

# **Village of Princeton Homeowners' Association**

## **Executive Council Meeting**

Wednesday, March 26, 2025

Paoli 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, and Norm Ricker (interim Member-at-Large). Dick Linden was absent due to travel. Also attending were Rod Lukens, Maintenance committee member, and Janet Burgess, CSK Management. The meeting was held in the Paoli Room.

II. Jeff Smith made a motion to approve the Minutes of the Council meeting held October 23, 2024 and the Minutes of the PV Business Meeting held November 21, 2024. The motion was seconded by Sandy LeDuc. The Minutes were approved unanimously.

The meeting began with two news items from CSK. Janet Burgess announced a new staff member, Brittany Rogers, in the CSK office. She has replaced Caroline DeCray. She also announced the availability of a new, locked CSK drop box for residents' payments on the HM campus. This clearly marked box is located by the parking lot near the tennis courts. It will be monitored by CSK.

Jeff Taylor began by saying that the Council had met informally twice since the last Council meeting on October 23, 2024, once each in November and December 2024. They set some 2025 goals during those meetings. He also

explained that Rod Lukens, former Council member, had been invited to the meeting by Norm Ricker in order to present a Maintenance report.

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

Highlights of Jeff Taylor's President's Report include the Council's recent information gathering about the upgrade planned for the residential alarm system. (HM Head of Security, Marc Fraser, will speak about this new system at the May 1 PV meeting.) He also reported that he has met with and received updates from Audrey Sizelove, Chair, for the Social Committee, Jeff Smith, Treasurer, about the status of the cost data still needed for proper use of PV's new financial planning software, and Bill Vazquez for the PV Paint Advisory Group. Regarding the latter, Jeff provided an update to say that the group met again recently for review and consideration of additional color schemes, and is waiting for Sherwin-Williams to respond with additional color palette illustrations.

He also reported that two issues regarding dogs in PV have been resolved, and the HMMA has scheduled the planned work on the North Gate for April 2025.

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

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

#### **A. Financial**

Jeff Smith, Treasurer, reported on some of the last few months' expenses charged to the Operating and Reserve funds: snow removal and wood replacement, respectively. He noted that the money spent the past few months on snow removal was considerably more than the past couple of winters. It was noted that budgeted money for snow removal includes

not only January-March of a calendar year, but also the last month(s) of a calendar year, if needed.

Jeff also provided current data on cost-to-date, and potential final cost for the ongoing wood repair/replacement being done by Egan. We have so far been invoiced \$77,202 for this wood replacement work on 22 homes over the past four months, up to unit #1196.

Jeff also included a brief calculation for the Reserve Fund vis-à-vis the potential cost of the 2026 repainting of the Village.

The Reserve Fund balance as of the end of February 2025 is \$258,228.

The Council had a substantial discussion about current and future Maintenance-related costs related to care, upkeep, and long-term strategy for Princeton Village's home units, garages, and roofs. CSK provided valuable insight into other HM villages' investigations of, and experience with vinyl siding. This financial discussion included the need for future planning, being mindful of the potential timing of major repair and replacement projects, among other planning issues.

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

## **B. Landscape**

Sandy LeDuc, Chair, reported on many PV landscape items and plans:

- HM Landscape Division doing edging and mulching over the next few weeks
- Sandy and Janet Blessing will do some pruning (crape myrtles)
- Sandy and members of the Landscape Committee will do a walk-through around mid-April to review trees that might be a danger, and review plants needing removal before the 2026 painting

- Sandy will meet with Jerry from HMLD to discuss needs and plans
- She informed the Council of landscape-related items and plans involving #1236 (pertaining to trees) and #1179 (pertaining to a redesign of the existing landscape).

See Landscape report below for details and additional items.

### **C. Maintenance**

Rod Lukens reported on the wood repair and replacement work. Since R.J. Egan invoiced PV for \$77,202 for work on 22 units, work on #1197 and #1198 was completed. Rod noted that Egan's work in the winter was occasionally interrupted by inclement weather. Please see also relevant discussion under section *IV. A. Financial*, above.

