

THE VILLAS AT SHREWSBURY
Association Annual Meeting Minutes
September 16, 2021

Call to Order: 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.

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Welcome and thank you for attending our second annual meeting using the Zoom app. With us this evening are our Board members, I am Toni Averbach, President; Wayne Bryant, Vice President; Jackie Wilson, 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.

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Meeting Guidelines:

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.*
10. *Under "New Business" each individual will be given a chance to speak on 1 subject for 3 minutes. That person will not be able to speak again until all others have been heard.*
11. *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.*
12. *Roland will end the meeting.*

President's Comments:

First of all, I would like to begin my comments with an update on what has been happening in our community this year beginning with the area called Fairmount Hill. Wayne and I walked this area the day after Hurricane Ida gave us over 6 ½ inches of rain. The terrain was in a notable stable condition, no mudslides. The trees that were planted many years ago helped to keep the land stabilized. Unfortunately, several trees died which Brandon will remove and other trees need pruning. He will also reseed some bare spots on this hill as needed.

The other large hill, located behind Westfield Estates and is overlooked by residents from 265 to 251 Prospect Circle, was in excellent condition.

This is astounding since the developer removed and sold almost 21 acres of topsoil. The community was left with clay, rock and stone. With the aid of our lawn service contractors, our grounds are fertilized, receive limestone, grub control, aeration, and reseeding treatments routinely. More information on this subject will be addressed under Topics.

Next, we had 15 groundhogs eliminated which were living mostly around the cemetery area, behind the homes 233 Prospect Circle to 199 Prospect Circle, and on the side near Kinsley's property. Larry, our groundhog trapper, is extremely knowledgeable at his job, reasonably priced, and has been serving our community for many years.

Mike Lucas is slowly coming to the end of his water vault cover painting project. He has done an incredible job in bringing beauty to the covers. This was a tedious and time-consuming task with an amazing outcome. Mike carefully dug around the grass surrounding each vault in order to unlock the cover. After the cover was removed for painting, he visually looked to make sure the shut off valves were not covered over with dirt. He painted and replaced the cover over the vault; then, applied new topsoil and Scott's Patchmaster around the cover.

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Mike did this as a volunteer and with much gratitude we thank him for his time and effort.

Incidentally, as far as I know we have previously had 2 units that experienced a water leak near their home which required the underground water valve to be shut off. The unit owner is responsible for leaks from the vault cover to their home. You call a plumber not the water company. The water company is responsible from the cover to the street. The Association is not responsible for the care of the water shut off valves, but we do have a tool to turn off the valves should an emergency arise and you have trouble reaching a plumber.

Out of a total of 90 homes, 74 residents have replaced their 3- tab shingle roofs with the Architectural style shingles. We have high winds which have affected the 3-tab shingles. The Architectural shingles have a 40-year lifetime as opposed to 20 years on the 3-tab and it also has a higher wind resistance. We try to encourage the remaining roof replacements be Architectural rather than 3-tab.

Both the Architectural and Landscaping Committees have asked residents when submitting an RFA (Request for Approval) on any project to give them sufficient time, at least 10 days or more, to review the request; visit your home, if necessary; and send their recommendation to the Board. The Board in turn needs time to review the committee recommendation; visit your home, if necessary, before giving approval to the resident. Thank you to all residents who email Darla when you are ready for final inspection. Welcome to Linda Weber who recently joined the Architectural Committee.

The Rules and Regulations are in constant revision. Did you know we have our documents including the R&Rs on our website? Website rules have been updated. If you can't find your book at home, go to tvillas.org to find the complete list.

Please note, there is a little icon in the shape of a sheet of paper next to certain rules. The icon means you need to submit a request for approval (RFA) before beginning a project.

We talked about rule 44 last year. Residents may use the common area to entertain, have a party or play games but you must have prior approval from the Board. The Board will share guidelines for common area use once you contact them by email for approval. Fireworks was added to this rule. PA Law HB 542 states fireworks cannot be discharged on private property without express permission from the Association. A person cannot discharge fireworks within 150 feet of an occupied structure. Our rules now clarify that fireworks are not permitted on common grounds or anywhere at the Villas.

Finally, you can call Bennett Williams (Darla). But the quickest response you can receive from them is through email because of the dynamics of the work force. They manage many properties and are in and out of the office. So, the best way to communicate to them is through email. There is documentation for them to follow up on.

