

NEWTOWN GRANT MASTER ASSOCIATION

August 23, 2023

MEETING MINUTES

The meeting was held in the conference room and called to order at 7:08 PM by Bob Shaw. In attendance were Larry Schorr, Bob Shaw, Rich Selah, Sandy Hyman, Yan Sadler and Russ Constantino. Also in attendance was First Service Residential Community Manager Rob DeGeorge, Mike Zlotnick from Poopie Scoopers R-Us and Newtown Grant Resident Mike O'Donnell from 31 Columbine Circle.

Mike O'Donnell: 31 Columbine Circle owner Mike O'Donnell was in attendance to see how the master board meetings were structured. Mr. O'Donnell inquired regarding a paving schedule. The board advised that all of the roads within Newtown Grant are owned by the township as such, the township determines based upon a field study which roads within the township are scheduled to be repaved. Mr. O'Donnell also inquired regarding a cone that was placed over a dug up utility line off of Columbine Circle. Board explained that this would an Estates I cluster matter to investigate.

July 27th Board Meeting Minutes: The July 27th board meeting minutes were reviewed and approved 4-0 in favor with 2 abstentions (Rich and Sandy).

Poopie Scoopers R-Us: Mike Zlotnick from Poopier Scoopers R-Us was in attendance and wished to address the board. Mike mentioned that even though his contract isn't up until 2024, that due to the increase in volume and time that it takes to empty the trash cans, he may need to increase his cost especially if it results in him having to pay additional for workman's compensation to bring in another employee to help. Mike discussed with the board the increased and continued issues of individuals who have been dumping residential generated trash into the cans. He also mentioned that they have caught one individual, who is pet sitter, putting bags of dog waste from private clients in the cans as well as another owner who was witnessed disposing residential cat litter into the cans as well. Mike also asked Rob and the board to investigate the disappearance of designated recycling cans that McCullough was supplying to the association. Mike thanked the board for replacing the lids on a number of the trash cans. Rob mentioned to the board that there are a few can lids that still need to be replaced but the majority of them have been addressed.

Financials: With Bill on vacation, Rob reviewed with the board the July 2023 financials. Overall, the association was running with a \$8,561 surplus through July 2023. Traditionally June, July and August are the highest expense months especially due to season recreation payroll and pool operations. The Pool Repair/Maintenance was over budget in July due to having to replace all three (3) pavilion fans that were shot. Clubhouse Maintenance was over budget as a result of two services calls to Lucas Plumbing to fix clogged toilets. Recreation Payroll was overbudget and will be over budget for the 2023 year. Rob explained to the board that the computing formulas in the payroll excel spreadsheet that was constructed before he arrived was incorrect and that error wasn't discovered until recently. Payroll is also running a little high due to the key fob system issues from the spring which resulted in having to reprogram everyone's key fob. Rob highlighted that the interfund amount decreased. Rob reiterated that he and Bill are continuing to work the situation. Rob can account for \$34,500 that needs to be paid back to the reserve. Rob did review with the board the feedback he received from the association auditor Frank April, regarding zeroing out this line item. Rob will follow up with legal counsel to determine if the option is viable. Rich made a motion to approve the financial, Bob seconded it, financials approved 6-0.

Proposals:

Clubhouse Security and Fire Alarm: Rob presented and reviewed with the board the proposals he received from Linked Alarms, ADT and Slomin's regarding updating the current security/fire alarm system. The board had additional questions regarding the current condition of the motion detectors as well as the ability for the systems to support wireless devices. Proposals were tabled until September so Rob can obtain additional information.

Lopez Landscaping South Drive Junipers: Rob reviewed a proposal from Lopez Landscaping to remove all of the junipers on South Drive adjacent to the recreation basin, stump grind, soil and reseed for \$2,100 as part of the next step for landscaping refresh. Yan made a motion to approve, Russ seconded it. Motion approved 6-0.

Master Board 2024 Lawn Care Treatment Proposals: Rob discussed the two proposals he received from Bair's Tree and Lawn and Lopez Landscaping to provide lawn care treatments for 2024. A discussion was had regarding if the price from Bair's included treatment for the pool. Rob stated that for 2024, Bair's did not touch the pool area however Lopez's proposal did include the pool. Proposals are tabled until the September meeting until Rob can obtain an answer from Bair's regarding the pool.

Master Board 2024 Janitorial Clubhouse Contract: Rob reviewed the two proposals he received (TW Maintenance and KLM Cleaning) for the 2024 janitorial clubhouse cleaning contract. Board wishes to continue services with TW Maintenance. Rich made a motion to approve, Larry seconded it. Motion approved 6-0.

Poopie Scoopers R-Us: The board held a discussion regarding Poopie Scoopers R-Us. Board voted 4-1 (Bob) with 1 abstention (Yan) to terminate the contract of Poopie Scoopers R-Us.

Management Report:

- Pool Closes for season starting on Tuesday, September 5th.
- July 2023 Pool Usage Review
- Emergency Plumbing Call on Saturday, August 12th for leak in Banquet Room.
- Newtown Grant Pickleball Court Usage
- September Garage Sale Update
- October Fall Harvest Fest Program

Old Business:

None

New Business:

-Rob advised the board on two off season projects that need to be done here in the clubhouse. Project one is to repaint the game room and banquet room. Project two is to either reupholster or replace all of the banquet room chairs. Rob discussed with the board that the banquet room, as a revenue generating facility, needs work. Out of the 50 banquet room chairs, 30 of them are torn. Rob explained how they could reupholster the chairs for \$125 each or purchase brand new for less than half that. A follow up discussion and conversation will be had further into the winter regarding these two projects. .

Sandy made a motion to adjourn the meeting at 9:30pm. Yan seconded the motion.

The next meeting is tentatively scheduled for Wednesday, September 27th at 7:00pm.

Minutes submitted by Rob DeGeorge, First Service Residential

Accepted By: _____, President _____ Date _____