



Village of Robynwood Newsletter and 2021 Annual Report

Committee Reports: October, November, December

From the Council

The year 2021 has been exciting and challenging. From start of our roof project in August, to the pandemic's new variant which continues to affect the entire world to the Hurricane called Ida which dropped over 9 1/2 inches of rain in West Chester in 8 hours and we survived.

Our roof project will be completed soon. We are on schedule and on budget. The completion of the roof and remediation projects are something our community can be proud of. Look for more information in the Reports "With Success and Accomplishments for 2021 and Initiatives for 2022"

Now down to business: This Annual Report will again replace our Annual Meeting due to the COVID-19 virus and its variant. Unfortunately, we cannot get together as we have in the past to share friendship and companionship with our neighbors. We cannot do much about the pandemic but to listen to the advice of our health officials and doctors.

Elections for the coming year took place in October. The following are the results:

Pat Patterson was re-elected for Council Secretary for the calendar year of 2022 and 2023
Don Owens was re-elected for Member At Large for the calendar year of 2022 and 2023

Regarding committee chairs, the Council has made the decision to eliminate the landscape committee and combine it with the Maintenance Committee. This is what several villages have decided to do. A change will allow greater flexibility with the Robynwood budget to move operating expenses. We want to thank Diane and Evan Lenk for their tireless service to the landscape committee, Council and Robynwood Village.



Please note as the result of the hard work of the Finance Committee we were able to maintain the current quarterly assessment of \$1900 for the year 2022 even though the Master Association had increases to its assessment. Robynwood had some increases, as well. This is the 4th year in a row that we have been able to do this without affecting services to our village. We wish to thank Mike Reinking, CPA, Eileen Raffaele, CPA, Larry Appalucci, on our Finance Committee and John Taylor, Treasurer, for their support and guidance.

Sadly, all social gatherings with Robynwood Village residents have been cancelled. We look forward to getting together with everyone in 2022.

Please continue to call CSK as your first point of contact regarding any needs for your home or questions regarding the Village.

Included in this report is the Annual Master Association Budget for 2022 for your information. Please note the increases in their budget and our efforts to maintain the current quarterly assessment.

The Council wishes all residents of Robynwood Village a Safe, and joyous Holiday Season and Happy New Year.

The Robynwood Council

ROBYNWOOD VILLAGE HOA
FINANCE COMMITTEE REPORT
2021

THE FINANCE COMMITTEE MET DURING THE YEAR TO REVIEW ANY AND ALL FINANCIAL MATTERS REGARDING THE VILLAGE. **Included in every meeting was a review of the monthly financial statements, the bookkeeping being done by CSK and how such information affected our working budget for 2021.**

IN ADDITION, THE FINANCE COMMITTEE ACCOMPLISHED THE FOLLOWING:

- 1/ HAD A RESERVE STUDY PREPARED BY AN ENGINEERING FIRM TO DETERMINE HOW MUCH RESERVE FUNDING WILL BE NECESSARY TO PREVENT ANOTHER SUBSTANTIAL SPECIAL ASSESSMENT
- 2/ ACCOMPLISHED A SUCCESSFUL REFINANCING OF OUR REMEDIATION/ROOF PROJECT LOAN REDUCING OUR INTEREST RATE AND SUBSEQUENT MONTHLY PAYMENTS
- 3/ REVIEWED THE 12/31/2020 AUDITED FINANCIAL STATEMENTS PREPARED BY THE AUDITING FIRM AND APPROVED ITS ISSUANCE. WE ALSO REVIEWED THE TAX RETURN PREPARED BY THE FIRM.
- 4/ REVIEWED THE COMPLETION OF THE REMEDIATION PROJECT AS COMPARED TO OUR BUDGET AND HELPED THE BOARD IN THE CONTRACTING OF THE ROOFING PROJECT.

