

Village of Princeton Homeowners' Association Executive Council Meeting

Wednesday, August 30, 2023

Ardmore Room

9:00 AM

I. The meeting was called to order at 9:00 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 HM Community Center.

II. Jeff Smith made a motion to approve the Minutes of the Council meeting of June 28, 2023. The motion was seconded by Dick Linden. The Minutes were approved.

III. President's Report:

Jeff Taylor, President, detailed in his July and August report that it has been a busy and positive summer, with much accomplished and communicated to residents. Of note has been the updating of our PV website, the updating of our PV residents' books with important new Directory and "Who Does What" information, the publication of the first PV Council Quarterly Report, and the welcoming of new residents in #1198, #1223, and #1194. He offered special thanks to Susan Johnson (1216) for her assistance delivering PV Updates and emails to non-email residents, and to Deb Charlesworth (1207) for her assistance with updating the PV website. The next PV Council Quarterly is planned for the end of September.

The Council had an extensive discussion of the transformer explosion, fire, and resulting power outage on Monday, August 21. The surrounding shrubbery caught fire and an adjacent tree was badly singed. There was also a small amount of fuel spillage which has been dealt with. There was general agreement that the fire was dangerous and the consequences might have been much worse.

The Council discussed various necessary and possible follow-up actions including a review of safety rules and the potential removal of shrubbery around PV transformers.

Jeff Taylor also reported briefly on the June 2023 Hershey's Mill Master Association meeting. Of note is that the HMMA is forming a new Ad Hoc Committee to create a helpful resource list of agencies and groups for seniors. Gary Fescine (1202) and new resident Michael Kallay (1194) will represent Princeton Village.

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 July 2023. The Village continues to be under budget in administrative and maintenance expenses, by \$4,525 and \$23,490 respectively.

He recommended that the Council start formulating next year's budget. The date of the PV residents' budget meeting is November 29. While next year's operating cost increases for PV are being compiled, Jeff stated we need realistic figures for both current and future Village expenses. This is crucial for long-term financial planning. To that end, there was general discussion about the need to complete a PV reserve fund study, followed by discussion about buying special software to use for this project. Jeff Smith made a motion for the Council to allow the expense of

up to \$700 for this software purchase. Seconded by Jeff Taylor. The motion was passed unanimously. Dick Linden, Jeff Smith, Rod Lukens, and CSK Management will collaborate on this project.

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

B. Landscape

Sandy LeDuc reported that we are waiting for a contract renewal proposal for PV from Hershey's Mill Landscape Division for 2024. There will be an increase in cost.

Upcoming landscape work this fall will include replacement of some shrubs, with some exceptions due to location, and the pruning or removal of a large selection of trees throughout the Village. She expects this work to begin in late September.

Following up on the issue of the recent transformer fire, Sandy will research PECO's recommendations or requirements regarding plantings around transformers.

See Landscape report below for details and additional items.

C. Maintenance

Rod Lukens reported that since the last Council meeting on June 28, many projects have been completed or are underway. Of note was the completion of the dryer vent cleaning, and the asphalt repair or replacement of walks, a storm inlet, and some parking spaces.

The Council discussed Rod's recommendation that the Village eliminate spraying for carpenter bees, as it is a futile effort and their damage is aesthetic, not structural. Rod stated he has a preferred exterminator if, and when, any extermination is needed.

The Council also discussed the issue of the long-term outdoor storage of Richard Egan's painting supplies, now partly covered by a tarp, in the grassy area across the street from #1213. The tarp and supplies are also visible from other PV homes, and from the road. Rod will ask Richard Egan for a proposal to erect some kind of wooden screening/privacy fence to screen these supplies from view.

Rod discussed the reasons for, and importance of, reminding PV residents to *always* check with him before having any work done on PV land.

See Maintenance report below for details and additional items.

D. Architecture

Dick Linden reported that he approved 6 new ARFs, with work either completed or pending.

Regarding the Pending item for #1175 in the Architecture report below, the Council again discussed the issue of residents' replacing their deck footers where it has become necessary. Rod Lukens proposed that he will contact an engineering company to discuss and price out a generic engineering report covering all PV decks, which could then be used by any homeowner with deck issues.