Other highlights of the Maintenance report include:

- Two PV gutter cleanings were completed, in November 2024 and January 2025
- Egan constructed a new PV sign a few months ago to replace the broken one at the upper entrance. It should be installed soon. Egan will paint the lower entrance sign.
- The state of individual Village deck supports to be reviewed with Dick Linden
- Step nosings to be reviewed for improvement of visibility
- Specifications for the future Village painting project need to be reviewed and adjusted as needed using the specs from the last painting project as a starting point. (CSK requested a copy of these.)

The Council then discussed the #1179 residents' request to remove a walkway railing in the front. This would be done at the homeowners' expense. Rod Lukens mentioned this railing could be reinstalled at #1222.

Norm Ricker made the motion to allow this to proceed. Seconded by Sandy LeDuc. Motion was approved unanimously.

The Council then discussed various issues that have arisen about R.J. Egan and the wood repair/replacement work.

- Jeff Taylor requested that Rod/Maintenance obtain a schedule and timeline from Egan for the wood replacement project asap.
- Jeff Taylor stated one or more residents reported to him that while the wood repair on their homes was supposedly finished, there were problems with the quality of Egan's work. Discussion followed about who is observing Egan's work for quality control and Egan's accountability for the project.
- Council members discussed the increasing importance of having another vendor on board to work on PV maintenance issues in addition to Egan. Another willing and able vendor has been identified. Jeff Taylor stated that getting back up for maintenance work is now critical. Rod agreed to contact the new/additional contractor, and to contact Egan to inform them about this.
- Jeff Taylor brought up the Maintenance Work Order Log chart that CSK produces and updates for the Council, pointing out that the Status column for all items is empty. CSK explained to Jeff that no maintenance status gets reported back to them. Consequently, CSK does not know how to answer if a resident contacts them to ask for the status of a reported problem. CSK requested that beginning now and ongoing, Maintenance inform CSK of the status of reported maintenance problems. Jeff Taylor reiterated the need for a second contractor as back up for PV work.

See Maintenance report below for details and additional items.

## **D. Architecture**

Jeff Taylor reported on architecture matters in Dick Linden's absence. Jeff began by stating that he will start to update the PV "Black Book" of PV information, forms, and rules. In the new book, much of the text will be omitted, but a link will be shown to the HM/PV website page on which current information, forms, etc. will be found. The fact that new owners in Princeton find and obtain PV information that is out of date is a recurring problem.

The Council had a substantial discussion of an issue arising from a new owner's new deck to be constructed at #1236. The planned deck will be Trex decking. The Princeton-approved gray deck color is available from Trex, but the same color is not available for the railing spindles and caps. Rod Lukens brought the manufacturer color samples to the meeting. The resident and his contractor had asked for a decision from the Council about the railing color.

After Council consideration and agreement, a motion was made by Norm Ricker and seconded by Jeff Smith to approve the use of the Trex "taupe" color for the railing along with the gray deck for #1236. This was approved unanimously.

This led to a further general discussion of a potential future policy in PV which will offer owners 2-3 colors for decking/railings as choices. No action was taken, but the issue may be revisited.

Jeff Taylor also mentioned that Dick Linden reported a revised East Goshen Township practice. Previously EGT would not issue a building permit without a signed ARF from PV. Now, EGT will issue the building permit before an ARF is signed. All PV residents should be reminded that a signed ARF is necessary before any exterior building work is planned or begins, and before a building permit is applied for. Jeff Taylor also stated on Dick's behalf that residents should be certain they are using the newest version of the ARF document. If they are not sure they should check with Dick.

See Architecture report below for details and additional items.

