format. Apologetically, Brendan states that many ads on the site are necessary in order to have a free access website. Board members individually commented on the great job done by Brendan, and encouraged all to visit HHAonline.com.

Action: DD & or Brendan McNamee to update next meeting.

b) Newsletter: ED, Board liaison, reports the FYI format for the July '04 newsletter received rave reviews, especially for the ease of readability and shortened bulleted topic presentation. Eileen Ferry, chairperson coordinator, was introduced and requested input for any issue, concern or content be sent to her email address <mailto:fiftyemf@msn.com> or call her home at 610 873-1493. Eileen needs committee members, presently she has Kathy Testa and ED, and ideally would like a representative from each court to provide "News" like special occasions, birthdays, births, marriages, etc. She will also like to incorporate a Want Ad section. The next edition of the FYI is in the works, with publication is *expected mid September*. ED or Eileen Ferry to provide update at next meeting.

c) Social: RC, Board liaison, reports Maria Crossan, chairperson coordinator, has sent a report (see attached) thanking all who assisted in planning the Pool party 8/28/04; nearly 100 adults and children attended and was a great success. Plans for a Halloween parade are underway and requests for volunteers, donations of decorations, and food needed. Christine Castorani had a number of ideas for children's activities, and as requested by Maria, suggestions for future activities can be directed to Maria at 610 518-3470.

d) Pool: DA, Board liaison, reports working with JM of Maintenance committee to correct problems with pool lights, and hot water heater repair (see 6.d.1, & 6.d.7 above) Pool games, volleyball & basketball were purchased for use this season, with a scheduled game day each Wednesday. The committee is still forming so interested residents should contact DA directly; one plan for the committee is to identify items to enhance the enjoyment of the pool season.

Action: DA to update @ next meeting on the formation of the committee & a designated chairperson coordinator.

e) Welcoming: DD, Board liaison, reports the committee of Jackie Englehart, chairperson coordinator, and Betty Gilchrist are developing an information packet to give to new residents. A request from the floor to review the "Welcoming Packet" was directed to DD, who will communicate to Jackie. Anyone interested in working with the committee should contact Jackie directly at 610-269-3873. DD & or Jackie Englehart to update at next meeting.

f) Wyndham Court Action: Issue Dumpster Placement & Parking Spaces: RC measured present dumpster area and concluded if dumpster is moved there would be enough room for 5 cars and 1 motorcycle, and no trees would be cut down. Waste Management (WM) cost could be reduced if a smaller dumpster is used with more frequent collection & emptying, and a concrete pad for dumpster placement would not be necessary. RC solicited other waste removal contractors for pricing, then returned to current company WM, and negotiated a rate of \$430/mo. which equals \$150 savings per month, or \$1800 annually. The dumpster will be a 2-yard size emptied 3 times weekly (the same amount of trash as the present pick up schedule). All townhouse residents will receive a notice when this new schedule is to be implemented. RC & DA to update at next meeting.

8. Old Business

a) From the Table:

1. Bylaws changes were tabled at 6/21/04 meeting due to improper process. Action: RC states issues referred to committee, and committee has not yet formed; he will be notifying those who signed the committee list and ask for other interested residents to contact him directly. RC will update status of committee formation at next meeting.
2. Audit request from floor at 6/21/04 meeting. (see 6.b.Fianance Committee report).

b) From the Floor:

1. Hank Bienkowski inquired about reimbursement of expenses Melinda Bienkowski incurred with file cabinet purchase. DD stated he had not received a receipt for the purchase; DD request Melinda Bienkowski resubmit a receipt (hand written if necessary) so reimbursement could be completed.

9. New Business

a) From the Table:

1. Insurance coverage for HHA liability protection is presently being reviewed for adequacy. An insurance specialist for homeowner associations is being consulted. RC will update once research is completed.
2. Investments for HHA are presently in low interest CD's. RC will be consulting a financial planner to discuss the feasibility of investing in high yield municipal bonds. These municipal bonds have the advantage of providing current dividends while demonstrating financially supportive action for our community (township and county). RC will update once research is completed.
3. New contractors for every service required by HHA are being sought for competitive pricing and quality delivery of service (See 6.d.10 Maintenance Committee report).

b) From the Floor:

1. Dumpster at Hastings Court has been an ongoing problem, which has been worse of late, reports Rita Marano of 24 Hastings, and echoed by Ann Burkardt of 28 Hastings. Other residents from Hastings present at the meeting echoed the same. Pictures were taken by Rita demonstrating the sloppiness of the dumpster areas, the inappropriate disposal of large items, old furniture, and paint cans, etc., which was reported as belonging to 25 Hastings. Residents have made numerous unsuccessful attempts to resolve issues on their own, but the behavior of 25 is intimidating and unapproachable. There are renters in 25 and 26 Hastings that have been unaccountable and irresponsible with regards to trash disposal, yard clean up, management of personal belongings (i.e. children's toys) and in the case of 26 a car without tags/registration sitting in front of the house. Those residents of Hastings Court who were present voiced their opinion that homeowners who rent their home should be notified and held accountable for tenants' non-compliance with HHA Bylaws and Declarations.

Action: RC has initiated action regarding the car issue. The Board was in agreement that homeowners renting out their property should be accountable and responsible, and should be in contact with their tenants regularly. Additionally, these homeowners should also be held accountable to abide by the Bylaws and maintain their property accordingly. Letters will be drafted citing above concerns and issues. RC & or other Board Member will provide update at next meeting.

10. Announcements:

- a) Christine Castorani, Judge of elections in EBT, informed group of a vacancy for election inspector and queried interest to fill temporary position. Christine also encouraged all to vote on Election Day 11/02/04. The Board echoed the need to exercise our right, privilege and responsibility to vote.
- b) *Next General Meeting is scheduled for October 26, 2004 @ 7:30 pm; Board Meeting is the week of September 13, 2004.*

11. Adjournment: RC requested a motion to adjourn. DD provided the motion; it was seconded. Meeting concluded 8:46pm.