

Village of Princeton Homeowners' Association

Annual Budget Meeting

Thursday, November 21, 2024

Wooldridge Hall

4:15 PM

I. Following a brief social gathering, the meeting was called to order at 4:15 pm by Jeff Taylor, President. In addition to the estimated 50 Princeton Village residents in attendance (about 34 homes represented), Council members Dick Linden, Jeff Smith, and Rod Lukens were present. Sandy LeDuc was absent due to illness. Janet Burgess from CSK Management also attended. The meeting was held in Wooldridge Hall, HM Community Center.

II. President's Report:

Jeff Taylor, President, began by recognizing the 17 new PV residents who moved in during the past three years (2022-2024), and expressed appreciation for the many PV residents who volunteer considerable time and efforts both to the village and to Hershey's Mill as a whole. He encouraged all new residents to get involved with one or more activity.

Jeff announced that Rod Lukens has resigned from the PV Council, with Norm Ricker stepping in to fill the role of Member-at-Large on a temporary basis. Norm's exact role in this new capacity will be further defined in coming weeks, with Rod Lukens continuing to lend his expertise unofficially as needed. For Norm Ricker's bio please see the Member-at-Large report below.

Jeff reminded everyone that Council nominations and elections will be held as usual during the May 2025 Village meeting. At that election the Member-at-Large position will be filled.

Jeff then introduced and thanked the current council members Dick Linden, Jeff Smith, Sandy LeDuc (absent), and Rod Lukens. He also extended the Council's thanks to Janet Burgess and CSK Management.

Jeff ended by briefly highlighting the 2024 activity, projects, and concerns of the HM Master Association: walking paths by Quaker Village were redone and widened, major necessary repairs were made to the Lagoon, and several other water management issues were addressed. He reminded residents that they can contact him if they have issues to address to the HMMA as all village HOA presidents are part of the HMMA board.

Please see the President's Report at the end of the minutes for further information.

Committee Reports:

A. Financial/Budget

Jeff Smith, Treasurer, began by recognizing PV resident Bob Davis for sharing his financial expertise during the past several months.

Before his overview discussion of the 2025 Budget, Jeff examined some of the reasons for the PV HOA fee increase for 2025. The HMMA annual assessment to the village, the PV capital reserve fund contribution, and the PV Operations budget will all have some increases in 2025:

- necessary increases in the Master Association fee assessed to each HM village
- an increase in PV residents' contributions to the capital reserve fund, which covers such items as various categories of maintenance costs, and this year, costs pertaining to the preparation for the planned 2026 repainting of PV homes and garages

- an increase in the PV operating budget in part to cover the increased cost of the new trash removal contract, and additional landscaping cost specifically needed to prepare for the 2026 repainting project

Jeff then presented a detailed Budget Narrative for the 2025 PV Budget. The Council approved a budget of \$596,160 for 2025. This equates to a \$145 per home per quarter increase in the HOA fee, resulting in a cost of \$2160 per home per quarter for 2025. As Jeff explained, this increase is due in part to a 3.7% increase in the fee PV pays to the HM Master Association, a 3.7% increase in residents' contribution to the PV capital reserve fund, and an increase of 11.5% in the PV operating budget.

Jeff further discussed his Treasurer's Report, explaining the breakdown of the village's HOA fees:

1. the HM Master Association annual assessment which covers all the aspects of the HM common areas for the year, including the Community Center and Sullivan House, plus the cost of Verizon
2. the annual residents' contribution to the PV Capital Reserve fund, and
3. the funding of the annual PV Operations budget needed to maintain, run, and provide services to the village.

The 2025 HMMA fee represents 30% of the HOA fee, the 2025 PV Operations budget is 47% of the HOA fee, and the capital reserve funding makes up the remaining 23% of the HOA fee.

The year-end balance of the Reserve Fund is projected to be close to \$270,000.

