

Board Meeting Minutes – Watson Run HOA

Date/Time: Monday, July 20, 2020 at 1PM

Location: Zoom Meeting

Board Members:

- Fran Cannon
- Dave Schultze
- Dan Sweeney
- Rob Peters
- Vicki Michuck

Meeting Minutes

Call to Order: Fran Cannon called the meeting to order at 1:00PM.

Approval of Meeting Minutes: The executive board unanimously approved the June 2020 meeting minutes.

Item 1: Old Business/Committee Reports & Updates

- A. Community Meeting Feedback & Wrap-Up - WCPAM requests all committee reports and the president's report to add to annual meeting minutes.
- B. Clubhouse Cleaning Schedule – Last deep cleaned on June 26th. Scheduled to be cleaned week of July 20th and then every two weeks from there unless more is needed.
- C. Updates from Berks – WCPAM provided the executive board with all communication from Gary at Berks' Homes.
- D. Update on agreements with Myron – WCPAM requested a response to the executive board's request for Myron's input on status of previous formal/informal agreements. Myron noted he would have his attorney review and report back to WCPAM.
- E. Marking of property boundaries & issue with 6 Wickerberry – The executive board asked WCPAM to send a potential boundary dispute issue regarding a walking path to Berks' Homes to review.
- F. Update on maintenance projects – wishing wells, landscaping around clubhouse, etc. (Dan, Fran, Woo Cat) – WCPAM noted that the carpenter was having issues getting someone from the manufacturer to provide material information. Dan Sweeney discussed landscape needs around the clubhouse and will be meeting with Dooley Pyne.
- G. Update on Helping Hands committee and liability insurance questions – The executive board discussed the need for a committee to assist with smaller maintenance projects throughout the community. The executive board approved the Helping Hands committee.
- H. Clubhouse Fire Extinguisher Updates – WCPAM contracted with Clark's and Clark's will come to the clubhouse and service 3 fire extinguishers.
- I. Status of Property Inspections – The executive board reviewed the property inspection report provided by WCPAM. WCPAM will send out letters to applicable homeowners and reinspect 30 days from when letters were mailed to provide homeowners with time to comply.
- J. WCPAM shared with the executive board the meeting minutes from 7/9/2020 meeting with Fran & Don regarding Clubhouse Operations.

Item 2: Financials

- A. The executive board already reviewed the June 2020 financial packet at the annual meeting and unanimously approved.

Item 3: New Business

- B. Welcome new board member and re-organization (Fran/WooCat) *the executive board decided at the annual meeting to keep all board positions the same until the new board member could be present for re-organization due to Covid-19. The executive board unanimously chose the following executive board officer structure:

- Fran Cannon, president
- Dave Schultze, vice president & secretary
- Dan Sweeney, treasurer
- Rob Peters, member at large
- Vicki Michuck, member at large

- C. Discussion of new information on properties owned by Myron and/or his partners – The executive board discussed new information concerning development partnerships.
- D. Proposal for Clubhouse Committee – The executive board discussed the need to formally adopt clubhouse policies and procedures to both maintain the clubhouse but to also institute safety and cleaning protocols for the health and safety of all residents.
- E. Committee Conflict Discussion – The executive board discussed a committee conflict issue that the executive board feels now has been resolved.

Item 4: Adjournment – The meeting adjourned at 2:45pm.

