

Village of Princeton Homeowners' Association Executive Council Meeting

Wednesday, May 28, 2025

Ardmore Room

9:00 AM

Major Discussion

- Immediate Past President Jeff Taylor's list of several suggestions for PV projects/plans/goals for 2025+ for the new Council's consideration and action.
- Reserve Fund status, preliminary analysis, and preliminary future estimates. Current costs and estimated cost projections for PV wood replacement.
- Status of PV wood replacement work, and costs that are funded by the Reserve account. Need for thorough understanding of status, scope, and timeline of wood replacement for accurate financial planning.
- Status of Paint Advisory Group's potential paint color change recommendations for PV and next steps.
- Drainage issues and problems at some units with further review needed.

Actions Taken

- Dick Linden will be the PV liaison with Marc Fraser for the ongoing HM security alarm project.

- Rod Lukens will set up a meeting with Egan to answer Council questions and discuss issues of concern. Rod, Bill Vazquez, and Dave Shumaker will attend this meeting.
 - Bill Vazquez will step down as leader of the Paint Advisory Group and a new leader will be named. Immediate next step is Council will review all the potential Sherwin Williams color scheme option samples obtained by the PAG over the past year and identify two or three new color options they are favorable to.
 - Council decided by motion and vote to change the time of the November 2025 PV Budget meeting to 4 PM.
 - Council decided by assent to have a Council meeting in July this year on Wednesday, July 30.
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The meeting was called to order at 9:03 am by Bill Vazquez, President. Attending were Council members Dick Linden, Sandy LeDuc, Dave Shumaker, Rod Lukens, and Janet Burgess, CSK Management.

I. One correction was noted as an edit to the April 30 minutes. In the Maintenance Report submitted and printed on page 8 of the April 30 Minutes document, Item 1 is edited to say “Egan is in the process of making repairs to Units 1200-1203, as well as some remaining repairs on 1197-1199.”

The Minutes for the April 30 Council meeting and the May 1 Princeton Village Annual Election meetings were then approved unanimously.

One addition to the record of this meeting (May 28) was suggested. A note in the minutes is hereby added that during a Council transition meeting held on May 14, 2025, it was decided which Council member will lead which responsibility area as follows: Bill Vazquez, President; Dick Linden, Vice President and Architecture ; Dave Shumaker, Treasurer; Sandy LeDuc, Landscape; Rod Lukens, Maintenance. It was also decided during the May 14 transition meeting that Rod Lukens will serve a term of one year, to 2026. Bill Vazquez, Dave Shumaker, and Sandy LeDuc will each serve a term of two years, to 2027. These proposed additional notes were voted on and approved unanimously.

II. President’s Report:

Bill Vazquez introduced Jeff Taylor’s several suggested 2025 Princeton Village issues, projects, and goals. Bill categorized these into the topics of safety, infrastructure, financial, sustainability, and engagement. The Council began a discussion of these, with many needing further study.

- Two decisions: Dick Linden will be the PV liaison to Security for the HM Security Alarm project, and Bill Vazquez will notify

PV about a potential Verizon solution to the cellular dead zone problem for some units.

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

III. Committee Reports:

A. Financial

Dave Shumaker, Treasurer, submitted his first financial report. Prior to the meeting he met with Treasurer emeritus Jeff Smith to be briefed and to transition records. Dave reported he has gathered some new data from CSK, and has begun an analysis of costs incurred in the Reserve Fund. His initial goal is to forecast as accurately and as quickly as possible the effect that the current pace and progress of the wood work, and other wood replacement issues, will have on the Reserve Fund in 2025 and 2026. He shared and discussed his initial analysis and projections with the Council.

General discussion among the Council resulted in the following actions:

- Bill Vazquez asked for a snapshot from Egan asap of wood replacement work completed vs. work yet to be done. Stressed the importance of getting the wood project completed in 2025 to understand where we stand with money. The cost of wood replacement is having a significant drain on existing reserve funds.
- Rod Lukens will set up a meeting with Egan as soon as possible, to be attended by Rod, Bill Vazquez, and Dave Shumaker
- CSK was asked to provide the Council with a list of other construction and painting companies known to CSK that have worked in HM

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

B. Landscape

Sandy LeDuc discussed the need for assembling a second list of tree removals and trimming. In addition, she noted there are dozens of dead shrubs to be removed.

See Landscape report below for details and additional items.

C. Maintenance

Rod Lukens reported on a variety of completed repairs and other work done in PV by Braulio General Contractor. Ongoing work includes drainage issues at 1178 and 1211.

See Maintenance report below for details and additional items.

D. Architecture

Dick Linden reported on the Approved and Pending ARFs since the last meeting, as well as two miscellaneous items.

See Architecture report below for details and additional items.

IV. Resident Business

V. Old Business

VI. New Business

- Council voted to change the start time of the November Budget meeting to 4pm

- Council decided to have a July in-person meeting, with a potential August meeting “penciled in”. CSK is available for both July and August.