Jeff Smith ended his presentation with the statement that, as far as is known now, after the PV painting project in 2026, no further major project in the village is expected for another 8-10 years.

Jeff Taylor then spoke briefly to add the new information that HM might be moving to a new security alarm system for the whole of HM, which might

result in PV not spending the entire \$9760 included in the 2025 budget for replacement of the back-up batteries and testing of PV home alarms. Additionally, the \$1100 budgeted by PV for a fuel surcharge in the new HM trash removal contract will not be spent because the surcharge was removed from the HM contract.

Questions/Comments from the floor re: Budget matters

- Does the HMMA have the ability to make a “capital call” for additional fees to be paid by villages/residents if necessary? A: Yes, but in the memory of long-term PV residents present this has not happened.
- The PV quarterly HOA fee might not be in the middle range as compared to all the other HM Villages’ HOA fees. This would be due to the fact that the PV fee does not include the cost of water, so PV Residents pay for water separately. Response from Jeff Smith: Yes, it is true that each village handles what they include in their quarterly fee differently, so it is hard to compare the village fees without understanding what is included and what is not.

Please see the Treasurer’s Report at the end of the minutes for further information and additional data.

B. Landscape

Due to the unexpected absence of Landscape Chair Sandy LeDuc, Jeff Taylor reported briefly on the 2025 budget for landscaping and landscape maintenance. He based his discussion on the detailed Landscape Budget Report Sandy had prepared in advance.

There are four categories of expense for Landscape:

1. The PV contract with HM Landscape Division which includes routine services such as mowing, biennial mulching, seasonal pruning of small shrubs and evergreens, and seasonal leaf cleanup.
2. Other expenses paid to various vendors for individual projects and larger scale jobs in both the plantings near homes and large swathes of PV common area.
3. Tree Reserve, which are monies set aside annually for needed tree removal over the entire Village.
4. Paint Prep, which is included in 2025 for removal or substantial pruning of plantings too close to PV buildings. This is currently being budgeted for one-half of the Village only, prior to the 2026 repainting project.

Details about these four categories can be found in the 2025 Budget Narrative handout at line items 7200.01, 7200.02, 7200.03, and 8800.01.

Jeff emphasized two points Sandy made in her written report:

1. Please use and submit the Landscape Request Form before planting your own materials to be sure your plan conforms to Landscape regulations, and
2. Please submit any comments, suggestions, problems, issues, etc. to the Landscape Liaisons and Sandy in writing. This is critical so nothing gets missed.

Jeff also made the request on Sandy's behalf that she is currently in need of additional volunteers to assist with the ongoing 2024 work, and work projects planned for 2025.

Please see the detailed Landscape Report at the end of the minutes for additional discussion of current Landscape work and challenges, and Landscape plans and goals for 2025.

C. Maintenance

Rod Lukens, Chair, gave his final report as Maintenance chair. These are Maintenance issues handled in 2024:

1. Stucco failure and repair at unit #1210
2. Cost estimates received from contractor Leroy Beiler for the optional installation of rain gutters on the front of garage buildings. This would be done at an owner's, or owners' expense.
3. Princeton Village residents now have the ability to purchase required generic engineered design drawings, at a cost of \$60, for elevated deck support structures if and when they need replacement due to wood deterioration. Reminder that all deck and deck post replacement costs are at the owner's expense.
4. Rod and Dick Linden are starting to do an above-ground inspection of PV wood deck support posts, and will notify residents of any deterioration concerns.
5. Egan has begun making exterior repairs in PV, starting with unit #1175, and will work their way through the village, in unit order, as weather permits, continuing into 2025. Their repair crew will make all needed wood repairs, including on roofs, at each house.

Rod also commented that roof replacement will start in 2029, and that wood replacement is a Maintenance expense paid out of the Capital fund.

