

# Village of Princeton Homeowners' Association Executive Council Meeting

Wednesday, June 28, 2023

Ardmore Room

9:00 AM

I. The meeting was called to order at 9:02 am by Jeff Taylor, President. Attending were Council members Dick Linden, Jeff Smith, Sandy LeDuc, and Rod Lukens. Also attending were Janet Burgess and Caroline DeCray (virtual), CSK Management. The meeting was held in the Ardmore Room of the Community Center. Jeff Taylor introduced Donna Shumaker (1211), who volunteered to be a non-voting recording secretary for the Council.

II. Jeff Smith made a motion to approve the minutes of the Council meeting of May 24, 2023. The motion was seconded by Sandy LeDuc. The Minutes were approved with two corrections submitted by Dick Linden in his Architectural Report below.

III. President's Report:

Jeff Taylor, President, reported that everything is going very well in Princeton Village. Due to recent PV property sales, the Village will have new residents soon. Susan Johnson has volunteered to help deliver copies of official PV emails concerning updates and activities to non-email residents. Jeff will be reviewing the PV website with Deb Charlesworth.

He also reported briefly on the May 2023 Hershey's Mill Master Association meeting, focusing on HM water/drainage issues, Security related issues, and HM landscaping issues.

The Council had a brief general discussion of Hershey's Mill landscape issues. John Hosbach was hired by Hershey's Mill as a landscape consultant. A new contract for Hershey's Mill Landscaping will

be coming in August or September. In response to a question from the Council, Janet Burgess replied that any major work on the Community Center is on hold indefinitely. Next Hershey's Mill Master Association meeting will be July 6.

See President's report below for details and additional items.

#### IV. Committee Reports:

##### A. Financial

Jeff Smith, Treasurer, provided PV financial data as of the end of May 2023, and reported the good news that we are under budget in our Administrative and Maintenance budgets by \$4,476 and \$16,084 respectively. There was brief discussion about consideration and approval of the 2022 audit. The 2022 audit will be addressed and approved soon.

See Treasurer's report below for details and additional items.

##### B. Landscape

Sandy LeDuc reported that considerable activity has happened, and more is ongoing. Sandy began by updating her printed report (below) with the news that the sod installation which she expected to occur in future in two locations was in fact occurring the day of the Council meeting. Discussion followed regarding distributing a list of plantings that can no longer be used to PV residents.

See Landscaping report below for details and additional items.

##### C. Architecture

Dick Linden reported that he has approved 3 new ARFs. Discussion followed of the pending items, particularly the issue of deck footers. Jeff Taylor suggested that PV coordinate on this issue with the HM Maintenance group.

See Architecture report below for details and additional items.

D. Maintenance

Rod Lukens provided the Council with copies of engineering drawings for the Village. He reported that work should start very soon for the 16 locations requiring paving repairs. Parking spaces and some road lanes lines will be relined. Shed doors will be repaired as needed in the next couple of weeks. Rod will obtain a cost estimate for the future cleaning of front door areas. ADA handrails will be installed on the stairways at 7 properties. Village-wide painting is expected to begin in 2025.

See Maintenance report below for details and additional items.

V. Resident Business

None

VI. Old Business

Reserve Plan—Based on discussion at the most recent Hershey’s Mill Maintenance Committee meeting, Rod Lukens reported that no other known village has done a reserve fund study. Further methods to help with reserve planning for PV will be researched and explored by Rod, Dick Linden, and CSK.

Verizon update—some issues were reported within the Village, but seem to have been resolved.

Dryer vent cleaning—no issues reported to date

Moving the April 2024 Council meeting to March 2024 is agreed with CSK

VII. New Business

Contact list of vendors—Rod Lukens discussed the topic of PV maintenance and repair vendors. General discussion followed about providing to PV residents a list of potential vendors for home maintenance and repair. It was agreed that this should also include an explanation of homeowners' responsibilities vs. Village responsibilities. Jeff Taylor will work with Rod and CSK to compile a list. A suggestion was made to add a helpful maintenance and repair contact procedure for PV residents to the new PV Quarterly newsletter in July.

VIII. Discussion Items

Safety ideas—Discussion of the advisability of each PV homeowner posting an official Emergency Sheet on their home's refrigerator. This will provide vital data in one obvious location to those responding in the event of an emergency. These forms can be distributed to each household.

Reminder that solicitation is not allowed in Princeton Village and Hershey's Mill. Please report any violations to the PV President or Security.

Discussion of the First edition of the new PV Quarterly Newsletter

IX. Information Items

- A. Miscellaneous Correspondence
- B. Work Order Log

X. Adjournment

The meeting was adjourned at 10:30 am. The next Council meeting will be held on August 30, 2023 at 9:00 am.

## **President's Report June 2023**

### **Jeff Taylor**

Overall things are going very well in PV, special thanks to the council and volunteers.