QUORUM

Quorum was met with 19-unit owners represented on the Zoom call. (Note: One additional unit owner signed on later in the meeting).

MINUTES FROM SEPTEMBER 17, 2020 – no corrections were reported and therefore minutes are approved.

PROPERTY MANAGEMENT REPORT

Darla Robinson reported that Bennett Williams' is operating under the Board's direction and is here to help homeowners. We collect dues, pay invoices, send financials to the Board each month, assist with collections if needed, perform all the mailings to the community, prepare resale certs, and approval requests are submitted through BW for documentation purposes. It is our pleasure to assist homeowners and work with the Board.

TREASURER'S REPORT

Chris Seitz reviewed the yearly financial report that was mailed previously to the community.

The financial report sent out previously had a typo. On the 2nd quarter report on second page under the adjustments the first item, Cash Other. First quarter had a negative (\$3.40) and the 2nd qtr. negative (\$8,992.40). Year to date is (\$89,954.87). We were contacted, and thanks to a resident for pointing the error out. The number for the 2nd quarter should be (\$89,951.47). The year-to-date number is correct. The number is a negative because it was taken out of the operating account and put into the money market.

Q –Under income there is a category for Prepaid Income which shows negative numbers can you explain?

A – That is the amount of dues that have been prepaid and when the period comes, the dues are subtracted out.

PRESENTATION AND DISCUSSION OF TOPICS

WEED CONTROL- Presented by Wayne Bryant

Issues with weeds, Crab Grass front lawns, curbs, driveway edges

Our long time Tru- Green representative (Mike McCullar) retired this spring, and we have a new temporary replacement Robert Campbell. I reached out to him and on 8/19/2021, he visited the community.

Overall, he though our grass and the lawn contractor are doing a good job with our turf. As with many communities, crab grass is along the curbs, driveway edges and in the front lawns in particular. This happens because line trimmers cut the grass too low or scuff up the soil and during hot and dry season of summer which

permit the crab grass grows rapidly. Tru Geen will schedule us a free treatment in the next week or so. It was also recommended by Mr. Campbell that we consider adding a summer treatment specifically for weed control of “crab grass prostrate spurge, and other summer weeds.” We do apply a pre-emergent in the spring which is effective for 60—90 days which helps control these weeds before the seed germinates. However, once the crab grass begins to show in the areas described, it spreads rapidly.

One other consideration, when the lawn contractor mows other areas, in other locations, his equipment can transfer unwanted weeds to our turf, even if treated. Line trimming should probably not be performed during the periods of late July through August. All of these summer weeds, particular crab grass dies off at the first heavy frost.

In summary we will discuss with the Board during Budget time if we should apply a mid-summer treatment. Treatment was effective for crab grass after he sprayed.

Q – Does the pre-treatment go on before the crabgrass germinates? Is midsummer treatment a pre-emergent?

A – The Pretreatment only lasts between 60 and 90 days and is applied in early spring. The mid-summer treatment would be weed control, not a pre-emergent.

Q – Can the grass not be cut so short?

A – The contractor has raised the blades to about 3-1/2” and he adjusts the height for our community. This can be addressed with Jordan Lawn Care again.

Miscellaneous Income Toni Averbach-presenter

There was a request that the Board provide information on Miscellaneous Income from the 2020 Quarterly Financials and the YTD 2021 Quarterly Financials.

The Miscellaneous Income for January 2020 to December 2020 are as follows:

The total amount for miscellaneous income for 2020 was \$3,093.40.

\$1800.00	Administration fee for rental units
\$ 50.00	Donation from a resident for tree planting
\$ 95.40	Return of meeting room rental fee
\$ 48.00	Legal fee for collection letter
\$ 100.00	Snow parking violation for 12/2019 (Rule 37)
\$ 950.00	ASI fines for weeds/light fixtures
\$ 50.00	No Architectural review request was submitted and approved in advance

The Miscellaneous Income for January 2021 to June 2021 are as follows:

The total amount for miscellaneous income for 2021 was \$3,360.00.

\$1800.00	Administration fee for rental units
\$ 150.00	Commercial truck parking (Rule 40)
\$ 37.00	Certified mail and legal reimbursement
\$ 137.00	Legal reimbursement
\$1200.00	ASI fines for lights

Street and Lot Parking: (Rules 31 & 37)

History on the Two Lots and Street Parking:

The lots were not part of the developer's plan as submitted to the Township officials. The developer and Township anticipated residents would use their garage and driveway for parking cars. Today some garages are used for storage.

