

# Village of Princeton Homeowners' Association Executive Council Meeting

Wednesday, June 26, 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 May 22, 2024. The motion was seconded by Sandy LeDuc. The Minutes were approved.

### **III. President's Report:**

Jeff Taylor presented the President's report for May. In his report, Jeff commented that overall things continue to go very well in Princeton Village. He specifically highlighted a Welcome to new Princeton residents in #1206 and #1225. Jeff recognized Kay Ricker for the interview she conducted and recorded with him at HMCTV for the Yellow Dot + program. He also noted that a group of interested PV residents have been meeting since April to investigate potential new color schemes for painting the Village in 2025. Their report, including recommendations, was given to the Council at the meeting.

Jeff ended by giving his report on the most recent HMMA meeting. Highlights were: The Yellow Dot + program is now in 1500 HM homes. The

update on the Lagoon leak is the good news that they think they've found the location of the leak.

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

#### **IV. Committee Reports:**

##### **A. Financial**

Jeff Smith, Treasurer, reported that as of the end of May, our Administrative expenses are \$2550 under budget and our Maintenance expenses are \$4700 under budget. At the end of May the PV Reserve Fund balance is \$222,799.

The Council had a substantive discussion about the cost and invoicing of recent tree work done in the Village, with the conclusion that Sandy LeDuc and Jeff Smith will coordinate to further investigate and potentially question the cost with the vendor.

While discussing costs of landscaping requests, Sandy mentioned that when a home is sold in PV, there can be initial landscaping and repair issues for the Village HOA to take care of and pay for. She pointed out that this expense has the potential to reduce the amount of the "new sales" monies going to the PV Reserve Fund.

On another Finance matter, for the purposes of financial planning, Jeff Smith queried how payments will be made next year for the Village painting project.

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

## **B. Landscape**

Sandy LeDuc reported that many smaller jobs for HMLD have been planned so far this year including: removal of dead shrubs and tree stumps, planting of new shrubs around transformer boxes, trimming of nandina bushes (with a plan to remove these plants in the future), and the eradication of invasive and aggressive ground cover in several areas. Some of these tasks have already been done. The issue of controlling or eradicating ground cover will continue beyond 2024.

Sandy highlighted another ongoing project: Many of PV's trees and shrubs have outgrown their original space and need to be either rejuvenated through substantial pruning (e.g. holly bushes by garages), or removed entirely.

The Council had a brief discussion of the three reported instances of damage done by HMLD since mowing started. Two were broken lower-level windows from mower-thrown stones (#1212 and #1222), and one was a corner broken on the deck at #1203. Sandy has spoken to HMLD and the crew is supposed to use only walk-behind mowers in the backs of PV homes. HMLD will reimburse homeowners for their expense to repair the damage caused by mowing.

See Landscape report below for details and additional items.

## **C. Maintenance**

Rod Lukens reported on the status of several projects.

Highlights: the completion of Rod's PV walk-around inspection of homes for needed repairs, the completion of the first gutter cleaning of 2024, the completion of the painting of five PV lampposts, and ongoing repair of woodpecker holes.

There was a brief discussion of the alarm system boxes installed in each unit. Council decided that, as part of the HOA budgeted expense, a contractor will replace the batteries and test the alarms in PV in 2025.

Upcoming Maintenance items include conducting an above-ground deck support inspection with Dick Linden, addressing the PV lower entrance lighting needs, formalizing painting specs for the 2025 Village painting project, and finalizing Maintenance data for populating the Reserve Fund planning software.

There was substantial discussion regarding the ongoing issue of deck footings requiring replacement in Princeton.

Rod also provided the following update.

After meeting with the architectural firm Archer & Buchanan Architecture, Rod has received their proposal, in collaboration with CKS Structures (structural engineers), to provide structural deck assessment and repair details for replacement of deteriorated deck support columns.

The Council discussed this proposal. The purpose of this engagement is for Archer & Buchanan and CKS to prepare generic architectural/engineering design documents for PV deck post remediation. The cost for preparing these design documents will be \$3,850, to be paid by the HOA.

An East Goshen Township permit for this deck work requires signed and sealed drawings as part of a permit application. The East Goshen Township Building Official has told Rod that a general footing design for PV will be acceptable as part of the permit package in “standard” circumstances.

In future, a PV resident who needs to replace deteriorated deck support columns will be able to obtain these signed/sealed drawings from CKS structural engineers for a cost of \$60. In some instances, where a homeowner has a deck with non-standard design considerations, the

generic design document(s) will have to be adjusted at the owner's expense for the EGT permit.

The Council voted unanimously to allow Rod to accept the proposal and proceed with engaging Archer & Buchanan/CKS engineers to prepare the documents described above.

