

NEWTOWN GRANT MASTER ASSOCIATION

January 4, 2023

MEETING MINUTES

The meeting was held in the conference room and called to order at 7:02 PM by Larry Schorr. In attendance were Bob Shaw, Larry Schorr, Bill McManimon, Russ Consentino, Rich Selah, Tobi Forman, James Labarko, Sandy Hyman and Peggy White. Also in attendance was First Service Residential Community Manager Rob DeGeorge.

The November 30<sup>th</sup> meeting minutes were reviewed. Peggy noted one small typo to which Rob corrected. Bob made a motion to approve, Bill seconded it, minutes approved 5-0 with Tobi, James, Sandy and Peggy abstaining.

The November financial report was reviewed by Bill. Bill asked Rob to have Christian perform an audit on line item 75010 (Clubhouse Supplies) to determine what was spent and to better understand why that line is over budget by \$7,257. Recreation Manager payroll being over budget was discussed and that fault was by poor management oversight of the Recreation Managers. Now that a set scheduled is put in place, especially for the summer months, this should not occur in 2023. Rob advised the board that Matt from Miceport claimed to have electronically transferred \$4,089 from his account over to Newtown Grant on Tuesday, January 3<sup>rd</sup> at 10:00am. Rob checked twice with accounting and no deposit was cleared contrary to claims by Miceport. Rob will give it another day or so to see if goes through before circling back to Miceport. Rob also mentioned that Matt stated that Newtown Grant will receive an additional \$3,880 in February for end of 2022 advertising revenue. Sandy inquired about if any talks were had about moving on from Miceport when their contract was up. A discussion was had at the November meeting that Miceport will be given through next Spring to clean up their accounting issues otherwise the board will start the conversation to possibly move on. Until advertising funds are received, the board gave Rob permission to not pay any invoices for Miceport. Peggy asked about if advertising revenue can be paid directly with the office. Bill advised that from a book keeping standpoint, that would be a lot to ask of management. Larry also mentioned based on the Miceport contract, Miceport keeps a certain percentage of the revenue once a threshold is achieved. Sandy made a motion to approve the financials, Peggy seconded it. Motion approved 9-0.

Rob explained that the 2023 Fox Pools Contract was basically a formality and that 2023 dates needed to be updated. Newtown Grant is already under contract with Fox Pools for 2023 but the contract needed updates regarding pool operational hours for 2023. Larry updated the board on the meeting that we had with Fox Pools on December 4<sup>th</sup>, 2022. Larry mentioned that it was a productive meeting and that the labor market is a challenge with the lifeguards. The same issues are being had by all those in aquatics since it's a buyers' market for employees. The Fox Pool contract pricing will need to be updated since the board has decided to move forward with switching the pools over to a salt chlorine generating system. Rich made a motion to approve the contract based off of adjusted pricing for the reduction of chemicals that will need to be purchased. Russ seconded the motion. Motion passed 9-0.

Larry spoke about the proposal from Fox Pools to switch the chlorine system from tablet base to salt chlorine generating. He reviewed with the board that the pricing up front would be about \$50,000 for the system but the system will pay for itself within a couple of years as the association would recoup that money back in chemical spending as well as the need to drain and refill the pools due to the acid problem. Sandy questions if that had anything to do with the pump system to which Larry clarified the difference between the two items. Bill advised that due to Larry's numbers on the spreadsheet there

should be a \$20,000 reduction of chemicals spent to which should be reflected on the Fox Pools contract. The chemical reduction should be \$10,000, not \$20,000 as Larry also included the Water and Sewer costs to drain and refill the pool twice during year. The board does want Fox Pools to amend the 2023 contract with what the actually cost will be with the switch to a salt generating pool. The board also wants Fox Pools to provide a breakdown of the cost plus provide a completion timeline for installation of the salt system prior to work commencing. Bill made a motion to approve the proposals to convert both outdoor pools (\$45,650 for big pool and \$4,200 for baby pool) to a salt chlorine generating system pending a provided timeline of completion from Fox Pools along with an adjustment to the Pool Management contract reflecting a reduction of chemical purchases. Rich seconded the motion. Motion passed 9-0.

Rob presented to the board the final two pickleball court proposal bids from Keystone Construction and Kurt's Kourts. Both bids were reviewed. A brief discussion was had regarding the possibility of any blowback from basketball players for taking away a court. Peggy recommended if we could install two more basketball hoops at the other full court to which is a possibility and could be done as an improvement project. Russ motioned to approve the bid to Kurt's Kourts in the amount of \$30,510 to which will be paid for out of capital. Rich seconded it. Motion passed 9-0 to award the Pickleball project to Kurt's Kourts.

The three HVAC proposal bids were reviewed to replace the existing Lennox Heat Pump here at the clubhouse. Rob suggested eliminating the McHale's bid due two observations that Service First and W.F. Smith made but McHale's didn't. A motion was made to award W.F. Smith the bid providing they are able to hold the \$9,000 price proposal but Rob was also given another \$1,000 latitude if the price increased. Rich favored the motion with Bob seconding it. Motion passed 9-0.

The official Lopez Landscaping and Snow Contracts for 2023-2025 were signed by Larry. This was just a formality as the master board approved extending Lopez Landscaping for another three years earlier in 2022.

Rob spoke about his meeting with Mike and Tim who are umpires for the softball league. A follow up meeting is being work on to include the head coaches from all four teams to discuss the plan for field management, scheduling of games as well as the best and most efficient way to receive each players waiver form along with either individual or full team payment prior to league season start.

Larry gave an update and recap regarding American Pools

For new business, Sandy spoke about using the \$1,000 credit she has from the purchasing of the new clubhouse furniture towards buying either accessories for the clubhouse lobby and/or new pictures.

Rob mentioned that he had some paint leftover from the lobby repaint project to which he is going to reach out to Don Kaiser and ask him for a price to repaint the top stairwell foyer and the banquet side first floor hallway. He'll also go and purchase three LED light bulbs and will switch out the current ones for LED's instead of using the electrician.

Peggy advised the board that there is graffiti on the south drive bridge. Rob will reach out to the township to notify them so that it can be cleaned up.

Bill asked Rob to reach out to Adtell regarding having remote camera access for management and board members in the event of an emergency as well as Easter Security regarding programming and assignment of the building alarm security codes.

Sandy asked if CAMCO management can utilize either the conference room or banquet room one day a week for a few hours if they need to meet with Society Place residents. Permission was granted as long as it's the same day/time every week and that it doesn't interfere with any rentals or other programming elements.

Bob made a motion to adjourn the meeting at 9:10pm. Rich seconded the motion. The next meeting is tentatively scheduled for Wednesday, January 25<sup>th</sup> at 7:00pm.

Minutes submitted by Rob DeGeorge, First Service Residential

Accepted By: Joli Forman, Secretary 1/25/23 Date