Questions/Comments from the floor re: Maintenance matters

- Will replaced wood be painted? A: Not right away, but yes.
- In 2025 pre-painting prep will include scraping and priming peeling painted areas
- Will painting prep include cleaning of the surfaces? A: Yes
- Some rotted wood and other maintenance problems have been on the work order log for 6 months and more. How many workers does

Egan have assigned to PV? What is the projected rate of progress?
How many houses have had their maintenance completed?

A: Egan has completed 11 units out of 69 so far, starting with #1175 and moving sequentially, not according to when problems were reported. They are also inspecting roofs for areas of wood damage. No idea how many more months this repair project will take.

- Rod: It's been impossible to find any other contractor to do this work in PV.
- Does Egan have any additional workers they can assign to PV to accelerate the repair progress? A: Maybe
- Where the PV homes are by the creek, will Egan be using very long ladders to get up on those roofs to inspect and repair? A: Yes
- Do we have a record of when each roof was last replaced? A: Yes.
And the roofs installed in the last roofing project were 30-year roofs.

Please see the Maintenance Report at the end of the minutes for additional information.

D. Architecture

Dick Linden, Architectural Chair, introduced himself and explained he had been acting as the Architectural Chair in PV for 9 years. He emphasized that the outside of any home cannot be changed or modified in any way without the owner first receiving approval from the Architecture Chair.

The first step in seeking approval, prior to starting any action, is to contact the Chair and discuss the idea. The second step is completing and submitting an Architectural Request Form (ARF) to the Chair. This form can be found in the black PV notebook each owner receives as a new resident. Dick will then review the completed ARF and reach a decision, or

if necessary, escalate the request to the PV Council for consideration. Dick said he has only disapproved one project during his tenure.

Dick ended by letting people know he has window hardware for PV windows, extra garage weather stripping, and PV paint if any resident would like to do their own paint touch-ups. All of these are free.

He also mentioned that a group of PV residents had raised the issue of, and investigated, a paint color change for PV in 2026. One resident asked about the status of this.

Jeff Taylor then acknowledged and explained the work over the past year of the seven-member PV Paint Advisory Group. Based on their research, plus consultation with, and color renderings from, the regional Sherwin Williams commercial paint consultant, the Group has proposed a new color scheme to the Council for the repainting of the village. Jeff mentioned that after the group's presentation to the Council at the October 23 Council meeting, the Council might be interested in seeing a couple of different color schemes for comparison, and meeting again with the group including the Sherwin Williams representative.

Please see the Architecture Report at the end of the minutes for further information.

E. Social Committee

Audrey Sizelove thanked the many volunteers of the PV Social Committee for their hard work during the year. She reminded all that the next social function is the annual PV Holiday Luncheon at the Golf Club on December 12, with checks and registrations being collected by Carroll Thompson (#1234). Following that, the last 2024 gathering will be the Ladies' Holiday Tea at Angela Linden's home on December 19.

Audrey also announced that the first Social Committee activity in 2025 will be a Valentine's Day door hanger surprise for residents.

F. Member-at-Large

Norm Ricker, newly appointed Member-at-Large, outlined some highlights of his background for those in PV who don't know him. Norm has previously served as Maintenance Manager for Princeton Village for 16 years. His professional career included serving 24 years in the Navy in facilities management, and working at Haverford College for 16 years in charge of facilities management and construction.

III. Jeff Taylor then opened the floor for any other questions or comments. One resident brought up his concern about a PV resident leaving food out for HM wild animals. This is a real attraction for, and hazard to his dog, and potentially many others. He asked for this to stop.