**V. Resident Business**

**VI. Old Business**

**VII. New Business**

**VIII. Discussion Items**

- A Council goal for 2025 is to consider creating a document defining Council roles and responsibilities. The PV practice is for a newly-elected Council to discuss which member will fill which responsibility area at their first meeting. Jeff Taylor has a “Council roles and responsibilities” sample document from another HM village. He will adapt this document for PV and make it available internally to the Council.
- The Council reviewed CSK’s Draft letter to be mailed to PV residents about the upcoming May 1 meeting and election. A couple of edits were suggested and agreed.

**IX. Adjournment**

The meeting was adjourned at 11:03 am.

The next regular PV Council meeting will be held on Wednesday, April 30, 2025 at 9 am in the Community Center, Ardmore Room.

The Annual PV Meeting and Election will be held Thursday, May 1, 2025 at 4 pm in the Main Hall of the Community Center.

## **President's Report**

### **Jeff Taylor**

Our 1<sup>st</sup> official council meeting of 2025, things continue to go very well in PV, special thanks to the council and committee volunteers.

- The council met informally twice during the winter in Nov. and Dec. Setting goals for 2025 and responsibilities.
- Council also met with Marc Frazer Head of HM Security about the PV alarm system.
- Sent out frequent PV Updates. Including 2 Dog issues resolved.
- Discussed 2025 Social Committee plans with Audrey Sizelove.
- Met with Bill Vazquez about LRP Paint Group. They are meeting March 17<sup>th</sup> will follow up.
- Met with Jeff Smith on the update of the 2025 planning software. Asked Bob Davis and Bob Johnson to help.
- Continued to support and promote Yellow Dot Program for all of HM.
- Met with Gary Fescine and Ed Isselman, President of Inverness, Bill Vasquez sharing documents and ideas about other HM villages long range planning.
- Supported the decorating team and Engels, resulting in winning 1<sup>st</sup> place.
- Recent electric outage – not a PV tree – new Peco system working.
- 2 resident sales 1199, 1183. 1218 pending
- Attended HMMA meetings.

### **HMMA Report:**

- All going well in HM.
- Including PV, over 1000 HM homes are interested in upgrading our 30 year old monitored security and alarm system. We have invited Marc Frazer to our May 1<sup>st</sup> PV residents meeting to explain further.

- North Double Gate planned for April
- Sports Pavilion will be up by summer.
- Pool Pavilion will be done by swim season.
- Sunoco lawsuit sent back to court to work out a solution. Good sign.
- Lagoon leak repairs done
- Sound reduction system approved for Community Center

## **Treasurer's Report**

### **Jeff Smith**

Our Administrative expenses through February were under budget by \$1681 and Maintenance expenses were over budget by the same amount so there was no change in the budget variance. Going forward, the only line item of possible concern is the snow removal account that shows we've spent \$16,000 in January out of the \$21,000 budgeted for the year.

As of this writing and with the onset of milder weather, it looks like we may make it through this winter without any further snow expense. We have \$82.5k in the Operating Fund and \$258k in the Reserve Fund.

To date, we've received Egan invoices for wood repair totaling \$77,202 for work done on 24 homes (*N.B. This number was corrected to 22 during the meeting*) (garage work was included with the home) for an average repair cost per home of \$3217. Assuming the remaining 45 homes to be done need the same degree of repair work, we're looking at spending approximately another \$144,754 for wood repair. For the rest of 2025, we'll contribute another 10 months of additions to the Reserve fund or \$113,430 to our current balance of \$258,228 (*N.B. Balance is as of the end of February 2025*) so we should be able to handle the wood repair costs adequately and have enough in the Reserve fund to cover the Egan estimated painting cost of approximately \$215,000. This estimate was provided in May of 2024 so it's likely to be somewhat higher in 2026 when painting actually takes place.

This also assumes we don't incur any other large Reserve Fund expenditures throughout 2025 other than wood repair.

