

NEWTOWN GRANT MASTER ASSOCIATION
March 22, 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 Larry Schorr, Bob Shaw, Gary Meltzer, Bill McManimon, Rich Selah, James LaBarko and Peggy White. Also in attendance was First Service Residential Community Manager Rob DeGeorge and Carroll Engineering's Vice President and Project Manager John Koutsouros.

February 22nd Board Meeting Minutes: The February 22nd meeting minutes were reviewed. Rich made a motion to approve, Bill seconded it, minutes approved 6-0 with Bob abstaining.

Carroll Engineering: In attendance was guest speaker from Carroll Engineering John Koutsouros. John reviewed the proposal regarding what is entailed in phase 1 and phase 2 for the parking lot, storm water drains, recreation area drive, recreation area/parking lot curbs and recreation area basin. Phase 1 would entail a site assessment for what areas need to be worked on. Phase 2 would include a detailed description of the scope of work to send out request for proposals for contracts to bid on.

Bill asked about if any type of testing needed to be done to which John explained that he would walk the site with another engineer to determine what needs to be fixed.

Peggy inquired about a remote camera for the drains to which John mentioned that if the drainage systems is compromised, you would see it in the road.

Larry asked if they could pull the storm water grates and John said that they can to look further down.

Bill inquired if this could be scoped out so that the work can be done in phases to which John mentioned that he could, however, the contractor who receives the bid can certainly break it down in phases.

Gary asked if John had a ballpark price figure. John stated that based on his initial walk with Larry and Rob, he didn't think you would need to remill the entire area. Both Larry and John mentioned that they would be surprised if the cost exceeded \$100,000 in work. Gary had a follow up question regarding if this included marking out the parking lots as to what had to be addressed to which John mentioned that anything that had to be fixed, would need to be marked out ahead of time. Gary also asked if he could check out the lower basketball court to which John agreed to take a look at it.

John concluded that if the board decided to pursue the proposal, he'll create a detailed report to present at a follow up meeting which was determined to be the next Newtown Grant Master Board Meeting scheduled for Wednesday, April 26th at 7:00pm. Once the report is reviewed and approved, the RFP will be created to which contractors can begin to bid on.

Bill made a motion to approve the Carroll Engineer Proposal of \$21,675. Bob seconded it. All in favor as motion passed 7-0.

Financials: Bill reviewed the February 2023 financials with the Master Board. Financials for the month were once again healthy mainly due to no expense for snow or landscaping services. Bill spoke about the recent events regarding the banks and that Signature Bank was one of them, however, Rob was able to transfer \$60,000 from Signature to Webster to get Newtown Grant under the \$250,000 FDIC limit

prior. Rob explained to the board that we were in the process of transferring everything out of Signature and into Metropolitan Bank for a better interest rate right when events unfolded. Rob stated that the Metropolitan Money Market Bank Account is open and he is awaiting a final transfer of funds confirmation. Bill further discussed that depending on what Carroll Engineering comes back with, some of the items could be classified as a reserves, some maybe capital and some could be an operating expense. Gary inquired regarding Miceport. Rob discussed that he did receive a check from Miceport in the amount of \$6,010 to which was successfully deposited earlier in March. He also receive another check in the amount of \$1,000 the day of the meeting. Miceport still owes \$900 from 2022 advertising revenue. Rob discussed with the board that Miceport was allowing advertisers to pay either all upfront or pay ½ upfront and ½ after six months. Unfortunately as Rob mentioned to Miceport, this causes an issue with Newtown Grants financials as the payment due six months from now is in the next calendar year. Moving forward, Miceport will adjust and either charge everyone upfront or offer ½ upfront and ½ at 30 days so we can collect advertising revenue faster. Rob mentioned to the board that in the first week of April, he will reach out to Miceport to obtain the remaining 2022 advertising revenue plus inquire regarding payment for 2023 advertising. The newsletter is very strong. The March/April edition was probably the best issued that was ever produced and continues to yield unheard of open click rates. Rich made a motion to approve the financials, Gary seconded it. All in favor, motion approved 7-0.

Proposals:

DKC Clubhouse Basement Clean-Up Proposal: Proposal in the amount of \$1,960 from DKC to remove all of the rubbish from the clubhouse basement to include file cabinets, old boy scouts equipment, siding, etc. They will also clean the floor when done and supply us with a new lock for the storm cellar doors. Bill made a motion, Rich seconded it, all in favor, motion approved 7-0.

