

WILLISTOWN KNOLL HOMEOWNERS' ASSOCIATION  
BOARD MEETING MINUTES  
JANUARY 16, 2014  
DRAFT

The January 16, 2014 Board of Directors meeting of the Willistown Knoll Homeowners' Association was held at the Mid-Atlantic Management Office in Newtown Square, PA. The following Association Board members were in attendance: Gil Brientall, President; Bill Horst, Vice-President (via telephone); Harry Diavastis,(until 8:10 PM) Treasurer; Eileen McAnally, Secretary; and Marian Derr, Director. Steve Bickley, Willistown Knoll Community Manager, Diane Gothard, Regional Director and Gail Van Dyke, (starting at 6:50 PM), former President and CEO representing Mid-Atlantic Management, were also in attendance. Holly Setzler, Landis & Setzler joined the meeting at 7:15 PM via conference call for a portion of the meeting

I. CALL TO ORDER

Harry Diavastis, Treasurer, called the meeting to order for Gil Brientall, President, at 6:40 PM.

II. ESTABLISHMENT OF QUORUM

Board members were in attendance as noted above. A quorum was established.

III. ADDITIONS TO THE AGENDA

- Audit Engagement Letter - New Business
- Stucco Invoices - Unfinished Business
- Landscape Services -Unfinished Business
- House Numbers - Unfinished Business
- Snow Removal Performance - Unfinished Business
- Snow Removal Invoices- New Business
- Annual Meeting - New Business
- 2300 Drainage -Unfinished Business

IV. REVIEW AND APPROVAL OF MINUTES

>MOTION made and unanimously approved the minutes from the October 17, 2013 Board Meeting.

V. OFFICER & COMMITTEE REPORTS

- Treasurer's Report - December Financials which were emailed prior to the meeting

were discussed. Harry reported that the December Financials were in order.

Management Report - Diane reported that she will be the Community Manager for Willistown Knoll since Steve Bickley will be assigned to other Mid-Atlantic Communities. Dee Harrower will be the new Community Assistant for Willistown Knoll replacing Maggie Trio. Gail Van Dyke discussed the changes at MAMC due to her retirement and her role with MAMC during the transition of the new President and CEO. A letter will be sent to Homeowners announcing these changes.

VI. UNFINISHED BUSINESS with Holly Setzler including. the Spring House, status of the Fruh House, Unauthorized Cutting of Trees on Association Property and Homeowners' Requests and Demands.

>MOTION made and unanimously approved a Board Resolution and Letter to be sent to all Homeowners in reference to homeowners' review of Association books and records (upon review and acceptance of the Resolution wording by the Board).

- Stucco Mock-Up Buildings - Follow-Up from Stucco Remediation Committee Meeting of January 14th was discussed.
- Fruh House Updates - Discussed and Survey to be Finalized.
- Ratification of email approvals between Meetings - Not Addressed
- Parcel 36 - No Update
- House Numbers - Tabled

#### VII. NEW BUSINESS

- Snow Removal Performance - Discussed. Diane will follow-up with Sam from Cornerstone.
- Snow Removal Invoices - None were available for Board review.
- MAMC/Homeowner Communications - See Legal Issues above
- 2400 Landscaping - Discussed.
- Audit Engagement Letter

>MOTION made and unanimously approved the December 17, 2013 Engagement Letter from James McFadden for \$2,850. to audit the 2013 Financial Statements.

- Invoice Approvals - None
- Invoice Payments - Not discussed
- Stucco Invoices -

>MOTION made and unanimously approved to transfer funds for the following Stucco Invoices from the Reserves:

- >Falcon Group #31438 for \$3,995.00
- > Structural Design Associates, Inc. # 5048 for \$4,771.98
- > Structural Design Associates, Inc. # 5059 for \$8,040.00

- Landscape Services - Discussed services provided and billings. Diane will follow-up with Cornerstone.
  - Annual Meeting - Discussed tentative date. Diane will check on location.
  - Ai Restoration Proposal - 203 Princeton Circle
    - > MOTION made and unanimously approved the Ai Restoration Proposal dated January 6, 2014 for 203 Princeton Circle for repair of counter flashing at the rear deck.
- VIII. NEXT MEETING - Thursday, February 13, 2014

#### IX. ADJOURNMENT

The Meeting was adjourned at 9PM.