

Village of Princeton Homeowners' Association
Executive Council Meeting

Final

Wednesday, October 2, 2024

Ardmore Room

8:30 AM

I. The meeting was called to order at 8:30 am by Jeff Taylor, President. Attending were Council members Jeff Smith, Dick Linden, and Rod Lukens. Sandy LeDuc was unable to attend. 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 June 26, 2024. The motion was seconded by Dick Linden. The Minutes were approved.

III. President's Report:

Jeff Taylor presented the President's report. Jeff commented that overall things continue to go very well in Princeton Village. Jeff provided an update of recent new residents and units recently sold in Princeton. Jeff mentioned that the group of Princeton residents who have been meeting to investigate and propose new color schemes for the village repainting in 2026 will be presenting to the Council at the October 23 meeting. Jeff also mentioned that there is a Yellow Dot + program instruction video now posted on YouTube.

Jeff ended by giving his report on the most recent HMMA meeting. Highlights: The new double gate for the North Entrance is planned for October, the Jefferson Village water management project is finished, and

the Lagoon leak repairs continue. Jeff confirmed that Rod Lukens and Jeff Smith will be attending the October 3 HMMA meeting in Jeff Taylor's place.

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

IV. Committee Reports:

A. Financial

Jeff Smith, Treasurer, reported that both Administrative and Maintenance expenses through the end of August were under budget. The Reserve Fund balance was \$265,879. He has continued to populate data into the new Reserve Fund planning software. Using this computer program, he provided to the Council in his report a table showing the Reserve Component Summary as it currently stands. These numbers will be revised as needed.

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

B. Landscape

Sandy submitted in advance via email to the Council a summary of the summer issues and accomplishments. The Council discussed two issues: First, clear communication with HMLD has not been happening. In addition, new and less experienced or inexperienced crews and staff compound the problems. This is frustrating and time-consuming for all involved. CSK recommended that we clearly communicate to HMLD what our expectations are for their performance and hold them to it. Dick Linden proposed that all HM villages using HMLD discuss strategies for managing these problems. Second, the Council discussed the quote of

\$3200 Sandy received for grass re-seeding and aeration. This work was not done last year. After discussion, CSK said that this was a reasonable cost, and recommended that this work be done. Rod Lukens made a motion to proceed with this work, seconded by Dick Linden. Vote was taken, and approved unanimously. CSK will inform HMLD that this re-seeding and aeration is approved.

See Landscape year-to-date budget report below.

C. Maintenance

Rod Lukens reported on the status of several projects.

Highlights: Re deck supports in Princeton, Rod has approved Archer Buchanan's deck support design proposal and sketches. The Council has copies. A wooden gate was installed streetside next to the #1203 garage behind which Egan will store their supplies. Asphalt sidewalk replacement or repair is being scheduled for five properties. Egan will replace the entire upper Princeton Village entrance sign and repaint the one at the lower entrance. Rod is contacting electricians about much needed improved lighting for the lower entrance. Rod presented some new information from Egan about the 2026 village painting project and the possible change of paint colors for Princeton. See **Discussion Items** heading below for further discussion of village painting, painting schedule, and wood repairs.

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 since the June

meeting. He also reported on the status of bringing into compliance with the new Landscape Lighting policy the previously installed uplighting at #1190. Dick continues to update the home model survey in PV for use to obtain painting and roofing cost estimates.

See Architecture report below for details and additional items.

V. **Resident Business** – None

VI. **Old Business**

Reserve Study: Ongoing. See also **Financial** heading above.

Deck Post Survey: No progress on deck footer physical inspection.

Might occur this month (October).

VII. **New Business**

2024/25 Snow Removal Renewal Quote: CSK provided the detailed renewal quote from our current vendor, Kilmac Construction Corp. CSK recommended this be renewed. Rod Lukens made a motion for renewal, seconded by Dick Linden, and the measure to renew with Kilmac passed unanimously.

The Council reviewed the Draft Annual Budget Meeting Notice memo prepared by CSK and, after a brief discussion, voted to move the start time of this meeting to 4 pm from 7 pm.

Draft 2025 Budget and Narrative

The Council then held a substantial discussion of the Draft 2025 budget numbers and narrative.

It was requested, and agreed by CSK that they add a line item in the budget document to show the current Reserve Fund total.

Based on questions from Council members to CSK, the following budget topics were discussed:

Potentially adding funds to the “Landscape--Painting preparation” line item for cutting back or removing certain plantings before the village re-painting in 2026, querying and discussing the cost of the Trash Removal vendor’s (Blosenski) fuel surcharge, Princeton Village’s 2025 fee to the Master Association, and increasing the budgeted amount for the line item “Alarm Testing”. After discussion, Jeff Taylor made a motion regarding this last item, and the Council voted and unanimously agreed that the HOA should purchase and replace each unit’s batteries in 2025 when the alarms are tested. The budgeted amount will be increased to reflect this.

