

Villages of Creekside HOA BOARD MEETING Minutes
Tuesday, June 13th, 2023
Village Center

I.Call to Order

- a. Quorum validation- All board members in attendance- Rachael Bowman, Karen Kohr, Amy Tyson, Matt Lebo and Kevin Grier. Meeting was called to order at 6:30 PM by Rachael Bowman.
- b. Welcome to new board members and Announcements. - NA

II.Meeting Purpose – Regular Business Meeting

III.Consent Agenda – (waived for this meeting if no reports are received)

- a. 5/9/2023 Business Meeting Minutes and 5/2/2023 Annual Meeting Minutes- Both sets of meeting minutes were approved with revisions from the board. Annual meeting minutes make note of financial questions from homeowners and May board meeting minutes are to reflect that the proposed project to the board was not just to replace/repair the wall at the village center, but it was for the wall, fence, and splash pad removal.

b. Committee Reports-

- I. **Architectural Control-** see EAM management report for update.
- II. **Lawn and Landscape-** I am pleased to report that lawn and landscaping is being completed as scheduled. I hope it has been noticed that the meadows were mowed, fresh mulch was applied to the flower beds and the shrubbery has been trimmed. Additionally, the water authority came and repaired the area at the fire hydrant. They planted grass, but obviously with the dry conditions the grass has not grown. More to report after the meeting on Saturday 6/10.
- III. **Publicity-** Newsletter: Decided to wait until after June HOA board meeting to send the newsletter home so that there would be some added, updated content. Website: Updated with new HOA board and committee information.
- IV. **Social- Summer Picnic:** July 4, 2023, 4-6pm. Tentative Luau, Geared towards adults. Scheduled for August. Tentatively for Saturday, August 12th, 2023. Little Library: We have a new Little Library located in the village center area. Please feel free to take a book and/or add a book.
- V. **Welcome-** New homeowners moved into Waterside Circle a couple of weeks ago.
- VI. **Nominating-** NA
- VII. **Maintenance & Pool-** See second page of agenda for the report.

- c. EAM (Esquire Association Management) Report Review – accepted.

- a. May 2023 Financial Reports – accepted.

IV.Unfinished/Old Business / Action Items

- a. Invoices/email reminders to homeowners- Quarterly email reminders are being sent to homeowners regarding upcoming assessment payments due. EAM to send out a second reminder for third quarter dues on 6/29/2023 per the boards request.

V.New Business

- a. Board to make decision on vendor to repair the wall and fence and remove splash pad- Most of the board felt that its not the right time to act on these items. Requires a lot of moving parts including tree removal near the pool to get machinery inside. Need to do things in order that make the most sense and to ensure that the association is always in a financially sound position. There are many important items that need to be addressed and they all can't be done at the same time. Rebecca Lesko recommended getting a

reserve study done to help the board prioritize projects. Recommended using the Falcon Group. Board to discuss further. The board agreed that the work being proposed to be done wouldn't be able to be done until the fall season anyway. Rachael Bowman made a motion to approve the repair/replacement of the village center wall and fence and the removal of the splash pad. All four other board members were in opposition of approval. The board then decided to table the discussion further until the August 2023 board meeting. It was requested that Russ Karli (maintenance committee) put together a maintenance plan for the board to review.