VII. Discussion Items

Paint Advisory Group: President Bill Vazquez announced he was stepping off the group due to his new position on the Council. The group will meet to choose a new leader.

Council discussed Paint Advisory Group’s latest recommended color options, as requested by Council in January, and submitted in March. Large-format samples of the three recommended paint color combinations were recently handed out to Council members for consideration in a PV color refresh.

These three, and others, had been provided to the PAG by the Sherwin Williams regional commercial paint consultant and one of their design professionals. The SW color options were based on the SW staff’s expertise after a site visit to PV, and the PAG’s instructions to SW to consider all the colors of PV’s roofs, gutters, window frames, garage doors, decorative stone fronts, etc.

- None of the three paint color combinations recommended by the PAG were acceptable to the majority of Council members. Each member stated different reasons. Some members felt there were insufficient options.
- It was suggested that if the Council did not like any of the options presented by the PAG, the members must first define a process for choosing alternative options, and then propose these additional options.
- There was agreement that, as an aid in determining options, samples showing additional options considered but not

recommended by PAG would be made available for members to review.

Sandy LeDuc offered to take samples from Bill Vazquez and make them available to Lukens, Linden, and Shumaker.

- During discussion it was suggested that it was important that Princeton owners be allowed by the Council to participate in the consideration of new paint color schemes.
- It was emphasized to general agreement that the next Council decision will be not be a final decision on one option, but will be a decision on a limited number of options on which to solicit owner feedback.

VIII. Adjournment

The meeting was adjourned at 11:09 am.

The next regular PV Council meeting will be held on Wednesday, June 25, 2025 at 9 am in the Community Center, Ardmore Room.

President's Report

Bill Vazquez

1. Review of 2025 Projects /Plans /Objective Document submitted By Jeff Taylor – attached
2. MMMA meeting scheduled for 6/5/25
3. Security update – RFP responses received; Dick Linden will serve as PV Liaison to security for this issue.
4. PV sales – 1199 and 1183 were noted on the settlements log provided by CSK. 1218 is anticipated to be up for sale in next 30 days.

PV Projects / Plans / Goals	Priority	Responsible party	Comments	Timetable	Options
Communications – PV website	1/safety	Dave S	Residents with out email ? Options Increase web site traffic ?		
PV cellular dead zone –	1/safety	?	1185-1192 , antenna booster option, 1185 issue with med alert for son.		
Security	1/safety		liaison with Marc Fraser / 2026 project		
Long Range planning committee –	2/infrastructure	establish ?	establish ? / range of issues – solar, siding, roads , roofing – reserves		
PV Planning Software	3/financial	Dave S	Complete data entry to access viability as planning tool for reserves , tec		
Finance –	3/financial	Dave S	possible help from Bob Davis /Marsha Rubin		
EV charger	4/ sustainability	Dick L	policy need –	Q2	
Resident Mail List Update –	5/engagement	Jeff T	Jeff T agreed to complete update	Q2	
Mail List –	5/engagement	Rose T	Rosie currently updates	Ongoing	Opportunity to engage new resident
New Resident Information – source of data ?	5/engagement	Janet Burgess	used by social committee, directory	Ongoing	
President Communications	5/engagement	Bill V	PV UPDATE / cadence , content	Ongoing	Expand to include Council meeting summary
Princeton Newsletter –	5/engagement	Rose T	Content/ distribution list	Ongoing	
Black Book update –	5/engagement	Jeff T - has original file	need for supplies / updated policies [ARF, dog , HM , yellow dot/garden/ uplighting, others ?]	Q2	Cost for copies/ materials , binders ?
Minutes –	5/engagement	Donna S recorder	Format/ circulation for approval	Q2	Add summary to PV UPDATE
Social committee	5/engagement	Audrey Sizelove - committee	small budget, add new facilities	Ongoing	
Holiday decorations –	5/engagement	Joe/Katy Engel lead	materials at 1239,1190,1176 and 1215	Ongoing	

Treasurer’s Report

Dave Shumaker

Our Administrative expenses through April were under budget by \$2310 and Maintenance expenses were over budget by \$3997.

The major reason for the Administrative underrun is that scheduled Audit expense has not been paid. This is responsible for \$1600 or about 2/3 of the Administrative underrun. I’ve learned that neither our 2023 nor 2024 audits have been completed; when the 2023 audit is completed we’ll see a charge against this line.

With regard to Maintenance, the relatively small overrun of about \$4000 or about 6% of budget to date masks a few large overruns and underruns. There were large overruns in Gutter cleaning (\$2200 actual vs. zero budget year to date), Landscape Other (\$2429 vs. zero budget), and Snow removal (\$8100 overrun). The latter is inherently unpredictable due to weather; I need to understand the reasons for the first two. These overruns were offset in part by a 96% underrun (\$7595) in General Maintenance – in other words only 4% (\$349) of the year to-date budget has been spent. I don't know the reason for this.