Dick also reported that he has had two new queries from residents:

One owner is suggesting a change of exterior paint colors for PV. (Note: This could only be done in future when the village homes are scheduled to be repainted.) Dick encouraged the owner to follow up and suggest options.

One resident inquired as to whether a resident may attend a PV Council meeting. The Council had a brief general discussion. The policy is that a

resident may contact Jeff Taylor, Council President, or CSK Management, and discuss a specific request to be placed on the agenda for an upcoming Council meeting. Each request to be placed on a meeting agenda will be handled on a case-by-case basis. A specific time slot for the resident's attendance at a Council meeting would then be set.

See Architecture report below for details and additional items.

V. Resident Business

None

VI. Old Business

None

VII. New Business

CSK Management contract renewal for a term of 3 years was discussed. Jeff Smith made the motion to approve the renewal. Seconded by Rod Lukens. The motion passed unanimously.

VIII. Discussion Items

Window trim painting. Jeff Taylor stated that a contractor he used recently did great job caulking and painting window trim. Jeff is happy to share this information with anyone interested.

General discussion followed regarding how to notify PV residents of commonly used contractors. CSK recommended pointing people to the HM Monthly Digest to find advertising by contractors who work in Hershey's Mill.

Reminder that outdoor advertising signs while contractors are working at a PV home is not allowed.

- IX. Information Items
 - A. Miscellaneous Correspondence
 - B. Work Order Log

- X. Adjournment

The meeting was adjourned at 10:47 am. The next Council meeting will be held on Wednesday, October 25, 2023 at 9:00 am.

The PV Open Village Budget meeting will be held on Wednesday, November 29, 2023 at 7:00 pm in the Community Center.

President's Report June 2023

Jeff Taylor

Overall things continue to go very well in PV, special thanks to the council and committee volunteers. This report covers July and August. It has been a very busy summer.

- PV Verizon changeover is finished. Some follow ups left.
- 1st PV Council Quarterly report sent out.
- Have sent multiple PV Updates to residents and delivered copies of emails to non-email residents. Thanks Susan Johnson 1216
- Updated the PV website with Deb Charlesworth 1207
- Updated the PV book with new Who Does What Page and updated PV Directory
- Welcomed 3 new residents, 1198, 1223, 1194 and Multiple social events including Bocce party – and Drinks on Driveway
- Transformer explodes in PV – power outage – fire – could have been very dangerous – need to review safety rules.
- HMMA June report. President Karl Grentz resigning due to health issues. Request for nominees has gone out.

- Sports area up grades continue. The Aston/Chaton/Jefferson project has stalled due to wet conditions. HM has asked township for permission to move forward.
- Reminder of HM Dog Rules sent out – several incidents were reported.
- HM Finance – all good – home sales continue at same rate as last year – (higher average sale prices)
- HM Security – new double gate operating well, considering installing similar at other entrance locations.
- HM Landscape – consultant John Hornback report due Sept. – create SOP's – new contract coming soon.
- New Ad Hoc committee being formed to create a help list of agencies and groups for seniors –
- Gary Fescine and new resident Michael Kallay will represent PV on the new Ad Hoc committee.

Treasurer's Report

Jeff Smith

Our Administrative expenses through the first seven months were under budget by \$4525 and Maintenance expenses were also under budget by \$23,490. The only item in Maintenance that was over budget was the Landscape contract and that was more than offset by being under budget in the "Landscape Other" line item.

It appears that HMLD will be increasing our contract by 19% when it comes up for renewal. As far as I know there hasn't been any official notification yet, but the increase appears imminent.

We need to start formulating next year's budget in time to present it to the residents at our budget meeting on November 29th. To put together a realistic budget, we need to complete the reserve fund study so we can

project our financial needs over the next several years. This starts with getting realistic replacement figures for the major expense items. I think we need to set some deadlines to get the reserve fund completed so we have some confidence that our HOA fees will provide adequate funding for our anticipated expenses.

Landscape Report

Sandy LeDuc

It's been a strange season this year. We had an early start and we've just about wrapped up. There are a few shrubs that need to be replaced. I'll be consulting Liaisons and Residents as necessary to assemble a list of replacements. In instances where a shrub was planted too close to a building or to another shrub we will not replace it. We will plant in late September or mid-October.

