

**WILLISTOWN KNOLL HOMEOWNERS' ASSOCIATION  
BOARD MEETING MINUTES  
MARCH 20, 2014**

The March 20, 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 Brientrall, President; Bill Horst, Vice-President (via telephone); Harry Diavastis, Treasurer (via telephone) (until 9 PM); Eileen McAnally, Secretary (via telephone) and Marian Derr, Director. Diane Gothard, Regional Director and Community Manager representing Mid-Atlantic Management, were also in attendance. Sam Linehan from Cornerstone Landscaping was in attendance as an invited guest from 7:15 PM to 8:15 PM.

**I. Call to Order**

Gil Brientrall, President, called the meeting to order at 7:05 PM.

**II. Establishment of Quorum**

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

**III. Additions to the Agenda**

Email Ratifications

**IV. Approval of Minutes**

> Minutes from the November 19, 2013 Budget Meeting were unanimously approved.

> Minutes from the December 9, 2013 Conference Call were unanimously approved as amended.

> Minutes from the January 16, 2014 Board Meeting were unanimously approved as amended.

> Minutes from the February 27, 2014 Board Meeting were tabled until the next meeting.

**V. Officer & Committee Reports**

**1. President's Report**

No report

**2. Treasurer's Report**

No report

**3. Property Committee**

No report

**4. Landscape Committee**

No report

## 5. Management Report

Written report included in Board Packet.

### **Snow Removal Invoices**

Diane reviewed the 2014 Snow Removal Invoices. After thorough and lengthy review and discussion, recommendations were made on how to absorb the cost of the snow cleanup due to the unprecedented winter severe weather. Since the total of the invoices were greater than the budgeted amount for snow removal, a snow removal assessment was discussed. The need for an additional review of the invoices was discussed as well as a letter to Homeowners explaining the need for the assessment to be written.

>MOTION made and unanimously approved for a snow assessment of approximately \$400 to be paid by Homeowners at \$100 per month for 4 months starting in May, 2014 contingent upon the Board Treasurer reviewing and approving the total snow expense.

## V. Unfinished Business

### **Volo Communication System**

Diane has to do the set-up for the system.

- **2301 Westfield Court Violation Letter**

Violation letter for making landscaping changes and having individuals remove cut-down trees without approval was discussed.

>MOTION made and unanimously approved for a violation letter to be sent contingent upon changes discussed.

- **Fruh House Survey**

Final comments need to be sent to Gil by Sunday, March 30<sup>th</sup>. Survey will be sent out next week

- **House Numbers**

Diane received a 2<sup>nd</sup> proposal for review. Discussion held.

- **Parcel 36**

Options discussed.

>MOTION made and unanimously approved to have Brian Nagle, Esq. to draft a letter to proceed with suggested action.

**Ratification of email approvals between meetings**

- MOTION made and unanimously approved to renew the Fruh House Insurance for an annual rate of \$2,422.44.

**VI. New Business**

- **Meeting with Sam Linehan from Cornerstone Landscaping.**

Discussion held about Landscaping and Snow Removal Performance not in accordance with Contract. Board Members provided feedback and set expectations for performance in the areas of snow removal and landscaping as we enter second year of the contract with Cornerstone. Areas of concern as outlined in the Cornerstone contract were discussed and reviewed in detail. Cornerstone agreed to address/correct issues that were discussed.

- **Winter Storms Clean-Up Proposal**

Cornerstone Proposal for winter storms clean- up was discussed. There is an urgent need to clean-up the numerous trees, branches and other storm-related damage to the landscaping in Willistown Knoll. Discussion included the competitive price for this work and the need to do this before all the spring landscaping work begins.

>MOTION made and unanimously approved to accept Cornerstone's proposal for 2 days of winter storms' "Clean-Up" at \$2,200 per day.

**VII. Next Meeting – April 17, 2014**

**VIII. Adjournment**

The meeting was adjourned at 10:11 PM.

Respectfully submitted,

Eileen McAnally  
Secretary