

**WILLISTOWN KNOLL HOMEOWNERS' ASSOCIATION
BOARD MEETING MINUTES
APRIL 17, 2014**

The April, 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 (until 10 PM); Eileen McAnally, Secretary; and Marian Derr, Director. Diane Gothard, Regional Director and Community Manager representing Mid-Atlantic Management, was also in attendance. David Malman, Esquire from Landis & Seltzer, P.C. was in attendance as an invited guest for a portion of the meeting.

I. Call to Order

Gil Brientnall, President, called the meeting to order at 6:59 PM.

II. Establishment of Quorum

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

III. Additions to the Agenda

- >VOLO Communication System
- >AQUA
- > Aeration System
- > Stucco @ 3608 Columbia Court Way

IV. Approval of Minutes

> Minutes from the February 27, 2014 Board Meeting were unanimously approved as amended.

> Minutes from the March 20, 2014 Board Meeting were tabled until the next meeting.

V. Officer & Committee Reports

1. President's Report

Gil thanked Bill and Eileen for their agreeing to remain on the Board since there were not any candidates for the vacant positions.

2. Treasurer's Report

➤ Financial Report which was contained in the Board Packet was reviewed and discussed.

Year to Date Income – Actual \$131,649 Budget \$131,210

Year to Date Expenses -- Actual \$200,958 Budget \$119,200

>The Year to Date Deficit is \$69,308 due to snow removal.

- Delinquency Report which was contained in the Board Packet was reviewed and discussed. Diane reviewed actions taken with the accounts that are with legal counsel.
- 2013 Audited Financial Statements Draft and Representative Letter will be sent to Board Members for review and discussion at the May Board Meeting.

3. Property Committee

- ARC for window installation at 2403 Westfield Court.
>MOTION made and unanimously approved the ARC for window installation at 2403 Westfield Court pending submission of contractor sample of color to ensure approved color and to confirm grid in slider door.

4. Landscape Committee

- Landscape Committee met on April 16, 2014
- Spring Flowers will be planted in mid-May by Homeowner Volunteers
- Homeowner Volunteers have been contributing many hours trimming plants and shrubs at the Front Entrance and transplanting plants to help reduce the Landscaping Expenses.
- ARC for landscaping shrub replacement at 1906 Westfield Court.
>MOTION made and unanimously approved (Eileen McAnally abstained from voting) to replace shrubs at 1906 Westfield Court.

5. Management Report

- Written report included in Board Packet

VI. Unfinished Business

- > Ratification of Board Decisions Between Meetings
 - 2014 Snow Assessment which was approved at the March 20, 2014 Board Meeting.
 - Cornerstone proposal for 1 (one) additional day of Winter Storm Clean-Up at \$2,200.
- > Westfield Court Violation Letter
 - >MOTION made and approved by majority vote the April 17th violation letter

>Annual Meeting – May 1st, 2014

➤ Agenda was discussed.

VI. New Business

> Meeting with David Malman, Esq. to discuss Fruh House Options. A lengthy discussion was held which included the Historic Commission's direction, a potential meeting with the Willistown Township Supervisors and the Willistown Knoll Homeowners' Survey Results regarding Fruh House options.

>Invoice Approvals

MOTION made and unanimously approved the following invoices to be paid out of the Reserves.

Ai Restoration #3854 dated 4/10/14 for \$8,604.

Ai Restoration #3853 dated 4/10/14 for \$11,195.

Ai Restoration #3852 dated 4/10/14 for \$10,660.

>Cornerstone Proposal for applying topsoil and seeding of grass throughout the Community was reviewed and discussed.

MOTION made and unanimously approved to accept the Cornerstone Proposal #478 dated 4/14/14 for topsoil application and grass seeding throughout the Community in the amount of \$2,585. contingent upon cost breakout of all items by Cornerstone and acceptable negotiation by Diane of total cost.

>Stucco Damage caused by Cornerstone Snow Removal Equipment was discussed.

MOTION made and unanimously approved to have Ai Restoration to repair stucco snow removal damage at 3608 Columbia Court Way and the 3200 building at Hartford Court to be paid for by Cornerstone Lawn and Landscaping.

>AQUA – Diane will put an article on the Website about AQUA's inspection of the sewer infrastructure throughout the community. Areas that need repair will be AQUA's responsibility.

VII. Next Meeting – May 15, 2014

VIII. Adjournment

The meeting was adjourned at 10:20 PM.

Respectfully submitted,

Eileen McAnally
Secretary