

Community Update from the Master Board Annual Meeting of Exton Station  
Thursday, November 12, 2015, 7 pm

**I. Call to Order & Welcome: Dan Rubino, Vice President**

- Dan thanked residents for coming out to the meeting. Noted that the purpose of the meeting is to provide information on what the Boards have accomplished during the past fiscal year. This meeting is an open forum and if anyone has a personal issue to discuss they should request a personal meeting with their Board to discuss.
- **Introduction of Master Board:** Marie Campbell – Treasurer, Eleanor Masters – Secretary, Sandra DeYenno – Member at Large, Carl Young – Member at Large, Rob Miller – Member at Large. Barb Caldwell – President attended at 8 pm due to a family emergency.
- **Introduction of Management:** Donna Wise – Vice President Wise Management, Rita McHale – Property Manager, Ellen Dearborn – Assistant Property Manager.

**II. Social Committee chairperson: Emily Ashinhurst**

- First Community Event held in July was success with an attendance of 150 residents
- Selfie with Santa event to be held on Sunday, December 6<sup>th</sup>
- Working on an adult event to be held in the spring of 2016
- Committee is looking for more volunteers to participate in events

**III. President's Report: Dan Rubino, Vice President**

- The Association is looking for volunteers for snow and landscaping committees. Contact the management office if you are interested in participating on either of these committees.
- The Master Board is investigating into switching to LED street light bulbs for better efficiency/cost savings. WWT has requirements that have to be met before any changes can be made.
- Concrete sidewalk repairs are ongoing throughout the community on a worst to best condition. There are two concrete contractors working to expedite repairs pending weather conditions.
- Sunoco will be installing three pipeline extensions in the community. These are the areas marked by the red and pink ribbon stakes. The HOA attorney, Jamie Goncharoff, is working on behalf of the Association with the rep from Sunoco. There are talks about the front entrance area being used as a staging ground for equipment. Discussions and plans are in the preliminary stages at this time. As soon as plans have been finalized, the Board will update the community.
- A new geothermal heater system was installed in the clubhouse for better efficiency/cost savings.
- A new video camera system with better quality cameras was installed in the clubhouse with two additional cameras for a total of 6 cameras watching the clubhouse area.
- Residents are reminded to sign up for email blasts that are sent out regularly to get info out to the community quickly.
- The newsletter is being distributed on a monthly basis.

**Introduction of Caramanico & Sons representatives:**

- The Master Board approved the selection of Caramanico & Sons to perform snow services beginning November 1, 2015 and landscape services beginning January 1, 2016 for two year contract.
- The Master Board approved an application of gypsum to a large turf area along sidewalks/curbs

- in the community by Caramanico. The following reps from Caramanico attended the meeting:
  - Dwight Belliveau - Director of Landscape/Snow Services
  - Jamie Sharp – Account Manager for Landscape Services
  - Gus Medina – On site Operations Manager for Landscape Services
- Dwight, Jamie and Gus provided background information on the company and explained their techniques for landscaping including pruning and mulching trees.
- They will have all necessary equipment and materials on site for snow removal services including 3 skid steers and 25 – 30 shovelers/blowers.
- Caramanico explained the benefits of applying gypsum to the salt damaged areas along sidewalks/curbs.
- Brogan has started the first fall clean up which will be completed before Thanksgiving. A second clean up will be completed before Christmas.
- All fall 2014 shrub replacements covered under warranty have been planted by Brogan.
- The Master Board has engaged the services of Anne Walters and Caramanico to provide an inspection of each court from worst to best condition that will provide a detailed inventory of all existing materials, analysis of problems in each court and solutions for improvements.
- Each sub will have the opportunity to review the preliminary plans to provide feedback prior to the final approval from the Master Board. The sub Associations can hold a meeting with their residents to review the plans.
- The Management office is maintaining of list of resident landscape requests that will also be taken into consideration as best as possible with the new plans.
- The Master Board is looking for volunteers to work on a landscape committee.

#### **Wise Management Report: Donna Wise**

- A more efficient color/copier/printer/scanner was installed in the management office
- Email blasts and the HOA website are being used to communicate information to the subs and community more quickly.
- Management is working with residents to set up payment plans for residents who are having trouble paying their monthly fees to avoid incurring court and legal costs.
- Violations are being logged into the system so reports can be given to the Boards on a regular basis.

#### **Management Report: Rita McHale**

- The Master Board and Management want to thank John Masarone for his assistance and training of staff on the HOA website.
- New furniture was purchased for the pool area this year.
- A required three year pool electrical inspection was completed with no violations.
- The Master Board approved a two year pool restroom cleaning contract with no increase in rate from 2015.
- The Master Board approved the 2016 pool contract with Grube’s pool service with no increase in rate from 2015.
- New trash containers were purchased for the clubhouse area.
- New signs were purchased for the clubhouse area, along Pullman and the ball field.
- Exterior inspections of all homes were completed. Management will perform a front/back inspection of each unit in the spring and fall. Other violations will be addressed as a result of daily drive thru inspections or complaints.
- A new dog station was installed near Cassatt for convenience of dog walkers along Pullman between Huntington and Astor.
- Any units with an outdoor closet and exposed exterior water pipes need to have the pipes insulated to prevent the pipes from freezing or bursting during the frigid winter months.

