

Village of Princeton Homeowners' Association Executive Council Meeting

Wednesday, April 24, 2024

Ardmore Room

9:00 AM

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

II. Jeff Smith made a motion to approve the Minutes of the Council meeting held March 27, 2024. The motion was seconded by Sandy LeDuc. The Minutes were approved.

III. President's Report:

Jeff Taylor presented the President's report for April. In his report, Jeff Taylor commented that overall things continue to go very well in Princeton Village. He continues to keep residents well-informed. Jeff reported that he met with Jeff Smith, Treasurer, and resident Bob Davis who will be assisting Jeff Smith with PV finance matters. Bob will also assist the reserve fund software team.

Jeff also met with new resident Bill Vazquez, who has agreed to head PV's Long-Range/Vision team. Related to Long-Range/Vision, a group of interested PV residents formed to investigate potential village paint colors in advance of the village-wide repainting project scheduled to start in 2025.

Jeff ended by giving his brief report of the April HM Master Association meeting. Highlights were:

1. HMCTV Foundation approved the grant request to provide for the roll out of the Yellow Dot Plus program throughout all villages of Hershey's Mill. Yellow Dot Plus is the new name of the former Urgent Care Program. Jeff noted thanks to PV's Bob Johnson for his help with logistics.
2. HMMA agreed to roll out the Yellow Dot Plus program to all villages, with the target date for completion of the roll out to be end of July 2024.

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

IV. Committee Reports:

A. Financial

Jeff Smith, Treasurer, reported that our Administrative expenses are within \$2200 of our budget, and our Maintenance expenses are over budget by \$6876. Jeff explained that this latter figure is misleading due to the timing difference between the month in which an expense is planned in the budget, and when the expense is incurred. In many, if not most, cases these budget vs expense variances will resolve themselves by the end of the budget year. Jeff also reported that the balance in the Reserve Fund at the end of March is \$214,050.

He then opened a discussion of whether stucco repair work is appropriately charged to the PV Reserve fund, or whether this is a maintenance expense. The Council had a substantial discussion about how to define and distinguish these types of expenses. Using an IRS definition, Jeff S. explained, this should be considered maintenance. Rod Lukens explained that in his experience, the distinction was made based on the lifecycle of the project. In this instance, the stucco repair should last 30+ years, and should be charged to the Reserve fund. Sandy LeDuc made a

point that if the stucco repair work is considered maintenance expense, this informs the HOA budget, which then affects HOA fees. CSK's guidance was that the stucco work could be either kind of expense.

This discussion then led directly into a discussion about the Reserve fund planning project. Jeff Smith pointed out that in order to estimate the annual maintenance expenses which will be paid from the Reserve fund annually, he needs specific data about the various categories of maintenance activity, the timetable for maintenance projects, and an estimate of the dollar amounts associated with the activity or projects. Two conclusions were reached: that Jeff and the Reserve fund planning team can start populating the planning software with the existing list of the components of maintenance activity originally compiled by Norm Ricker, and that Rod Lukens will get the remaining data to Jeff Smith in June.

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

B. Landscape

Sandy LeDuc reported that she recently met and had a village walk-through with Jerry Christy from HM Landscape Division to review how to proceed with the transformer boxes. Any needed pruning will be included in the spring pruning done by HMLD.

She has also walked around Princeton to observe the back under-deck areas for signs of erosion problems. She will discuss her findings with Rod Lukens. There was a brief query and discussion about other erosion areas. Sandy and Rod commented that any long-term solution for these other areas must include adding topsoil and sod.

See Landscape report below for details and additional items.

C. Maintenance

Rod Lukens reported on the status of several building repair projects. Some are scheduled, some have been completed. Egan's painting crew worked in April to paint wood repairs made last Fall and Winter. An upcoming work order for Egan will include a number of other painting items. Rod also reported he has received quotes for installing garage rain gutters and downspouts from Leroy Beiler.

Rod has continued to meet with contractors regarding the PV painting project. He reported that one large local firm, Nolan painting contractors, with whom he had an initial meeting, has decided not to provide an estimate. Rod was meeting with Richard Egan to discuss parameters for providing a painting estimate. Egan painted the village eight years ago (2016), and this was done with one coat of paint. Rod commented that it is possible some areas in more urgent need of painting might have to be painted this year.

Rod concluded by reporting that Maintenance expenses over the past four years were approximately \$14k/year. Capital expenses for maintenance activity for the past four years were almost \$116k/year, and mostly covered wood replacement.

See Maintenance report below for details and additional items.

D. Architecture

Dick Linden reported on the status of various architectural request (ARF) approvals, queries, and items for follow up.

Relevant to the completed 240v car charging line (#1220), Dick will write EV guidelines, which will include a requirement for accurate design specifications. Dick is also revising the 2018 HOA Architectural

Guidelines currently included as Section 4 in PV's "black book" of village information.

Dick reported that he prepared a census of all house models and garages in Princeton for use in future painting estimates, and future roofing estimates. He provided this survey data to the Council and CSK.

See Architecture report below for details and additional items.

V. Resident Business - None

VI. Old Business

PV Uplighting installed in the front of homes: This was approved by the Council at the March 27 meeting. Sandy LeDuc is still working on finalizing the details of the new PV outdoor lighting policy. All outdoor lighting must meet the specifications in this new policy. Sandy suggested that in future, if an owner wants to do something new or different, it might be helpful to the Council for the owner to propose a guideline or some specifications so there is a starting point for the Council to make a policy.