Watson Run HOA - 2020 Watson Run Budget						
	7/1/2020 - 7/31/2020			1/1/2020 - 12/31/2020		
Account	Actual	Budget	Over Budget	Actual	Budget	Over Budget
Income						
Association Fee Income	\$29398.50	\$37113.00	-\$7714.50	\$296848.57	\$445356.00	-\$148507.43
Convenience Fee	\$24.60	\$0.00	\$24.60	\$184.86	\$0.00	\$184.86
Interest Income	\$0.00	\$62.50	-\$62.50	\$6.92	\$750.00	-\$743.08
Reimbursement	\$0.00	\$0.00	\$0.00	\$1804.00	\$0.00	\$1804.00
Watson Run Water Income	\$0.00	\$0.00	\$0.00	\$2660.05	\$0.00	\$2660.05
WR - CAP Reserve Income	\$0.00	\$0.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Total for Income	\$29423.10	\$37175.50	-\$7752.40	\$302504.40	\$446106.00	-\$143601.60
Expenses						
Bank Fees	\$40.45	\$0.00	\$40.45	\$220.65	\$0.00	\$220.65
Capital Reserve Transfer	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00
Legal and Professional Fees	\$0.00	\$833.33	-\$833.33	\$9755.73	\$10000.00	-\$244.27
SWM	\$0.00	\$875.00	-\$875.00	\$0.00	\$10500.00	-\$10500.00
WR - Admin & Postage	\$0.00	\$100.00	-\$100.00	\$1098.74	\$1200.00	-\$101.26
WR - CH Cable	\$0.00	\$208.33	-\$208.33	\$1641.99	\$2500.00	-\$858.01
WR - CH Carpet Clean	\$0.00	\$83.33	-\$83.33	\$0.00	\$1000.00	-\$1000.00
WR - CH Cleaning	\$0.00	\$450.00	-\$450.00	\$6731.30	\$5400.00	\$1331.30
WR - CH Maint Supplies	\$686.22	\$166.67	\$519.55	\$686.22	\$2000.00	-\$1313.78
WR - CH Propane	\$186.74	\$583.33	-\$396.59	\$2152.25	\$7000.00	-\$4847.75
WR - CH Water & Sewer	\$240.00	\$100.00	\$140.00	\$3600.00	\$1200.00	\$2400.00
WR - General Maintenance	\$0.00	\$666.67	-\$666.67	\$4082.23	\$8000.00	-\$3917.77
WR - Grounds & Maintenance	\$14436.00	\$15817.33	-\$1381.33	\$68485.25	\$189808.00	-\$121322.75
WR - Landscape Special Projects	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
WR - Liability & Casualty Insurance	\$0.00	\$583.33	-\$583.33	\$9407.98	\$7000.00	\$2407.98
WR - Management Fees	\$3204.00	\$3204.00	\$0.00	\$22428.00	\$38448.00	-\$16020.00
WR - Replacement Reserve	\$3750.00	\$3750.00	\$0.00	\$26250.00	\$45000.00	-\$18750.00
WR - Security Alarm Monitoring	\$1836.00	\$2000.00	-\$164.00	\$15202.12	\$24000.00	-\$8797.88
WR - Snow Removal	\$0.00	\$3333.33	-\$3333.33	\$1485.00	\$40000.00	-\$38515.00
WR - Tax Return	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00	-\$550.00
WR - Trash Removal	\$2880.00	\$2666.67	\$213.33	\$20173.33	\$32000.00	-\$11826.67
WR - Water Association Fees	\$0.00	\$0.00	\$0.00	\$6.55	\$0.00	\$6.55
WR- CH Electric	\$415.29	\$416.67	-\$1.38	\$1192.48	\$5000.00	-\$3807.52
WR- Electric Street Lights	\$190.86	\$625.00	-\$434.14	\$2025.87	\$7500.00	-\$5474.13
WR Pool	\$2390.22	\$666.67	\$1723.55	\$11086.54	\$8000.00	\$3086.54
Total for Expenses	\$30755.78	\$37129.67	-\$6373.89	\$208462.23	\$446106.00	-\$237643.77
Net Operating Income	-\$1332.68	\$45.83	-\$1378.51	\$94042.17	\$0.00	\$94042.17
Net Income	-\$1332.68	\$45.83	-\$1378.51	\$94042.17	\$0.00	\$94042.17

WATSON RUN HOA
2020 FINANCIAL SNAPSHOT

2019 Checking Account Ending Balance 12-31-2019 - \$76,245.19
 2020 Checking Account Ending Balance 06-30-2020 - \$142,488.11
 2020 Budget to Actual (01-01-2020 to 06-30-2020):