FINALLY, WE MUST DEAL WITH AN INCOME TAX ISSUE THAT NEEDS TO BE APPROVED BY THE RESIDENTS. EACH HOA NEEDS TO REPORT MEMBERSHIP (QUARTERLY OPERATING ASSESSMENTS) VS. NON-MEMBERSHIP (INTEREST) INCOME. EACH CAN BE TAXED IF WE EXPERIENCE NET INCOME AT THE END OF THE YEAR WHEN FILING THE YEAR END TAX RETURN. THROUGH 2020 WE HAVE PAID TAXES ON OUR INTEREST INCOME (NON – MEMBERSHIP) SINCE WE HAVE HAD A NET LOSS FROM OUR MEMBERSHIP INCOME. IN ORDER FOR US TO NOT PAY TAXES ON MEMBERSHIP INCOME THE IRS GIVES YOU THE OPTION TO MOVE ANY NET MEMBERSHIP INCOME OVER TO THE NEXT YEAR TO OFFSET SUCH INCOME. **THIS PROCEDURE REQUIRES A VOTE BY THE MEMBERSHIP TO BE ABLE TO TAKE ADVANTAGE OF THIS OPTION.** WE THEREFORE HAVE ENCLOSED A BALLOT FOR YOU TO VOTE ON THIS TAX METHOD. OBVIOUSLY, WE BELIEVE IT IS IN THE BEST INTERESTS OF ROBYNWOOD TO VOTE FOR SUCH METHOD.

Robynwood Village HOA Ballot

IRS option to move any non-membership income over the next year (2022) to offset such income

For _____ Against _____

Address _____

****Please return to CSK**
In the self-addressed envelope
OR**

Put the ballot in the HOA Mailbox

Please return no later than November 30, 2021

THE FINANCE COMMITTEE WANTS TO THANK THE VILLAGE FOR THEIR SUPPORT OF THESE ENDEVORS
WE LOOK FORWARD TO 2022 WHEN SUCH MAJOR ISSUES SHOULD BE COMPLETED.

Capital Reserve for 2022

The remediation project was completed at a final cost of \$2,616,000.00 verses a budget of \$2,650,000. We were able to complete this project without a need to cash in any of the 13 CDs, (totaling \$1,125,000.00), before their maturity date which would have incurred significant penalties. We are projecting our total annual income from interest this year to be over \$20,000.

Council approved a proposal submitted by Bustamante Engineering to prepare a Capital Reserve study for our Village. This study provides valuable financial guidance to current and future Robynwood Councils on the proper amount of money that should be set aside each year to insure the long-term financial health and appearance of our Village. The study should be updated every 5 years to ensure that sufficient capital reserve funds are available when needed.

This project was completed in early 2021. The project analysis proved that we are currently setting aside sufficient capital reserve funds.

2021

The budget for the roof project is \$1,235,00.00. The roof project began on August 2, 2021. To date, roofs have been replaced in all of Upper Robynwood and Middle Robynwood. Lower Robynwood is set to begin October 28, 2021 and should be completed by year end. Currently, the project is on budget and we expect to finish on budget.

Looking ahead, we are estimating our capital reserve fund to be approximately in line with the engineering report referenced above by the end of 2022 after the roofing project is completed.

Annual Treasury Report

Our 2020 audit was finalized in September and is shown in Table 1 from 2020 audit. This table also shows the estimated final expenses in the "Projected 2021" column and the 2022 approved budget in the "Budget 2022" column. It's important to note the Operating and Capital expenses are combined in this table.

Operating Fund

The Operating Account primarily handles the daily expenses that are necessary to maintain and manage the common area of our Village. There are basically 2 types of Operating Expenses: Fixed and Variable. Unlike the Variable Expenses, Fixed Expenses are contracts and fees that are predetermined for 2022 and won't change throughout the year. Examples of both expense types are shown in Table 2. **For 2022 there is an increase in 4 of the 6 Fixed Expenses for a total of \$13,383.** We were able to offset these increases by reducing the budget for the variable expenses shown in the "\$ DECREASE" column of Table 2. Also, we were able to reduce the expenses by the inclusion of Home Sales to the Capital Reserve Fund by \$11,400 and finally the refinancing of our Capital Reserve Loan.

