

AVFHA Homeowners Meeting
AGENDA:

DATE: 07/09/14

Board Members in attendance:

Laura Hanson

Susan Henderson-Utis

Ray Fox

Deby Gilbert

By phone: Mike Hast

Recorder: Linda McCosker

Guests:

Jim & Marge Shuda 106 Cedar Court

Keith Tetterer: professional presentation

Marcia Landrum 34 Abel

Rev. Carol Steinhart 30 Abel

Rosanna Suppa 40 Abel

Kathleen Lewars 40 Abel

Alice Hughes 42 Abel

Carol Caramanico 45 Abel

John McMenamin 25 Abel

Joanne Fasano 27 Abel

1. Open the meeting: Susan Henderson-Utis
2. Approve June minutes
Moved: Ray Fox
Seconded: Susan Henderson-Utis
3. Communications –
(all communications have been handled)

Phone: Appletree

- 6/12 326 Catchpenny re: fees for late bills
- 6/13 Maurice from Stericycle (?)
- 6/14 Fox & Roach re: 123 Cedar
- 6/14 336 Catchpenny: re : sale of home
- 6/24 Fox & Roach re: 123 Cedar
- 6/25 Fox & Roach re: 123 Cedar
- 7/1 Eric Filipone: re: 45 Abel; check is in the mail for snow.
- 7/7 106 Cedar: would like space on the agenda at this meeting

Written: none received

Electronic:

- 6/17: Questions from last Board meeting sent to Deby by Laura
- 6/17: 44 Abel re: intention to install siding with response from Susan requesting A&L form first to be sure he has the correct siding, etc.
- 6/17: Susan attempted to reach Jim Dickey State Farm
 - **Insurance follow up:** Deby has the policies in their entirety but was not able to copy them as her printer is broken. **Action item: Mike** has offered to take both copies and copy them or scan them to a PDF so all members will have the policy available to for discussion. We still have no information as to whether or not all participants at the meetings are covered under the insurance against personal liability; **Susan** will check in with Jim again, to confirm that Linda – as a non-Board member volunteer – is covered.
- 6/17: Ray reports a street light is out at Catchpenny; will call Higgins. (repairs completed)
- 6/17: Ray reports 321 Catchpenny has applied for a new garage door; approved
- 6/17: Susan reports the parking sealing has not been done yet on Abel (completed)
- 6/19: Linda sent final May minutes to Mike; Mike posted on web
- 6/19: Linda reports newsletter sent out;
- 6/19: Linda reports M&C is at work on the pond banks
- 6/23: Linda sent rough draft of minutes to all; changes noted and incorporated
- 6/23: Estimate from M&C re: catchpenny ground work rec'd. Mike will let him know the cost is too high.
- 6/23: Deby responded to the questions from the Board from the last meeting.
- 6/26: Mike reports more new sign-ups for the electronic newsletter.
- 6/30: Mike followed up with M&C re: cleaning of the walkway. They have done as much as they can and feel the rain will take care of the rest. (This job has been completed and paid in full. The walk is clearing up with each rain.)
- 7/8: Mike Hast will be out of town on business for this meeting but will call in. Laura has provided her cell so he can participate
- 7/9: Abel Standards sheet from Laura

Gmail communications :

- 6/13: 336 Catchpenny re: documents required for property sale
- 7/2: 106 Cedar request to be placed on the agenda for 7/11/14

4. Communications - Outgoing

- a. Updated Newsletter Mailed
 - Future updates Electronic Only except by request. We have had no written requests for hard copies of the newsletter. Deby says some have told her they still want mailed copies, but no names were noted.
- b. Flyer hand distributed to Abel Place townhouses advising of presentation by standards committee

- c. Future Mailings via Postcards (minimal)
 - This can be used for specific, targeted messages that need to be received by all or by a certain area.
 - They would be used in place of a newsletter.
 - It is easier and more cost effective, and a short card stands a better chance of being read.
 - d. Website Updates: Mike Hast
 - 56 sign-ups have been received for the electronic newsletter.
 - We had 87 users this past month; of that number, 43 were new users.
 - We are trying to include the website on all communications now to the residents.
- We hope that is helping.

5. Property

- a. Approved A&L forms:
 - 228 Clover Circle
 - 321 Catchpenny
 - b. New A&L Requests
 - 106 Cedar: request for sunroom
- Residents at 106 have asked for a sunroom made of tempered glass and aluminum on their 2nd level deck area to provide shelter and also protection from insects in the evenings. Keith from Better Living Sunrooms was also available to answer questions from the Board and the audience.

This type of addition has not been approved in the past. Concerns of the Board include the following:

- **What are the township requirements will be to install this structure?**

§ The Board would like to see what the township requirements are. However, the township will not approve a permit until they have a signed approval from the HOA.

§ Ray has spoken to the building inspector and he is aware that if the township requests are in line with what is already standard in terms of support, the room would likely be approved.

