

WILLISTOWN KNOLL HOMEOWNERS' ASSOCIATION
BOARD MEETING MINUTES
JUNE 19, 2014

The June 19, 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; Eileen McAnally, Secretary; and Marian Derr, Treasurer. 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 6:42 PM.

II. Establishment of Quorum

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

III. Additions to the Agenda

- > Low Limb Pruning (Landscape Committee)
- > 700 Radcliffe (Landscape Committee)
- > NIE consulting agreement (Unfinished Business)

IV. Approval of Minutes

> Minutes from the April 17, 2014 Board Meeting were unanimously approved as amended.

> Minutes from the April 28, 2014 Board Meeting were unanimously approved.

V. Officer & Committee Reports

1. President's Report

Gil reported on the status of legal counsel's review of the Northeast Inspection Corporation's Consulting Services Agreement.

> **MOTION** made and unanimously approved the Northeastern Inspection Corporation Revised Project 2014-101 Consulting Services Agreement for a Flat Rate cost of \$18,000 to be paid out of the Reserves and table the Special Assessment to Homeowners with respect to the Consulting Services Agreement.

2. Treasurer's Report

➤ Financial Report – Marian reported that the Financials are in order except for reclassifications she will send to Mid-Atlantic.

➤ Delinquency Report was reviewed and discussed.

- Draft of 2013 Audited Financial Statements: Marian gave an update on the 2013 Audited Financial Statements. The Audited 2013 Financial Statements will be mailed to Homeowners by June 30th and posted on the community's website.
- **MOTION** made and unanimously approved to transfer the December 31, 2013 interfund loan balance amount per the audited financial statements from the operating account to the reserve account to bring the intrafund loan balance to zero.

3. Property Committee

- **MOTION** made and unanimously approved ARC for 2404 Westfield Court HVAC Installation contingent on obtaining next door neighbor homeowner (landlord)'s signature.

4. Landscape Committee

- Meeting minutes - None
- **MOTION** made and unanimously approved Cornerstone Estimate #443 to plant 2 maple trees at the center of Hartford Court at \$575.00 per tree. A homeowner from Hartford Court will contribute \$300 towards the cost of planting the trees.
- Unanimously approved Cornerstone Est. #489 dated 5/28/14 for two "bloodgood" Japanese maples @ \$455 per tree for 1803 and 1804 Hartford Court and trees for 1406 and 1402-3 Radcliffe Court to be selected by the Landscape Committee at a cost not to exceed \$1,000.
- Low-limb Pruning was discussed. Diane will contact Davey for an estimate.
- Request for shrub pruning at 700 Radcliffe building was discussed. Landscape Committee will follow-up.

5. Management Report

- Written report included in Board Packet

VI. Unfinished Business

1. Ratification of approvals between Meetings

- Certa-Pro proposal for Painting of the Fruh House:
\$1,800 for the painting of the front windows and doors; \$800 for the soffet; \$364 for the signposts; and \$60 each for 3 Garage Doors.
- 3001 Cornell Court ARC for skylight replacement.
- 2006 Westfield Court request for deck staining
- 1803 Westfield Court ARC for storm door replacement.

2. Cornerstone Contract

Performance in accordance with contract was discussed. Diane will prepare letter outlining concerns.

3. Westfield Court Drainage

Diane will follow-up with Brickhouse and Butler.

VI. New Business

None

VII. Next Meeting – July 29, 2014 at 6:45 PM.

VIII. Adjournment

The meeting was adjourned at 10:11 PM.

Respectfully submitted,

Eileen McAnally
Secretary