

NEWTOWN GRANT MASTER ASSOCIATION
April 26, 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, Tobi Forman, Yan Sadler, Bill McManimon, Sandy Hyman and Russ Consentino. Also in attendance was First Service Residential Community Manager Rob DeGeorge

March 22nd Board Meeting Minutes: The March 22nd meeting minutes were reviewed. Bob made a motion to approve them Bill seconded it minutes not approved due to insufficient approval with a only three board members approving and five board members abstaining (Larry, Tobi, Sandy, Russ and Yan) since they weren't present at the March 22nd meeting.

Financials: Bill started to review the March 2022 financials and found the reporting needs clarification and cleaning up. He noted that GL code 74080 was listed on the Balance Sheet but is missing from the General Ledger. He also noted a number of JE (Journal Entries) noted on the General Ledger and needed clarification regarding those entries. Rob mentioned that when he uses the Penn Community Bank Debit card for any purchases, he sends the receipts to the staff accountant along with what the purchase as for, what it was and where it should be coded. The staff accountant only notes these transactions on the financials as a JE expense or deposit. Bill also questioned the reporting of the general ledger as well as the 2023 accounts receivable amount as it was noted that certain clusters hadn't paid since 2022. Rob and Bill also discussed that we were still waiting for accounting to seasonalize the 2023 budget. The staff accountant explained to Rob he got behind on this project due to getting ready for the 2022 tax return season but promised to work on it starting April 25th. Rob discussed with the board that all of the 2022 newsletter advertising revenue was officially collected and in the first week of May, he'll reach out to Miceport to begin collecting 2023 advertising revenue. Rob explained that by changing the revenue collection by Miceport, that should help streamline and receive revenue quicker. A motion for approval was not made as the financials needed to be cleaned up.

Proposals:

Carroll Engineering Study: Larry reviewed with the board, the initial study report by Carroll Engineering. Larry mentioned that the amount of work needed to be done was worse than initial thought of. Larry discussed the two options that Carroll Engineering proposed and recommended that it was in the associations best interest to go with option 1 which would be milling and repaving instead of option 2 which would be only doing repairs. A discussion was held regarding cost and if Carroll Engineering could possibly have the RFP structured where the scope of work is packaged and done in certain stages or areas that the board could spread out over a 12 or 24 month period of time. Yan asked if the association had enough money in reserves to cover the cost of the entire project and also asked how much money should the master board be putting away in reserves to which Rob will further investigate and advise at the May meeting. Rob will reach out to Carroll Engineering to inform them that they may proceed to the next step of constructing the RFP's. Larry also asked Rob if he can have John from Carroll reach out so that they can discuss ways to package and schedule out the scope of work.

Pickleball Court Fence Addendum: Rob presented a proposal to adjust the height of the pickleball fence from 4 feet to either a 6 or 8 foot fence. Rob mentioned that when he, Gary and the contractor did a site walk through with a number of Newtown Grant Pickleball owners, that it was a windy day and the

request came up to install a higher fence and possibly add in windscreens in the future. After a short discussion regarding whether increase the size of the fence to either a 6 foot or 8 foot fence, Sandy made a motion to approve the 8 foot fence at an additional cost of \$4,775. Gary seconded it, motion approved 7-1 with Bill voting no.

Lower Basketball Court Improvement: Rob discussed the two price options that he received from Kurt's Courts regarding improvement for the lower basketball court. The first option which included doing surface crack repair, he advised against at this time. The second option included replacing the current two hoops/poles/backboards and installing two additional. The board discussed whether it made sense at this point in time to only replace the current or replace the current and add in two additional. Rob did get a price quote the day of to only replace the two current for \$11,030.36. Rob did advise the board that in the reserve study, this court was bench marked to have the hoops within the next two or three years anyway. Bill made a motion to approve only replacing the two current hoops, Russ seconded it, all in favor, motion approved 8-0.

Lopez Landscaping Street Weed Proposal: Rob reviewed with the board two proposals from Lopez Landscaping regarding treatment of the street weeds for the North, South, Hemlock and Marigold Drive. The first option was using natural/organic treatment, the second was more traditional treatment. A discussion was held regarding if it was needed at the moment and if treatment was applied currently, the weeds would just grow back in a couple of weeks. Gary suggested approving the application so that we have it already approved in the event that treatment is required. Bill made a motion base off of Gary's recommendation, Tobi seconded it, all in favor, motion approved 8-0.

Management Report:

- Installation of the new Pickleball Courts will begin mid-May.
- Service First completed preventative maintenance on clubhouse HVAC systems. We had to install a new contact and capacitor on the game room unit.
- Newtown Artisan Water has reinstalled the water meter for the outdoor pool and water services has been reestablished.
- Fox Pools installed all three (3) salt chlorine generators for the outdoor and junior pool.
- Outdoor Pool has been drained, power washed and cleaned. Power washing of complex has begun.
- Softball Field Improvements completed by Lopez Landscaping.
- Softball League season started on Monday, April 24th.
- Volleyball Court dead weeds/grass has been removed. Court turned over, waiting on delivery of sand.
- Installed a new tennis court net.
- DKC has successfully removed all rubbish and debris from clubhouse basement while also cleaning up.
- Illegal disposal of trash problem. Warning letters or direct fines? If fines, how much? Not says first offense is a summary offense to which fine is no less than \$50 and no more than \$300. This applies to the clubhouse trash enclosure and the pet/trash cans located off of the drives. Board discussed and recommended that anyone who illegally dumps personal household trash in either the clubhouse enclosure or the pet/trash waste cans off of the drive should automatically receive a \$300.00 fine.
- Request from Fred Marx (83 Cypress) to hold a Charity Softball Game on Saturday, June 3rd from 1:00-5:00pm. They will leave the field in the condition it was upon arrival. They have been doing this charity game the prior three years here.
- Food Truck Friday's will start on Friday, May 5th from 5:00- 8:00pm in recreation area. We'll have a savory and sweet truck. We also have another one schedule for Friday, May 19th.
- Tuesday, May 16th the clubhouse will be a polling location for the Municipal Primary from 7:00am – 8:00pm (voting hours).

Old Business:

-Larry reminded Rob about the knotweed off of Stoopville Road. We need to make sure that Lopez landscaping cuts it now, let it grow back, then in the summer when it's 2-3 feet high, spray to kill it then cut it again the fall.

New Business:

-Gary recommended drawing up an addendum for Lopez Landscaping regarding routine maintenance of the recreation basin. His contract only states that they will remove debris and tree limbs in the concrete low flow channel during spring clean-up.

Yan made a motion to adjourn the meeting at 9:30pm. Gary seconded the motion.
The next meeting is tentatively scheduled for Wednesday, May 24th at 7:00pm.

Minutes submitted by Rob DeGeorge, First Service Residential

Accepted By: Johi Jorman, Secretary 6/28/23 Date