



**Woodledge at Whitford Hills
Board Meeting
Minutes Wednesday, April 30, 2014
Location CCR office
Exton, Pennsylvania**

Present:

Lou Franzini, president

Pat Glover, treasurer

Paul Schroeder, secretary

Jane Wismer, Association Manager

Jim Yanni, owner of Outside Unlimited, guest

1. Meeting began at 6:00pm
2. Minutes from the February 2014 board meeting approved.
 - Discussion: Include reference to \$30,000 in the annual meeting minutes, as the minutes are still in draft form and there was a homeowner's question about the \$30,000. (more about the \$30000 under new business)
 - Discussion: Clarification needed in writing that the reorganizational meeting was not part of the annual meeting, but happened afterwards.
3. Treasurer's report

Financial statements as of 4/29/14 attached

 - Pat reviewed the financials, including P&L, and year to date budget. No significant variations noted.
 - The Board discussed expenses and receivables for reimbursement for ice damming remediation, roof repairs and the status of the Special Assessment Receivables. Discussion included questions if Special Assessments are considered income that Jane explained she would discuss with CCR Accounting. Additionally the \$9000 Due from Declarant is still reported on the balance sheet. Jane explained that once the 2013 audit is completed, CCR Accounting will then remove the \$9000 Due to Declarant.

Pat and Lou questioned why the \$9000 is reported, and Jane stated she would speak with the auditor Lorraine for further clarification and explanation.
 - Lou proposed purchasing another CD for \$60,000 for 5 years for the Reserve Fund. Lou presented for review a plan for the next 2 years to purchase a CD each May to begin building a laddered strategy. Currently the Reserve Fund is ahead of plan by \$10,000. Lou suggested Fulton Bank with a 2% rate and advised that he would review other local financial institutions.
 - Jane updated the Board that Resale money must be kept in a separate account titled as Capital Improvement Fund that can only be used for capital improvements or new projects.

- Linda, CCR accountant, has concerns that prior re-sales in Woodledge of \$4000 must be held in a separate account. The Board agreed this matter warrants further review in conjunction with the \$9000 Declarant receivable, and the 2013 audit.
- Lou made a motion to purchase the CD for \$60,000 and to accept treasurer's report. Paul seconded the motion, and the motion was unanimously approved.

4. New Business

Front entrance revised proposal

- Jim Yanni attended to answer questions and address any potential landscaping concerns of the Board and to discuss the front entrance landscaping project. The Board reviewed the proposal, including materials and negotiated final pricing. Jim reassured the board that work on the front entrance will begin May 9th, 2014. There was some discussion about the possibility of planting three holly trees on the hill on the east side of Woodledge for a balanced design to complement the five holly trees that will remain on the west side of Woodledge. Consensus agreed not to plant those three holly trees. The proposal included five separate agreements. Lou introduced a motion to accept the front entrance proposal and Pat seconded the motion, and the motion was unanimously approved.
- Jim presented a new proposal for the walking trail clean-up for Board review. The board reviews the walking path proposal and approves it. The proposal includes the clean-up of the two sides of the walking path. This includes removing suckers, pruning back branches, and disposing of downed branches and limbs from a previous storm. Edging the path remains to be presented as a separate proposal and is not included in the current approved path clean up.
- Paul mentioned to Jim Yanni that the grass between house at 105 Woodledge and 107 Woodledge Lane is a coarse type of grass with a wide blade and that grows in clumps and after cutting still looks ragged. Jim offered to come out and take a look at the grass. Jane mentioned that an inspector came to inspect the backflow valves for the sprinkler system.
- Jim Yanni concluded with mention of a turf program is needed and that the curb line grass and subsoil between the street and the sidewalks needs attention and should be replaced little by little. Jim mentions that blue grass is high maintenance and particularly susceptible to grub damage and recommended a grub application proposal.

Tree replacement

- Lou attended a tree replacement meeting April 26th, with a representative from Toll, the Township, Shearon Environmental the firm planting the trees, and the township consultant Ed Theurkauf. Lou advised the Board that between 80-85 trees were being replaced in the community and that work would commence the following week. Jane presented he Board a draft to the community announcing the tree replacement project, and the front entrance redesign.
- Lou revisited the builder's release matter specifically the \$30,000 Declarant loan. The Board and Jane Wismer noted never was a loan agreement signed by anyone, and there is no documented proof of a loan. The Board concurred the burden of proof is on the builder should they call the loan.

Landscaping and Snow removal contracts

- Board discussed needs to review Outside Unlimited landscape and snow contracts in July as contracts expire at the end of 2014 and requested Jane to begin RFPs for contractors. Jane makes available copies of the other landscaping bids from two years ago.

Seal Coating and paint schedule

- Board discussed driveway seal-coating was on a rotating three year schedule. Lou proposes that we use a five year rotating schedule. Additionally a paint schedule and what it includes is discussed. Jane reviews previous proposal from Certa Pros Painting and advised she would contact the contractor for current pricing.

Attorney review

- Jane says that we didn't pay Holly Setzler all the money that she asked. We paid only 1.5 hours. She's sending a revised bill that's reduced by one half hour. Holly says that she lived up to her agreement.
- Lou would recommend changing law firms Steven Sugarman in Berwyn reviewing the reasons why the association should change attorneys. Lou explained that he had lunch with Kevin Kelly, lawyer at Sugarman to review the 8th amendment along with the opinion letter from Hal Barrow's and the By-Laws and Declaration to review.
- Lou presented an engagement letter as The Sugarman law firm requires a \$1500 retainer. Lou expressed concerns that the 8th amendment raises questions as to the association's responsibilities to inspect, maintain, and repair.
- Lou introduced a motion to change attorneys, to sign the engagement letter, and to begin the process for an attorney review of the association's responsibilities, and to meet with Kevin Kelly in June to understand the amendment. The motion was seconded by Pat, and the motion was unanimously approved.

ARCC committee

- There was a brief discussion on ARC as Terry McGovern resigned last year.
- Part of the ARCC process should be to get an application signed before work begins. It's best to get agreements in writing. ARCC requests forms may need to be updated. The board needs to take a look at the current ARCC forms that have the former management firm name and address.

Website

- There was a discussion concerning the website and the direction the Board should pursue either continuation with the current site, or review other alternatives such as Pilera. Board expressed that current site needs refreshing. Discussion noted we need a domain name for our website so that people can find it. Lou offered to contact and speak with Glen Barton for revisions. Currently, Pilera is being used to broadcast blast email messages and is so far working as a community communications tool.

Social committee

- Member: Bev, Chris, Terri and Dolores. Spring cleanup has been cancelled. Lou noted he met briefly with the Social Committee and discussed the possibility of a community newsletter and to measure the member interest. The purpose of the newsletter is to keep homeowners in the loop, with an attempt to bring about an improved spirit of community. At this time everything is preliminary and a concept.

Next meeting scheduled for June 4th 6pm at the CCR offices.

Adjournment 9:30pm

Submitted by Paul Schroeder, secretary