- PV Verizon change going well.
- PV Council held an informal meeting to acclimate new president and review processes and goals.
- Have sent multiple emails to residents with updates and activities in PV and delivered copies of emails to non-email residents.
- Reviewing PV website with Deb Charlesworth
- Discussing with CSK some possible procedural changes and new long-term goals
- HMMA May report. Sports area is in final stages. The Aston/Chaton/Jefferson project started expecting completion by August.
- 4-5 other drainage issues remain in HM
- HM Finance – all good – 31 home sales to date – same as last year –
- HM Security – center remodel done, gate still has issues/bugs, ordering new pick-up truck
- HM Landscape – long discussion – hiring John Hornback to be consultant – create SOP's – new contract coming soon AUG/Sept

## **Treasurer's Report**

### **Jeff Smith**

As of the end of May, we were under budget in our Administrative and Maintenance budgets by \$4,476 and \$16,084 respectively. The latter figure is largely due to not spending any of the \$21,000 we budgeted for snow removal this year.

Our balances at the end of May were \$47,431 in the Operating Fund and \$192,144 in the Reserve Fund. As mentioned in my report last month, there

was one invoice charged against Capital Expense in February for \$9960 from Egan for wood replacement. In May, a second invoice in the amount of \$9548 was paid to Egan for the painting of the wood replaced last year and charged against Capital Expense for a year-to-date total of \$19,508.

## **Landscape Report**

### **Sandy LeDuc**

1235/1236. The front yard has been regraded and readied for sod installation in the fall.

Several of the dead or dying shrubs have been removed and the activity continues. The shrubbery in the Village is overgrown enough that we will not need to replace some of them.

1225 will have the accumulated leaves and debris blown under their added room removed by HMLD and bordered with lattice and wire mesh by Egan if Rod can get that accomplished.

1208 will have sod laid in a few small sections to try to overcome some troublesome puddling.

We're assembling a list of trees that will be taken down or pruned including:

- Dead trees behind 1215 to 1235

- Ash trees-3-5 of them

- Pruning of trees behind 1215-1230 and 1188-1213 away from decks

- Removal of a couple of trees that have completely overgrown their locations (1231 and possibly others). One already removed at 1236.

I need an idea of the painting schedule. I continue to try to clear areas within 18" of building but would be better able to accommodate painters with a schedule.

I need to communicate what replacement responsibilities fall under residents' column, which I'll include in the next update.

## **Architecture Report**

### **Dick Linden**

#### **APPROVED**

1211 3 Skylights by Leroy

1190 Deck Replacement completed (wrong balusters/spindles installed, vendor acknowledged error was corrected)

1235 Replace failed wood ramp to front stoop with asphalt

#### **PENDING**

1175 Deck Footers (awaiting township permit and new engineering report requirement)

1190 Replacement lower level door system (change from hinged to sliders): Owners expense, will require larger foundation opening and township permit. NEED COUNCIL APPROVAL

1233 Letter send by CSK about the failed deck posts based on Rod's spring inspection. Followed up with owner to clarify situation.

#### **RECYCLED WINDOWS**

1190 replaced some 18 "Bilt Best" windows under prior ARF, I was able to recover those windows (not all sizes) for PV owners. I also have some screens and lots of hardware. Windows are stored in my 1188 garage. Bilt Best is no longer in business. I also have 2 front doors available.

## CORRECTIONS TO MAY MINUTES

ARFs are sometimes (not usually) using the forms that predates the official 2018 version

Dick (not Rod) has the inventory of garage trim/weather-stripping in his garage

### **Maintenance Report**

#### **Rod Lukens**

1. Paving repairs at 16 locations, totaling \$34k, were originally scheduled to start 6/26, but rain has pushed back the start date. Might start this Friday, 6/30, otherwise early July.

NOTE: Karen Mulvey at 1236 is installing an asphalt ramp, at her cost, to replace her existing, deteriorated wood ramp. This will be placed on top of the existing asphalt walk and terminate at the front edge of the raised stoop to match the existing stoop elevation. Upon sale of the house, Ms. Mulvey will be responsible for removal if the next owner does not want the ramp.

2. Striping of parking spaces and existing and new lane lines will be done after asphalt work is completed.
3. I have asked R. Egan to prioritize the repair of 13 shed doors; should be done in the next couple weeks.
4. Jon Burton to clean the front of 1223 next week as a sample for future cleaning costs estimate.



5. I will be requesting a work order for Egan to install ADA handrails on existing railings at the following properties, which currently have none: 1190, 1192, 1202, 1210, 1211, 1227, and 1237.
6. 1221 Rear Sliding Door on Lower Level: In early May, Bob Johnson had requested a replacement door due to past leaks and the resulting damage to their wood floor. Leaking had been very infrequent, and dates of occurrences were unknown. Damage from leakage in the past was evident due to stained and discolored wood flooring. Investigation, including a water test, and a couple inspections after heavy, but brief, rains indicted no current leak. Monday night's prolonged heavy rain finally produced a leak.

I have requested proposals from Richard Egan and Helping Hands of HM, as PV is responsible for this door replacement.

7. As a follow-up to Sandy LeDuc's question regarding painting, Village-wide painting is anticipated to begin in 2025. The need to maintain pruning of shrubs next to houses and garages is an on-going annual need to maintain suitable spacing from structures. This is needed to prevent paint/wood damage caused by vegetation against the buildings and allow access room for the annual maintenance repairs to the buildings.