

WILLISTOWN KNOLL HOMEOWNERS' ASSOCIATION  
BOARD MEETING MINUTES  
JANUARY 27, 2015

The January 27, 2015 Board of Directors meeting of the Willistown Knoll Homeowners' Association was held at 302 Princeton Circle, Newtown Square, PA. The following Association Board members were in attendance: Gil Brientall, President; Bill Horst, Vice-President; Marian Derr, Treasurer; Eileen McAnally, Secretary (via telephone); and Michael Blaustein, Director. Diane Gothard, MAMC Regional Director and Community Manager was also in attendance.

**I. CALL TO ORDER**

Gil Brientall, President, called the meeting to order at 6:52 PM.

**II. ESTABLISHMENT OF QUORUM**

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

**III. ADDITIONS TO THE AGENDA**

- 3501 Columbia Court Way - New Business
- Revenue Ruling 70-604- Unfinished Business

**IV. REVIEW AND APPROVAL OF MINUTES**

>MOTION made and unanimously approved the minutes from the November 13, 2014 Board Meeting.

>MOTION made and unanimously approved the minutes from the December 1, 2014 Annual Budget Meeting.

**V. OFFICER & COMMITTEE REPORTS**

- Treasurer's Report
  - > Financial Reports - No report. November General Ledger was not in order.
  - > Financial Reports Corrections - Discussed Interfund Transfer and the \$2,341.20 Associa Refund. Discussion was also held about the need for correct classifications. Diane explained the MAMC office expenses related to postage.
  - > Delinquencies - Report discussed. Bank foreclosed on one home resulting in a partial loss of homeowner's delinquent assessments. Diane will follow-up with Holly Seltzer, Esq. on certain accounts.
- Landscape Committee
  - > Positive feedback received about the Holiday Decorations was discussed.

> Diane will obtain a proposal from Cornerstone for Spring Seeding in Princeton Circle and Columbia Court Way.

> Other tree proposals for replacements will be obtained for Spring Planting.

- Property Committee

> Several ARCs reviewed and discussed but deferred for complete information.

> Diane to follow-up with fine for homeowner still not in compliance with ARC procedures after receiving first violation notice.

- Management Report

> Diane reported on Stucco repair work which a deposit was paid and work not completed. Legal has contacted the contractor requesting a refund within 10 days.

> Open Work Orders were discussed and reviewed. Diane was asked to include all Open Work Orders in the Board Packet for every Board Meeting.

> Issues with Lampposts along Dartmouth and other areas were discussed.

Agreement that a study of the entire community system should be completed. Diane will put on February Board Meeting Agenda.

> Workers' Compensation Insurance Policy was renewed for \$773. (same amount as last year). Discussion was held that although we are not required to have it but it is highly recommended by Insurance Carrier. This Policy covers lapse if a Contractor does not have adequate coverage and covers the owner of the business since owners coverage only covers the Contractor's (owner's) workers.

## VI. UNFINISHED BUSINESS

- Fruh House Recording Status and Listing Agreement - Discussed. Diane will follow-up. Legal to review the Realtor's Listing Contract.

- Springhouse Update - Update provided.

- Parcel 36 - Diane was asked to obtain weekly updates from Brian Nagle, Esq. on this topic.

- Stucco Repair Work - Diane to obtain proposals for 802 Wharton Court and Hartford Court retaining wall.

- Letter to Cornerstone - Diane was asked to follow-up with Cornerstone to obtain a response to the Board's letter.

- Sidewalk Concerns - Diane will continue to contact Contractor for response to inspect sidewalks.

- Revenue Ruling 70-604

> Board recognizes that there was not a quorum at the Budget Meeting for conducting business so will redo vote at the Annual Meeting.

- Executive Session was held concerning a Homeowner Violation.

## VII. NEW BUSINESS

- Annual Meeting - Eileen will work with Diane to coordinate date for Annual

Meeting.

- Republic Trash Services - Discussion held about concerns about oil spills and obtaining credit for missed recycle and tree pick-up not being picked-up. Diane will follow-up.

- Weeds, Inc

> MOTION made and unanimously approved for Weeds, Inc dated 1/5/15-#Q-OD D-190 for \$972. per year for Pond Sonic Device Maintenance.

Reserve Study on the Website. Diane will follow-up to determine an Encryption Method in order to post.

- Audit

> MOTION made and unanimously approved to contract with James McFadden, CPA for a 2 year contract to provide audit services for 2014 and 2015 at \$2,950. per year as outlined in his January 24, 2015 letter.

- Resolutions - Marian and Diane will put together all Resolutions to see if older ones have to be replaced.

- Future Meeting Locations - Discussed.

- Invoice Approvals

> MOTION made and unanimously approved the following Landis and Seltzer invoices:

Invoice # 21250	12/1/14	\$626.00
Invoice # 21251	12/1/14	\$1,292.88
Invoice # 21361	12/30/14	\$785.05
Invoice # 21365	12/30/14	\$1,180.00

> MOTION made and unanimously approved the following Brian Nagle, Esq. invoices dated 5/20/14 for \$2,180.00 and 10/15/14 for \$7,318.00.

> MOTION made and unanimously approved the Cornerstone Invoices as outlined in Management Report for services as follows:

Date of Service	\$Amount
11/27/14	\$1,675.00
1/6/15	\$ 6,915.00
1/11/15	\$ 1,510.00
1/18/15	\$ 810.00

VIII. NEXT MEETING - Thursday, February 19, 2015

IX. ADJOURNMENT

The Meeting was adjourned at 10:18 PM.

Respectfully Submitted,

Eileen McAnally  
Secretary