

Village of Princeton Homeowners' Association Executive Council Meeting

Wednesday, March 27, 2024

Ardmore Room

9:00 AM

I. The meeting was called to order at 9:04 am by Jeff Taylor, President. Attending were Council members Jeff Smith, Sandy LeDuc, Dick Linden, and Rod Lukens. Also attending were Janet Burgess (virtual) and Caroline DeCray, CSK Management. The meeting was held in the Ardmore Room.

II. Dick Linden made a motion to approve the Minutes of the Princeton Village Business Meeting held November 29, 2023. The motion was seconded by Sandy LeDuc. The Minutes were approved. Jeff Smith made a motion to approve the Minutes of the Council meeting held December 6, 2023. The motion was seconded by Sandy LeDuc. The Minutes were approved.

The Council recognized the passing of PV residents Sue Hardin and Doug Sizelove (immediate past president of the Council), and held a minute of silence in memory of them.

III. President's Report:

Jeff Taylor presented the President's report, covering January-March 2024. In his report, Jeff Taylor commented that overall things continue to go very well in Princeton Village. He continues to keep residents well-informed.

January was a busy month. He reported that the Council met informally in January 2024 to prepare for the Village-wide Urgent Care meeting held later that month. This presentation/rollout was very well-received, with 60 Princeton Village residents, and 20 HMMA presidents attending.

PV was a winner of the annual Hershey's Mill Christmas Décor contest for our December 2023 display, and more donations have been made to our Christmas fund.

January and February brought a few snowfalls, and all went well with plowing and walkway clearing. There is lots of maintenance follow-up. The Council and CSK had a brief discussion about how the decision to plow or not is made. CSK stated that our contractor makes that decision based on official reporting of accumulations.

Jeff Taylor also mentioned that Jeff Smith will be reviewing a draft of revised pet rules for PV.

Jeff ended by giving his brief report of the First Quarter 2024 HM Master Association meetings. Some highlights were:

1. that the HMMA will consider launching the Urgent Care program throughout HM.
2. that future HM snow removal will include clearing of the lagoon path. Thanks to PV resident Susan Johnson for making this suggestion.
3. that upgrades to the Community Center HVAC system have been approved.

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

IV. Committee Reports:

A. Financial

Jeff Smith, Treasurer, reported that our year-to-date Administrative expenses are in line with our budgeted figures. However, our year-to-date Maintenance expenses are over budgeted amounts due to the \$19,725 we have spent so far in 2024 on snow removal. (Caroline Decray, CSK Management, briefly explained to the Council how our contractor calculates the cost of each plowing/shoveling episode.)

Jeff also reported that, at the end of February, the Princeton Village Reserve Fund balance was \$206,000.

Jeff Smith, Dick Linden, and Rod Lukens, members of the Reserve Fund study subcommittee, hope to begin populating the new Reserve Fund software soon. Dick Linden submitted a detailed written proposal to the Council describing how to move forward with populating and using the software in anticipation of two large village projects in the years ahead: repainting and re-roofing the Village. The subcommittee is currently compiling data about the Village homes and garage buildings to assist in estimating costs in advance, and ultimately, to assist in obtaining contractor bids.

Jeff Taylor commented that this subcommittee might also look at distinguishing a reserve fund from a capital expenditure fund.

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

B. Landscape

Sandy LeDuc reported that Landscape activity started very early this year due to the winter storms. Winter weather took a toll on several trees, and some have already been taken down. Tree and stump work will continue. Replacement trees will be considered on a case-by-case

basis in due course. Sandy also reported that HM Landscape Division is doing better, with some new hires and improved procedures. She highlighted and credited Audrey Sizelove as being responsible for the lovely new bulbs in the forest fragment behind 1175-1176 at the Village's upper entrance.

The Council then discussed the issue of pruning around the transformer boxes. Based on Sandy's in-person review of each PV transformer box site last year, she presented her recommendations that we clear 9"-18" around these boxes this year by pruning shrubbery, and removing any grasses growing in front of or near the boxes. By including some, or all, of this work in the 2024 spring pruning done by HMLD, Sandy hopes to contain the price.

After discussion, Jeff Taylor made a motion for the Council to adopt Sandy's recommendations for this season, and work with HMLD to clear the areas in front of the transformer boxes. This was seconded by Jeff Smith, and the motion passed.

