

Village of Princeton Homeowners' Association

Executive Council Meeting

Wednesday, December 6, 2023

Sullivan House

9:00 AM

I. The meeting was called to order at 9:00 am by Dick Linden, Vice President. Attending were Council members Jeff Smith, Sandy LeDuc, and Rod Lukens. Jeff Taylor, President, was unexpectedly absent. Also attending were Janet Burgess and Caroline DeCray (virtual), CSK Management. The meeting was held in Sullivan House.

II. Dick Linden made a motion to approve the Minutes of the Council meeting of October 25, 2023. The motion was seconded by Jeff Smith. The Minutes were approved.

III. President's Report:

Dick Linden, Vice President, presented the President's report, covering November 2023. In his report, Jeff Taylor commented that overall things continue to go very well in Princeton Village. Much of the month of November was devoted to the Council's extensive preparation for the November 29 annual Budget Meeting. This meeting was held as planned, and was attended by at least 50 Princeton residents. Concerns and requests raised by residents during the budget meeting will be addressed by the Council. Plans continue with the Princeton Village Urgent Care Ad Hoc committee for the launch of the Urgent Care program. The President's report also mentions that during the November meeting of the Hershey's Mill Master Association, HM Security requested a reminder to residents to slow down on HM roads, and avoid rolling stops at Stop signs.

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

Dick Linden and the Council proceeded to have a discussion and exchange of views of some of the issues raised during the November 29th PV Budget meeting.

- A query about how PV monies are allocated to two separate cash accounts resulted in a decision during the meeting to ask CSK to move \$75K of village funds from one account to a higher yield (liquid) account. PV keeps cash in two accounts: "working capital" for day-to-day funding and "capital accounts" for approved capital projects.
- The general topic of special assessments for discrete and special village expenses was raised and discussed. The PV policy is to try and avoid special assessments by funding our capital reserve fund adequately so as to cover our anticipated capital expenses. However, we recognize there may be instances when an assessment may be necessary.
- Regarding the query during the budget meeting about vinyl siding replacing the wood siding of PV homes. PV does not have the reserves to change to vinyl siding beginning the 2025 painting cycle. In order to understand the current relative costs of making any future changes, it was decided that Rod Lukens will get some ballpark estimates for the cost of vinyl siding, and that CSK would send to Jeff Smith the cost PV incurred in the past 2-3 years for repairing and painting wood siding.
- The Council discussed the multiple resident comments expressing dissatisfaction with the length of time it takes to accomplish or finish repair and maintenance requests. Rod Lukens, not CSK and/or our contractor, will prioritize repair and maintenance problems and projects. Homeowners will

know where they stand on that list. Rod will now do a continual review of repair and maintenance needs in the village in place of one larger Spring walkthrough. He hopes sending the prioritized repairs list to CSK and the contractor as he identifies needed work might avoid clogging the contractor's scheduling pipeline. In addition, Rod will develop a backup plan to identify one or more additional contractor(s) to do some of the village repair and maintenance work.

- Dick Linden requested a clarification of the Landscape Committee's possible 2024 plan to avoid doing any new landscape work on the sides and backs of homes. This deferral of work will be needed in order to meet the final Landscape budget approved for 2024. Sandy LeDuc explained that any work on the sides and backs of homes covered by the PV contract with HMLD will still happen. But other/new work, for example water and soil erosion management, will likely have to be deferred due to cost constraints. There was discussion about the future defined responsibilities between landscape and maintenance chairs as to water management: runoff, seeding vs sodding, gutter piping. This is still to be determined. It was proposed that the Landscape Committee move ahead with the cost management plans but monitor any individual landscape problems if they arise during the year.

IV. Committee Reports:

A. Financial

Jeff Smith, Treasurer, reported that he had not yet received the final November figures. But he detailed the several invoices that either have been or will be charged against the village Reserve fund account. These November expenses total \$39,257 with the result that the Reserve

fund balance as of end of November is \$202,439. Dick, Rod, and Jeff Smith will meet to populate the purchased reserve study software prior to the March meeting.

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

B. Landscape

Sandy LeDuc reported that she was waiting for a few invoices to finish her financial analysis, but the landscape season is over. An issue for the Council to decide is how to handle the cost to replace a drain that was tampered with by a resident.

See Landscape report below.

C. Maintenance

Rod Lukens reported that Egan continued to make repairs to wood siding and trim during November. There are still repairs and maintenance needs reported in the Spring Inspection Report, as well as some newer items, that have yet to be done. Rod also reported some new/future projects which he will investigate including the painting of lampposts, the possible painting of some village mailboxes, and whether electrical receptacles could be installed on Princeton Lane lampposts.

See Maintenance report below for details and additional items.

D. Architecture

Dick Linden reported that he approved 3 new ARFs, and that work has begun on some. He also reported 3 pending ARFs. One of the Pending issues is the issue of uplighting at exterior common areas in front of homes. Regarding #1190, the downlights at the stair railing were approved by the chair. The front common area up lights were not

approved by the Council pending development of "standards". Owner has since installed up lights, and this needs to be resolved promptly after the holidays.

