

NEWTOWN GRANT MASTER ASSOCIATION
January 25, 2023
MEETING MINUTES

The meeting was held in the conference room and called to order at 7:03 PM by Larry Schorr. In attendance were Bob Shaw, Larry Schorr, Bill McManimon, Russ Consentino, Rich Selah, Tobi Forman, Yan Sandler, Sandy Hyman and Peggy White. Also in attendance was First Service Residential Community Manager Rob DeGeorge.

January 4th Board Meeting Minutes: The January 4th meeting minutes were reviewed. Larry noted two grammar errors that were corrected. Bob made a motion to approve, Tobi seconded it, minutes approved 8-0 with Yan abstaining.

Financials: Bill reviewed the 2022 year end financials with the Master Board. Financials ended being \$5,175 over for year end. Bill mentioned that the master had a positive variance of \$5,166 thanks to no snow and that Rob reclassified the clubhouse lobby furniture from an operating expense to a reserve expense in the amount of \$6,723. Bill also asked Rob to reclassify a reserve study analysis that was coded to operations but should come from the reserve account in the amount of \$2,995.00 Rob also discussed with the board that they are still waiting on a payment from Miceport in the amount of \$4,089 which, once received, will be classified as 2022 income. Looking at the reserve accounts, Bill recommended moving \$60,000 from the Signature Bank Reserve Account to the Webster Bank Reserve Account. Signature Bank has \$307,000 in it and the FDIC is good for up to \$250,000. Even with transferring these funds into Webster, Webster will also still be under the FDIC limit as well. Larry asked about the location of capital expense funds. Bill mentioned that those funds are intertwined within the accounts as they do not have a separate capital expense bank account. Bill highlighted that the 2022 master budget was \$549,450 and the 2023 budget will be \$597,000. Russ made a motion to approve the financials, Yan seconded it. Motion approved 9-0.

Proposals:

Pinnacle Vending: Rob reviewed the Pinnacle Candy/Soda Vending machine contract proposals. It's a two year proposal that will start in May 2023. The machines will accept both cash and electronic payment. The board was offered the opportunity by the vendor to receive a 10% sales commission by up charging goods by .25 cents. Board declined commission offering. Tobi made a motion, Bill seconded it, motion approved 9-0.

Don Kaiser Painting: Rob presented a proposal from Don Kaiser to repaint the first floor hallway from the Recreation Managers Office to the Banquet Room along with the second floor entrance foyer for \$2,065. Sandy asked why it wasn't done with the prior painting job. Larry explained that they only were focusing on the lobby area. Russ made a motion, Sandy seconded it, motion approved 9-0.

Lopez Landscaping Volleyball Court: Rob circled back around to a proposal from Lopez Landscaping regarding improving the sand volleyball court in the amount of \$1,200. This would include removing all of the dead grass within the court, edge, drop new sand and grade. Bill made a motion, Rich seconded it, motion approved 9-0.

Lopez Landscaping Softball Field: Rob highlighted the three proposals he received from Lopez Landscaping regarding improvement of the Softball Field. Rob discussed that the field was in dire situation and, at the very least, needed to be rototilled and edged in the amount of \$850. He also recommended having Lopez drop 10 tons of infield mix and regrading the field as drainage is poor and has washed away in the amount of \$1,300. He suggested tabling the \$75 a week maintenance fee until he spoke with the softball league coaches who should be responsible for this maintenance. Bill made a motion to approve the \$850 and \$1,300 proposals from Lopez, Sandy seconded it, motion approved 9-0.

Bair's Tree and Lawn Service: Rob reviewed the 2023 proposal from Bair's Tree and Lawn Service proposal for turf application for the master board. Bair's price remained the same for 2022 & 2023 with no price increase. Rich made a motion, Peggy seconded it, motion approved 9-0.

Kufen Pumps and Motors: Rob received back a report from Kufen regarding the three outdoor pool motors. The spare motor, since it was not used in 2022 was a good shape and needed no repair work. The other two motors need new impellers along with some additional work such as bearings. Total repair cost for the two motors as \$5,250. Rob advised the board that if they wanted to, they could purchase two brand new motors and impellers for around \$7,300. Bill made a motion to do the associated repairs, Peggy seconded it, motion passed 9-0.

Management Report:

- Fox Pools is on schedule to install the salt system by end of March. Once the system is installed, we'll work on getting the outdoor pool prepped for the season.
- Retrofitting the North Basketball Courts to Pickleball Courts are set to begin in April with a completion date of June/July depending on weather. Rob will include a notice in the March/April newsletter. Rob will also obtain bids to remove a number of pine trees currently located around the courts to avoid any long term impact.
- Rob installed 3 LED Light Bulbs in the Banquet Room Hallway
- We relocated the bookcase from the Game Room into the Clubhouse Lobby area and it's now called The Lending Library where residents can take a book while leaving a book. Lending Library is accessible for residents during management and recreation manager business hours. An article will also be in the next newsletter.
- Rob will be meeting with the coaches from the softball league on Monday, February 6th to finalize league for the upcoming season.
- Rob reported that the Newtown Township Public Works Department will clean up all the graffiti tags on the South Drive Bridge when the weather is a little more favorable.
- Revised American Pools Letter was discussed and approved.

Old Business:

- Kufen Pumps and Motors which was discussed above under proposals

New Business:

- Board confirmed that the pool guest passes were \$5.00
- Board also confirmed that anyone who owes money on their account either has to have their pool key fob turn off or is not allowed to obtain one until they have a \$0 balance.
- Rob offered that he will be starting the long and slow process of cleaning up the attic and basement storage areas here at the clubhouse. He will first start by recycling all of the old electronics. Bill stated that there are a bunch of paper files dating back to Orleans Homes that contained buyers personal information and should be shredded. Larry advised for Rob to first make sure there are no old paper

building plans or blue prints before shredding the documents. Peggy suggested a community wide shredding event that Rob will look into.

-Sandy mentioned about repairing the clubhouse dumpster enclosure. Rob spoke with Genesis a few weeks back, they were suppose to provide a price quote but never did. Rob will reach back out again.

-Peggy had a question regarding vacant seats on a board cluster and if the current board can reject someone who wanted to volunteer. Bill advised that the board has the ability to either appoint someone or that seat can remain vacant until the next scheduled election.

-Yan voice his concern regarding the condition of the clubhouse parking lot. Larry mentioned that they had earlier talk with Carroll Engineering and asked Rob to reach back out to them to inspect the parking lots, stormwater and recreation area service road so that they can provide us with a scope of work for a RFP to be sent out.

-Bill advised that Rob wasn't able to contact Eastern Pennsylvania Alarm company. The phone is disconnected and Rob can't locate the company anywhere. Rob mentioned that he has searched both online and through social media with no luck finding any additional contact information.

-Bill presented to the master board about the current trash can policy. Master Board said that the trash policy is universal for everyone outside of Society Place who use dumpsters.

Russ made a motion to adjourn the meeting at 8:45pm. Tobi seconded the motion.
The next meeting is tentatively scheduled for Wednesday, February 22nd at 7:00pm.

Minutes submitted by Rob DeGeorge, First Service Residential

Accepted By: Tobi Foman, Secretary 2/22/23 Date