Maintenance/Landscape Committee Report and Project Update

Project Update

During 2021, the Upper and Lower Robynwood signs were refurbished, and a new sign was installed at the entrance to Middle Robynwood. Also, new LED lights were installed at all three locations and the small signs that show the addresses were refurbished and two signs in Middle Robynwood were relocated. Thanks to all the residents that helped make this project a success.

Also, during 2021 and at long last, the Alarm System replacement program was completed by Jarman Electric. The replacement program was necessary due to the age of the existing systems, incompatibility with the Verizon system and new Township requirements. Robynwood was one of the first Villages to initiate the replacement program and as a result Jarman had to deal with programming issues associated with the Hershey's Mill Security and the Covid restrictions during 2020.

Maintenance

In addition to routine maintenance tasks, all shutters in Robynwood were cleaned and repainted, and new Village signs placed at each entrance for a much more updated look. The Committee has assisted in supervision of the roof replacement project which is scheduled to be completed by year-end. Before the end of this year, we will begin a project to repair and seal the large stone gable walls located throughout the Village, as well as begin a project to update the appearance of our mailbox kiosks by replacing the old plywood with Hardie Plank to match the building siding more closely.

Next year, we will turn our attention to the appearance of the small garage/trash door lamps with an eye to replacing or repainting them as well as evaluating the condition of the tall pole lamps located throughout the Village. Also, after the roof replacement is completed, the asphalt cracks on Village roadways will be sealed.



Table 1

ALL FUNDS CONSOLIDATED					
ACCOUNT TITLE	AUDIT 2018	AUDIT 2019	AUDIT 2020	PROJECTED 2021	BUDGET 2022
ASSESSMENT INCOME	466,240	471,200	471,200	471,200	471,200
CAPITAL IMPROVEMENT FEES	11,280	11,400	34,200	11,400	11,400
INTEREST (All funds)	12,904	24,841	18,187	5,921	443
MISC. INCOME - Late Fees	390	1,161	621	1,204	0
SPECIAL ASSESS - Other	0	0	0	0	0
SPECIAL ASSESS - Bldg Maint.	372,000	310,000	620,000	620,000	620,000
TOTAL INCOME	862,814	818,602	1,144,208	1,109,725	1,103,043
MISC. ADMIN. POSTAGE	759	2,202	1,725	1,917	2,200
MANAGEMENT FEE	13,392	13,392	13,392	14,136	14,136
LEGAL & RESERVE STUDY	1,029	11,259	6,205	618	500
AUDIT	1,325	1,425	1,500	1,500	1,500
INSURANCE	27,616	28,400	28,979	29,418	30,964
Social		412	180	47	250
TOTAL ADMINISTRATION	44,121	57,090	51,981	47,636	49,550
GUTTER CLEANING	3,974	3,475	3,460	2,065	3,360
EXTERMINATING	424	1,219	1,304	1,034	1,000
BUILDINGS - Maintenance	17,229	13,340	26,811	8,677	10,000
BUILDINGS - Remediation/Roofs	406,931	643,550	1,968,126	1,061,628	10,000
MAINTENANCE SUPPLY	37	163	162	200	200
ALARM SYSTEM REPAIRS	0	12,193	17,237	65	100
TOTAL MAINTENANCE	428,595	673,940	2,017,100	1,073,669	24,660
LANDSCAPE CONTRACT	57,623	58,605	59,193	59,788	62,541
TREE/SHRUB/LAWN MAINT.	10,776	8,670	20,979	11,000	10,000
SNOW REMOVAL	22,008	19,280	11,140	33,497	23,000
TRASH REMOVAL	11,303	11,642	11,991	12,351	15,624
TOTAL GROUNDS	101,710	98,197	103,303	116,636	111,165
FEDERAL INCOME TAXES	892	0	1,250	0	0
Loan Fee	0	500	0	0	0
INTEREST EXPENSE	0	22,840	38,251	30,375	27,120
TOTAL INTEREST & TAXES	892	23,340	39,501	30,375	27,120
CONTINGENCY	0	0	0	3,000	0
MASTER ASSOCIATION FEE	129,047	137,402	138,875	142,595	148,406
PAINTING/TREE TRIMMING EXPENSES	19,211	0	0	0	0
TOTAL EXPENSES	723,576	989,969	2,350,760	1,413,911	360,901
Income Minus Expenses	139,238	-171,367	-1,206,552	-304,186	742,142
Fund Balances Beginning of Year	817,159	956,397	785,030	-421,522	-725,708
Fund Balances End of Year	956,397	785,030	-421,522	-725,708	16,433
Home sales	3	3	9	3	3
Quarterly Assessment	\$ 1,880	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900
Special Assessment per home	\$ 6,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000
Loan Balance		\$ 894,042	\$ 816,596	\$ 733,947	\$ 648,013