I met with Treasurer Emeritus Jeff Smith on May 21. We covered the RFA planning software and other questions related to the Treasurer's role. Jeff followed up by sending me the software, which I've installed on my computer. He will provide additional information so that I can interact with the vendor in case of questions, problems, updates, etc. Jeff will also go through his files and transfer records and other necessary documents. Finally, we discussed convening a Financial Management Committee: Jeff offered to participate, and I will reach out to once I've become more familiar with operations.

Finally, I've started an analysis of costs incurred in the "Reserve Fund". My goals are to more accurately forecast the impact of current wood remediation on the Fund in 2025 and 2026, as well as understanding the terms and conditions of our financial relationship with the contractor. The Current Year Capital Expense line in the April Balance Sheet (\$38,776) doesn't include wood remediation work done during most of March and April. CSK has provided copies of three 2025 Egan invoices, the last dated April 25 and paid in May (therefore not included in the April report). I will receive additional invoices from 2024 in the near future. To summarize, the three invoices received in 2025 show the following:

- © \$75907 paid in 2025
- © 967 hours worked Dec. 17-April 23
- © Work done on houses 1184-1203, plus 1236

At this point, I have the following questions, which I'll be looking into further (possibly along with other questions):

- ⊙ Do the number of hours billed accurately represent the number of hours worked?
- ⊙ Why has it been necessary to return to the same units twice or three times (some units appear on more than one invoice)
- ⊙ Why has the pace of progress dramatically slowed in the past two months, and what is the rate of progress we can expect over the next 6 months?

The answers, I hope, will enable us to gain a better picture of our Reserve Fund status. In addition, we need an estimate of interim painting costs to protect new wood, which costs I assume will be expensed against the Reserve Fund, in order to get a better estimate of our year-end Reserve Fund balance and project our position for 2026.

Landscape Report

Sandy LeDuc

Residents are active this year improving their beds.

1179 is beginning stage 2 of selecting plants and installing themselves.

1198/1199 beginning stage 1 removal of the Juniper themselves.

1200 wants to refresh shrubbery

1213 adding to shrubbery

Assembling second list of tree removals and trimming from roofs. I think because I was out of commission last year during fall pruning HMLD was not as aggressive about trimming away from buildings.

I identified dozens of dead shrubs after this last winter. Some of which were perfect candidates for removal to accommodate painting.

We have problems again at 1178 with drainage, some of which may have been exacerbated by the gutters being blocked.

1211 drainage is being assessed.

Maintenance Report

Rod Lukens

1. Through 5/27/25, there were 18 work days, with rain on 12 of these days; this greatly reduced wood replacement work by Egan. The handful of days when work was done was spent on the rear of units 1200 - 1203, where there was significant siding and trim work required.
2. Sod was installed on the side yard of 1243, along with lawn drain repair and grading, to alleviate a chronic runoff/erosion problem where multiple seeding attempts failed. Total cost was \$2,104, which came out of the Grading and Drainage fund (Balance: \$2,896)
3. Braulio G.C. removed sidewalk railing at 1179 (at owners' cost) and reinstalled it at 1222 as protection along a steep drop-off adjacent to the sidewalk. Cost: \$1,255.
4. Braulio G.C. made repairs to the mailbox station for 1221 - 1228 units. Support posts were rotted, causing the structure to wobble. Additional supports were added behind the structure due to below grade conditions. This was a time & materials job; invoice has not yet been received.
5. Braulio G.C. made repairs to the sidewalk railings at 1237 and 1238 due to rotted posts, top rails, and spindles. Cost: \$2,740, Paid: \$2,466, Retainage: \$274 for painting to be completed.
6. Braulio G.C made minor repairs to railings at 1199 and 1213, T&M basis, yet to be billed.

7. Braulio G.C. cleared clogged gutters/downspouts at 1225, 1211, 1221, and 1177. Cost: \$450

8. Jon Burton cleared upper level gutters/downspouts at 1207, 1208, 1209, 1213, 1216, and 1242. Needs to make repairs to leaking gutter end caps at 1186, 1207, and 1211. To be billed.

9. Linden and Lukens cleared lower gutters and downspouts at 1178, 1195, 1207, 1211, 1223, 1235, and 1237.

10. Reviewed front lawn drainage issue at 1178. May need lawn drain and/or regrading. Will discuss with HMLD.

11. Reviewed side lawn erosion/runoff issue at 1211. Requires further review; trees and roots are an issue.

Architecture Report

Dick Linden

APPROVED ARFs

1214 Deck repair replacing beam and one post (Leroy), beam and one post, no EGT permit

1183 Replacement skylights (Leroy)

1180 Conversion of screened rear porch to enclosed with casement windows, no EGT permit

1228 Replace rear entry door and storm door from deck room to deck. New door to match the existing style (single pane of thermo glass)

PENDING ARFs

1180 New powered awning meeting PV color specs. Owner informed of options (fixed awning or deck sail)

1188 Replacement of damaged bottom garage door panel (by Jaydor who replaced all village doors a few years ago). Forest green is not available, the owner will paint installed panel to match.

MISC

Using the PV extension ladder, Rod and I cleared 8 gutter/downspouts prior to recent rain.

Recovered 3 large windows from 1180 for the PV recycle program.