- b. Pool & Maintenance Committee Member Russ Karli- Speaking about maintenance items. Russ- noticed many items need to be addressed at the village center. HVAC filters in terrible condition recommending having a company come in to give estimate to repair and maintain. Also, the current ones are not the correct size. Water is also flowing off the top of the gutters, gutter guards are not really working. Gutters are totally clogged and need to be cleaned out. Should be looked at on a regular basis. A new pool pump was installed today 6/28/23. Wanted a variable speed pump and would save us about 1000 dollars a season in electricity. They are on backorder but can replace the one-off switch that can convert it to a variable pump. Caulking around the pool torn away and needs to be redone. Also needs to be done between the pool deck and the building. Should be done every couple of years. Concrete is etched out in the pool surface, needs to be resurfaced. Pool cover has some dry rot on it, custom made cover. Probably makes sense to go with the original company so don't need new holes in the concrete. Pool takes about 2 hours a day to clean due to the pine trees. Needles ruin pump. Is the cleaning guy contracted to clean windows? More attention to the bathrooms. The backsplash in ladies' room is coming apart.
 - c. Tennis Court/Basketball Court/Pickleball Court projects- Rebecca to follow up with Nirma about the price of the net for the tennis court from Brenneman's.
 - d. Reeds Lock proposal- The board agreed that this is a project that is not top priority and will not be happening now. The key fob system is working fine for the time being.
 - e. Trash collection service- The board took a vote on the bids received for trash collection services. 4 votes for Waste In Time and 1 vote for Weidle Sanitation with Waste In Time being the winning bid. EAM to process the contract.
 - f. Streetlight at Colebrook Road entrance- Community has voiced that it is very hard to see at this entrance and could really use a light. The board discussed and Kevin Grier to put together an electronic petition to see if the township can assist in this process.
 - g. Stop sign at Village Center- Kevin Grier to also put a motion together for the stop sign near the village center.
 - h. Committee Structures-
 - i. Tax money – total received - \$32,575.26. After some discussion with Ryan, he feels that the association has reached the statute of limitations and would not be able to get more money back from the township. The association could certainly obtain legal counsel and pursue further but would need to be prepared to spend more money than they may get back if they get anything.

VI.Other Business- Rebecca to review the rules and regulations with Ryan, would like legal review as noted in their EAM contract. The board would really like some feedback by August meeting (if possible).

VII.Next Meeting – Board meeting, July 11th, 6:30 pm – Village Center

VII.Adjournment

POOL Update

The pool has been successfully opened for the season on May 20th thanks to Universal Pools and Committee Volunteers. There had been an issue with the chemical feeder where as it was miss reading and pumped 130 gallons of chlorine into the pool within a 24-hour period. The feeder was determined to be end of life and had to be replaced. There were product quotes from Universal Pools which could not get a commercial grade feeder, Good All Pools that had gotten us a quote at \$2800 but had terrible product reviews and If Its Water at \$4,059.80. I had If It's Water install the new system on May 30th and the new system is working as expected.

The pool pump is functioning. After pool opening the pump had been leaking and was determined that the flow was restricted due to debris and pine needles. After multiple cleaning's the pump is functioning without leaks. Although the pump is not energy efficient, I don't think it will need to be replaced this season. I would like to add a new pump to next season's budget in case of failure since it is nearing end of life. The replacement cost is approximately \$5,000.

Rachel has ordered new pool safety signs to be placed around the pool fence. The old ones were fading and aged.

The fence has been power washed and looks great! Although there are some structural issues that need addressed the committee feels that the fence does not need replaced this year. A new fence would look amazing and freshen the area up, but the budgeting cost could be used in other areas.

Discussions began about adding an activity area to the pool deck. Possibly adding outdoor ping pong, cornhole etc. Grills for the deck area are allowed. Should we ask for donations or budget for one? Do we have natural gas that we can have UGI install a line for so that propane tanks or charcoal is not needed? We can look into budgeting these items.

Penn Turf added palm plants at no cost.

Items that need to be on the pool to-do list:

Add Amy to the bacterial testing confirmations. We need to keep a copy in the office.

Repaint yellow safety step line. (cost of paint, volunteer work)

Adhere 2 tiles that fell off the pool wall (no cost, volunteer work)

Re-caulk seam around pool border (cost for supplies, volunteer work)

Buy or make a pool fill pipe (cost for materials to be determined)

Splash pad demolition and resurface. (approx. \$9,000)

VILLAGE CENTER

The Village Center has been cleaned and is functioning as it should. The cleaning company could be doing a little better job, such as filling toilet paper rolls, paper towels and windows. How often are they visiting and what is the charge for their services? Might be helpful to have a checklist of items for them to complete. Russ Karli and his wife Bev have fixed the front door so it is secure. I believe there was a bid placed by prior board members to have the doors replaced. The door base on the top and bottom needed the pegs cleaned out to keep it secure and this has worked. New weather stripping has also been installed. They have also put a fresh coat

of black paint on the doors to match the signage. The committee sees no need to replace the doors at this time. Russ was also able to re-program the back door, so it is locked between the hours of 10pm to 5:30am. A key card will no longer be necessary to exit the pool area during pool hours.

