

NEWTOWN GRANT MASTER ASSOCIATION
February 22, 2023
MEETING MINUTES

The meeting was held in the conference room and called to order at 7:00 PM by Larry Schorr. In attendance were Larry Schorr, Gary Meltzer, Bill McManimon, Russ Consentino, Rich Selah, Tobi Forman, Yan Sandler, Sandy Hyman, James LaBarko and Peggy White. Also in attendance was First Service Residential Community Manager Rob DeGeorge and First Service Regional Director Jessica Dziegrenuk.

January 25th Board Meeting Minutes: The January 25th meeting minutes were reviewed. Peggy made a motion to approve, Sandy seconded it, minutes approved 9-0 with Gary abstaining.

Financials: Bill reviewed the January 2023 financials with the Master Board. Financials for the month were healthy mainly due to no expense for snow or landscaping services. Bill mentioned that the February financial statement which will be presented at the March board meeting will have update GL codes. Rob advised the board that for the staff accountant to change GL codes, he needed assistance from the software manufacturing company as if he changed one GL code for Newtown Grant, it changed that same GL code for all of his other accounts. Rob and Bill also mentioned that once the GL codes have been updated, the current budget columns will be updated to reflect seasonality. Bill mentioned that Rob was able to transfer the \$60,000 from the Signature Reserve Account and into the Webster Account, however, since that was completed in February, it will be reflective on the February financials. Bill recommend to the board that since the Signature Account is only yielding an interest percentage of 2.25%, he suggests we move this account into a new money market account that is yielding an interest rate of 4%. Yan made a motion to approve the financials, Rich seconded it. Motion approved 10-0.

Proposals:

DKC Clubhouse Basement Clean Out and Window Covers: DKC successfully replaced the rotted clubhouse basement window. Rob mentioned that two of the five windows have been replaced over the last couple years and in an effort to prolong the existing windows and avoid any further earth material issues, DKC proposed to clean out all mulch, soil and existing earth materials in the wells, drop stone in the wells to aide with drainage and place covers of the window wells for \$1,250. Bill made a motion, Toby seconded it, motion approved 10-0.

Shredding: Rob presented two proposals to shred the paper documents in the clubhouse basement. Rob recommended to have Titan Shredding services come out and for around \$495 shred 8-96 galloon bins of documents. Exact number of bins might be more, it might be less. Rob discussed the difficulties of knowing exactly how much is needed. Rob also suggested that since the attic is another project and contains lesser amount of paper documents, we should schedule a community wide shred day either Fall 2023 or Spring 2024 and utilize that opportunity to shred the documents in the attic. Bill made a motion to have Titan Shredding come out and shred the basement documents, Sandy seconded it, motion approved 10-0.

Pickleball Court Trees: Rob presented 4 proposals regarding the 8 trees surround the soon to be pickleball courts. Representatives from each vendor agreed that due to the close proximity of the courts, it would be in the best interest to drop and stump grind all 8 trees. Rob recommended award the bid to Lopez Landscaping in the amount of \$3,100. His price which was the second lowest also

included to soil and reseed the area whereas the other bids were just for tree removal. A discussion was held regarding tree replacement to which Gary and Rob mentioned that this is phase 1 of the project. Phase 2 will be the court installation and phase 3, once phase 2 has been concluded will be replacing trees further away from the courts and possibly adding other landscaping around the courts. This project is considered a capital improvement project so funds from all three phases including the \$3,100 for Lopez Landscaping would be a capital fund expenditure. Russ made a motion, Peggy seconded it, motion approved 10-0.

Marigold Entrance Island Lopez Landscaping Proposal: Rob circled back to a proposal from Lopez Landscaping in the amount of \$2,800 to remove the overgrown and dying junipers from the large Marigold Entrance Island to which he will lay soil and reseed to match the small Marigold Entrance Island. Bill made a motion to approve, Tobi seconded it, motion approved 10-0.

Tennis Court and Basketball Court Trees Lopez Landscaping Proposal: Rob and Gary presented to the board a proposal from Lopez Landscaping in the amount of \$2,200 to drop and stump grind all the pine trees that are up against and are starting to impact the tennis courts. Once these trees are removed, the initial plan was to do a row of Eastern Redbud Trees located further away from the Tennis Courts as well as a couple of shade trees around two picnic tables. A proposal regarding tree replacement is still needed as well as which trees to be planted and where. Sandy made a motion to approve Lopez Landscaping to remove the tennis court trees, Rich seconded it, motion approved 10-0.

Pool Area Clean-Up Lopez Landscaping Proposal: Rob and Gary also reviewed with the board a proposal from Lopez Landscaping in the amount of \$3,100 to lift a number of trees that are surrounding the exterior perimeter of the outdoor pool fence and those around the playground. This proposal also includes removing a number of large and severely overgrown junipers as well as some other dead ground cover. A separate proposal will be present at the March meeting regarding cleaning up and improving a number of these landscaping beds where vegetation is being removed from. Peggy voiced a concern regarding potential backlash from residents that see we are removing so much landscaping but not putting it back quick enough. Peggy's worried about it being to much done at once. Gary mentioned that some of these projects will have longer phases to which others will have short phases. Gary explained that for the outdoor pool, the plan is to have all the landscaping improvements done prior to the opening. Bill asked if Rob can put an article in the next newsletter explaining that landscaping improvements are underway in the recreation area and to lay out that, especially for the trees, they will be replaced. Rich made a motion, Russ seconded it, motion passed 10-0.