## **Landscape Report**

### **Sandy LeDuc**

Things are beginning to wake up:

-there are some trees fallen in the woods behind 1185-I'm trying to get to Jerry to see if they qualify as Pipeline responsibility (within 25 feet of the right of way). One way or the other, we'll get them out of the woods. We have a similar issue of identifying trees that are MMA responsibilities I'll try to move him on.

-edging begins this week or next.

-mulch will be laid in the next few weeks-you'll see some yellow flags around for people who do not want mulch.

-I'd like to do a walk through with the Committee in the middle of April ahead of that with Jerry.

-a few of us will do a little pruning shortly.

The Martins contacted me about some minor landscaping things they want to change.

## **Maintenance Report**

### **Norm Ricker and Rod Lukens**

1. R.J. Egan began repair work listed in the Spring, 2024 annual walk-through in early November, 2024, and has worked through the winter as weather permitted. Through March 11, repair work has been completed on

Units 1175 - 1196, 22 total units, at a cost of \$77,202. This averages about \$3,500 per unit, which would extend the overall costs for the whole village to approximately \$242,000.

A large portion of the repairs have been for roof rake boards and siding, especially on the upper elevations of the houses.

Units 1197, 1198, and 1199 were completed as of 3/21/25.

2. Jon Burton completed the two remaining 2024 gutter cleanings, one in November, and the last in January, 2025, due to the extensive unfavorable weather conditions in December.
3. Two minor roof repairs were completed by Leroy Beiler: 1199 and 1222.
4. Over the winter, Egan constructed a new Village sign for the upper entrance, and will be installed shortly. The lower sign will be painted as well.

### To Do List

1. Deck supports will be reviewed with Dick Linden in April.
2. Review step nosings for improvement of visibility.
3. Formalize paint specs for future Village-wide painting project.
4. Review with Sandy any plantings that may need to be trimmed for painting project.
5. Assuming railing at 1179 will be approved for removal, coordinate reuse at 1222 sidewalk that requires edge protection.
6. Review stucco conditions on endwalls for delamination repairs.
7. Council review of colors for future deck replacements using synthetic materials.

## **Architecture Report**

### **Dick Linden**

#### **APPROVED ARFs**

1218 Regrouting of front stoop

1193 Replacement of one casement window with recycled one

1236 5 new casement windows (4 windows recovered)

1236 Propane Tank Installation (LRF to follow)

1179 New sunroom windows (expanded from 3 to 4) and new deck gate  
(no permit required)

#### **PENDING ARFs**

1236 Demolition and installation of new deck (awaiting approval only on  
railing color)

1236 New front storm door (owner inquiry on approved color and style)

1180 Conversion of screened in porch to 3 season room with casement  
windows. EGT permit required, owner notified

#### **MISC ISSUES**

Timely communication of the latest current ARF process to new owners

Removal of the 1179 walkway fence at owners expense

Future PV colors

#### **Communication Issues**

Prepared 2 versions of an Architectural guideline summary for new  
owners (attached). These have been presented at the open village meetings  
over the years. CSK has copies.

Owner at 1236 was apparently provided with an outdated PV Notebook. This has caused painful problems for the Chair in each of his 3 ARFs. Nonetheless, the owner did not contact the Chair ahead of time to review these projects and proceeded with his own agenda.

CSK and the PV social committee need to make sure that new owners get the most current information, especially as they typically start to make changes to their property.

Norm Ricker and I met with Bill Vazquez regarding possible changes to the PV exterior colors following up on the Paint Committee's presentation to the full Council. We have now provided some guardrails about which colors are not to be changed including gutters, front and garage doors and decks. We would prefer to keep the village trim a shade of gray close to the gutters and decks, but are wide open as to the cedar siding. Vazquez was shown what was believed to be the original siding color within the Ricker sun room. Also we are mindful of the costs of any change that would require 2 coats of paint to be successful.

In the past, East Goshen Township would not issue a building permit without prior signed approval thru an ARF. In the 1236 deck ARF above, the township issued a permit before we signed off. It appears that there has been a policy shift after discussions with the township.