*The original plans included a walking path winding throughout the community behind and close to each unit. There was concern for the maintenance of the path, privacy for the owners, and liability issues. The Board appealed to the Township to delete the walking path. In place of the path, two parking areas were provided for **guest parking, not to be monopolized by a few owners.***

In the beginning before the community was complete, there were no restrictions on parking on the streets. When the fire department did a drive-through, the streets were too narrow for parking on both sides. They pushed for no parking at all on the streets.

The Board went to the Township for help. The Township engineer recommended acceptable on-street parking which was to allow parking on one side of the street only. Signs were installed and that rule is the same today.

That is a bit of the history.

Current State of TVAS Parking and the Associated Complaints – Roland Carrington, Presenter

When each of us moved into the community we all had a minimum of 2 parking spots associated with our property. Some of us have as many as 4. We also have the option of how we use our garage. Some have chosen to use it for parking and others have decided for various reasons to do other things that don't include parking cars.

Then there is the street parking and 2 parking lots which has led to questionable parking habits by about 10% of the community. As you know there is no parking on one side of the street throughout the community and when you factor in people not taking full advantage of their pad and garage for parking, the street and the parking lot becomes the recipient of their decision. We regularly hear of people's driveways being blocked. Another we here is multiple cars being parked on the street and in the parking lot by a single resident. Then there is the resident that don't park on their parking pad or in the garage. Another one we encounter is they have more cars than parking spaces on their property. The one car garage and a single parking pad but owns 5 cars. The overflow is on the street and the parking lots. These are just a few of the complaints we hear and would love to hear your thoughts on how to fix it. When trying to get people to be considerate of the situation we have been met with resistance and some not so pleasant conversations. Our current rules 31 and 37 don't adequately address the parking the dilemma we face and is getting worse with each passing month.

This community works best when we all work together and that includes everyone taking advantage of their own personal parking within their garage and parking pad. There is only limited parking available on the street and in the parking lots. We do also understand there are some good reasons to park on the street. One such way I can think of is the household with multiple drivers coming and going due to their work schedule and daily activities would mean they have to shuffle their cars constantly to keep them off the street.

We welcome your thoughts and would love to hear your ideas on how to fix this problem.

Conversation ensued between the Board and residents regarding the parking- comments follow:

Unfortunately, not all neighbors are parking correctly. If you have a legitimate reason for parking on the street or parking lot notify the Board; but, if it's because you don't want to use your garage, you will need to resolve that issue. Community input would be helpful as complaints keep coming in.

Park car in garage and car pad and one in front of the door. If you own more vehicles find another location to park additional vehicles.

Rule 37 states primary parking in your garage or driveway first. This has never really been enforced.

Rule 31 states parking lots are to be for guests and visitors first.

Parking lots should not be used to store your cars. May need to fine to get people's attention.

One car per unit owner is allowed to park on the street.

There are several residents who have multiple cars and not enough spaces at the unit. Letters were sent to those residents without response.

The issue arises when guests have no place to park when lots are used as individual parking spots.

People may park on the hill going up Prospect toward the large lot. But the issue is mainly on the opposite side of the community where the small parking lot is located.

The Board is asking for community input on what should be done to improve the situation.

Suggestion was made to post the parking lot with 'Visitor' signage. If the homeowners violate, they should be fined. Exception may be for a short period of time such as during snow removal.

If on street 5 days or more in front of someone's home and if in visitor parking lot without approval should not be there.

Small parking lot is normally full. Can there be a rule just for that parking lot?

Small lot has the most demand. This will be taken under consideration, but the desire is to be fair and consistent with the entire community.

Residents should not be using the lots for long term parking.

Some homeowners who have teens and multiple cars are doing a good job juggling their parking. Others in the community however do not follow the rules.

The Board will work on resolution. If the Board does institute a change, they will give residents a period of time (30 to 60 days advance notice to residents) before enforcement.

A suggestion was made to take a survey of the community asking unit owners to explain why they are using the two remote lots. Another resident stated all 90 units had the opportunity to be present at this evening's meeting to provide their input.

PAVING OF STREETS- Wayne Bryant – Presenter

Several residents have asked me over last several years, do we have current bids to resurface our roads? Our roads are now over 17.5 years since the initial paving, and they are showing wear as one might expect at this point. The Board has been diligent in maintaining the roads by performing seal coating every three years, repairing cracks and two potholes, which has given us longevity of the infrastructure.