VIII. Discussion Items

- Garage Gutters on the front: Rod Lukens reiterated that installing gutters on the front of village garages is a homeowner responsibility. An ARF must be submitted first.
- Jeff Taylor reiterated that the PV re-painting will take place in 2026. The additional time can be used for the contractor to do a thorough inventory and evaluation of wood repairs needed on all structures, including inspection of roofs. These repairs would be made prior to the start of village painting. Jeff also reminded the Council that the PV Paint Color Advisory group will make a presentation to the Council at the October 23 meeting.
- Dick Linden questioned the PV policy that the HOA pays for the necessary replacement of a lower-level egress door when it fails. He proposed a policy change so that the HOA only pays for a unit’s lower-level door once. If and when it fails a second time, the homeowner would pay for the replacement. After substantial discussion of this potential policy change, the Council deferred any action.

- Dick Linden mentioned that he could compose a message to inform residents that he has a supply of casement window hardware, advise everyone to change their garage door keypad batteries before winter, and convey other information. There was general assent that this would be a good idea.
- Dick Linden sent a recent New York Times article to the Council and CSK about responsibility for roof repairs in an HOA-governed community. Asked for clarification, CSK answered that interior repair such as drywall and interior sheathing is a homeowner responsibility but exterior sheathing is the HOA's responsibility.

IX. Adjournment

The meeting was adjourned at 10:20 am. The next regular Council meeting will be held on Wednesday, October 23, 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.

- Welcomed to new residents 1206 George and Grace. 1225 Hilary
- Sent out PV Updates keeping residents involved and informed.
- No progress on meeting about LRP Paint Group to organize a visit from SW Paints and team with council. SW provided more info.
- Continue to promote Yellow Dot + in HM.
- Assisted family with clean up and sale of 1236.

HMMA Report:

- All going well in HM.
- North Double Gate planned for Oct.
- Sports Pavilion plans approved.
- Sunoco lawsuit sent back to court to work out a solution. Good sign.
- Lagoon leak identified and repairs in the works.
- Jefferson project finished.
- Pool pavilion deck approved for repair.

Treasurer's Report

Jeff Smith

Administrative expenses through August were \$2433 under budget and Maintenance expenses were under budget by \$1562. We have \$70k in the Operating Fund and we had an increase of \$11,688 in August to bring the Reserve fund to an ending balance of \$265,879.

Last month I emailed the Reserve Component Summary to the Council which is shown below. At that time, I mentioned that Rod can provide input as to what changes, if any, he thinks should be made to the analysis.

Item	Structural Integrity Component	Category	Reserve Component Name	Replacement Cost	Replacement Cost Basis	Estimated Start of Year (2024) Replacement Cost	Last or Scheduled Service Year	Est Useful Life (yrs)	Useful Life Adjust (yrs)	Remainin B Useful Life (yrs)	Qty	Unit of Measure	Next Service Year	Est Cost at Next Service
1		Doors	Garage Doors - Replace	\$ 47,450	Actual Cost	\$ 53,405	2020	30		26	73	each	2050	\$ 115,174
2		Other	Chimney Caps	\$ 49,000	Actual Cost	\$ 51,984	2022	25		23	70	each	2047	\$ 102,595
3		Other	Gutters/Downspouts	\$ 48,300	Actual Cost	\$ 54,362	2020	20		16	6900	foot	2040	\$ 87,235
4		Paint & Waterproof	Painting Houses/Garages	\$ 220,000	Actual Cost	\$ 207,371	2026	10		2	26	each	2026	\$ 220,000
5		Roads/Prkg/Paving	Roadways	\$ 200,000	Actual Cost	\$ 285,152	2012	30		18	1	each	2042	\$ 485,452
6		Roads/Prkg/Paving	Walkways	\$ 29,000	Actual Cost	\$ 30,766	2022	20		18	1160	square yard	2042	\$ 52,377
7		Roofing	Roof Replacement House phase 1	\$ 215,000	Actual Cost	\$ 388,314	2004	30		10	35	each	2034	\$ 521,861
8		Roofing	Roof Replacement Garages	\$ 108,900	Actual Cost	\$ 214,924	2001	35		12	33	each	2036	\$ 306,430
9		Roofing	Roof Replacement House phase 2	\$ 215,000	Actual Cost	\$ 325,207	2010	30		16	34	each	2040	\$ 521,861
10		Security/Privacy	Alarm Inspection	\$ 5,000	Current Est	\$ 5,000	2020	5		1	69	each	2025	\$ 5,150

Landscape Report

Sandy LeDuc

Year-to-date Landscape Budget report below. See Pages 2-3 above for further Landscape information.