There has been quite a bit of village people asking for replacement cards. These cards cost us approximately \$5 each. We need to order new cards/fobs as we are running very low at this time. We would like to charge a \$10 fee for lost, replaced or multiple household cards. We'd like to put the additional \$5 into a slush fund of sorts for misc. expenses. If we pass the name and address of the cardholder to EMA they could send the homeowner the bill? We do not want to handle cash or checks at the village center. If any board member would like to learn how to create key cards, please let me know.

Vending machines have been filled by Dave Bartel. He will be replacing the snack machine with a modern machine soon. We are not able to move the machines outdoors due to candy melting. His snack machine is not refrigerated.

It has been determined that the filters in the HVAC system have not been maintained. The one system had a deteriorating filter that was not only black and falling apart but was also the wrong size for the system. The second system did not have a filter in it at all. This caused the coils in the system to have excessive dirt and debris. We are able to get a annual system maintenance plan for \$280.50. This includes both units. We feel we can make a better judgement call on the system replacement after that. Russ has installed the correct filters on June 8th. Because the Village Center is basically a thru way to the pool, we have decided to keep the AC turned off unless there is a building meeting or gathering. Constant running of the system creates more wear and tear and unnecessary energy expense.

The women's bathroom backsplash has lifted from the vanity and has been mounted back to the wall. Both bathrooms are getting outdated and should be looked into upfitting in the next several years.

Mechanical room needs plastic board installed instead of drywall, we will need to get estimates on this. Work should be done after the pool closes for the season.

We would like to discuss the possibility of adding a fitness center to the Village Center in the future. Please leave this on the table for future discussions.

Village Center to-do list:

Add a thermostat lock box. (material cost, volunteer work)

Clean water heater room

Add motion sensors to bathrooms. (material cost, volunteer work)

Sand rust and repaint bathroom stalls. (material cost, volunteer work)

Purchase shower curtains. (material cost)

BASKETBALL COURT

The structural wall within the basketball court needs to be fixed. Can we move forward with this project after the pool closes in September?

Rachel ordered a new sign for the court reminding players that quiet hours begin at 10pm.

We still have the mystery of the motion sensor light. We thought we figured it out but still cannot.

TENNIS COURT

The net needs to be replaced as soon as possible. We have one of the nicest courts in the township and would like to keep it that way. The mechanicals for the net need to be repaired or replaced.

Karen Kohr mentioned some of the larger branches of the tree overhanging the court should/will be trimmed back.

Dave Kauffman has researched Pickleball equipment. Portable nets are roughly \$199 and \$70 for the lines. Racheal is looking into painting lines on the current court.

MISC DISCUSSION

The office computer is aging and should start being thought about replacement. On that note the computer should also be backed up so that key fob information and security items are not lost. If a Wi-Fi router is installed EMA would be able to remote in to the computer system. The new chemical feeder also needs Wi-Fi to be able to function with full capabilities.

I believe I heard the parking lot is getting re-lined soon? Can this be confirmed and what is the cost?

I would also like EMA to request for power washing bids. Can we get bids to power wash the building, fence, pool deck and furniture each April. Also add to the bid for soft washing of the tennis and basketball court. A three-year contract would be best. I think a package deal would be the most cost effective.

Most of the repair type items should be completed after pool closing. The pool is only open for 3 months and should be enjoyed during that time.

BIG BUDGET DISISSIONS

Big ticket items will need to be addressed very soon. We need to determine wants versus needs for the community. Matt and Kevin, since you are the number's guys, could you help budget and prioritize these items?

Fence

Pool Pump

Splash Pad

HVAC System

Mechanical room wall

Basketball Court Wall