

THE VILLAS AT SHREWSBURY
Annual Association Meeting Minutes
Hampton Inn, 1000 Far Hills Drive, Shrewsbury, PA
September 17, 2020

Toni Averbach, Board President, opened the meeting at 7:00 p.m.
Due to the COVID 19 virus, the Annual Meeting was held via a ZOOM conference call in.

Call to Order: *Welcome and thank you for attending our first annual meeting using the Zoom app. With us this evening are our Board members, I am Toni Averbach, President; Bill Selinsky, Vice President; Wayne Bryant, Secretary; Gary Holley, Treasurer; and Roland Carrington, Technical Support for our website and Host for this Zoom meeting. Also, with us are members of Bennett Williams, Chris Seitz, Vice President of Bennett Williams and Darla Robinson, Property Management Coordinator; and our Association lawyer, Zachary Nahass, will join us shortly.*

Welcome to our new residents: Randall and Deborah Holter (267 PC); Patricia Dulansey (269 PC) and Susan Mc Kenna (212 PC).

Meeting Guidelines: *Before we begin to review our meeting guidelines, I want you to look for and press the reaction button, located at the bottom of your screen, and press the hand to respond if this is your first Zoom experience. Thank you.*

1. *This meeting is being recorded even the questions in the chat section.*
2. *You will be muted and unmuted by Roland.*
3. *Residents will present their topic unmuted while the audience is muted. The presenter will be given a time of 3 minutes to present their topic.*
4. *Questions concerning the topic will be written in the chat box to EVERYONE. We will allow 3 questions per topic after each presentation (not by the same person).*
5. *Roland will read the question.*
6. *The person presenting the topic will speak for clarification*
7. *Questions for the Board will be read by Roland and answered by the Board.*
8. *If we don't have the answer to your question, either Darla or the Board will respond at a later date.*
9. *You may leave the meeting at any time but may not be able to re-enter.*
Under "New Business" each individual will be given a chance to speak on 1 subject. That person will not be able to speak again until all others have been heard.
10. *Under "New Business" motions made may be discussed, amended, and seconded if we have a quorum. No voting will occur at this meeting. Voting on a seconded motion, if necessary, will be by a mail out ballot to all residents.*
11. *Roland will end the meeting.*

President's Comments:

Since the inception of the community the Board has strived to work for the good of the community. Our dues are one of the lowest of all of Bennett Williams properties. Of all the properties we are secure financially especially with our reserves. Because of the Board's and residents' efforts, this has made our community a desirable place to live in.

Recently, we just had four properties up for sale due to death, job relocation, and a chance to downsize. The properties sold quickly during these economic and trying times.

Visitors coming to our community have always mentioned how well maintained it is. This is due because of the high standards the Board promotes and encourages from the residents. By far, most of the residents throughout have approved and supported the Board's efforts.

However, sometimes, in the Board's efforts to enforce our rules, we may have disagreements with individual homeowners. To me, living in a condo community is like living in one big family. Families have disagreements. Hopefully, disagreements are resolved peacefully and in a civil manner.

We are not professionals, nor perfect. We try our best to correct our mistakes. The only benefits that we get from this job is that we care, we are helpful and we make a difference in our community.

The Villas are now starting to show its age. We have replaced 69 roofs with architectural shingles and 1 replacement siding. Even some decks are getting a makeover and mulch beds are being revised with new shrubs and plants.

If you are experiencing financial problems due to economic reasons, please do not hesitate to call Darla if we can be of help to you.

If you do not get all of your questions answered this evening, you do not need to wait until the next annual meeting. Contact us through an email to Darla. Some correspondence from you may need to be directed to and reviewed at a regular Board meeting unless it's an emergency.

Architectural and Landscaping requests are sent to the committees for review and recommendation and then sent to the Board for approval. The Board will return your request within 30 days, unless in an emergency.

In response to a resident's questioning, I need to clear up two of the Board's actions taken this year.

First, By-Law 4.1 gives the Board authority to appoint a recording secretary when necessary.

Second, the Executive Board has the authority to make changes to the By-Laws from time to time and with notification to the residents of the change. A change was made to By-Law 5.10 from 5 days to 10 days after the due date when late fees will be assessed. We did this at the request of a

homeowner to make the change to see if this reduces the number of residents receiving late fees. We will assess this at the end of the year if it made any difference.