Table 2

2022 OPERATING FUND EXPENSES				
	PROJECTED	BUDGET	\$	%
	2021	2022	CHANGE	CHANGE
Fixed Expenses:				
Management Fee	14,136	14,136	0	0%
Audit	1,500	1,500	0	0%
Insurance	29,418	30,964	1,546	5%
Trash Removal	12,351	15,624	3,273	26%
Landscape Contract	59,788	62,541	2,753	5%
Master Association Fee	142,595	148,406	5,811	4%
Total Fixed Expenses	259,788	273,171	13,383	5%
Variable Expenses:				
Misc Admin/Postage	1,917	2,200	283	15%
Legal	618	500	-118	-19%
Social	47	250	203	432%
Gutter cleaning	2,065	3,360	1,295	63%
Exterminating	1,034	1,000	-34	-3%
Building maintenance	14,070	10,000	-4,070	-29%
Maintenance Supplies	200	200	0	0%
Alarm System Repairs	65	100	35	54%
Trees/Shrubs/Lawn Mtce.	11,000	10,000	-1,000	-9%
Snow Removal	33,497	23,000	-10,497	-31%
Capital Reserve Fund	155,462	147,862	-7,600	-5%
Contingency	3,000	0	-3,000	-100%
Total Variable Expenses:	222,975	198,472	-24,503	-11%

Landscape

In the Spring of 2021, we had Arader Tree Service do structural pruning on 16 of our largest trees. In addition, we upgraded and restored 15 areas with mulch, stone or lawn seeding. We also added mulch to our 3 entrances to enhance their appearance.

Going forward in 2022, we hope to continue pruning as many trees and shrubs as possible that are overgrown and getting too close to our homes. We also would like to upgrade our islands and mailbox areas to make them more attractive.

Separately, we would like to announce that Tony Scavo has agreed to be our liaison regarding landscaping issues in Middle Robynwood. If you are a Middle Robynwood resident, please bring your concerns to Tony's attention.

Social Committee

Our Ladies Luncheons and other gatherings have been on hold due to Covid. Hopefully in spring of 2022 we can meet to discuss possible events.

Primary Maintenance/Landscape Committee Contacts

Upper -- Don Owens
Middle -- Tony Scavo
Lower -- Greg Cox

Trash Room Outside Lamp Replacement
Volunteers to contact if a lightbulb burns out:

1267-1280 Ray Regan
1281-1307 Bob Kope
1308-1328 Evan Lenk

Light poles that require a ladder to change the bulb please call CSK Management, 610-337-3500, so they can put in a work order to handle the situation.

Real Estate Update for Robynwood and the Mill, Mariangela Hlis, Realtor, Source Bright MLS

Currently, there are 3 "Active Listings" in Hershey's Mill. Prices range from \$245,000 to \$975,000. This is the lowest inventory in the Mill in many years. There are 14 "Under Contract" listings ranging in price, \$247,000 to \$645,000.

There are no homes for sale in Robynwood at this date. Two homes have sold this year, 1314 Robynwood, \$522,000 and 1317 Robynwood, \$450,000.

Committees

We need your help in volunteering for our various committees. Please contact the chairpersons of the committee you are interested in. You will find that there is fun to be had and a sense of giving back to the Village.

