

**WILLISTOWN KNOLL HOMEOWNERS' ASSOCIATION  
BOARD MEETING MINUTES  
OCTOBER 16, 2014**

The October 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 Brientnall, President; Bill Horst, Vice President; Eileen McAnally, Secretary; Marian Derr, Treasurer and Michael Blaustein. Diane Gothard, Regional Director and Community Manager representing Mid-Atlantic Management, was also in attendance.

**I. Call to Order**

Gil Brientnall, President, called the meeting to order at 6:54 PM.

**II. Establishment of Quorum**

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

**III. Additions to the Agenda**

- Unfinished Business
- Sidewalks

**IV. Review and Approval of Minutes**

Minutes of the September 16, 2014 Meeting were approved as amended.

**V. Officer & Committee Reports**

**1. President's Report**

- Gil discussed CAI membership for Board Members.
- Gil asked Marian to discuss highlights from the Associa Mid-Atlantic Management Corporation Board program held on October 15, 2014. Highlights were discussed including more extensive uses for the VOLO system to enhance communication to Homeowners. Marian asked that any suggestions for future programs be sent to Nancy Hastings, CEO of Mid-Atlantic Management Corporation.

**2. Treasurer's Report**

- Marian reported that the August Financials were in order except for some adjustments related to accruals and expenses
- Marian asked when we could expect to receive the September Financials
- Marian reported that she has sent questions and concerns about the Financials to Patty Mullen-Smith, COO of Mid-Atlantic Management Corporation at Patty's suggestion..

- Delinquency Report was reviewed and discussed.
  - Sheriff Sale is scheduled for November 20, 2014
- 2015 Budget Draft was discussed. Board Budget Meeting needs to be held. Eileen will coordinate the Meeting date so that the Approved 2015 Budget can be mailed to Homeowners by the end of November. At the Annual Budget Meeting, a Resolution to make an election under Internal Revenue Service Revenue Ruling 70-604 needs to be approved by Homeowners and ratified by the Board.
- Increasing Late Fees was discussed.
- **Property Committee**
  - **MOTION** made and unanimously approved ARC for 704 Radcliffe for deck replacement.
  - **MOTION** made and unanimously approved for ARC for 2404 Westfield Court for replacement of kitchen window contingent upon receiving neighbor's (homeowner, not tenant) signature
  - **MOTION** made and unanimously approved ARC for 1803 Westfield Court for storm door, sliding doors and window replacement contingent upon obtaining insurance information.
  - **MOTION** made and unanimously approved ARC for 2703 Cornell Court for deck replacement.
- **Landscape Committee**
  - Minutes - None
  - Cornerstone Walk-Through – Eileen will coordinate dates for rescheduled walk-through
  - **MOTION** made and unanimously approved the ARC for 1301 Wharton Court for tree removal and tree pruning at owner's expense
  - Landscape Committee Meeting June and August Minutes were sent to Board Members
- **Management Report**
  - Written report included in Board Packet.

## **VI. Unfinished Business**

- Gutter Cleaning – Satisfactory references were obtained by Diane on Gutter King's performance.
- **MOTION** made and unanimously approved Gutter King's Proposal #E283 dated 6/6/14 to clean all Willistown Knoll gutters two times for \$2,585 each cleaning (first cleaning to be completed in November and the second by end of December)

- Fruh House Sale – Realtors will be contacted for marketing plan for the Fruh House pending obtaining the required number of Homeowner Votes
- **MOTION** made and unanimously approved Sabatino Proposal #80345 for \$3,350 to repair a Hartford Court leaning driveway wall and to be paid out of Reserves.
- **MOTION** made and unanimously approved Sabatino Proposal #11843 for \$1,625 to rebuild a stairwall in Hartford Court and to be paid out of Reserves.
- Spring House – No Update.
- Parcel 36 – Update was provided.
- Ratify Board Decisions: The following email approvals were ratified:
  - (1) Shrub removal: Cornerstone #532 for \$1,040 approved.
  - (2) Soil & seed proposal: Cornerstone #478 for \$2,200 approved.

**VII. New Business**

- **MOTION** made and unanimously approved the following Landis and Setzler Invoices:
 

Invoice #20913	\$300
Invoice #20918	\$780
Invoice #20922	\$260
Invoice #20860	\$300
- Snow Removal Information Letter – Eileen will update and send to Diane by November 5<sup>th</sup>.
- Davey Care of Trees Contract – will be referred to the Landscape Committee

**VIII. Next Meeting – November 13, 2014.**

**IX. Adjournment**

The meeting was adjourned at 9:40 PM.

Respectfully submitted,

Eileen McAnally  
Secretary