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.

Regarding the exterior booster antenna installed on the deck of #1190, Jeff Taylor commented that the booster is improving the phone service for the residents in #1190.

Dick commented that exterior boosters for phone service will be allowed in the revised PV Architectural Guidelines he is preparing. He is also continuing to work on the protocol for 240-volt garage charging stations. This will also be included in the revised Architectural Guidelines.

See Architecture report below for details and additional items.

#### **V. Resident Business – None**

#### **VI. Old Business**

The Council discussed some items of old business.

Sandy LeDuc distributed her completed Draft Landscape Lighting Regulation document. After reviewing, Council members Jeff Taylor,

Dick Linden, and Rod Lukens each requested edits and/or additional text. Sandy will make these edits and distribute the Final version of the document to the Council. The Council voted, and unanimously approved this new Regulation with the changes as discussed.

Discussion followed regarding the front landscape lighting installed last year (2023) at #1190. Council president, Jeff Taylor, will notify the owner of 1190 in writing of the approved front common area lighting protocol. Owner will confirm the 1190 installation is in compliance with the protocol. By reference, the 1190 uplighting was never formally approved in 2023 but allowed until the protocol was drafted and approved.

There was brief discussion of a “downed tree” policy. It was decided that residents should notify Sandy LeDuc of any toppled trees or tree limbs in the village, but should not attempt to cut them up due to issues of safety for the resident(s) and liability for the village.

There was brief discussion about adding front gutters to garage buildings in PV so that rain water does not pool up and freeze in front of a garage in cold weather. This work would require an ARF, and would be a homeowner responsibility.

## **VII. New Business**

Jeff Taylor encouraged each Council member to think about succession planning for taking over responsibility for their respective function on the Council in the future.

Princeton Village Paint Color Advisory Group – PV Resident Bill Vazquez prepared a written report for Jeff Taylor on behalf of this group of PV residents. The group, led by Bill, met for the first time in the spring, to discuss, research, and propose a revised color palette for the Village in anticipation of the forthcoming painting project. After diligent work from April through June, including consultation

with a Sherwin Williams National Home Builder Account representative, the group reached a consensus decision and made color scheme recommendations in its report.

Jeff distributed this report to the Council at the meeting. Donna Shumaker, a member of this advisory group, was present at the Council meeting and explained the group's process, answered some initial questions, and distributed Sherwin Williams paint chips to the Council for the recommended two colors (SW 7029 and SW 7030), and the two alternative color schemes. The Council decided that a joint meeting of the Council and the Advisory Group should be scheduled in September to explore questions in more detail.

#### **VIII. Discussion Items - None**

#### **IX. Adjournment**

The meeting was adjourned at 10:56 am. The Council will not meet in July and August. The next regular Council meeting will be held on Wednesday, September 25, 2024, at 9:00 am in Ardmore Room.

### **President's Report March 2024**

#### **Jeff Taylor**

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

- Welcome to new residents 1206 George and Grace. 1225 Hilary 1218 still in limbo.
- Sent out PV Updates
- Group of interested residents about village painting colors. Met with Sherman Williams, report presented for review.
- Rosanne finished updating PV Directory.
- Kay and Jeff recorded interview at HMCTV for Yellow Dot +

## **HMMA Report:**

- All going well in HM.
- HMMA roll out YD+ program to all villages now in 1500 homes
- North Double Gate planned for fall
- Sunoco and Lagoon and Jefferson update
- Have attended 7 other village annual mtgs.

## **Treasurer's Report**

### **Jeff Smith**

Administrative expenses are \$2550 under budget and our Maintenance expenses are also running under budget by \$4700. We budgeted \$2000 for roof repairs and through May and we've spent \$2080 on this line item so with seven months to go, we may be over budget in this particular item. However, at this point in time, we are under budget in other maintenance line items, so there isn't any cause for concern.

The withdrawals from the reserve fund account increased by \$14,564 from the end of April and the total withdrawals through May is \$44,422. The balance in the Reserve Fund at the end of May is \$222,799 down \$2894 from the end of April.

## **Landscape Report**

### **Sandy LeDuc**

My expectations of full communication with HMLD in terms of notification as to their arrival in the Village were not realized.