A review of Rule 44 – This rule came about because we do not have a clubhouse. Residents may use the common areas to entertain an event, have a party or play games. But you must have prior approval by the Board. We do not need to inform the community of such an event beforehand. We ask that you keep the noise down as much as possible and leave the area as clean as it was before using it.

Update on Paint Colors – If you have the Carolina Slate color for your front door, Sherwin Williams can no longer match the Cameo 2AC fountain paint and Ryan's custom color Almond 2. I spoke to the manager at the Memory Lane store about this issue and sent him our color chart from our rule's book. If anyone has the original Cameo 2AC color, he may be able to match it if I or you take it to the store. I opened a Villas account with this store. When you visit the store for paint, let the clerk know that you are from the Villas and he will look up our account for you. This will be used as a reference for our residents to help eliminate any confusion in selecting the correct colors. You will also receive a discount on the paint. All the other colors can be matched with the Duron paint chart.

You may also find in our Rules' book, Rule #4, equivalent colors at Home Depot that are acceptable matches for the original Duron colors.

Speaking of our Rules and Regulations, if you do not have the updated 2016 booklet, please contact Darla at Bennett Williams to let her know and she will mail one to you.

Wayne Bryant provided the following report on Landscaping updates.

Updates on Landscaping Issues and Projects for 2020

1. We had several complaints from residents about obstructed view when leaving the community on right side. We removed 2 trees and trimmed back one to remedy the problem. The Township did not require us to replace these trees as they obstructed the line of vision for drivers leaving the community.
2. We lost several other trees in the community and replaced 4 trees altogether at this point.
3. Street trees (13 trees mostly cherry) were removed and new white dogwood will be added in late September. We also will have 2 additional stumps ground down. The project was budgeted. This will complete this project which started 3 years ago.
4. In the spring, we had many areas of turf that had been seeded previously, but the seed did not germinate, so many areas had significant "bare spots" which were visible, some quite large. We added soil, seed and some cases mesh grass to help prevent erosion and asked residents to water. Most did. TruGreen did additional seeding at no cost to the community.

5. *Because of the ongoing seeding project, we did not do a pre-emergent in the spring for crab grass because it would have killed the new grass or seed. We hopefully will get back on track next spring.*

6. *The Douglas fir trees that had previously been infected with needle-cast blight (fungus infection) and treated by Heritage Tree Service appears to have been effective. A few of these trees have died and have been removed. Most have survived and according to Heritage, foliage will return in the next several years. Trees in the perimeter area, not on the original development plan, will be replaced as necessary at the option of the board. Residents requesting replacement trees will be granted pending verification that the resident will water them.*

7. *Tree leaves. Last year we had residents blow tree leaves and other debris into the street. Please do not do this. As we did last year, we will have our contractor provide a final leaf pickup in early December.*

QUORUM: Quorum was met.

MINUTES: *Two corrections were submitted for the 2019 Annual Meeting minutes –*

*P. 13 – There was one word left out in a sentence. It should read: Did you just say that because of emails sent out, there were **only** 2 cars on the street? The word “only” was missing.*

*P. 14 – There was a typo error. Delete the **A** in front of the sentence “A resident stated that in Great Britain that the tar and chip was proven to damage vehicles and ruts are easily formed.” It is not an answer but an additional comment.*

Property Management Report

Darla Robinson stated that it is a pleasure to serve the community. Bennett Williams works under the direction of the Villas Board as liaison between property owners and the Board. We handle Resale Certs, general homeowner questions, approvals for exterior work, collection of dues, providing payment statements and submitting monthly financial reports to the Board, etc.

The Board asked me to tell you about my current situation. Personally, I am in semi-retirement mode and will work from home to manage four HOA/Condo Associations. I am no longer involved with commercial properties. Your calls to our office are automatically transferred to my cell phone and emails are picked up on a daily basis from my home. I go into the office as needed to pick up materials, mailings, or other items required. Thank you for allowing us to continue to work with you.

TREASURER’S REPORT

Wayne Bryant reported in the absence of Gary Holley. Wayne stated that the 2020 quarterly financials had been sent to the community earlier. No questions from the homeowners.

Chris Seitz shared that the community is on budget for the first six months. He addressed one of the items that residents have questioned in the past; that being, Prepaid Income. This number is shown in parentheses on the report for the 2nd quarter. This figure shows money prepaid by residents for their dues. As the monthly dues are billed, money comes out of this prepaid account and goes into the dues account.

