

# Village of Princeton Homeowners' Association

## Executive Council Meeting

Wednesday, October 25, 2023

Ardmore Room

9:00 AM

I. The meeting was called to order at 9:05 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 Taylor made a motion to approve the Minutes of the Council meeting of August 30, 2023. The motion was seconded by Dick Linden. The Minutes were approved.

III. President's Report:

Jeff Taylor, President, detailed in his September/October 2023 report that it has been a busy two months in PV, with multiple important updates communicated to PV residents. Overall things are going very well. Items of note include PV's renewing of a landscape agreement with Hershey's Mill Landscape, the continuing discussion of the issues surrounding the PV Transformer explosion, the potential formation of a new three-resident Long Range Advisory committee within the Village, and the continuing focus by the Council on the PV reserve fund with the goal of long-range financial planning and tracking. Jeff also noted that, thanks to our Social Committee, the 2023 Drinks on the Driveway get-togethers and the annual Sullivan House Cocktail Party held in September were huge successes.

Jeff Taylor also reported briefly on the Hershey's Mill Master Association meeting, which included discussion of the installation of the first Security double gate, the temporarily stalled status of the Ashton/Chatham/Jefferson water drainage project, and the fact that home sales in the Mill continue at the same rate as last year, but with higher average sales prices.

There was general discussion between the Council and CSK about the arrangements and planning for the upcoming annual PV Budget Meeting on Wednesday, November 29.

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 September 2023. The year-to-date (through September) Administrative and Maintenance expenses continued to run below budget with the result that PV is under budget by \$4,206 in the former category, and by \$33,441 in the latter. He reported that he will be able to download the new reserve fund planning software to his computer soon. This new tool purchased by the Council will provide data to be used in the budget analysis and preparation in 2024, for CY 2025 and following years.

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

##### B. Landscape

Sandy LeDuc reported on the budget to date and as projected for the year. Expenditures are expected to be as budgeted.

Sandy reported that the 2023 budget did not provide separate funds for tree removal. That cost was absorbed by the Landscaping-Miscellaneous category in this year's budget which was unchanged from 2022 not including the tree funds. She believed that this worked for 2023 but was not sustainable indefinitely.

The Council discussed the issue of grading and drainage problems, and it was generally agreed that any future such homeowner queries and problems would be directed to Rod Lukens.

See Landscape report below for details and additional items.

#### C. Maintenance

Rod Lukens reported that since the last Council meeting on August 30, Egan has continued to make repairs reported in the Spring Inspection Report. Egan has also concluded special work and repairs at #1226, and #1181.

See Maintenance report below for details and additional items.

#### D. Architecture

Dick Linden reported that he approved 3 new ARFs. He raised the problem of residents still not contacting him first as they contemplate any repairs or upgrades. These misunderstandings are an issue especially at the time residents move in or will be moving out. This is also relevant to Rod Lukens and the Maintenance committee. Dick has drafted a proposed one-page explanation of the Architecture rules and process, with the recommendation to the Council that this should be distributed to new residents and highlighted to them as a matter of priority. The Council agreed that this is a problem, and had a brief discussion of possible solutions.

See Architecture report below for details and additional items.

V. Resident Business

None

VI. Old Business

Dick Linden reported that the issue of changing the exterior paint color of PV homes when the Village is repainted is still under consideration by the people who raised this.

VII. New Business

The Council had an extensive discussion of the Draft 2024 PV HOA Budget as prepared by CSK Management. Several individual line items were questioned, discussed, and clarified. As a result of this examination, some of the 2024 Budget figures were adjusted by the Council to reflect both realistic expected cost increases and areas of potential savings.

At the end of the discussion Rod Lukens made a motion to accept the revised budget as discussed. This was seconded, and passed unanimously.

It was agreed that CSK will send the Council the revised 2024 Budget for final review. CSK will mail the Annual Budget Meeting notice to all Village residents in advance of November 29. This mailing will include a letter from Jeff Taylor, Council President, and a copy of the approved PV budget for 2024.