Prepared 8/23

Budget Report							Summary of Spending and Budget 2024	
							2024 Budget	
							\$15,000	
							\$10,000	
							\$25,000	\$0
							Total per area/project	
							2024	2024
							Line Item TTL	Budget
Tree Reserve								
1/11/2024	Storm Cleanup	Storm Cleanup						
	1178-Wingerd	Snow damage-tree removed	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	
	Various	Snow Damage	\$620	\$620	\$620	\$620	\$620	
4/15/24	1236-Mulvey	Snow felled-tree & stump removed	\$800	\$800	\$800	\$800	\$800	
4/15/24	1184-Colman	Snow damage-stump & debris rmvd	\$235	\$235	\$235	\$235	\$235	
				\$0	\$0	\$0	\$0	
AC Tree	1229	remove branches near house	\$180	\$180	\$180	\$180	\$180	
	1222	remove Gum tree	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
	1208	remove Holly	\$300	\$300	\$300	\$300	\$300	
	1209	remove Holly and trim Dogwood	\$480	\$480	\$480	\$480	\$480	
	1209	remove portion of Cherry	\$180	\$180	\$180	\$180	\$180	
	1199	remove small Cherry	\$350	\$350	\$350	\$350	\$350	
	1206	remove extra tree and branch	\$500	\$500	\$500	\$500	\$500	
AC Tree	1178	Remove Maple	\$500	\$500	\$500	\$500	\$500	
9/5/2024	1176	Remove Tree Rear	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	
	1177	Remove limbs	\$480	\$480	\$480	\$480	\$480	
			\$8,525	\$8,525	\$6,245	\$8,525	\$10,000	
Removals, Replacements, General Maintenance								
1/29/2024	1221-1222		\$360	\$360	\$360	\$360	\$360	
3/29/2024	1207-Charlesworth	Remove Liriope and Juniper mixed with poison ivy	\$147	\$147	\$147	\$147	\$147	
5/29/2024	Spring Walkthru	pruning	\$1,942	\$1,942	\$1,942	\$1,942	\$1,942	
6/13/2024	1241-Burman	Stake tree in front bed	\$85	\$85	\$85	\$85	\$85	
6/19/2024	1207-	Remove Laurel	\$180	\$180	\$180	\$180	\$180	
6/26/2024	1234-Thompson	Remove Nandina	\$65	\$65	\$65	\$65	\$65	
7/15/2024	1193, 1194, 1196, 1197, 1201	Remove creeping liriope and pachysandra russian sage, hollies invading a hedgerow, remove dead and replace a few plant new plants	\$630	\$630	\$630	\$630	\$630	
	plan'y reimb	reimbursements	\$135	\$135	\$135	\$135	\$135	
	water reimb	Miscellaneous	\$62	\$62	\$62	\$62	\$62	
Total Removals, Replacements, General Maintenance			\$3,606	\$3,606	\$3,606	\$3,606	\$15,000	
Total Budget and Reserve			\$12,131	\$12,131	\$9,851	\$12,131	\$0	

Maintenance Report

Rod Lukens

1. Approved Archer Buchanan's deck support design proposal and received their report and associated design sketches, which I reviewed and had revised as necessary. Copies were forwarded to PV Council.
2. The screening gate for the relocated contractor laydown/storage area adjacent to the 1203 garage was installed in September. It looks good, and is relatively inconspicuous.
3. Additional cost to change the original design wood trim colors would be approximately \$70,000. This is due to the extra coat of paint that would be needed to cover the existing gray trim color. As this would be an expense above and beyond what is normally needed for repainting, I would recommend that the additional cost be covered by an assessment per property, provided the Village homeowners approve such a change. In my opinion, any recommendation to change colors should be put to a Village vote, requiring an approval by at least 2/3, or 46, of the total properties, with the residents notified of the additional cost to make this change.
4. Asphalt sidewalk replacement is being scheduled for four properties: 1218, 1221, 1243, and 1201; these all have uneven surfaces or cracks, and pose ripping hazards. Additionally, 1201 is narrow at spots. 1235 is being repaired at no cost due to a sinkhole, which I believe is the result of chipmunk tunneling (without an approved ARF). R. Smith Paving Co. will be doing the work at a cost of \$13,850.
5. Jon Burton unclogged several gutters/downspouts during the summer.

6. Egan has repaired several bird/squirrel holes; still needs to address 1231.
7. Reviewed the Princeton Village entrance signs with Egan. The upper entrance sign needs to be replaced in full, including the posts; the lower entrance sign will be repainted.
8. Contacted electrician Joe Maranella about a couple issues at the lower entrance; one of the spot lights is out on the north side, and Joe Engle has asked if we can install a receptacle on the inboard spotlight; I also want to ask about the installation of some type of lighting to better illuminate that entrance. For some reason a lamppost was never installed there, unlike other entrances.

Future Items

1. Finalize Reserve Fund items and estimates.
2. Review deck supports.
3. Address step nosing conditions.
4. Formalize paint specs, proposal, timeline.

Architecture Report

Dick Linden

Approved

1179 Replace existing deck awning fabric with new forest green, repair mechanism

1217 Replace 3 sliders, 2 to deck and 1 lower level (replaces hinged door at owner's expense)

1240 Skylight replacement by Leroy

Pending

1198 Possible new bath vent to outside (approvable waiting for insurance cert)

Ongoing

1190 Uplight letter sent to owner by president, need to discuss owner's response at next council meeting

No progress on deck footer physical inspection

Updated PV model survey

Have reserve study software instructions but haven't completed download

New for Next Meeting Agenda

Recommended that the PV painting be delayed until 2026 to get all wood repaired (also waiting on new color committee)

Recommended that PV change responsibility of lower level door replacement (based on model survey) to only once