

**WILLISTOWN KNOLL HOMEOWNERS' ASSOCIATION
BOARD MEETING MINUTES
JULY 29, 2014**

The July 29, 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; and Marian Derr, Treasurer. Diane Gothard, Regional Director and Community Manager representing Mid-Atlantic Management, was also in attendance. Holly Setzler, Esq. and Brian Nagle, Esq. joined the meeting via conference call from 7:30 PM to 8:30 PM.

I. Call to Order

Gil Brientnall, President, called the meeting to order at 6:46 PM.

II. Establishment of Quorum

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

III. Additions to the Agenda

- Stucco Project Management Contract
- 1403 Radcliffe
- Budget Process
- Vacant Board Position

IV. Approval of Minutes

- > Minutes from the May 1, 2014 Annual Meeting were approved by majority vote.
- > Minutes from the May 13, 2014 Board Meeting were unanimously approved.
- > Minutes from the June 19, 2014 Board Meeting were unanimously approved.

V. Officer & Committee Reports

1. President's Report

- > Vacant Board Position and Homeowner interest discussed
- > Stucco Moisture Testing Project discussed. Bill will follow-up
- > Homeowner's request to have his unit excluded from moisture testing was denied.

2. Treasurer's Report

- Excess Income Resolution discussed
- > MOTION made and unanimously approved the 2013 Excess Income Resolution.

>MOTION made and unanimously approved the 2014 Excess Income Resolution.

- Delinquency Report was reviewed and discussed.
- Marian reported that June, 2014 Financial Statements were in order with the exception of some minor expense classifications and missing accrued expenses. The Financials were outlined in the Board Packet.
 - Year to Date Income is \$307,228 which is over budget by \$44,828 due to the Special Assessment.
 - Year to Date Expenses are \$345,264, which is over budget by \$67,614 due to snow removal.
 - Year to Date deficit is \$38,036 due to snow removal.
- Copies of the 2013 Audited Financial Statements were distributed. Marian will sign the Tax Return and send to Diane.
- Diane will prepare the 2015 budget draft and send it to Marian by the end of September.

3. Property Committee

>ARCs received were held for further information

4. Landscape Committee

- Landscape Committee June 4th Meeting minutes will be sent to the Board.
- **MOTION** made and unanimously approved the ARC for 2601 Westfield Court to remove dead tree and replace with shrub approved by the Landscape Committee.
- Diane reported that Low-limb Pruning will be done along Dartmouth Road, Princeton Circle and Westfield Court in August in accordance with the Davey Contract.
- Cornerstone performance was discussed. Eileen will add landscape issues to the Board's letter to Cornerstone addressing the snow and landscape performance issues. A Landscape Walk-Through will be scheduled.

5. Management Report

- Written report included in Board Packet

VI. Conference Call with Holly Setzler, Esq. and Brian Nagle, Esq.

- Parcel 36 Update provided and discussion was held.
- Fruh House 80% Vote Update provided and discussion was held. Letter to Homeowners will be finalized and sent out in September.

VII. Unfinished Business

- Repair and Painting of the Garage and Fruh House
>**MOTION** made and unanimously approved the Certa Pro proposal for repair and repainting of the Fruh House Soffit contingent on the inclusion of the Fascia not to exceed \$1,600.
- 2300 Westfield Court Building Drainage
>**MOTION** made and unanimously approved the Butler Estimate #201 dated 7/28/14 for drainage work behind the 2300 Westfield Court building for \$4,330. To be paid out of the Resale Contributions Account.

VIII. New Business

- Stucco Repairs
>Diane presented a list of stucco issues which have been reported by Homeowners. List was reviewed and discussed.
>**MOTION** made and unanimously approved to contract with Sam Sabatino to perform minor stucco repairs not to exceed \$1,500.
- 1801 Westfield Court Lawn Drain
>**MOTION** made and unanimously approved Cornerstone Estimate #511 dated July 25, 2014 for \$410. for repair of lawn drain at bottom of driveway.

IX. Next Meeting – September 18, 2014. A Conference Call will be scheduled in August.

X. Adjournment

The meeting was adjourned at 10:20 PM.

Respectfully submitted,

Eileen McAnally
Secretary