

NEWTOWN GRANT MASTER ASSOCIATION  
September 27, 2023  
MEETING MINUTES

The meeting was held in the conference room and called to order at 7:03 PM by Larry Schoor. In attendance were Larry Schorr, Rich Selah, Sandy Hyman, Yan Sadler, Gary Meltzer, Peggy White and Bill McManimon. Also in attendance was First Service Residential Community Manager Rob DeGeorge,.

**August 23<sup>rd</sup> Board Meeting Minutes:** The August 23<sup>rd</sup> board meeting minutes were reviewed but were not approved since the meeting minutes couldn't establish a voting quorum. Meeting minutes tabled until the October meeting.

**Financials:** Bill reviewed with the board the August 2023 financials. Bill highlighted that the two line items over budget for the month of August were Landscaping due to the Pruning Invoice and Recreation Payroll to which was expected. Bill advised the board that there is a CD due in October and recommended that move the move into a money market account to which will pay the same amount of interest. Rob and Bill discussed with the board they would like to break up the accounts so reserve and capital funds have their each respective bank accounts to which currently, everything is co-mingled. Rob and Bill spoke about the existing interfund amount. Rob will speak with both the association attorney Stefan Richter and the independent auditor Frank April to create verbiage and detail out final options for the October board meeting. Rob also advised the board that once the board agrees upon a 2024 budget, Rob will create the seasonal spread initially and will ask Bill to review those numbers. Once the spread is finalized, these spread numbers will be given to the associations accountant to input. Rob also touched on \$6,000 in savings that we'll see in the final pool management invoice as a result of credits from pool closure due to weather and end of season lifeguard shortages. Peggy mad a motion to approve the financials, Rich seconded them, financials approved 6-1 (Sandy).

### **Proposals:**

**Lopez Landscaping Pet/Trash Can Remove Proposal:** Rob reviewed the final proposal from Lopez Landscaping to take over the removal of the pet/trash cans within Newtown Grant starting 2024. Monday's and Friday's will be the days the cans are emptied however, those days can be adjusted if needed. Bill made a motion, Peggy seconded it, motion approved 7-0.

**Lopez Landscaping Street Weed Applications:** Rob discussed that Lopez Landscaping held is price of \$1,133 per treatment in 2024 to spray and kill the street weeds along North, South, Hemlock and Marigold. Two applications will most likely be needed as a result. Yan made a motion to approve, Gary seconded it, motion approved 7-0.

**Fox Pools LLC Pool Management Contract:** The 2024 Fox Pools LLC Management Contract was reviewed. Pricing in 2024 will remain flat to what was budgeted in 2023 even though daily operating hours are being changed, the total amount of operating hours will remain the same. Bill made a motion to approve the contract, Sandy seconded it, motion approved 7-0.

**Miceport Newsletter Contract Proposal:** Rob presented to the board a new three year contract with Miceport regarding management of the associations newsletter and website. The board first would like payments revised to monthly and not quarterly. They would like Miceport to spread out his increase over the course of three year term of the contact. Each year, they would prefer to incur between a 3-5%

increase instead of the increase happening all in year one. Yan made a motion to approve the contract based on the provision of monthly payments (not quarterly), percentage increase spread over three years opposed in year one and that if advertising revenue isn't received on time, that amount is to be deducted from the money owed. Peggy seconded it, motion pass 6-0-1 (Gary).

**2024 Lawn Care Application Treatment Proposals:** Rob reviewed with the board the proposals from Bair's Tree/Lawn Care and Lopez Landscaping regarding lawn care applications for the master board. After a brief discussion, Rich made a motion to approve Lopez Landscaping taking over lawn care treatment pending the additional cost to be off set in the budget, Yan seconded the motion, motion for Lopez Landscaping to take over the application approved 7-0.

**Clubhouse Security and Fire Alarm:** Rob presented and reviewed with the board the proposals and additional information he received from Linked Alarms and ADT regarding updating the current security/fire alarm system. Peggy made a motion to accept the ADT proposal, Yan seconded it, motion and proposal awarded to ADT 7-0.

**Monster Tree Service Easter Red Bud Tree Replacements:** Rob and Gary discussed with the board that they would like to install three new Easter Red Bud Tree's between the Tennis and Basketball Courts to replace some of the tree's that were removed earlier in the spring. They recommended the package that included a full year of plant health care to which also come with a one year tree warranty. Sandy made a motion to approve, Bill seconded it, motion approved 5-0-2 (Peggy and Yan).

**Monster Tree Service Tree Work in Recreation Area Proposal:** Rob and Gary discussed with the board the need to lift the existing trees in the recreation area throughout the parking lot, recreation drive and over the turf. In addition to lifting the trees, Monster would clear out vegetation from signage and the lights, plus remove any deadwood among the trees. Peggy made a motion to approve the proposals, Rich seconded it, motion passed 6-0-1 (Yan).

**Outdoor Pool Deck Concrete Proposals:** Rob notified the board that there are about 30 concrete slabs around the outdoor pool deck that are in dire need of replacement. Some were patched this year and the patched is no longer viable. Rob presented two proposals to the board. CSC Asphalt's proposal was to use an epoxy product whereas Genesis Concrete is a full slab replacement. The board was highly curious as the epoxy proposition by CSC Asphalt. Rob advised that CSC stated they would be more than happy to come out and fix a slab free of charge so that they can see the process and the end result. Rob will set up a time with CSC to do a free slab before the board makes a final decision.

**Management Report:**

- Pool Closed for season starting on Tuesday, September 5th.
- August, September and End of Year 2023 Pool Usage Review
- Bair's Outdoor Pool Lawn Treatment
- Newtown Township cleaned up walking bridge from South Drive to Wrights Road Park.
- Newtown Grant Unplugged – Friday, September 29<sup>th</sup>
- September Garage Sale Update – Saturday, September 30<sup>th</sup>/Sunday, October 1<sup>st</sup>
- October Fall Harvest Fest Program – Saturday, October 7<sup>th</sup>/Saturday, October 14<sup>th</sup>

**Old Business:**

None

**New Business:**

-Rob advised he will set up a separate meeting with those interested board members and Carroll Engineering to review the proposed work that needs to be done in the recreation area for a Wednesday in October once he can confirm with Carroll Engineering.

-The original November 22<sup>nd</sup> board meeting will be rescheduled to Wednesday, November 29<sup>th</sup>.

Rich made a motion to adjourn the meeting at 10:20pm. Yan seconded the motion.  
The next meeting is tentatively scheduled for Wednesday, October 25<sup>th</sup> at 7:00pm.

Minutes submitted by Rob DeGeorge, First Service Residential

Accepted By: \_\_\_\_\_, Secretary \_\_\_\_\_ Date \_\_\_\_\_