

Executive Board Meeting Minutes – Watson Run HOA

Date/Time: Friday, February 26, 2021 at 1PM via Zoom

Board Members:

- Fran Cannon, Rob Peters, Dan Sweeney, Vicki Michuck, Bill Watkins

Meeting Minutes

Call to Order: Fran Cannon called the meeting to order at 1PM.

Approval of Meeting Minutes: The executive board unanimously approved the January 26, 2021 executive board meeting minutes.

Item 1: Old Business/Committee Reports & Updates

- A. ARC Update – (included with board packet)
- B. Fran Cannon reviewed the plan for recruiting new committee members and discussed the designation of an acting clubhouse chairperson.
- C. Helping Hands Update – Fran Cannon provided updates regarding the completed projects at clubhouse.
- D. Town & Country Electric will contact Fran to schedule a date to look at work needed (sensor switch still not operating correctly; location of light switch for attic; fireplace in sitting area).
- E. Locksmith Update – COVID issues and techs were quarantined. Expected to complete the first week in March.
- F. Comcast update – technician to diagnose issue with TV in community room? Comcast notes the cable box is fine and believes the issue is with the TV. Tech was scheduled on a snow day and was cancelled. WCPAM will give information to a board member or WCPAM will stop by clubhouse and work directly with Comcast.
- G. Western boundary update – Township wants the Association and Homeowner(s) to work their issues out. If unable, the Association will have to take a property survey to the MDJ for enforcement efforts once Berks turns the western boundary over to the Association. WCPAM will discuss further with the township regarding enforcing their ordinances.
- H. Township response re: 5 Scott Drive & status of “emergency” egress (is it still required?) Emergency egress is still required. Township asked the private property owners to address their issues with one another.
- I. Quote/schedule for survey? Cancelled due to weather. Rescheduled to provide a quote after formal inspection during second/third week in March.
- J. Violation updates – Previous violators have corrected all issues.
- K. Any homes still not in compliance – All homes are now in compliance but will be rechecked for future violations.
- L. Berks updates – Berk’s noted they will install a temporary stop sign by next week. No further updates provided.
- M. Update on fire alarm monitoring project – Completed per Yarnell (except from one home). WCPAM will reach out to the homeowner again and reiterate fine procedures for non-compliance.

- N. Security and fire alarm upgrades at Clubhouse – Yarnell has completed.
- O. WCPAM requested that the executive board review their HOA accounts and confirm that they have a credit of \$426.13. The executive board unanimously confirmed. WCPAM will notify community on 2/26/2021 after executive board meeting.
- P. The executive board discussed the extra alarm project the board requested to have WCPAM facilitate and discussed the impact to the contract. WCPAM provided a detailed analysis of costs. The executive board directed WCPAM to cover their costs.

Item 2: New business:

- A. Capital reserve discussion – (Language included with board packet)

“The purpose of this amendment to the governing documents of Watson Run HOA is to provide current and future executive boards with budgetary flexibility as to not have to place unnecessary financial strain on current homeowners. The executive board is proposing to update the governing documents of Watson Run to allow the elected homeowner board to set the capital contribution fee between one month up to twelve months of dues for new homebuyers with each new budget cycle to provide flexibility. The executive board would be vested with the authority to establish the capital contribution fee (new homebuyer fee) and the subsequent year’s fiscal operating budget as a part of their normal yearly budget cycle.”

*The board also discussed amending the section in the governing documents regarding how a budget surplus would be handled - rather than automatically crediting resident accounts, the executive board would have the authority to allow any surplus to go to the capital reserve.

- B. Resident concerns about AmeriGas – WCPAM and the executive board will continue to provide resident concerns/complaints directly to AmeriGas. The executive board unfortunately must work with AmeriGas as a contract with AmeriGas and the HOA was executed by the developer.
- C. The executive board discussed the concerns about the trash vendor: skipping homes; recycling not picked on scheduled day and randomly re-scheduled; no response by vendor when contacted. The executive board will be changing trash vendors as soon as their contractually able.
- D. The executive board discussed their contract with Dooley Pyne. Specifically, liability for damages to resident’s property; plan for Nutsedge treatment; and plan for next phases of special landscaping project at clubhouse. Dan Sweeney will follow up with Dooley Pyne regarding a landscape beautification plan for the clubhouse.
- E. Community meeting in April – the executive board tabled this item until the March board meeting.

Item 3: Financials

- A. The board unanimously approved the January 2021 financial packet.

Adjournment – 1:58PM

Monthly ARC Summary Month ending 1/20

- Total 2020 Requests – 92 (That closes out the 2020 year)
- New Requests Pending Review – 0
- Total Requests Approved – 92
- Total Requests not Requiring ARC Review – 2
- Total Project Completion Reviews Completed – 81 ○ Projects Completed as Approved – 81

Update on Approved Project request not completed - 1.

✦ 28-2020. Homeowner Alvin Beiler @ 66 Springhouse Lane. Request to install a 12 x 16 deck on back of house. **Project Completed as Approved**

Note: A color appropriate striped grey and black electric awning has been Installed on their home following completion of their deck with no evidence of prior ARC approval.

ARC Request was submitted, 95-2020, for installation of the Sunsetter awning, project was approved and closed.

- **Project Approved, but not started:**
 - 61-2020 – 51 Pleasant - 61-2020 A. Request for railings to be installed on existing back patio. 61-2020 B. Request to install a paver block patio adjacent to existing patio. **Project on hold, still awaiting patio repairs by Berk's.**
 - 94-2020 – this project was submitted on 11/29 for permission to enlarge existing deck. There was a delay in approval due to additional detail of project that was needed. Final approval was given on 1/13/2021.
 - 95-202 – 66 Springhouse Lane – This request was for installation of a Sunsetter retractable awning that had previously been installed during the construction of a rear deck. An ARC request for the installation of the awning was never submitted putting the resident in violation of the ARC Rules and Regulations. The resident was notified of the violation and an ARC request was submitted on 12/15 and approved on 12/17 closing out the existing violation.
 - 94-2020 and 95-2020 were the first two and only ones that were submitted and approved through the new process of submission to the ARC chairman, review by the ARC, approval by ARC/EB, and final approval letter being sent by ARC chairman to resident, and to WooCat for their records.

There have been no new requests for 2021.