Sandy requested that a "New Business" item be added for the April meeting agenda: Establishing guidelines for delineating Resident vs. Village responsibility for dealing with erosion debris washing over the under-deck areas of some units. Dick Linden mentioned that this might also involve deck posts.

The final Landscape item discussed was the issue of Landscape Lighting in PV. This issue arose last year after a homeowner installed some landscape lighting without approval.

Sandy drafted and presented a detailed new Landscape Lighting Regulation document for PV, based on prior discussions with the Council members, her research, and retail advertisements.

The Council spent several minutes discussing this draft regulation. There were many points of agreement including:

1. requests for approval of this type of lighting must be submitted on an Architectural Review Form (ARF) which, among other requirements, will require neighbors on both sides of the subject property to sign off after being informed of the location and direction of fixtures,
2. as this involves Village common property, someone on the Council must see any wires in the ground before they are buried,
3. landscape lights must be only in the front of a residence, ground-mounted only, and positioned specifically not to interfere with neighbors,
4. there will be specific requirements for the level and type of light.

Sandy will make some revisions to her draft Landscape Lighting Regulations before it is approved as a Final document.

At the close of the discussion Rod Lukens made a motion to approve the use of ground-mounted landscape up-lights by a resident, subject to the forthcoming rules. This was seconded by Dick Linden. The motion passed.

See Landscape report below for details and additional items.

C. Maintenance

Rod Lukens reported that many maintenance items have been completed by Egan over the winter months including wood repairs from the 2023 Spring Review (plus some additional needed repairs), and the installation of eight new stairway handrails. Rod noted he will begin his Spring maintenance walk-through shortly. He also noted that he hasn't found anyone to replace, or even augment, Egan as our maintenance contractor.

Rod had reported to the Council and CSK that our snow removal contractor was not paying sufficient attention to detail in their plowing this

winter. This pertained especially to being careful around the PECO transformer boxes, and Village signs. CSK communicated these concerns to the contractor, and they agreed to address them. The Council held a brief discussion. Some type of barrier protection for the transformer boxes is being considered.

Rod also reported on new or upcoming Maintenance issues:

1. A new concern was brought to his attention about black ice forming on the roadway directly in front of some garages. This is likely caused by the lack of front gutters on PV garages. Rod reported he has at least one cost estimate for installing front gutters. The Council discussed this matter but deferred any action.

2. Rod will be contacting at least one painting contractor and one re-roofing contractor for the Village's future projects. Rod gave a verbal report to the Council updating them about his contact with one painting contractor so far, and there was a general discussion. Based on a question raised during the Council discussion, CSK subsequently clarified that the last Village painting was done in 2016.

See Maintenance report below for details and additional items.

D. Architecture

Dick Linden reported that, among the Approved requests from the past three months, the 240 V car charging system installed in the garage of #1220 has been completed. Noted that this is the first such request and approval for PV.

Three new stoop handrails from the sidewalks to the front doors have been installed recently. The Council discussed the need for a policy for these requests. At the suggestion of Rod Lukens, there was consensus agreement

that this is an appropriate expense to be covered by the HOA. A homeowner who needs a hand rail must first submit an ARF.

The final architectural issue discussed was the new query from #1188 about approving the use of deck/patio “shade sails” at the rear of a home in lieu of an awning or umbrella. The Council had a discussion clarifying what these sails look like, whether their use should be approved, and whether they should be treated like an awning, with forest green approved as the only permitted color, or treated like a shade umbrella. There was a vote on both the approval for use of shade sails, and how they should be treated. By a vote of four Council members, and one abstention, the use of shade sails was approved, including the decision that shade sails should be treated like shade umbrellas, with approved colors to be solid gray, beige, and forest green.

See Architecture report below for details and additional items.

V. Resident Business

VI. Old Business

VII. New Business

Alarm Inspections and Procedures: The Council discussed several issues pertaining to the alarm boxes installed in the front closets of PV units. CSK informed the Council that HM Security protocol is to run a test of the home alarms every two weeks, but if the alarm test shows an error code for any home, Security does not notify the homeowner directly. They send notification to an email distribution list which now includes Jeff Taylor and CSK. To address this problem in PV, Rod Lukens has been added to this email list, and he will check with any homeowner if, and

when, Security sends notification that their alarm box may not be functioning.