The Robynwood Council

President, John Hlis

Vice President, Ed Prout

Treasurer, John Taylor

Secretary, Pat Patterson

Member at Large, Don Owens

Maintenance/Landscape Committee

Don Owens, Chair

Ed Prout

Bill Patterson

Greg Cox

Tony Scavo

John Hlis

Finance Committee

Mike Reinking, Chair

Eileen Raffaele

John Taylor

John Hlis

Larry Appalucci

Social Committee

Mariangela Hlis, Co-Chair

Trish Doran, Co-Chair

Linda Prout

Barbara Shoemaker

Special Projects

Ed Prout

Monthly Newsletter

Mariangela Hlis

CSK Management, Inc

1012 West 9th Avenue, Suite 10

King of Prussia, PA 19406

Janet Burgess, Manager

610-337-3500

Jburgess@csmgmt.com

******Landscape Advisory******

To all Robynwood residents,

It has come to our attention that several neighbors have been doing some aggressive pruning without HOA approval. We would like to remind everyone that the property surrounding our homes does not belong to us. Other than 18 inches from the surrounding building wall of our homes, the remainder of property belongs to the HOA.

We realize that many of us come from private homes and are not used to the restrictions that are outlined in our HOA bylaws. Light pruning done properly, may be acceptable. However, when entire tree limbs are removed, without permission from the council is not acceptable. Also, please be aware that the HOA can impose fines for any unauthorized work that has been done without the Council approval.

If you notice any storm/wind damage, or a declining tree or shrub, please contact Janet Burgess at CSK Management to address the issue. Also, please fill out a Landscaping Request Form for any work that you would like to have done and forward to CSK Management. CSK will then forward to the Council for consideration. If a landscaper other than HML is hired to do a job, it is doubly important that a Landscaping Request Form be completed due to liability issues. There is one provided in your HOA packet. If you do not have one, contact CSK for a copy.

Thank you,

Robynwood Council

Other Information

Dryer Vents – As a reminder, it is recommended that a family of 4 or more to have their dryer vents cleaned annually. A family less than 4 every 2 years.

Additional News – Look for and “Like” Robynwood Village on Facebook. Also, go to www.Hersheysmill.org for additional news.

Monthly Council Meetings – Monthly Council Meetings take place on the 3rd Monday of month at 3:00 PM. However, all open Council meetings are cancelled until further notice due to COVID.

Master Association Budget - 2022

	2021 Per Unit Per Month	2022 Per Unit Per Month	Yr over Yr Change per unit per month	2022 Annual Budget
Buildings and Reserves	\$ 23.65	\$ 23.81	\$ 0.16	\$ 491,479
Grounds Maintenance (Landscape, Snow, Stormwater, Fire Hydrants)	\$ 22.54	\$ 22.56	\$ 0.02	465,731
Amenities (Community Center, Sullivan House, Wood Shop, Library, Sports Group, Bus)	\$ 10.40	\$ 11.20	\$ 0.80	231,194
Telecommunications (Cable, Phone & Internet) (1)	\$ 72.00	\$ 72.39	\$ 0.39	1,564,306
Security	\$ 31.58	\$ 33.78	\$ 2.20	697,290
Administration (Management, Insurance, Audit, Health, Misc.)	\$ 12.48	\$ 13.11	\$ 0.63	270,583
Green Hill Sewer (2)	\$ 23.11	\$ 26.72	\$ 3.61	551,501
Subsidy from past years Contingent Reserve	\$ (4.11)	\$ (4.11)	\$ 0.00	-84,800
Total	\$ 191.66	\$ 199.47	\$ 7.81	\$ 4,187,284

Comparable Rates

(1) \$155 for similar service (surrounding area)

(2) \$56.67 (Avg single family rate in East Goshen in 2021)

(3) While not a Master Association Expense, but rather a village expense,
Trash & Recycling is also very competitive:
Hershey's Mill 2022 rate: \$21.00 per house per month
East Goshen Township 2021 rate: \$25 per house - 2022 est. at ~ \$32