VIII. Discussion Items

Rod Lukens raised the topic of plantings around some of the Village's transformers, which is a matter of continuing concern after the

explosion and fire a few months ago. Both he and Sandy LeDuc, Landscape chair, have been looking into this matter. Sandy and Rod will move forward as they deem best to meet the requirements as to shrubbery placement around PV transformers, and will implement a regular review process to maintain compliance.

Rod also informed the Council that a tree by #1207 will be taken down soon. It was moved, and agreed, that the Council has no objection to this.

IX. Information Items

- A. Miscellaneous Correspondence
- B. Work Order Log

X. Adjournment

The meeting was adjourned at 10:31 am. The next regular Council meeting will be held on Wednesday, December 6, 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 September 2023**

### **Jeff Taylor**

Overall things continue to go very well in PV, special thanks to the council and committee volunteers.

This report covers September and October. Lots of prep on the upcoming budget, as well as the daily PV issues being solved.

- Have sent out multiple PV updates for residents.

- Thanks to Susan Johnson 1216 delivered copies of emails to non-email residents.
- Updated the PV website with Deb Charlesworth 1207
- Several Drinks on the Driveway and our annual Sullivan House social were a huge success as we welcomed new neighbors.
- Thanks to Donna Shumaker for the minutes.
- Council continues to discuss the Transformer explosion.
- Met with PV Safety Ad Hoc committee planning Nov presentation.
- Met with council team exploring reserves tracking process.
- Met with a potential new Long Range Advisory committee.

#### HMMA Report:

- The Aston/Chaton/Jefferson project has stalled due to lack of grass growth. HM has asked township for permission to move forward.
- HM Finance – all good – home sales continue at same rate as last year – (higher average sale prices)
- HM Security – new double gate operating well, installing new set at west gate.
- HM Landscape – consultant John Hornback report delivered and PV signed.
- New HM 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.
- Attended a meeting with Dept Aging and HM security.

## **Treasurer's Report**

**Jeff Smith**

Our year-to-date Administrative and Maintenance expenses through September continue to run below our budgeted figures. We're under budget in Administrative by \$4,206 and in Maintenance by \$33,441. The invoice for the recent tree work done in October was for \$10,250 and is not reflected on our September figures.

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**

I've attached the Landscape Budget worksheet.

The Landscape-Other budget of \$25k includes the tree work. I've assumed that this is the case for 2024. Beyond next year this level of funding is not going to be sustainable. The tree work has been between \$7,500 and \$12,500 per year. For the moment, drainage problems have been manageable at a lower level. It won't be long before old solutions installed in the last 5 years will need repair work or new projects will come up.

This year will come out at \$25k +/- a bit and without regard to the HMLD contract.

I am operating under the impression that most villages who used HMLD have signed on to the upcoming contract. I guess we'll know by 11/1.

I did not engage HMLD to do the overseeding.

## **Maintenance Report**

### **Rod Lukens**

1. Egan has been making repairs listed in the Spring Inspection Report.



2. Lattice work and screening has been installed at the perimeter of the rear sun room at 1226 to prevent accumulation of leaves and other debris under the raised floor. HMLD had previously removed a significant amount of debris that was deemed a potential fire hazard and attraction for rodents. Storm water runoff runs through this area, and is now unimpeded.
3. Replaced garage light bulbs at 1184 and 1200.
4. Egan made emergency repairs around the perimeter of 1181 after the owner discovered several dead rodents and a snake in her basement. Inspection had found several openings at window overhangs, similar to conditions previously found at other homes.

## **Architecture Report**

**Dick Linden**

### **APPROVED**

1175 New deck footers and posts including engineering report and EG township permit

1218 Replacement skylights by LeRoy

1218 Replacement windows by (Wahl), no insurance cert needed, acted without prior approval, could have used some from my salvaged inventory.

### **PENDING**

1181 Replacement windows (aware of my inventory)

1192 New deck footers and posts, requires EG permit to be complete, owner notified, as of today work has not started. See separate email with picture of rotted post. Note also 1191 has the same serious problem.

#### **WINDOW SASH COLOR**

We have no standard in the PV notebook, dark bronze is acceptable.

#### **RESERVE STUDY UPDATE**

Talked to software provider, recommended purchase, to be downloaded to Jeff S computer and then populated with our data. May not have time to affect our 2024 budget planning.