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We had previous bids from other contractors in years past of between 250-300 thousand dollars to perform this work. With the help of Art Rutledge, we were able to obtain two new bids. One bid was from Kinsley and the other from Shiloh Paving. The work needed to be performed on the roads was identical and consisted of:

- 1. Mill down the road edge (next to curbs) by approximately 1.5 inches, and then mill the remaining portion to a thin point at the peak of the road to .5 inches (DAY ONE)*
- 2. Sweep up debris (DAY ONE)*
- 3. Apply a liquid tack coat of asphalt and then (DAY TWO)*
- 4. Apply a new asphalt topcoat to be rolled to 9.5 mm*
- 5. Place extension risers on all manhole and water valve as needed*
- 6. Seal coat along curbs and paving joints*

The process would be performed on all of our roads, not parking lots or driveway pads. Kinsley estimated the job to take 2 days, Shiloh 1 week. Price difference was 20 thousand dollars. Because the proposal had time restrictions, and the work is needed, we accepted the low bid from Kinsley. No deposit was required.

The work will be performed next spring (April) when asphalt factories open. We will send notices out, but as required all cars must be removed from the streets and no driving on new pavement until the asphalt is “cured”

Finally, the best part: The price is \$116,750.00. This money will be dispensed from the reserve funds, and no additional increase in dues is planned for this project. This was the intent of having reserves in the first place. We have not started our budgetary process as of this date. We do expect some increase in cost from other areas in the budget. (Fertilization cost, insurance, etc)

General Questions and Comments

New Business

Noted: Kingsley paved I-83 and Mt. Airy Road

Q – Isn't this something the community should vote on?

A – It is in the Budget and if inclined you have the opportunity to reject the budget.

This is a representative form of government in the community.

One resident noted he was on the Board 15 years ago and it was decided then to budget for the road repairs over the years so no assessment would be necessary.

Q – What happens if the Budget is rejected?

A – Would have to withdrawal from the paving contract.

Q — what are the reasons the Township doesn't maintain Roads?

A – The development was first proposed based on private roads which have fewer restrictions – narrower and not the same base and same service as township roads. Villas streets have always been private which have less

traffic. Township will not take over the roads. You pay taxes but the community was designed as private roads and maintenance and snow removal are Association costs.

Q – If we don't do it now, will it cost us more?

A - In the past quotes for repaving have been in the \$300,000 range. Currently pricing is very good.

If the road is left go and it deteriorates to the base, additional work would be needed to restore the base and not just mill the top off.

\$117,000 is a fantastic price based on what the township sees. Costs for anything petroleum-based are going up almost daily.

One homeowner showed the residents a sample of the roadway he swept up when sweeping debris off the street.

What is guarantee on the road? One year is a normal guarantee – Kinsley does good work

Art Rutledge, township rep/Villas resident reported that the Township tries to get about 20 years from a paved road which is about the maximum. The Villas are currently 19 years old.

Sealcoating and sealing of cracks have been done annually in the past.

ANNOUNCEMENTS

***Fall cleanup** by the contractor is generally completed by the week of Thanksgiving. If plants are not inside the mulch beds, they will be trimmed back by the contractor. Residents are encouraged to trim your bushes beforehand if you don't want it done by the contractor.*

***Solicitation in our community** – A resident reported that there is a pest control company canvassing our community, not just once but several times. Another resident reported there is a roofing company driving around and stops at homes where new roofs have not been replaced. The roofer claims he is not soliciting but he is soliciting by troubling the resident into signing up for a roof. We do have a “NO SOLICITING” sign at the entrance. Please remind anyone canvassing that this is a private community and soliciting is not allowed.*

***Pop-up Drains** – With all the rain we have had lately, pop-up drains should be filled with water. They are located in the front lawn area and the residents are responsible for keeping them open if you do not want any water in your basement.*

***Board Position** - There is one open Board position for 2022. This position will require knowledge in technology. The nomination forms were mailed with the Annual Meeting agenda packet.*

Sadly, Mrs. Kenna Ford passed away this year.

ADJOURNMENT Meeting adjourned at 8:19 p.m.

Respectfully submitted,
Darla Robinson
Acting Secretary, Bennett Williams Realty, Inc.

NOTE: Please report any discrepancies in the minutes by December 31, 2021, to drobinson@bennettwilliams.com or the minutes will be considered approved.