IV. The meeting was adjourned at 5:45 pm.

President's Report

Jeff Taylor

- Welcome – quick thanks – overview of mtg. – Focus on new residents
- New residents - last 3 years – 17 new – 25% -- welcome and think of volunteering – we can use your talents – Expect 3- 7 new in 2025.
- Volunteers – both in HM and in PV – miss any? - special thanks – Rosie – newsletter/me – PV is very active – and having impact -
- Intro council – and CSK – your fellow residents and volunteers
- Talk about Budget big picture: 1st PV is in good shape – we follow in PV 4 Guidelines – Keep costs in line – Build reserves (no assessments goal) – Listen to residents – Make PV the best village in HM (market value) Reputation among realtors is very high 30+years old

- HMMA impact on our budget and market value of HM - As PV president I sit on HMMA council – ask me questions or share ideas or wants – HM in great financial shape – lots of work going on – read the board and HMMA minutes. 60-70 years old – water – pool – road/walkways – lagoon – sewer – landscaping – My UPDATE note.
- Jeff Smith Budget presentation -
- Questions?
- Council reports: Announce Rod/Norm change
- Wrap 5:30

Treasurer's Report

Jeff Smith

The budget for 2025 is \$596,160. This translates to a quarterly HOA fee of \$2160 per home, an increase of \$145 per home per quarter. The increase is due to several factors including a 3.7% increase in both the Master Assoc. fee and the capital reserve fund and an increase of 11.5% in the operations budget. These are the three areas that essentially comprise the budget.

The Hershey's Mill Master Association assesses each village an amount based on their number of homes. This assessment covers all the common area expenses such as landscaping, snow removal, road maintenance, storm water management, tree removal, Verizon, maintenance of the Community Center and Sullivan House plus all the recreational areas. The assessment for Princeton Village for 2025 is \$180,355 which represents approximately 30% of your HOA fee. This increase is driven by an 11.46% increase in insurance, an increase of 4.76% in the Green Hill sewer fee and an increase of 28.92% and 22.69% respectively in the maintenance of the Community Center and Sullivan House.

The second component of the budget is our capital reserve fund. This is the portion of your dues that is set aside to cover upcoming major projects within the village such as paving, re-roofing, painting, etc. This figure is set at \$136,116 for 2025. This represents approximately 23% of your dues. Having a healthy reserve fund will hopefully avoid having to assess the residents additional money when we have major capital projects in the future.

The third component is the operations budget which includes administrative expenses and building and grounds maintenance. This accounts for the remaining 47% of your HOA fee and covers insurance, landscaping, snow removal, gutter cleaning, roof repairs, trash pickup, etc. One notable item that contributed to the increase in the operations budget was an increase in the trash contract negotiated by the Master Association. Our cost of trash removal went up from \$24 per home per month this year to \$35.04 next year plus we budgeted \$1100 for a possible fuel surcharge.

Another item that affected the increase in the operations budget was the alarm system. Every five years it is required to be inspected and the batteries have to be replaced. This added \$9760 to the 2025 budget. Lastly, we budgeted \$5000 for landscaping costs in connection with the upcoming painting project. Shrubs will have to be cut back or removed from against the buildings so that the painting crew can work without obstructions. This is not a recurring cost and is only necessary to facilitate painting.

These three areas, the alarm system, shrubbery removal and the trash contract represent a \$25,000 increase or \$90.58 of the \$145 quarterly fee increase.

Our fund balances at the end of October were \$82,257 in the Operating Fund and \$267,209 in the Reserve Fund. We started the year with \$203,648 in the Reserve Fund and by the end of the year, I project we'll have close to \$270,000 in the fund.

Landscape Report

Sandy LeDuc

The Landscape portion of the budget is comprised of 4 categories:

Contract with Hershey's Mill Landscape (HMLD). This is \$93,231 or 15.6% of the total budget. It is the contract that covers routine services such as mowing, weekly clean up around houses and roads during mowing season, mulching every other year, three seasonal prunings of shrubs, ornamental trees and small evergreens, storm cleanup, leaf cleanup twice each fall among other things.

Other This is \$15,000 or .01% of the total budget. It includes individual projects for removal and/or replacement of plant materials, large pruning jobs that the regular crew is unable to deliver, bed construction and reconstruction and just about anything else related to plants. We use HMLS and AC Tree and various other vendors. You'll note that is a very small amount for 69 houses and numerous large swathes of common area.

