

Newtown Grant Master Homer Owners Association
Board of Directors Meeting Minutes
August 19, 2020

Members in attendance:

Bill McManimon; President
Bob Shaw – Willow Creek/Eagle Trace
Gary Meltzer – Estates IV
Tobi Forman – Raven's View I
Jim Holwood – Heather Wood I
Scott Miller – Society Place
Rich Selah – Fawn Hallow
Larry Schorr – Pheasant Walk
John D' April – Raven's View II
Steve Levay – Community Manager, FirstService Residential
Natalie Fries; Community Manager, FirstService Residential
George Slifer; Rec Manager
Sergio Miranda – Rec Manager

The meeting was called to order at 7:05pm. The meeting was held via Zoom.

Approval of the Meeting Minutes – 2 revisions made to the minutes. Motion *to approve the minutes from July 15, 2020 made by T. Forman. Seconded by B. McManimon.* Motion passes. All in favor.

Guests – Rebecca Koo – Homeowner attended the meeting to voice her opinion on the pool opening procedures.

Management Report - Natalie discussed the August Management Report provided to all Board Members via email with attachments. Natalie reviewed the weekly email update from 8/14/2020.

A meeting with MicePort was again requested by the Board to discuss the likelihood of achieving the budgeted newsletter advertisement revenue, the hand-off of responsibilities for updating the Newtown Grant Facebook page and website and MicePort's the contract renewal. Management will schedule the meeting. The Board requested the meeting minutes to be completed in 2-3 business days with comments or changes sent to Management in 2 business days so they can be published on the website prior to the next monthly meeting.

Financial Report – After a long discussion about certain account variances in the financial reports, concerns about actual expenses being recorded timely and unclear accruals booked, the Board requested a meeting with accounting to review/understand the basis of certain accruals and the timing of the recording of actual expenses on the income statement. The Board requested that the various individual worksheets detailing Covid-19 costs to-date be summarized in a leading spreadsheet using the individual worksheets as support. Additionally, further detail on the Covid-19 expenses, including timeframes for each reported worksheet, be clarified so that the Covid-19 costs can be updated as the summer and rest of the year costs continue to be impacted. In particular, the Board requested further detail on the pool credit memo provided by American Pools. Management will schedule the meeting with accounting. The financials for 6/30/2020 were not approved.

Old Business:

Weeds in the Street – As directed by the Board, management has had an on-going dialog with the Township about weeds growing along the curbs on North/South Drive, Marigold Drive and Hemlock Drive. While the Township will bring their street cleaning machine through Newtown Grant, they advised management that control of the weeds are the responsibility of the homeowner whose property is adjacent to the curbing. The Board directed that Newtown Grant homeowners be advised of this responsibility. However, the Board approved hiring a firm to spray the weeds along North/South Drive, Marigold Drive and Hemlock Drive to clear out the weeds so homeowners get

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a fresh start with their new found responsibility. *Motion made by B. McManimon and seconded by Bob Shaw. Motion passes. All in favor.*

HVAC Estimates – After reviewing three proposals to maintain the HVAC systems at the clubhouse, the Board approved the proposal of Service First Heating and Air Conditioning. Motion to approve Service First Heating and Air Conditioning made by T. Forman. Seconded by B. McManimon. Motion passes. All in favor.

Security Cameras – As directed by the Board, management has solicited proposals from three technology companies (with a fourth expected soon) to modernize, upgrade and expand the clubhouse network and camera system. A meeting has been scheduled with one proposer to review the proposal submitted. A final decision will be made after the last proposal is received and reviewed by the Board.

New Business:

Reopening the Clubhouse – After discussion about the ongoing Covid-19 State requirements for distancing and disinfecting public areas it was decided that the Clubhouse, in particular the banquet room and game room, will remain closed pending further direction from the State regarding Covid-19 requirements. Property management will be on-site and residents may conduct community business with management at the clubhouse, subject to the wearing of a mask covering both nose and mouth and maintaining appropriate social distancing. The Board affirmed that management will staff the clubhouse weekdays and weekends is reviewing the reduction of week night hours during the fall and winter. Any changes to clubhouse hours will be communicated through an email blast to all residents, posting on our Facebook page and on www.NewtownGrant.org.

Rodent Complaint – There have been recent communications from a few residents regarding rodents. Management will advise homeowners to contact pest control services if they are experiencing a rodent problem.

Spotted Lantern Flies – Management will contact local tree companies to determine how to eliminate the spotted lantern flies from Master common property. Cluster Boards and individual homeowners are welcome to reach out for instruction on how to manage any spotted lantern fly problem they may encounter on their property. The Department of Agriculture has been notified.

Replacement Laptops – Management is requesting two new laptops for the office and a new desktop computer for the Rec Manager's Office. The Board will consider this together with the network upgrade project currently underway.

Other Business:

Pool Bathrooms – Since the completion of the pool bathroom remodeling there have been continued problems with some of the hands-free faucets and toilets. Board requested a meeting with DW Smith to review the performance of the specified hardware and discuss equipment failures in the pool bathrooms. Management will schedule a meeting.

Japanese Knotweed – Management was advised of the existence of a large growth of Japanese Knotweed on common property along Stoopville Road. *Motion to approve removal and treatment of the Knotweed made by B. McManimon and seconded by J. Holwood. Motion passes. All in favor.*

Next Meeting - The next meeting will be held on September 16, 2020.

Adjournment – *Motion to adjourn the meeting at 9:36 pm by B. McManimon. Seconded by T. Forman.*

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Respectfully submitted,
Natalie Fries, AMS, CMCA, PCAM
Community Manager