Gutter People Soft/Power Washing Pool Proposal: Rob presented a proposal from DKC and Gutter People regarding Power and Soft Washing areas of the outdoor pool. Rob recommended and suggested that for a packaged price of \$3,275 from Gutter People who would power wash the entire outdoor pool fence, soft wash the entire pool deck, soft wash both pool pavilions, soft wash the side of the pool building and power wash all of the outdoor pool furniture. Bill made a motion, Rich seconded it, motion passed 10-0.

Management Report:

- Kaiser painting successfully repainted the banquet room hallway and 2nd floor entrance foyer.
- W.F. Smith completed replacement of the Lennox Heatpump.
- Softball League to start week of April 24th. Registration through the website with payment done either via check or venmo. Cost is \$65.00 per player. Rosters and payment due to Rob by April 1st. League will pay Pablo \$100.00 to maintain the field but every two weeks, not weekly. A fifth team will most likely be entering the league.
- Newtown Grant Easter Egg Hunt on Saturday, April 1st starting at 1:00pm with a Rain Date of April 8th. Egg Hunt will be broken down into 4 age groups. Would like to spend \$610.00 (bounce house), \$250 (animal balloon artist) and \$230 (face painting). Rob also discussed that Keller Williams Real Estate of Newtown approached him to provide a sponsorship amount of \$750. Rob spoke highly about how, if we can create a sponsorship package for Newtown Grant, funds from businesses and vendors can help offset programming costs. Bill made a motion to have Keller Williams Real Estate of Newtown sponsor the Egg Hunt and to also pursue other sponsorships, Tobi seconded it. Motion passed 10-0.
- Pool Key FOB's to start in March. Anyone who has a balance on their account will be not granted a fob until they are paid up. Anyone received a fob but has a balance will have their fob turned off. Have reached out to CAMCO and CPM regarding obtaining a monthly delinquent report from March through August.
- Outdoor pool tracking usage spreadsheet presented.
- Eastern PA Security is now Linked Alarm Company. They are able to wipe and program multiple 4 digit pins, however, there is a communication issue between the panel here at the clubhouse and central monitoring station that needs further investigation. Additionally, Linked Alarm Company is claiming that the clubhouse is considered a commercial building and since we have smoke detectors, we are required to have a separate fire panel. A brief discussion was held regarding how do you classify the difference between a commercial and residential building. Even though the clubhouse is selling any products or services, it is also not defined as someone's residency. Rob will reach out to the Newtown Grant Fire Department regarding classification.

Old Business:

- Gary brought up if the township will be street sweeping and if so when. In conjunction, Peggy asked about weed treatment for the drives. Rob will reach out to Public Works to get an answer on both questions for the March board meeting.
- Yan voice concerned again regarding people speeding and if the township can do anything. Rob mentioned that has had an article in the last two newsletters regarding the speed limits off of North/South Drive as well as everywhere else within Newtown Grant. Rob will reach out to the township to see what other measures are available. Rob mentioned that he did see a Police Cruise parked within the association to act as a deterrent as well as a free standing digital speed reader.
- Gary mentioned about decorating the clubhouse for certain holidays. Rob disclosed that we do have a decent amount of decorations, include a literal coffin in the basement, however, it needs to be all organize and sifted through. This is something that we can and should be doing for certain holidays.
- Gary asked Rob to touch base on hiring process for the new gate people. Rob explained to the board that they will be considered Recreation Administrators and not have the word "Pool" anywhere in the job title to reduce workman's compensation. Rob further explained that a job was posted a couple of weeks ago and he has successfully hired 4 individuals to which he plans on having 3 of them onboarded by end of March with the 4th returning from college in early May. Training sessions will be held with them as we get closer and they will be responsible for taking hourly head counts for pool usage tracking reporting.

-Gary brought up Miceport. Rob mentioned that he still has not the missing funds from Miceport. The latest communication was that they are to bring over a bank/certified check on Friday, March 3rd for a little over \$7,000.

Rob reminded the board that Miceport knows that not one bill will be paid until we receive revenue and that he has begun researching other companies. Hardest part is finding one company to handle both website and newsletters. Board agreed that it's time to start engaging other companies to possibly take over association newsletter and website.

New Business:

-Board would like Rob to reach out to Adtell to get figures regarding key fob system for the tennis courts.

-Conversation was had regarding installation of solar panels. Rob will reach out to Stefan regarding if anything has changed as to if Newtown Grant can install solar panels.

Peggy made a motion to adjourn the meeting at 9:20pm. Tobi seconded the motion. The next meeting is tentatively scheduled for Wednesday, March 22nd at 7:00pm.

Minutes submitted by Rob DeGeorge, First Service Residential

Accepted By: REX, Secretary _____ Date 3/22/23