Paint Prep This is an estimate of \$5,000 or .01% of the budget to approximated what would take to do half of the prep for the painting. This is removal of plant materials that are too close to building or severely pruned to the appropriate distance. You should be prepared to see shrubbery pruned drastically in some cases.

Tree Reserve This is \$10,000 or .02% of the budget and set aside to remove oversized, diseased and dead trees over the entire Village in a year.

We're going into the second year of the HMLD contract. 2024 was the first year of the new contract which was based on HMLD's new business practices. These included redesigned personnel roles, training, and compensation based on competitive analysis of compensation, benefits and standards. From the point of view of the customer I would say that

there was as much training of customers as crew. We've been ironing out the differences in quality performance in some cases and how to manage on the ground.

The industry draws from temporary workforce assets from Southern countries. We'll likely have to go through this every year.

One thing I appreciated this year is that HMLD did an independent walk-thru this year and make observations about trees and shrubs that will need to be managed. It may seem that this is not independent but they know we use other vendors.

2025 efforts will be directed at:

- Grooming for painting-we've begun to walk through properties to develop standards. This will move into 2026 as well.
- One-off projects in the areas mentioned above.
- We have begun thinking about scheduling similar projects in cycles of multiple years in the hopes of keeping ahead of the need and understanding what species are too much work to maintain or what conditions make them a waste of resources. For instance, we pruned the Crape Myrtles this year to prevent them from sagging under the weight of snow or rain causing problems with walkways and gutters. They were planted too close to buildings in the past. Regardless of what it means for the Crape Myrtles, this will result in our having inventories of unique species to make decisions about removals or retention.

I'll just remind you to use Landscape Request Forms to plant your own materials. It is true that some materials don't need one but I suggest you speak to your Liaison before you break ground. I've walked every inch of this place and noted several plants that are new and not appropriate. Over the winter we'll be publishing new regulations. There's something to look

forward to.

I would also beseech everyone to submit their issues and problems to the Liaisons and me in writing. I can confirm that I do not recall half of what I'm told about landscaping at the Ladies Lunch.

Maintenance Report

Rod Lukens

Maintenance issues handled this past year included the following:

1. We had a major stucco failure at 1210, which required the removal of the stucco on the entire ground floor end wall and replacement. This is a first time for this type of stucco delamination, so I will be monitoring similar wall conditions on a regular basis.
2. I obtained estimates for installation of rain gutters on the front of garages, as there were several residents inquiring about having them installed. This would be at the owner's expense, with cost ranging from \$300 to \$550, depending on the number of garages.
3. After consulting with the East Goshen Twp. Building Official for approval, we have obtained generic design drawings for future elevated deck support structures that may need replacement due to deteriorated wood posts. Replacement costs are the responsibility of the home owner, but their cost to obtain the engineered drawing will be only \$60.
4. Dick Linden and I have begun checking the deck support posts as a courtesy to the residents, and will notify those that have significantly deteriorated posts that may need replacement.
5. R.J. Egan began making the annual exterior repairs on 11/4/24, and will continue until all repairs are completed. While at each house the repair crew will make all necessary wood repairs.

Architecture Report

Dick Linden

I am Dick Linden your Council VP and the Architectural Chair. My job is to approve any and all changes to the building exteriors within PV.

I have 9 years of experience and know what is approvable and what is not. I have been on budget each and every year.

There is a straight forward approval process outlined in the PV guidebook called the Architectural Request Form or ARF.

Unlike building maintenance which is managed and paid for by the HOA, meaning the owners, an ARF is always paid for by the individual owner.

Please contact me first with your idea and I will help you thru the process.

Do not rely on your realtor, vendor, or contractor for advice.

If I give you a tentative approval, you must present a complete ARF before starting. An incomplete ARF will slow you down. The ARF goes into your unit file at CSK and they will issue a final approval letter.

Since it's the holiday season, I also have a few freebees:

BuiltBest hardware

Garage door weather stripping.