

# April 28, 2009 Board Meeting Minutes

1. **Opening Remarks:** Called to order by BJ Barrett at 7:35 PM. BJ thanked the board members who met to start the audit and to review the rules committee work. **Attendance:** Board Members: BJ Barrett, Mike Larkin, Katrina Thack, Hank Bienkowski and Ed Kokoszka.
2. **Review of Meeting Minutes:** Minutes of the March 24, 2009 Board Meeting were reviewed and approved.
3. **Finance Report:** As of April 25, 2009, the Common Operational Fund balance was \$19,998.68; Townhouse Operational Fund balance was \$8,885.47. The Common Reserve Fund balance was \$23,154.23; Townhouse Reserve Fund balance was \$7,271.37. CDs are held for \$11,736.64, \$11,758.58 and \$11,700.56. A motion was passed to accept Financial Report. The treasurer reported that 23 single and 3 townhouses were more than 3 months behind in dues. The Board will proceed with putting a lien on houses with dues in excess of \$200 pursuant to the October 28, 2008 motion.
4. **Committee Reports:**
  - **Architectural:** BJ Barrett reported that the community now has two members on this committee: Jason Clemonds and Brian McCarry and asked it be reported in the newsletter
  - **Rules:** Hank Bienkowski will provide the Board with the Rules Summary after edits.
  - **Maintenance:**
    - Ed Kokoszka reported that
      - the electrical work on Hastings Court is ongoing;
      - the electrical work on the Clubhouse basement will occur after the work on Hasting Court is completed;
      - Randy Chrisman will complete the concrete at # 1 and # 2 Wyndham Court soon
      - He will have a new contractor look at repairing the outside retaining wall below the deck stairs.
    - BJ Barrett asked Ed to solicit bids for Clubhouse repair (repair of siding and some wood).
  - **Landscape:**
    - Ed Kokoszka reported that
      - work on the tree behind Hastings Court will be scheduled in conjunction with other tree work this year in order to have this work done cost effectively; and
      - he will ask the electrical contractor for the cost to run an electrical line to the pond in support of a pond fountain.
    - The Board passed a motion that the gardener be paid at \$15/hour and that gardener could spend up to \$200 for plants.
  - **Website:** No report.
  - **Newsletter:** The next Newsletter should include:
    - the names of the new members on the Architectural Committee;
    - a summary of the duties of the Board positions as discussed under “Old Business”;
    - a notice asking the community to take care of their dog waste; and
    - a notice reminding the community that the speed limit on the Courts is 5 miles per hour.
  - **Social:**
    - Kat Thack reported that

- 15 children collected 300 eggs during the Easter Egg Hunt. The Board expresses special thanks to Bridgette Mize and Pattie Sansom for helping out with this event.
- Michelle Walker has volunteered to make the signs for the upcoming Spring Cleanup.
- Mike Larkin reported that the Board has purchased gloves and bags for the Spring Cleanup.
- **Pool:** No report.
- **Welcoming:** No Report.
- **Block Captains:** No Report.

**5. Old Business:**

- a. The Board discussed the appearance of political signs both on private and common ground. It was noted that rules on signs are addressed in the Rules Committee rules summary.
- b. Kat Thack contacted Matthew Vanlew, the Township Roadmaster, regarding the planned repair of the culvert under Hawthorn Drive. In response, Mr. Vanlew informed the Board that the Township now plans to line rather than replace the culvert beneath Hawthorn Drive consequently they do not plan to close Hawthorn Drive. Kat also reported that Mr. Vanlew requested that the HHA Board pay for new street signs along Hawthorn Drive at a cost of \$50 to \$70 per sign.
- c. Three members of the board met on April 21, 2009 with the community bookkeeper to discuss what materials will be needed on a future date to finish the audit.
- d. In response to a question at the previous General meeting regarding descriptions of what Board members do, BJ Barrett drafted a description of the job duties for each Board positions and read these descriptions to the board for comments and suggestions.

**6. New Business:**

- a. The Board received an email from Cindy Ziegler regarding the pond and the occurrence of sewer odors approximately between 8 to 10 AM. BJ Barrett will send a letter to Aqua Pennsylvania/Little Washington Wastewater asking if the fix they implemented in 2007 for this problem is still in place and asking them to inspect their system and make the necessary adjustments to reduce odors.
- b. BJ Barrett read a letter to the board that he will send to all vendors notifying the vendors that they can expect payment 30 days net.

**7. Upcoming Events:** May General Board Meeting, May 26, 2009

**8. Adjournment:** Meeting concluded at 8:35 PM.