Watson Run HOA - 2020 Watson Run Budget vs. Actuals				
	1/1/2020 - 6/30/2020			
Account	Actual	Budget	Over Budget	Yearly Budget
Income				
Association Fee Income	\$242111.88	\$222678.00	-\$19433.88	\$445356.00
Interest Income	\$33.49	\$375.00	-\$341.51	\$750.00
Reimbursement	\$1804.00	\$0.00	\$1804.00	\$0.00
Total for Income	\$243949.37	\$223053.00	-\$20896.37	\$446106.00
Expenses				
Bank Fees	\$180.20	\$0.00	\$180.20	\$0.00
Legal and Professional Fees	\$9755.73	\$5000.00	\$4755.73	\$10000.00
SWM	\$0.00	\$5250.00	-\$5250.00	\$10500.00
WR - Admin & Postage	\$1098.74	\$600.00	\$498.74	\$1200.00
WR - CH Cable	\$1641.99	\$1250.00	\$391.99	\$2500.00
WR - CH Carpet Clean	\$0.00	\$500.00	-\$500.00	\$1000.00
WR - CH Cleaning	\$6731.30	\$2700.00	\$4031.30	\$5400.00
WR - CH Maint Supplies	\$0.00	\$1000.00	-\$1000.00	\$2000.00
WR - CH Propane	\$1965.51	\$3500.00	-\$1534.49	\$7000.00
WR - CH Water & Sewer	\$3360.00	\$600.00	\$2760.00	\$1200.00
WR - General Maintenance	\$4082.23	\$4000.00	\$82.23	\$8000.00
WR - Grounds & Maintenance	\$54049.25	\$94904.00	-\$40854.75	\$189808.00
WR - Landscape Special Projects	\$250.00	\$0.00	\$250.00	\$0.00
WR - Liability & Casualty Insurance	\$9407.98	\$3500.00	\$5907.98	\$7000.00
WR - Management Fees	\$19224.00	\$19224.00	\$0.00	\$38448.00
WR - Replacement Reserve	\$22500.00	\$22500.00	\$0.00	\$45000.00
WR - Security Alarm Monitoring	\$13366.12	\$12000.00	\$1366.12	\$24000.00
WR - Snow Removal	\$1485.00	\$20000.00	-\$18515.00	\$40000.00
WR - Tax Return	\$0.00	\$550.00	-\$550.00	\$550.00
WR - Trash Removal	\$17293.33	\$16000.00	\$1293.33	\$32000.00
WR - Water Association Fees	\$6.55	\$0.00	\$6.55	\$0.00
WR- CH Electric	\$777.19	\$2500.00	-\$1722.81	\$5000.00
WR- Electric Street Lights	\$1835.01	\$3750.00	-\$1914.99	\$7500.00
WR Pool	\$8696.32	\$4000.00	\$4696.32	\$8000.00
Total for Expenses	\$177706.45	\$223328.00	-\$45621.55	\$446106.00
Net Operating Income	\$66242.92			

2020 Bank Statement Ending Balances

Watson Run HOA		
2020 Income/Expenses	INCOME	EXPENSES
JAN	53024.85	23948.25
FEB	38266.7	24388.02
MARCH	40819.5	23,309.54
APRIL	36518.33	19098.25
MAY	37037.66	23562.82
JUNE	38282.33	63399.57
Total	243949.37	177706.45

Property dispute with Myron Stoltzfus (and/or parties in the LLC and LLP)
By: Fran Cannon

Recent discussions about the ownership of the land which includes the pond (referred to as Pond B or Basin B on some documents) and an area used for burning debris, both of which are to the western side of the wedding venue known as Homestead Gardens, prompted me to do some additional research.

Originally, I was looking at the LancoView map (as resource suggested by Earl Carey) which includes property lines and deed information for all of Intercourse, including individual properties and common areas around Watson Run. This site shows the whole area mentioned above along with other areas out to Rt. 772 as one property deeded to Myron Stoltzfus. Because of a recent issue with ash blowing onto properties in Watson Run due to burning occurring in the area mentioned above on the evening of July 14th, I emailed Myron and Brian Waltman, the manager of the wedding venue to express my concern. Myron responded claiming that the burn area is not on his property but belongs to a neighboring property. He indicated that he would “keep an eye out” for further issues with ash.

This prompted me to do a little further digging into public records. I found another website called AcreValue which shows plat maps of Lancaster County including property lines and land ownership. I was able to create an enlarged representation of the area that shows the wedding venue, the pond, and the burn area mentioned above as one property owned by Alido Group, a limited partnership whose address is Stoltzfus Meat Plant and Office at 3718 E. Newport Road, Intercourse, PA.

So far both website maps indicate that all of the above referenced property is owned by Myron Stoltzfus and/or his partners. It appears that Myron was mistaken or not responding honestly about who owns and is responsible for the burn area. It is also interesting to note that several of the properties on our western boundary, including some with significant encroachment onto Watson Run common areas, are owned by members of the Stoltzfus family.

Inspection Results: individual homeowner info has been removed for confidentiality.

1. What is the executive board's position on painting shutters? – Fran and Dave will email product information to WCPAM that cleans up shutters without having to paint them in most, but not all, situations.