Lopez Landscaping Pool Area Improvement: Rob presented a proposal in the amount of \$2,295 from Lopez Landscaping to plant 20 lavender, 20 day lilies and 20 knock out rose bushes in the pool area landscaping beds which face the parking lot. This is part of an ongoing effort to update the landscaping features here at Newtown Grant. Rich made a motion to approve, Bill seconded it, all in favor motion approved 7-0.

Kaiser Painting Game Room Proposal: Rob reviewed a proposal from Kaiser Painting to repaint the game room to which is in need of for the amount of \$2,165. Board held a discussion and felt that price was too high. They decided that if Don adjusted his pricing to \$1,800 that would work. Gary made a motion to approve providing Kaiser Painting adjusted his price to \$1,800, Rich seconded it, all in favor, motion approved 7-0.

Tennis Court Rules and Regulation Signs: Rob discussed a proposal in the amount of \$195.00 per sign to produce and install two (2) Newtown Grant Tennis Court Rules and Regulation Signs. Each court entrance door will have one sign to avoid any confusion. Rob will mount the signs when they arrive. Bill made a motion to approve, Rich seconded it, all in favor, motion approved 7-0.

Management Report:

- Titan Shredding successfully shredded all paper documents in the basement.
- Lopez Landscaping removed the overgrown Junipers and dead ground cover growth around pool area
- They also lifted the trees for pool 2 and pool 3 plus removed the overgrown junipers at pool 2 as well.
- Lopez Landscaping completed the tree drop and stump grinding of the pine trees surrounding the tennis courts.
- Lopez Landscaping completed the tree drop and stump grinding of the trees around the soon to be pickleball courts.
- Lopez Landscaping removed junipers for main island on Marigold. Stumps have been removed, top soil put down and grading done. Will re-seed in a few weeks.
- DKC Completed the Basement Window Well Clean-Outs and installed Well Covers.
- Kufen Pumps and Motors reinstalled the two outdoor pool motors and dropped off the third spare motor.
- Trail Electric rewire both motors as wires from conduit box to motors were dry rotted.
- Weather permitting, Rob will contact Newtown Artisan Water to return water meter and turn on water to locker rooms, pump room and outdoor pool complex by mid-April.
- Township mentioned that street sweeping will be in the spring time. They don't have a schedule as it's done based on personnel and sweeper availability. They also won't treat any street weeds.
- Spoke with Stefan, Newtown Grant would need to change governing documents and create structural guidelines for solar panels on dwelling roofs. Legislature still sitting with the state that could override governing documents but no movement in years.
- Playground inspection was completed on Tuesday, March 13th. Everything looks good. Need a little more ground mulch and there are two areas where there is an open space between slide joints that need some caulking. Moving forward this should be done yearly. Last inspection was in 2021.

Old Business:

- Gary had a follow up question regarding key fob delinquencies. He wanted to clarify if there was an amount set whereas if someone owed, but owed under a certain amount or for something small, if they would still be able to obtain a key fob.

New Business:

- Resident Inquired about Pool Pavilion Rental for sons birthday. Inviting a maximum of 100 kids from his 6th grade class. Board stated that this is not allowed. Pool usage is for recreational purposes and private party rentals are not allowed at the pool.
- Peggy asked about doing food trucks at Newtown Grant. Bill mentioned that they use to do food trucks pre-covid. Rob advised that he's been doing food truck events for the past couple of years. Board encouraged Rob to work on scheduling a food truck, maybe twice a month starting in June. Rob will work on scheduling the first food truck the weekend when the outdoor pool is open fulltime for the year.
- Board would like Rob to follow up with Kurts Kourts regarding pricing for at the minimum, either fully replacing the current two basketball hoops/poles or retrofitting the two current ones hoops at the upper basketball court onto new poles at the lower basketball court.

Bill made a motion to adjourn the meeting at 9:30pm. Rich seconded the motion.
The next meeting is tentatively scheduled for Wednesday, April 26th at 7:00pm.

Minutes submitted by Rob DeGeorge, First Service Residential

Accepted By: Toli Forman, Secretary 6/28/23 Date