

Village of Princeton Homeowners' Association Annual Budget Meeting

Wednesday, November 29, 2023
Wooldridge Room
7:00 PM

I. The meeting was called to order at 7:30 pm by Jeff Taylor, President. In addition to the estimated 50 residents of Princeton Village, Council members Dick Linden, Jeff Smith, Sandy LeDuc, and Rod Lukens attended. The meeting was held in the Wooldridge Room of the HM Community Center.

II. President's Report:

Jeff Taylor, President, introduced and thanked Doug Sizelove, past president, for his leadership and service, and current council members Dick Linden, Jeff Smith, Sandy LeDuc, and Rod Lukens. His introductions included each member's role and responsibility areas, their years of tenure in position, and years as a PV resident. Jeff also thanked Audrey Sizelove as Chair of our very active Social Committee, Joe and Katey Engel for their hard work installing Princeton Village Holiday Decorations and purchasing and designing the seasonal displays, the PV Welcome team of Kay Ricker and Leslie McGinn, and Donna Shumaker and Deb Charlesworth for their assistance with producing the minutes of the Council meetings, and posting them on the PV website.

Jeff briefly described the relationship of all the villages to the Hershey's Mill Master Association, and briefly updated the group on highlights of recent activity and concerns of the HMMA.

Committee Reports:

A. Financial

Jeff Smith, Treasurer, presented a detailed Budget Narrative for the 2024 PV Budget. The Council approved a budget of \$556,140 for 2024. This results in a \$90/quarter increase (4.7%) in the PV fee, from \$1925 to \$2015/quarter. He stated that the Operations budget has very few discretionary areas, and that the Council evaluated every line item when preparing the new budget.

Jeff then discussed his Treasurer's Report, explaining the breakdown of the village's HOA fees: 1. the Master Association annual assessment to cover all common areas, 2. the annual contribution to the PV capital reserve fund, and 3. the funding of the annual Operations budget needed to maintain, run, and provide services to the village. Jeff reported that we are \$29K under budget in the Operations budget this year primarily due to lack of snow, and this money will carry over to be available to the village in 2024. The HMMA annual assessment to the village and the PV Operations budget will both have increases in 2024. This results in the overall 4.7% increase in the PV fee for all owners. The 2024 HMMA fee represents 31.3% of the HOA fee, the 2024 Operations budget is 45.1% of the HOA fee, and the capital reserve funding makes up the remaining 23.6% of the HOA fee. The 2024 capital reserve funding remains unchanged at \$475 per quarter. The year-end balance is estimated to be close to \$200,000. There are no major capital projects/expenses planned for 2024.

B. Landscape

Sandy LeDuc, Chair, reported on the background behind the 2024 budget for landscaping and landscape maintenance. She described the progress this year by the Master Association in implementing a consultant's recommendations developed to keep the HM Landscape Division viable. The result will be a more consistent level of service from an on-campus landscape company, at a consistent and competitive, but

higher, price. The new contract with HMLD contains an increase of about 19% over 2023. Due to this increased contracted cost with HMLD, the PV Landscape Committee will be trying to respond to current maintenance needs with about 14% less buying power in 2024. Sandy believes the committee will be able to respond to this in 2024 in a number of ways. For example, the committee will keep the scope of projects lean, seek to do some work with resident volunteers, and seek outside vendors for small projects. And, to the extent possible, until we get our bearings on the new pricing and process, the Landscape Committee will concentrate on one-off projects at the front of homes only. Sandy closed by reminding everyone of the names of the six Landscape Committee Liaisons with their assigned groups of houses.

C. Maintenance

Rod Lukens, Chair, reported on the projects completed throughout the village in 2023: paving repairs at 16 locations in the village, and striping of village parking spaces and lane lines. Storage shed doors in need of repair were also addressed. Egan Contractors have continued with necessary painting projects, the 2023 Spring Maintenance repairs list, and additional maintenance items reported throughout the summer and fall. Installation of handrails at the outside steps at seven homes is also pending. Rod discussed future projects, including village-wide exterior painting (with necessary siding and wood trim repairs), beginning in 2025. This project will span 2-3 years and is a capital expense. A roofing replacement project is expected to begin around 2029, and might span 10 years. This is also a capital expense. The Council has purchased the long-range planning software “Reserve Funding Analyzer” to assist with projecting and planning for capital fund expenses.

D. Architecture

Dick Linden, Architectural Chair, explained that all owners in the village are automatically members of the Home Owners Association

(HOA) and must abide by its rules and bylaws. He emphasized that the outside of any home cannot be changed or modified in any way without the owner first receiving approval from the Architecture Chair. The first step in seeking approval, before starting any action, is to contact the Chair and discuss the idea. The second step is completing and submitting an Architectural Request Form (ARF) to the Chair. This form can be found in the black PV notebook each owner receives as a new resident. The Chair will then review the completed ARF and reach a decision, or if needed, escalate the request to the PV Council for consideration.

E. Social Committee

Karen A. Smith spoke for the committee in the absence of Chair Audrey Sizelove. The committee distributed a handout of the 2024 calendar of social activities for the village. More detailed information will be provided later in the year as plans become firm. Karen also recognized members of the committee for the hard work they do. The next two social events will be the PV Holiday Lunch at the Golf Club on December 7, and the Holiday Tea at the Linden's house on December 14.

III. Jeff Taylor then introduced our newest resident, Bob Davis (#1192), and opened the floor for questions.

- There was one suggestion made about village residents sharing names of good vendors/contractors
- There was one question asking whether HMMA Maintenance chairs for the villages share their experience with best practices and best projects. Rod Lukens answered yes, and the group also shares cost data which is very helpful.
- Regarding the future village-wide exterior painting project scheduled to begin in 2025, there was one question asking for the life expectancy of an exterior paint job. Rod Lukens answered about 10 years in general, because painting and repainting is done regularly as needed.

He mentioned he is testing a prepped and repainted siding area now for quality and longevity.

- There was one question about whether the village has ever considered changing the exterior of homes from wood siding to vinyl siding. Jeff Taylor answered that the council is willing to explore options in the future, and discussed the related consideration of capital funding of a project vs. a special assessment per home to cover costs.
- There was general discussion, questions, and comments from multiple residents about the length of time it takes for repairs and maintenance projects to be done by our contractor. There was general agreement that contractor performance in this area could and should be improved. Rod Lukens responded to the comments explaining the various issues potentially affecting timing of the contractor response. He further responded that he is considering moving away from conducting an annual or semi-annual walkthrough of the village, which results in a large number of repairs and maintenance items reported to the contractor all at once, to a continual identification and reporting of PV repair issues. The goal will be to avoid overwhelming the contractor's repair scheduling pipeline. Jeff Taylor responded that any specific issue about repair or maintenance delays could be sent to him, Rod Lukens, and CSK Management.

Jeff then closed the meeting with the introduction of two new teams within the village:

1. The Long-Range Vision Team—tasked with developing, considering, and suggesting long-range planning and best practices ideas for the village. Members are Pat Coleman, Bob Johnson, and Kelly Markus.

2. The Urgent Care Team—tasked with developing a model community-based plan so that PV can prepare for and respond to the urgent need of any PV resident. Members are Gary Fescine and Michael Kallay. This will be rolled out in PV in January 2024. Other Hershey’s Mill villages may adopt this idea.

IV. Adjournment

Jeff Taylor thanked all attendees, and the meeting was adjourned at 8:46 pm.