CSK reminded the Council that replacing the alarm batteries is the responsibility of the homeowner. Current battery cost is \$45. CSK also noted that alarm inspections should take place every five years. This should happen in PV in 2025, and should cost around \$5,000 for the Village. This will be included in financial planning for 2025.

VIII. Discussion Items

IX. Adjournment

The meeting was adjourned at 11:30 am. The next regular Council meeting will be held on Wednesday, April 24, 2024, at 9:00 am in Ardmore Room.

The Annual Meeting and Village Election will be held May 2, 2024, at 6:30 pm in the Community Center, Wooldridge Hall. Social time will precede the meeting, starting at 6:00 pm.

President's Report March 2024

Jeff Taylor

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

This report covers Jan, Feb, Mar, 2024.

- Have sent out multiple PV updates for residents.
- Jan council met informally to prepare for Urgent Care meeting.

- PV is awarded HM Christmas Décor winner.
- Jan 18 Jeff and Sandy attend Chester County Solar conference.
- Urgent Care presentation 60 residents and 20 HM Village Presidents attend. Very well received. All PV residents receive kits.
- Feb several snowstorms, all goes well.
- Lots of maintenance follow up and repairs.
- Begin discussions of 1st EV Charging station installation.
- March performed Urgent Care user survey. Positive results.

HMMA Report:

- Feb and March presentation of Urgent Care program. Formation of committee lead by Michael and Gary of PV. Possible HM launch.
- HM finances are good – reserves too.
- HM CC upgrades to HVAC system approved.
- Future HM Snow removal will include clearing of lagoon path.
- Storm Water updates going well.
- Northgate still in plans probably fall install.
- Federal Corporate Transparency Act – Fetterman – 1 year delay.

Recognition of passing of PV residents: Sue Hardin, and Doug Sizelove.

Treasurer's Report

Jeff Smith

Our Administrative expenses are very much in line with our budgeted figures with our year to date actual expenses being slightly below our budgeted figures. The opposite is true with our Maintenance expenses where we are over the budgeted amounts by \$4500. The overage is primarily due to the January snowfall which cost us \$11,925. An additional invoice for \$7800 has been received in March for snow removal on February 13th and 17th. This brings the total we've spent on snow removal to \$19725. We budgeted \$20,000 for snow removal and if we can escape any further snow storms this year, our actual expenses in this line item will be very close to our budgeted amount.

We started the year with approximately \$200,000 in the Reserve Fund. As of the end of February, our balance was \$206,000. Withdrawals from the Reserve Fund year-to-date include \$4989 for seven handrails and \$21,128 for work on various units for a total of \$26,117.

Going forward, Dick, Rod and myself will be gathering the information necessary to populate the Reserve Fund software purchased last year. We anticipate giving the Council progress reports at future Council meetings.

Landscape Report

Sandy LeDuc

2024 activity started way too early this year. The winter storms took a toll on some trees:

- debris from one tree landed on a heat pump and disabled it,
- we had to take down one tree at 1178 that split and damaged the deck,
- we removed a pine tree at 1236 that simply laid down along the back of the house,
- there is one tree behind 1221 that is shedding large dead branches pretty regularly that we'll take down soon,
- and HMLD removed trees and debris that blocked auto and foot traffic. This last activity is what they do as part of the contract. After HMLD completes the Mill spring clean-up we'll have to remove stumps from those lost trees.
- I'm sure I'm forgetting some.

HMLD

There have been a few new hires at both crew and admin levels.

Jerry Christy is developing some communication procedures. A welcome change.

I did notice a fair amount of inconsistency in the pruning last Fall. I haven't really had a good answer to why.

Replacement trees-the conditions will have to be adequate for successful outcomes and the area cannot be too close to the house

or too crowded. These may not be the only points for making decisions.

Our spring clean-up was done a few weeks ago. It may have gone unnoticed because this is a no-mulch year.

Upper entrance-I hope everyone noticed the bulbs in the forest fragment behind 1175-1176. Audrey Sizelove is responsible for managing the cleaning out of that area and donating the bulbs. She was able to secure help from Jeff Smith. The Village provided some labor and top soil. Budget allowing, I want to plant some native shrubs in the area to try to encourage some understory growth-that will be a fall decision reliant on adequate budget.