Persons were given an opportunity to ask questions; however, none were presented on the financials.

PRESENTATION AND DISCUSSION OF TOPICS

- **Fairmount Hill Landscaping/Meadow Project** – presented by Richard Glen Sheperd
Proposal is about Fairmount Hill between houses on Fairmount and PC. The hill is a significant slope and mowing is problematic because of the steep slope. In 2018 it was particularly bad as it rained for several weeks and the area went without mowing for several weeks at a time and the grass would become long and then would be cut off very short. This process destroyed patches of grass on the hill and enhanced the runoff.
In August 2018 there was a once in a 100-year rainstorm and extensive runoff with probably 2 inches of water running in back of the house. Wayne Bryant at the meeting that year called it a stable but slippery slope with soil, grass, shrubs, and weeds. This was taken to Penn State Extension office to discuss ideas for landscape of the slope. Met with Connie Schlosser to prevent erosion, improve mowing, enhance visual appeal. The representative said their advice would have probably cost \$10,000 if taken to a landscape engineer.
They suggested the use of PA Native plants to create a meadow with grass shrubs and seedlings. This was stressed because they are native to the area. As a requirement, the soil has to be prepared for planting. To prevent weeds the area should be prepped by cleaning existing vegetation, cover with plastic to kill the vegetation or a second suggestion would be to cover with 3 layers of cardboard and then cover with mulch or woodchips and plantings can be made by digging holes through the cardboard which over time would dissolve leaving the plants and mulch behind. This meadowlike environment can be created within the existing landscape whereas islands or barriers would be created across the slope. Similar to between Giant and Mt. Airy Road slope. This would enable mowing across the slope without a lot of mowing up and down. Some of the plants suggested large shumac, dogwoods, asters, native grasses, purple cone flowers, and ways to minimize costs by going to local landscapers to purchase flats of 50 for under \$100. Also purchase seedlings about 18 inches tall at about a \$1.00 per seedling. Basically, she gave a concept. This was presented to the Landscape Committee and they apparently went out and declined the project, but they never contacted Mr. Sheperd for additional feedback. This person from Penn State had the expertise to provide additional suggestions open for conversation. The goal is that this area be treated just like the rest of the community and gets mowed, weed treatment, and re-seeded just like the rest of the community. If that can't be done, we need an action plan and be flexible and looked at. We just want a hillside that is treated like the rest of the community.

Art Rutledge shared that as part of storm water activity, the Township has done some work- Miller Park -which uses a lot of the plants discussed and didn't have to take all the dirt off and

planted seeds. Grew well but this is not on a steep slope. Grew amazingly well and attractive meadow. The Township uses Penn State for Rain Garden and they also work with a professional landscaper.

Further discussion ensued that the hillside is stable currently and concern is that disturbing the hillside could lead to a slide similar to the one from 2005. If the vegetation is stripped the hope would be that it wouldn't rain for several months.

The cost for the project was not determined but the suggestion would be to not do the entire hill, just islands of plantings to prevent eroding. Penn State had suggested that flats of 50 small plants would probably be less than \$100.

A question was asked if a landscaper designer should be contacted; however, that would be costly. It was suggested that perhaps an area Garden Club or Penn State Extension could cost out the plan. The grasses suggested would put deep roots into the ground to hold back runoff. The landscape committee did not meet with the presenter when they visited the hillside which would have been requested.

Suggestion was made that the presenter get some pricing and dimensions as to how many plants, type and cost. Another resident expressed concern for fear the mowers will tip over. But feels the area should be treated like any other area in the community.

- **Additional Lawn Maintenance Services** – Presented by Barbara Hudson

Resident reported that in walking the community, noticed more weeds and trees becoming overgrown at bases of the trees along with vegetation in the roads. Crab grass is particularly bad. Community is normally inspected each year but due to COVID inspections were not done in 2020. While this is a relief as the inspections put pressure on the residents, things are getting overgrown and a landscaper should be paid to pull weeds and edge. Landscaper doesn't cut grass when it's too hot and the landscaper could be in the community doing the weed pulling and crab grass growing into the beds. Feels the homeowners do the work of the landscapers.