PV Pet Rules – not yet written

PV EV Guidelines – not yet written

VII. New Business - None

VIII. Discussion Items

Update on future planning software – none

May 2 PV Annual Meeting planning: Jeff Taylor reminded the Council that a 25% quorum of residents will be needed, and that the re-election of the three current Council members standing again will be

affirmed at the meeting. Jeff will prepare an agenda. After brief discussion it was concluded that each Council member will present a very brief report, and that the meeting will include a Q&A session with the attendees.

IX. Adjournment

The meeting was adjourned at 10:38 am. The next regular Council meeting will be held on Wednesday, May 22, 2024, at 9:00 am in Ardmore Room.

The Princeton Village Annual Meeting and election will be held Thursday, May 2, 2024 at 6:30 pm in Wooldridge Hall.

President's Report March 2024

Jeff Taylor

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

- Great March council meeting
- Sent out PV Updates
- Meeting with New Resident Bill Vazquez he will take lead of Long-range/vision team.
- Meeting with Jeff Smith and Bob Davis he will assist the reserve software team and finance.
- Question from a potential resident about is EV power station allowed, yes.
- Formation of a group of interested residents about village painting colors.
- Rosanne working on updating PV Directory

HMMA Report:

- All going well in HM.
- Grant requested of HMCTV Foundation to roll out Yellow Dot Plus program approved.
- HMMA agrees to roll out YD+ program to all villages.

Treasurer's Report

Jeff Smith

Our Administrative expenses are within \$2200 of our budget and our Maintenance expenses are over budget by \$6876. The latter is somewhat misleading since CSK only shows a budget figure for some expenses in months when the expense is generally incurred. For example, budgeted figures for snow removal are only shown for the months of January, February, March and December even though the actual figures are shown in any month they're incurred. Likewise, grading and drainage gets budgeted only for May, June, July, August and September. Gutter cleaning is another example where it's budgeted only for May, November and December. Consequently, the variance column in our income statement is distorted by the fact that we may have an expense in a month without a budgeted amount applied which would show we are over budget, but that wouldn't necessarily be the case.

We had one charge against the reserve fund in March for \$3741 which was a 50% deposit on the proposal for stucco work at unit 1210. We started the year with \$203,648 in our Reserve Fund.

We're adding \$10,939 from the HOA fees to the fund each month so through March, we've added \$32,817. We've also added \$3850 in Capital Contribution Fees from home sales in the village this year. Through March, we have charged \$29,858 against the Reserve Fund. The balance in the Reserve Fund at the end of March is \$214,050.

With Rod's return from vacation, Dick, Rod, Bob Davis and myself will have the opportunity to get together and begin to populate the Reserve Fund study.

Landscape Report

Sandy LeDuc

I had a walkthru with Jerry Christy last Friday after a couple of reschedules.

We identified all of the Transformer boxes, what was to be removed permanently without replacement and what new shrubs needed to be planted to clean up gaps. We are including most of pruning to the spring pruning so it would be included in the contract and if all goes well he will notify me when they'll be here so it can be managed.

I walked around separately to observe the back under-deck areas for signs of erosion problems. I'll discuss the results with Rod once I compile the list.

We'll be holding a Committee meeting in the next couple of weeks.

Maintenance Report

Rod Lukens

1. Replacement of the delaminating stucco at 1210 has been scheduled and will be completed end of April, early May by Chester County Stucco at a cost of \$7,482, which includes minor repairs to garages at 1210, 1209, and 1208, where damaged masonry walls are allowing access by rodents into the garages.
2. Roof/skylight leaks at 1192 and 1205 were repaired by Leroy Beiler. There is a back charge of \$150 to the Allens at 1205 as the leak was skylight related. Allens were notified and CSK will issue the bill.
3. At 1233, repairs were made to the rear siding adjacent to the deck where a squirrel had started storage operations within the wall while the residents were away.
4. At 1218, repairs were made to numerous woodpecker holes at the rear of the house.
5. Egan's painting crew was here late last week and early this week to paint the wood repairs made last Fall and Winter. There are a few items they missed, but will be

included in a soon to be issued work order for a number of other painting items.

6. After an initial meeting with Nolan painting contractors, a large local firm, to provide estimates for the up-coming Village painting project, I was notified that they were declining to provide an estimate.

7. I am meeting with Egan next week to review parameters for providing a painting estimate. Egan last painted the village houses in 2016 for approx. \$190,000; this was one coat, and he did not think it included any wood repair.

8. Quotes for Garage rain gutters and downspouts were received from Leroy Beiler:

1 car: \$290

2 car: \$300 for front downspout

2 car: \$450 connecting to rear downspout

3 car: \$543 connecting to rear downspout

9. Maintenance expenses over the past four years totaled \$55,799, approx. 14k/yr. This includes bills paid in 2024 for work completed in 2023. Capital expenses over the past four years totaled \$463,343, almost \$116k/yr.

Architecture Report

Dick Linden

APPROVED

- 1220 240 v changing line (completed ARF)
- 1199 Replacement window (Springer Wahl)
- 1188 Deck posts for approved sun shade sail with approved color (solid gray)
- 1178 Replace deck railing section damaged by storm (Egan)

QUERIES (Approvable)

- 1211 New triple window set (none exists today, EGT permit needed)
- 1236 New Front Door (no progress)
- 1191 Replacement triple window set (no progress)

FOLLOWUP

- Deck post survey (When Rod returns)
- Reserve Study
- Front Stoop Handrails (in future move from owner ARF to maintenance capital budget)

NEW

- Revising/editing June 2018 HOA Architectural Guidelines (Section 4)
- Prepared PV Census of all House Models and Garages (use in future painting estimate)