Watson Run 7/9/20

WCPAM Meeting w/Fran & Don to Review Standard Clubhouse Operating Procedures

Utility Closet – located on 1st floor near pool

General Comments:

- Need to organize
- Bags for vacuum no longer used
- Plate glass for front window (was to be used for receptionist type of area)
- Armstrong wall base goes to kitchen
- Spotlights for emergency lighting – Walt Hess does emergency test every quarter. Has to be lit for 45 minutes.
- Screens in attic to windows
- Pull down in office to attic is very unsafe
- In need of clubhouse committee
- Flag out front is automatic lighting
- Everything else identifiable

Pool Lights – 3 Timers – Exterior Posts & Wall

- Pins pull out
- Shut off at end of season
- Review on weather app for sunset time
- Adjusts 4 times/year as sun times change



Low Voltage – Spotlights – Walls of Building and Wishing Well

- Change times seasonal
- Winter 4:15pm to 7:15am
- Center dial is current time

Front Lights & Front Door – Sidewalk, Front and Side

- On briefly in morning and evening.
- Off by 11:00 pm
- Needs to be reset for events

Red Boxes – Fire Alarm with Yarnell. They manage everything needed for this.

Water to Pool – Main Shut off

- Used only in fall and spring



Water Heater

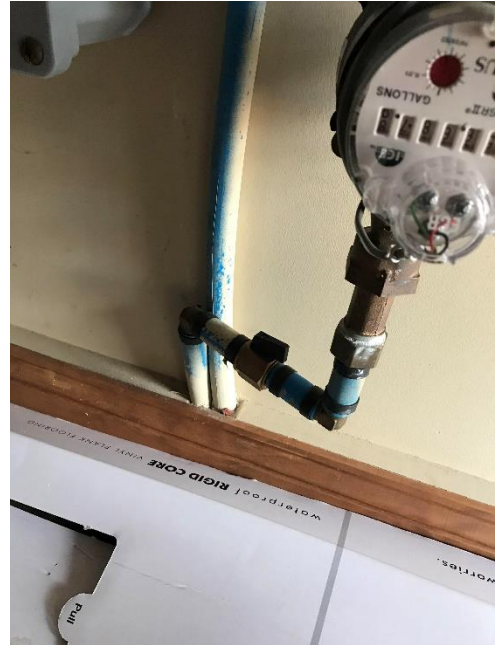
- If event is running and needs hot water, adjust as needed. Currently on lowest setting.



Water Meter

- Reads upside down
- Frank Howe, Township Mgr. gets the meter reading once a month (???)

- Have been doing this for 9-10 years
- Email: Fehowe@leacocktp.com



Floor

- Drain – put one pitcher of water down the drain once a month.
- Drain in bathrooms – pour one pitcher of water down the bathroom shower drains

Valve

- Water that goes to the Garden of Hope



Heating/Cooling System – Thermostats

- Need covers on all heating/air systems. Right now, anyone can change the temperature to however they want it. We set all the thermostats to work together on temperature.

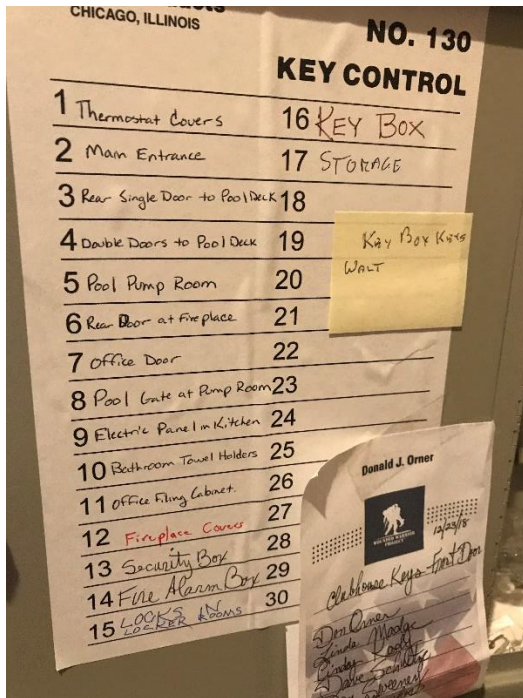


Comfort Ventilator – need information on this



Office

- Keys to Board members ONLY
- Walt Hess – needs key/access to what and how often?
- Steps that come down from attic need to be looked at and potentially updated for safety
- Storage keys don't seem to go anyplace??



Fire Extinguishers

- Need to be checked?? Haven't been checked since 2018

Kitchen

- Electrical Panel to meeting room and kitchen

Fireplace in Meeting Room

- Light switch on right side under mantel

Pool - Pump Room

- Timers do not work for sprinkler system – they are unplugged
- Aqua Docs service 3 times/week during season
- Valve to turn on water (Picture)
- Need to find out if we are paying for chemicals – all the bottles – vs. one big delivery in the large tub. Seems like we have a lot of red containers with the chemicals. (2nd Picture)
- Need to check on the fire extinguishers – last checked August 2018.