The Board replied that the complaints are understood but for the shoots to be cut back from the trees would be \$500 a month extra and to weed the curbs and driveway edges 3 times a year would be \$275. The landscaper does additional work in the community when they have a week when mowing is not done. They have cut down trees, etc.

Another resident expressed concern of weeds taking over the lawns and would like a cost-effective solution to maintain the lawns weed free.

Suggestions were to have landscaper edge around the beds and the curb to prevent crab grass infiltration.

In response, the edging has been discussed with the landscaper several times and the landscaper is concerned that when the line trimmer is turned it has the potential to throw stones. The concern is possible damage to cars parked nearby.

Another resident expressed concern about bushes above the windows which makes the house appear deserted. The Board has sent notices to several homes that need to trim back their bushes. Per the current documents the trimming is a homeowner's responsibility. The annual inspection did not take place; however, homeowners were asked to keep their bushes trimmed back.

Resident asked if any additional work could be added for the following year. As additional costs would be involved, this will be taken into consideration. A suggestion was that a more inclusive list of work be included in the lawn contract and pricing obtained.

The landscaper is paid on a set contract price for the year and that is divided over 12 months for payment. This assists the landscaper in paying his employees. Noted this is also common in government contracts.

Three contractors Heritage, TruGreen and Jordan Landscaper work within the community. When Jordan wasn't mowing because it was too dry, he was spraying drives, trees, perimeter and was doing work associated with his contract. Trees are a Heritage issue and True Green does fertilization/weeds control.

GENERAL QUESTIONS AND ANSWERS/COMMENTS

- Resident stated concern with safety for mowers on Fairmount Hill. Also agrees that inspection is needed for control of weeds, and would request an edge along beds to keep crab grass out.
- Resident indicated they have a paint sample for the Cameo color. Sherwin Williams and Home Depot will address this to formulate a color match.
- A question was asked as to why the Recording Secretary position was not posted for the community as other persons may have been interested in the position. Response was the position was mentioned in the newsletter and the Board has the authority to appoint under the By-Laws. The suggestion to post the position will be taken to the Board for consideration in the future.
- Resident Steve Benson stated instead of paying \$500 month to get weeds and saplings around the trees removed by the landscaper, he will remove for \$250 a month.
Noted: Wayne, Gary, Mike Lucas did the work within the last 6 weeks and they grew back.

NEW BUSINESS

- Mike Lucas volunteered to paint the water valve covers (45) in front of the units. They will be painted black with a rust inhibiting paint to prolong life and improve appearance. Painting to begin in early October and hopefully finish by end of November. An email will be sent to explain how the work will be done. There will be a need to plug into power to vacuum up the debris and dispose of grass trimmings. May also need to hook to hose bib to remove mud prior to painting. These valve covers are owned by the Association. Valve covers will be painted black as it is a uniform color and the color has been approved by York Water. Should not needed painted again for five years.

- Richard Sheperd responded to a comment that someone made in Chat portion of Zoom stating “Why would you sue our community?” Mr. Sheperd explained there is no lawsuit. The AG is an informal process and does not require an attorney. AG has oversight over the Condo Law. Section 3202 states that “with notice and an opportunity to be heard a fine can be levied”. Rule 26 of the Villas rules does not include this language. The Board has been given attorney’s opinion to be reviewed and feels the Association currently is doing the exact opposite.

When asked why the wording is so important, the reply was that the law states with notice and the opportunity to be heard. This is to be before a fine is issued. An appeal after a fine is not the process.

It is semantics but important.

Discussion ensued regarding a fine between homeowner and the Association where resident claims the opportunity to be heard was not given prior to the fine being issued. Association disputes this timeline.

- Question was asked regarding signage at homes in the community, particularly with the upcoming election. Rule 54 will address the question.

ANNOUNCEMENTS

- The Villas received FHA approval for three years ending August 14, 2023.
- Fall cleanup by the contractor is generally completed by the week of Thanksgiving. Residents are encouraged to trim your own bushes beforehand if you don’t want it done by the contractor.
- There are two open board positions for 2021. The nomination forms were mailed with the Annual Meeting agenda packet.
- Four residents passed away this year. They are John McCormack, Jim Marshall, Wade Manifold and Gary Lemasters.

ADJOURNMENT

Meeting adjourned at 8:46 p.m.

Respectfully submitted,

Darla Robinson
Acting Secretary
Bennett Williams Realty, Inc.