It was agreed that the Council has a right to inspect deck posts/footers (visual and physical), and advise owners of discovered problems/defects (via letter from CSK). EG township will not be notified of problems, but a township permit will be required for remediation. A known defect becomes a disclosure issue for owners contemplating sale. The deck structure is the responsibility of the owner, not PV. Dick and Rod Lukens are planning a village-wide survey of deck posts, with a physical assessment of posts at ground level.

See Architecture report below for details and additional items.

V. Resident Business

Sandy LeDuc reported on an issue with HMLD, involving propane tank screening at #1240. This issue needs to be settled between the owner and HMLD. PV needs to be completely reimbursed for paying the HMLD invoice.

VI. Old Business

There was discussion about what to do about the landscape around the PV PECO transformers. It was agreed that front access should be done according to code when feasible. The Council deferred as to how to handle clearance on bushes on the sides and back.

VII. New Business

None

VIII. Discussion Items

Length of time for repair requests (See Section III above.)

Outdoor Lighting (See Section IV. D. above.)

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, March 27, 2024, at 9:00 am.

President's Report December 2023

Jeff Taylor

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

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

- Have sent out multiple PV updates for residents.
- Discussed concern about delayed home repairs with a resident and CSK. Council will discuss at Dec mtg.
- Council continues to discuss the Transformer explosion changes.
- Met with PV Urgent Care Ad Hoc committee and HM Security planning Dec and Jan presentations.
- Held a special prep meeting for the annual budget mtg.
- Held the annual PV budget meeting. Will address residents' requests at Dec meeting. Meeting was a success.
- Thanks to social committee for refreshments at budget mtg. They also presented the proposed 2024 calendar.
- Welcomed new resident 1192. Bob Davis, Also notified 1213 has sold, closing January.

HMMA Report:

- No meeting this month
- Request from Security for residents to slow down on HM roads.
Avoid rolling stops.

Treasurer's Report

Jeff Smith

I have not received the November figures as of this date, so most of the figures haven't changed much from those provided at the budget meeting last month. What I can report is that there were several invoices from Egan that either were charged or will be charged against the Reserve account in November. One was for \$24,271 in payment of an Egan bill for wood replacement. A second invoice for \$4067 is pending payment and is for the lower door replacement at 1221. A third Egan bill is for \$10,544 and is again for wood replacement and pending payment. Lastly, the \$375 cost of the reserve fund software recently purchased was paid in November. The total of these November expenses is \$39,257 and brings our reserve fund down to \$202,439.31.

Landscape Report

Sandy LeDuc

I'm waiting for a few invoices to finish my financial analysis. The season is finished as far as I can tell.

We need to agree on how to handle the cost to replace the drain that was tampered with by the resident.

Maintenance Report

Rod Lukens

1. Egan continued repairs of wood siding and trim throughout November. There are still some items from the Spring list, as well as newer items yet to be done.
2. Replaced garage light bulbs at 1219, 1236, 1243, 1182, and 1188.
3. Egan has begun deck footing and support column repairs at 1192.
4. Egan is in receipt of a work order to install handrails at 1190, 1192, 1202, 1210, 1211, 1227, and 1237; these handrails total approximately 200 L.F. Mr. Murphy, of Egan, was on site 12/5/23 determine a materials list.
5. Existing deteriorated handrails at 1199 and 1238 were repaired last week.
6. Spoke with Mr. Murphy on 12/5/23 about shed door repairs that were not made this summer at 1190. This was, in part, due to the need to access the elevated deck with an extension ladder, so it was assigned to the repair crew. After an initial visit, the crew did not come back to make repairs, an oversight on their part.
7. A cracked 4" PVC pipe that is part of the rear downspout system at 1190 has not yet been repaired. This was first reported to me last May, along with the owner's intention to install a concrete patio under their raised deck. I told Ms. Markus that the repair would be done in conjunction with the patio work.

Two weeks ago, Ms. Markus informed me for the first time that she was not doing the patio, and expressed frustration that the pipe repair had not yet been done. I told her this was the first time she mentioned her change in plans since we talked in May, at which time she had also discussed her

desire to extend the concrete pad at the lower rear door and asked how far out it would be permitted to go.

I will check into what repairs are needed; I think this could be accomplished by HMLD, and will discuss with Sandy.

New/Future Items

1. Check whether receptacles can be installed on our street lampposts for use with holiday decorations (request from Joe Engle).
2. Paint lampposts and check conditions of mail boxes for painting.
3. Check on cleaning in and around garage lights and doors; they tend to collect cobwebs and debris.

Architecture Report

Dick Linden

APPROVED

1192 deck post/footer replacement (permit in hand)

1199 skylight replacement by Leroy

1235 new radon system (pump located in outside back). Owner bought property without inspection. Her neighbors have radon pumps.

PENDING

1181 3 salvaged casement windows awaiting insurance cert (not Springer Wahl). Owner picked windows from my 1190 inventory. Will save \$\$\$\$

1236 new front door (sent current front door protocols). QUERY

1190 new exterior lighting (verbal approval for fence/deck down lights, under COUNCIL review for front common area up lights)

OTHER

Rod and I are planning a village wide survey of deck posts. Physical probe/assessment of posts at ground level (no below ground digging). Owner to be notified of safety issue by CSK letter of failed posts and need of remediation with township permit. \$\$\$\$\$. I know 1191 has problems.