Transformer boxes-I have asked that the new issues for this meeting include the pruning around the transformer boxes. I will need a majority of the Council's support to either leave them as is or begin to address this. If I am able to go forward with it, I may be able to wrap it into the spring pruning and at least contain the price.

Review of Regulations

We have a LC meeting and will kick off a review of the landscape regs.

Going forward

Rod and I are working together to draw lines of responsibility between landscape and erosion/drainage control. It is working well.

There are a couple of instances that involve erosion debris washing over the edges of the under-deck areas. The majority of these areas haven't been maintained since construction to be responsive to changing landscape conditions and wear and tear. Resident v. Village responsibility delineation is necessary. It needs to be on the new issues list for our next meeting so we have a consistent response and perhaps annual communication with residents.

Maintenance Report

Rod Lukens

Maintenance work completed over this past winter months includes the following:

1. Egan completed what appears to be the remainder of wood repairs from the 2023 Spring Review, plus some additional repairs noted while doing the Spring list.
2. In January, Handrails were installed by Egan at 1175, 1190, 1192, 1202, 1210, 1211, 1227, and 1237.
3. Egan replaced the street name sign post at the north entrance, which was damaged by plowing during the January snow storm.

4. The front entrances at 1213, 1206, and 1225 were cleaned by Jon Burton due to heavy dirt/ mildew accumulation ahead of these homes being put up for sale. I believe this helps to show potential buyers that PV is a well-maintained village.
5. About a week ago, during some high winds, I received a call about a trash door blowing open at 1181. I ended up checking numerous doors in the general area and adjusted about 20 of them. This is not the first time I've done this. The contractor apparently was not too accurate in installing either the magnet, or for the most part, the metal contact plate.

Other Maintenance Notes:

When Egan started their work on last Spring's maintenance repair list, I asked them to make other necessary repairs that they observed on each respective home for the sake of efficiency, as some may not have been readily seen last Spring, or occurred over the summer. This should help shorten this year's list.

No painting was done on most of the repairs due to low temperatures; painting will be completed this Spring.

On 2/17/24, a snow plow pushed snow against the transformer at 1210, lifting and displacing the housing from its base. I had our contractor remove the snow to provide access for PECO, who I contacted. Power was not disrupted. PECO has not yet been out to rest the housing; this is probably low priority for them. I will make a follow-up call this week.

I met with Chester County Stucco on 3/20/24 to get a proposal for repairing the spalled stucco on the side of 1210. Approximately 4'x10' area came off last Spring. This work is outside Egan's expertise. The entire side will have to be removed and reinstalled properly, using metal lath backing, which was not used in the original construction. Cost will be in the \$6,000 range. I believe this is an isolated incident. I will be checking other stucco areas that may need minor repair.

I will be contacting at least one painting contractor this week to get an estimate for the future painting project so we have a reasonably accurate number for capital funding estimates.

I will be contacting at least one roofing contractor to get a budget estimate for the future re-roofing project.

I will be starting the Spring maintenance walk-through shortly.

Dick Linden and I will be inspecting elevated deck structures for support deficiencies.

Architecture Report

Dick Linden

APPROVED:

1220 240 V charging system (discuss) CSK has documentation

1188 Stoop hand rail (need to discuss ongoing policy)

1235 Radon system (final project entirely inside using existing roof vent)

1181 Replacement windows (from recycled stock)

1232 Replacement skylights (2) by LeRoy

PENDING

1176 Stoop hand rail (note: Completed)

QUERY

1211 New triple window set at end unit (requires EGT permit)
"Approvable"

1236 Replacement front door, protocols sent "Approvable"

1193 Replace or repair triple window set

1188 Approval of deck/patio shade sails (like awnings color?)

FOLLOWUP REQUIRED

1190 Front common area up-lights installed (Landscape Approval)

OTHER

Survey of all in ground deck posts not started due to winter weather

Reserve Study in progress (issued startup ideas, discuss at meeting)

Owner query as to the need for an ARF for new HVAC (none required, but EGT permit is) Provided general guidance as to items included in the contract (bid specifications)