Small job efforts are defining this year so far. The first proposal was for:  
-removal of dead shrubs around transformer boxes



- planting of new shrubs around boxes-some need to be moved outward
- correcting the width and depth of stone leading into drains to correct efficiency
- trimming of Nandina,
- tree stumps dealt with at 1236 and 1204
- Rebuild of small berm at 1178

### **Proposals requested or received**

-1201 has several live and dead shrubs she wants removed. The proposal will be split by line item as to what is the responsibility of the resident and what is PV responsibility. There is also a large overgrowth of pachysandra along the garage. It will be removed from a 12" margin at the garage and filled in with stone.\*

-1194 is overrun with invasive lirioppe. It will be removed by hand and chemicals. The ground will be left until next year before the resident can proceed with planting.\*

-1215 has invasive lirioppe as well. Not sure what to do there right now.\*

\*we'll do a search in the Village for other areas of overgrowth to see what we're dealing with. The new regulations will require permission to plant ground cover.

-1207 removal a Laurel that was planted 5 years ago in a tight cluster of 3. We'll likely have to remove another next year.

We'll shoot for a rejuvenation project this year. To the extent possible we will include every holly currently over the rooflines of the garages pruned 3-5 ft below the rooflines. I'm assuming this is operating so it may have to be done over a few years.

We've had 3 HMLD related damage claims since mowing started. The first 2 were broken windows on lower levels from mower-thrown stones at 1212 and 1222. Had I known about those I could have notified HMLD possibly in time to prevent the third-a corner broken on the deck at 1203. Jerry tells

me the crew has been notified that only walk behind mowers be used in the backs of Princeton houses.

### **Future problems on the horizon**

- The Norway Spruces scattered pretty liberally around the Village are getting unwieldy all at once.
- We're in an early stage of the ground cover issue. Aggressive underground root systems in this increasingly fertile growth environment can take over quickly.
- we have several shrubs that were installed by former Chairmen that are so large for the space that they need two or more prunings a year.

## **Maintenance Report**

### **Rod Lukens**

1. Completed inspection of houses for maintenance repairs. Reviewed storage shed doors during the walk around and found a few needing hinge jamb repairs, but in general, the doors are in very good, if not excellent, condition and do not warrant any full scale replacement.
2. Received proposal from Archer Buchanan, in collaboration with CKS structural engineers, to provide structural deck assessment and repair details for replacement of deteriorated deck support columns: \$3,850.00

Homeowners would have to pay \$60.00 for sealed/signed drawings for EGT Building Permit.

3. Spoke with Duane Brady, Township Building Official, to confirm that a general footing design will be acceptable. Unique circumstances may require some design adjustments, e.g., concrete patio surrounding support column.

4. Jon Burton conducted the first gutter cleaning of the year; two more scheduled for the Fall.
5. Dave Lowe completed painting of the five Village lampposts and the painting of the siding repairs on the chimney enclosure at 1224.
6. Egan made priority repairs to woodpecker holes at six locations; another two have been submitted.
7. I've been getting a number of alarm system notifications; most have cleared themselves. 1228, Gallagher, had to have their battery replaced by W.C. Security.
8. Attended the biennial HM Maintenance Managers meeting earlier this month.
9. Requested from Sandy that the numerous round seed pods covering the ground between 1217 and 1218 be cleaned up, as this is a hazardous condition. This needs to be a priority, as I have nearly fallen on three separate occasions.
10. In preparation for next year's painting project, there is a great need to prioritize heavy pruning adjacent to building structures. I believe we need to establish an 18" clearance standard. This may make some residents unhappy, but it needs to be done. The amount of work to be done probably exceeds the landscape budget.
11. Egan Laydown Area: I have spoken with Karen Greene at 1203. She had previously raised the issue of the unsightliness of the current storage area, as she can see it from her side windows. Karen offered what I thought was a great suggestion, and that is to store ladders and material next to her single garage, where the evergreen trees also provide screening. I had Egan's crew move their items there last week. Instead of erecting a fairly long screening fence where they

have been storing (my solution to concealing the material), a gate, or short movable screen, like four feet wide, can be installed to the left of her garage to hide the area. This cost would be a fraction of a 16'-20' long fence where they've been storing things.

### Future Items

Schedule deck support inspection with Dick.

Finalize Reserve Fund items.

Formalize painting specs and proposal.

Review lower entrance lighting needs with Joe Maranella. (Request from Jeff T.)

Check asphalt walks for any needed repairs. Don't really foresee any issues.

Review the concrete step nosing conditions for prepping and painting.

## **Architecture Report**

### **Dick Linden**

#### **APPROVED**

1198 Replace front door lock set (A1 security)

1222 Replace broken window (Springer Wahl) (stone hit?)

1206 Replace window from inventory (Springer Wahl) (new owners)

1190 Exterior booster antenna for phone service

#### **QUERIES (Approvable)**

1211 New triple window set, needs permit

#### **FOLLOWUP**

Deck post survey

Reserve Study

Revising 2018 Architectural guidelines

Preparing protocol for 240-volt garage charging station

**NEW**

Prepared detailed job specs for future painting contract (commented on last contract)