

NEWTOWN GRANT MASTER ASSOCIATION
November 29, 2023
MEETING MINUTES

The meeting was held in the conference room and called to order at 7:02 PM by Larry Schorr, Bob Shaw. In attendance were Larry, Schorr, Bob Shaw, Bill McManimon, Rich Selah, Yan Sadler, Sandy Hyman, Russ Consentino, Peggy White and Gary Meltzer. Also in attendance was First Service Residential Community Manager Rob DeGeorge and Civil Engineer Jeff Downey from Carroll Engineering.

October 25th Board Meeting Minutes: Bob made a motion to approve the minutes, Bill seconded them, motion passed 6-0-3 (Peggy, Larry and Sandy abstaining).

Carroll Engineering: Civil Engineer Jeff Downey was in attendance to answer questions the board had regarding the upcoming replacement project for recreation drive, recreation parking lots and recreation storm water infrastructure. Larry recommended for Carroll Engineering to add a bid sheet with the proposed RFP. Larry also suggested for Rob to provide dates of the Softball League, Pool Season and Annual Garage Sale as these activities will impact associated work. Larry suggested for Carroll Engineering to phase out the work. Jeff mentioned that normally everything can be completed within 30 days if a full shutdown of activities but he'll look into a phased approach. Jeff provided a rough total cost estimate of around \$350,000 for the proposal work but that number can fluctuate with cost of materials plus uncertainty regarding the amount of base repair as that won't be determined until milling begins. The board agreed that they want Carroll Engineering to review all of the RFP submissions by contractors as well as have Carroll Engineering send the RFP out to bidding contractors. CSC Asphalt is one contractor the board is requiring a RFP to be sent to as CSC has done work prior here in Newtown Grant.

Financials: Bill reviewed the October financials with the board. In the month of October, we are running with a \$2,728 positive variance compared to an initially budget \$14,000 negative variance. Year to date, that is a \$16,000 swing. With to months left in the year and hardly any remaining landscaping expenses, financials are looking good and are projecting for positive variance. A follow up conversation was held regarding the reporting of the reserve and capital expense on the financial statement. Rob mentioned to the board that there is \$85,594 remaining in capital expense and we have \$644,588 in reserves. Rob volunteered to create an internal excel spreadsheet to track these expenses in real time, however, the board wants this done by the accounting department. Rob is to reach out to Jack Boselli at First Service Residential to solicit his attendance at the January 2024 meeting so that the board can speak with him. Bob made a motion to accept the financials, Sandy seconded it, financials accepted 9-0.

Proposals:

MTS Seating Banquet Chair Proposal: Rob presented two proposals for new banquet room chairs. First option was a fabric chair, the second was a vinyl chair. Rich made a motion to approve the purchase of the fabric chair (\$10,296.11) Cadence Lapis Blue with Impala Frame color. Bill seconded the motion, motion approved to purchase 9-0.

Kurt's Courts Windscreens Proposal: The written proposal for the pickleball windscreens was represented. Approval to purchase based off a verbal price quote was given at the October 25th meeting. Since no objections were made with the adjusted price, the prior approval carried and proposal to purchase new windscreens was signed for \$3,519.20.

Kurt's Courts Windscreen Installation and Remove Proposal: Rob discussed the pricing for Kurt's Courts to install and remove the windcreens on a yearly basis. Board felt that to spend about \$1,600 a year to install and remove windcreens that cost \$3,500 brand new didn't make sense. Board recommended to have the screens installed by Kurt's Court, but leave up year round for play in the winter on nice days. Peggy made a motion to approve Kurt's Courts installation cost of \$816.20, Russ seconded it, motion passed 9-0..

Monster Tree Service South Drive Island Tree Replacement Proposal: Rob reviewed with the board a proposal from Monster Tree Service regarding tree replacements for the South Drive Islands. Currently, there is one missing tree and four Normandy Maple Trees that are experiencing various levels of decay due to them being topped in prior years. Monster Tree will stump grind out the missing tree, then will remove and stump grind out the four Normandy Maple Trees. Monster will then plant three Japanese Zelkova and two Sunset Red Maple Trees. The scope of work also includes a one year warranty for the trees with the purchase of the plant healthcare treatment for a total cost of \$6,453.30. Bill made a motion to approve, Russ seconded it, motion passed 9-0.

Lopez Landscaping South Drive Island Refresh Proposal: Rob then spoke with the board regarding a proposal from Lopez Landscaping to scrape off and remove all of the existing mulch in the South Drive Islands as well as possibly transplant any remaining perennials. Rob cited that the association spent about \$11,000 this past year alone in mulch. A cleaner look to the islands would be to take them back to all grass, leaving only a small mulch bed at the island tip as you enter South Drive from 413 and at the island tip of the island as you start to exit South Drive. These tips will receive annuals in the spring, then using money saves from the mulch expense, planting fall mums come September. Cost to remove mulch, soil and reseed is \$1,400.00 Bill made a motion to approve, Russ seconded it, motion approved 9-0.

Management Report:

- Trail Electric fixed all recreation area parking lot/sidewalk lights that were out.
- ADT Fire and Burglar System Upgrade Update. We are awaiting to receive permits from Newtown Township before installation can begin. Township requires a drawing regarding placements of the smoke detectors.
- Game Room and Banquet Room Painting schedule. Start Monday, December 4th and completed by Friday, December 15th.
- Clubhouse Closed on Sunday, December 24th and shortened hours on Sunday, December 31st from 12:00-5:00pm.
- Recreation Center Letter was recently written and mailed from Newtown Elementary School by an individual named Rocco who mentioned that the Recreation Center was his favorite place because he has fun here with his brother and enjoys watching is father play softball.

Old Business:

None

New Business:

- Yan asked about looking again into getting one trash hauler. Bill discussed how years ago the master board looked into it, however, they were threatened with a lawsuit by other haulers due to Free Enterprise if they attempted to single stream everyone.

-Board conversation was held regarding updating the master board quiet hours to reflect the change in the township. Bill made a recommendation to adjust the master board quiet hours to 10:00pm-7:00am Monday-Friday and 10:00pm-9:00am on weekends to avoid confusion between contractors, township personnel and clusters. Yan seconded the motion, motion was passed 9-0 with the understanding that the board members who were present and voting, will assist with uniformity between their respective cluster and the master board.

-Board decided that due to the winter holidays, not to have a meeting in December. Rob will communicate with the board via email for the month of December. Next board meeting will be Wednesday, January 24th at 7:00pm

Rich made a motion to adjourn the meeting at 9:27pm. Sandy seconded the motion. The next meeting is tentatively scheduled for Wednesday, January 24th at 7:00pm.

Minutes submitted by Rob DeGeorge, First Service Residential

Accepted By: , Secretary 24 JAN 2021 Date