§ Keith from Better Living Sunrooms states the township usually accepts their engineering recommendations for structural supports. In this case that would mean the addition of extra posts below the structure on the sides and an additional support beam across the front which is approx. 12" and would not stand out.

§ Target date of 8/1/14 noted so that both zoning and building approvals can be obtained.

Action Item: Ray will receive the township requirements and share with the rest of the Board and respond in a timely manner. This can be done electronically so as not to hold up the Township approval.

Action item: Linda will compose a short letter to the homeowner and the Township regarding above.

- **What is the impact on the neighbor's view?**

It is felt that the new room would be no less restrictive than the current privacy fences in place. The sunroom itself is almost entirely tempered glass and is very open and airy. Board members are invited to 106 to see the deck and either side. Susan and Laura will stop by this week.

- **Will the building materials be compatible with the current siding?**

Plan is for sand color to match the existing color of the home.

- **Will this set off a conglomeration of different requests for additions, which were never part of the original plan for the community?**

If approved, this would become the new standard for sunroom additions in the townhouses. This is a 3 season room.

c. Pond Update:

Work by M&C has been completed and paid for. The walk is not completely clear but is improving and grass has begun to grow through the erosion mats.

Geese are still here, but they are the ones who hatched babies when the lines were broken in March. Otherwise the lines are working and large groups are not landing. Action Item: Linda will call Weeds to come out and tighten up the lines now that the work on the pond banks has been completed.

d. Grub/Common Lawn Estimate Update

- JGM Estimate:

\$1800 for pre-emergent grub control to common areas; subcontracted to Greenlawn.

- Lawn Doctor Estimate: \$1400 for pre-emergent grub control to the common areas.

- Weeds, Inc.: No response to 2 requests for estimate

The Board will take this under advisement since there is some concern about whether or not the damage to the banks was actually caused by grubs. We have had 2 contractors tell us that grubs do not cause their damage during the spring, which is when the grass died. They feed during the late summer and early fall and the damage is noticeable at the time. We have had one contractor who says it is grubs. Laura would like to follow up and see what information can be found prior to accepting any bids

e. Catchpenny Road Damage Estimate Update

- M&C: declined as it was over \$2000

- JGM: Approved for \$350 to install stone around the damaged area in the circle and to remove the 2 concrete parking stops at the cul de sac. Action item: Ray will contact JGM to do the repair.

f. Catchpenny Streetlight Repair Update: completed by Higgins; no bill yet

g. Sealing spot on Abel PL where box truck used to sit – COMPLETED

h. 39 Abel Retaining wall: July 15 start/41 Abel Work to follow – Phone numbers exchanged.

i. Other: 25 Abel has again expressed concern that tree branches are down and the lawn crew drives around them instead of picking them up and putting them in their truck.

Action item: Ray will contact JGM

j. Abel resident would like to form a group to enhance the common areas with plantings as they are not looking lovely. **Action item: Susan** has the contact info and will follow up.

6. Finance

a. Treasurers Reports for April, May and June

April and May submitted; time ran short and so they were not reviewed.

June is not yet prepared since Deby's printer is not working.

b. Snow Removal Calculations:

- The snow assessments to date do not match the total charged on the invoices from JGM. It appears we have not billed enough to cover the entire season.

- Deby states the method used is to add all invoices, divide the total by the total number of town houses, and bill each town house that amount.

- We have all of the snow invoices, and the grand total needs to exclude a late fall maintenance item added to the first invoice and an early spring maintenance item added to the final invoice.

- There may have been a math miscalculation when figuring the assessments. No one can make the numbers come out properly with the current set of figures.

- Deby will provide her calculations for review. There may be a separate meeting to cover these items since time ran short this meeting.

c. Online banking access for all board members

- Susan called the bank to put Laura and Mike on the accounts. However the person who handles our account is on vacation.

- Concerns were raised about security of personal information with online banking.

- Full discussion is tabled until next month or an interim meeting since time has run short.

d. Insurance documentation for all board members: Mike Hast will make copies of the information and distribute electronically to all members

e. Need to schedule external audit:

We have not had an external audit in over 10 years

Deby says we now do a quarterly review by the accountant. The Board would like to see how that is done, as none have been presented

Action item: all Recommendations for an accountant to do an external audit for AVFHA.

7. Presentation by Abel Place Standards Committee (attached)

- Awnings: discussion re: "homeowner's choice" as a color; Board prefers neutral colors; any color must be approved prior with a sample provided

- Sherwin Williams paints: the paint colors can be duplicated by any paint store as long as you have a sample or the color number. Residents are free to do so.
- The same is true for the garage door: it may be available through other providers so long as it is the same garage door (the make and model and color and design are the same). We do not recommend specific merchants, but this one is known to the residents as a provider.
- Stains: use neutral colors, no specific colors recommended. If using a composite, wood tones / neutrals are acceptable and sample must be provided.

8. Adjourn

Next meeting : August 13, 2014

Location: Middletown Township Building