



**Board Meeting**  
**Minutes Wednesday, June 4, 2014**  
**Location CCR office, Exton, Pennsylvania**

Present:

Lou Franzini, President

Pat Glover, Treasurer

Paul Schroeder, Secretary

Jane Wismer, Community Manager

1. Meeting began at 6:00pm
2. Minutes from the April 30, 2014
  - Lou made a motion to approve the April minutes;
  - Pat seconded the motion
3. Treasurer's Report
  - Financial statements as of May 2014
    - a. Discussion about money available versus money needed.
      - (1) Budgeted versus actual
      - (2) Projection of expenses for the rest of the year
    - b. Discussion held on the requirement to open a Capital Improvement Fund where funds from the \$1000 paid from re-sales would be held. Currently \$4000 from prior re-sales has been comingled in the Reserve Money Market Fund. Gus Rubbo explained that under Pennsylvania law, re-sale money must be held in a separate account from the Reserve Funds.
    - c. Gus Rubbo and Jane presented a Resolution to open the Capital Improvement Fund that will be a money market account. Lou makes a motion to open the Capital Improvement MM Fund, transferring the \$4000 held in the Reserve MM account of prior re-sales to this account, and to place all future re-sale fees of \$1000 from new buyers into this fund. Pat seconds the motion. It is approved unanimously. The motion passed and the resolution was signed by Lou and Pat.
  - Snow Assessment update
    - a. Discussion of starting the year with an unexpectedly high snow removal expense
    - b. There remains a \$3700 snow removal budget for November and December 2014.
    - c. Discussion about late fee procedure -- 10 day grace period then a late fee of \$25
  - Lou made a motion to approve the treasurer's report; Paul seconded the motion; it is unanimously approved.
4. New Business
  - New Website
    - a. WoodledgeExton.org
    - b. Classy look
    - c. Rotating photos of the community
    - d. The website will be used as a tool for realtors.

- e. Appreciation to Glen and Lou
  - f. CCR will continue to post announcements on Pitera.
  - Meeting with Kevin Kelly to be scheduled.
    - a. Jane will contact Kevin for a meeting later in June.
  - Landscape and Snow Removal RFPs
    - a. Invoice for clearing the walking path accepted
    - b. Edging of the path has been tabled.
    - c. Invoices for the front entrance accepted
    - d. Plantings have taken hold on both sides of the entrance.
    - e. Adam will reduce the sprinkler time from twice a week
    - f. A new snow removal contract will be drafted by the inch instead of by the hour.
    - g. Discussion about a proposal for hiring an arborist
    - h. Jane offers to have draft RFP's for snow removal by June 20, 2014
  - Homeowner Maintenance Reminder
    - a. Discussion of general homeowners' initiative to maintain their property
  - Community Update Letter proposed.
  - Jane's proposed site inspection June 30<sup>th</sup> and July 1, 2014
  - 2013 Audit Update
    - a. Removal of the \$9000 after the auditor is satisfied that it is verified
    - b. Draft audit available in 10 days
    - c. Auditor Lorraine Grassi
    - d. We want the justification
    - e. Discussion of the removal of the \$9000
  - Drainage Ditch Inspection
    - a. Discussion of Jane scheduling Dave Gibbons to inspect the ditch for \$375 plus an estimate for the repair.
  - Revised and New Architectural Request Form
    - a. Lou made a motion to adopt the new forms; Pat seconded the motion; it was passed unanimously.
  - CAI gold star designation discussion.
  - Code of Conduct
    - a. Jane presented the Board a code of Conduct and explained the rationale for the document. The Board reviewed the document and after discussion was satisfied as presented. Lou made a motion to adopt the code of ethics for the board, committee members, and any volunteers. Paul seconded the motion. It passed unanimously.
    - b. Board members signed and returned signed copy to CCR.
5. Old Business
  6. Planning Goals
  7. Next Meeting Date
    - July 10, 2014 at 6pm at the CCR offices in Exton
  8. Adjournment
    - Lou made a motion to adjourn the meeting; Pat seconded it
    - 8:30pm