- Any units with fire sprinkler inspections need to make sure the system is regularly maintained to prevent failure during a fire or frigid temps. Annual inspections are a requirement of WW Township.
- Please park vehicles straight in parking spaces to allow neighboring spaces enough room. Don't park or back in over the sidewalk area as this presents a safety hazard to pedestrians.
- Remember to send copy of the current executed lease and tenant contact form if you are renting your unit. Owners are responsible to make sure renters get a copy of the rules/regs and other important notices regarding the community
- If you observe a contractor creating a problem, please notify management as soon as you can. If possible send a photo or video so the issue can be addressed immediately.
- Contact management as soon as possible if you have extenuating circumstances that prevent you from making regular monthly payments. Failing to respond to a notice from the Management office or attorney will result in a minimum of \$1,335 in legal costs that get charged to your account. It is not Boards intention to take residents to court as they want to work with residents to avoid incurring legal costs.
- Submit an architectural change request for any exterior changes to the unit including doors/windows/decks/satellite dishes, etc. You need prior Board approval before work begins. You will also need permits and approval from WW Township.
- Now that winter is arriving, make sure the Management office has an email and phone number to contact you. Email blasts are sent prior to storms to make the community aware of the snow services that are planned. We especially need information on your vehicles – tag#, color, Model – in case we need to move vehicles for plowing. We don't like to tow vehicles but if we do not have a way to contact you, we will have no choice to take this action.

#### **IV. Treasurer's Report: Marie Campbell**

- Cash flow for the Master and Recreation center is good. The 2015-2016 budget is in good shape. An Audit is underway for last fiscal year which ended June 30, 2015. The Reserves are healthy for current projects.
- The Crossings are now sending monthly payments for the recreation center which helped the Recreation cash flow. Previously, the Crossings sent payments on a quarterly basis.

#### **V. Association Reports:**

- **Exton Limited – Barb Caldwell – President**

- 2014 - 2015
  - Deck replacements completed
  - Reserve study updated
  - Pressure washing completed
  - Sealcoating started 2014 and completed 2015
  - Painting in Chessie
  - Dryer vents cleaned
  - Iron railings replaced as needed
  - Concrete repairs ongoing as needed
  - Siding to be replaced within 7 yrs

- **Jenny Lind – Carl Young – President**

- 2014 - 2015
  - Reserve study updated 2014
  - Concrete repairs ongoing as needed
  - Pressure washing completed
  - Roofs/gutters replaced Coach Hill
  - Sealcoating completed
  - Roofs for 573-579 and 610-617 Coach Hill to be completed in Jan/Feb 2016

- **Railway Square – Dan Rubino – President**
  - 2014 - 2015
    - Concrete repairs completed
    - Roofs replaced in Huntington
    - Gutters/downspouts Astor, Reading, Railway
    - Painting in Huntington
    - Pressure washing completed
    - Reserve study updated 2014
    - Dryer vents cleaned
    - One time fire sprinkler inspection completed by Assoc
    - Deck replacement with composite for 314-319 Huntington underway
    - Decks to be replaced with composite by worst building on annual basis
  
- **Vanderbilt Village**
  - 2014 – 2015
    - Painting completed in Durant and Harriman
    - Concrete repairs completed in Cassatt, Durant, Harriman and Hartford
    - Gutters replaced in Harriman
    - Roofs/gutters replaced in Hartford

**VI: Questions from the Floor:**

- Resident concerns:
  - Pruning trees during nesting time - Caramanico rep stated that they do pruning during dormant time. Unfortunately they cannot avoid every nest during this process.
  - Tree ring volcanoes - Costly process to remove years of mulch. Going forward this process will not be used. Residents can push the mounds away from the trunks.
  - Excess salting of sidewalks - Caramanico uses a hand spreader to put salt down on sidewalks to reduce amount being applied. Board members and contractor will determine timing for salting as “lawyers determine” when the use of salt is necessary. Board and Management will be meeting with Caramanico to review problem issues and areas related to snow prior to the season.
  - Concrete damage – Master Association is handling common area sidewalk repairs whether damage is related to normal wear and tear or prior salting. There are various reasons why concrete fails that are not related to over salting. It’s a hard case to prove all sidewalk problems are salt related.
  - Insulating water meters – Resident wanted to have notice in newsletter to make owners aware that they are responsible for costs related to their water meter freezing. She will be forwarding link recommending water meter care during cold temps.
  - Flying of drones – Board reiterated that flying of drones around any of the buildings is prohibited. Drones can be flown in the field as long as the operator has followed the West Chester Airport rules of 48 hour notification.