We've made a good start on a couple of water management projects and will revisit them next year after watching results to determine next steps as necessary.

We've identified a large selection of trees requiring pruning or removal and the work starts September 25.

After the fire at the transformer we're discussing removal of shrubbery from all transformers to minimize fuel for fire in the future. The tree above the transformer was badly singed after the shrubs caught fire. I'll have to do some research to find out PECO's recommendations or requirements. I'll reach out to the Council to consider a plan.

Maintenance Report

Rod Lukens

Maintenance items completed since our June meeting include the following:

1. Cleaning of dryer vents
2. Asphalt repair/replacement of walks at 1235, 1234, 1233, 1224, 1222 and 1223, 1218 and 1219, 1216 and 1217, 1197, 1180, 1188, and 1187. Sink hole repair at storm inlet (1189). Widening and overlay of parking spaces at 1204/1205 to correct storm water drainage. Sewer manhole raised to grade at 1228. Total Cost: \$32,435
NOTE: An asphalt ramp was installed at 1236, at owner's cost of \$1,295, to replace a deteriorated wood ramp.
3. Various cracks and seams were sealed throughout the Village. Total Cost: \$2,500
4. Vegetation was cleared out by HMLD around sewer manhole behind 1225.
5. A handful of gutter problems were cleared by Jon Burton.
6. Jon Burton power washed the front of 1223 to remove dirt and mildew from the siding as a sample for future consideration of siding cleaning, which will be required as part of painting prep. This took almost all day due to the extent of the dirt and cost \$675. This was probably a worst case scenario and was chosen for this reason.
7. Egan has begun repairs identified during the Spring inspection, starting with repairs to deck storage sheds.
8. Replacement door for the lower rear sliding door at 1221 has been ordered. Owner is paying the difference (\$1,850) to upgrade from the standard door (\$6,255) PV is responsible for.
9. I replaced six burned out garage light bulbs.

Striping of parking spaces and center traffic lines anticipated to be completed in the next week or two.

I'm expecting a proposal from Richard Egan for the installation of lattice work and screening around the bottom of the rear porch at 1226. HMLD has cleaned out all the debris, and this lattice and wire screen will keep leaves and other debris from piling up again under the porch.

Items for discussion:

1. Eliminate spraying for carpenter bees; it is a futile effort, as the bees just move to another location and bore more holes. Damage is basically aesthetic, not structural. These bees are not aggressive or a danger to people.
2. What other pests (insects, rodents, etc.) has PV had issues with over the years that are PV's responsibility?
3. If and when PV authorizes the need for an exterminator, my choice is Hoffman, not Moyer. This opinion is based on having watched and talked to both of them here in PV.
4. Maintenance issues raised by the homeowners need to be reviewed and authorized by the Maintenance Chair before CSK issues a work order. The Maintenance Chair should be the initial contact point for residents.
5. Should paint colors for siding and trim wood be changed?
6. Storage/laydown area for Egan (or other contractor we may use). Currently, material has been stored across from 1213 on a stony area adjacent to the woods. There are a number of paint cans there now, covered by a tarp, and the residents have asked about their removal. My suggestion is that we erect some type of wooden screening, similar to a privacy fence, to shield material that is being stored there. There is no other area comparable to this site within the Village, considering access, offloading, etc.

Architecture Report

Dick Linden

APPROVED

- 1198 4 new skylights (Leroy), owner unaware of ARF requirement, saved owner money with Leroy
- 1198 Replace 3 rear sun room windows
- 1190 Lower-level expanded opening (EG permit)
- 1190 New lower-level custom slider (see above)
- 1211 Replace slider to deck (Leroy)
- 1176 New mini-split HVAC approved with EG permit

PENDING (approved pending completed submission)

- 1175 Deck footers, new EG rules on temporary construction supports, complete engineering report received

OLD BUSINESS

- No progress yet on new reserve study software with Rod
- 1233 rotted deck footers (no progress)

NEW QUERY

- Owner has suggested PV change exterior paint colors. Encouraged owner to follow up and suggest options