

WILLOW GROVE OF DUBLIN
BOARD MEETING MINUTES
MARCH 8, 2021

Call to Order: Meeting started at 6:33 p.m. Present were Maxine Bame, Chris Conrad, Susan Montgomery, Michele Croce, Jason Peterman and Janet Kaplan.

Approval of Minutes from Board Meeting of 11/2/2020: Minutes approved.

Manager's Report: As of the end of February 2021, assets total \$451,477.71. Home equity at the end of December 2020 was \$421,166.15; current figure shows an increase of \$30,311.56.

Administrative expenses showed a \$2,585.79 YTD unfavorable variance due to legal and accounting fees. Maintenance and repair showed a favorable variance of \$4,505.05, however, snow removal for February 2021 was \$10,707 and March landscaping was \$12,075.40. The Board questioned these charges; Maxine said she would check into it and request an itemized bill.

Attorney Memo on Legal Matter Involving Resident in Continuing Arrears on HOA Fees: This matter is fully briefed and before the court. Motions have been pending since early January 2021 and currently awaiting a decision. The attorney advises to wait on formally adopting a new collection policy until this matter is resolved and submitted a draft policy for the Board to review.

In reviewing the draft policy, the Board asked for the following: (1) that NSF acronym be spelled out under item #2; (2) that item #s 3, 4 and 5 in the draft not be established by an amount in arrears but be based on an established time in arrears, and the Board agreed on three months.

Pool: On March 5, 2021, Maxine, Kasim and Janet met with representatives from Sandy's Pools responsible for pool maintenance so they could see the pool and equipment room and understand our needs. They explained they would only service the pool and that any problems with leaks they would refer to American Leak Detection or Leak Seekers. The pool needs a new winter cover and the question was asked if it would be cheaper to order now but, unfortunately, the answer was no as we need a customer cover. The representative from Sandy's indicated that the pool should not have been drained almost completely to help avoid cracks developing and to keep the winter cover from sinking in the middle. Sandy's would service the pool 5, 6 or 7 days a week as agreed to by the Board and the pool would be serviced by the same technician.

Sandy's is a family owned business and Bill from Sandy's came to the Board meeting to answer any questions. Bill explained that Sandy's has been in business 20 years and only handles pools in communities such as Willow Grove and some light commercial. Even with COVID, Sandy's serviced 65 pools last year with no issues. Sandy's does not do bathroom cleaning; they only perform pool maintenance. The Board agreed to keep bathrooms closed this season.

Discussion occurred over an automatic chemical controller that Willow Grove used which belonged to the previous pool maintenance company. Sandy's does not rent these as the previous company did. They submitted an estimate of \$2,213.93 for a controller (including tax and

installation) which comes with a five year warranty on the machine and one year on the sensors which can wear down due to PH levels and chlorine. Bill indicated that the manufacturer suggests replacing the sensors annually, but he indicated there was no need for annual replacement. The Board approved purchasing an automatic chemical controller.

Bill discussed information brought back by his maintenance staff that met earlier with Maxine, Kasim and Janet. Per Bill, his staff felt repairs outlined by previous pool company were not necessary at this time.

The Board approved hiring Sandy's Pools to replace current company and to have them service the pool seven days a week to ensure we meet water testing guidelines of Franklin County. In order for Sandy's to assess equipment and pool (e.g., determine if any leaks), the Board agreed that Sandy's could open the pool on May 7, 2021, two weeks prior to opening for use by Willow Grove residents, to allow for proper assessment of the pool and equipment. The pool will open for use by Willow Grove residents on May 21, 2021 and will close on September 20, 2021 (last day for use being September 19, 2021).

Irrigation: The previous landscape company, Brightview, was also responsible for the underground sprinkler system. As the Board was not happy with their performance and replaced them, Maxine searched for a company to handle the sprinkler system. Maxine presented the Board with an estimate from Hydrotech Irrigation of \$485.00 to start up the system, conduct three checks through the summer, and to winterize the system. The Board approved moving ahead with the new company. (As a side note, prior to completion of these minutes, the new irrigation company found that a line had been cut as they checked the system. Maxine will contact company responsible for digging for AEP since it appears they are responsible for the damage.)

Hedge Landscaping: A property walk with the new landscaping company will take place soon, most likely in April. Susan plans to walk the property with Matt from Hedge so they have a clear understanding of where to mulch. Hedge indicated they can hold off on mulching due to recent filling of holes and seeding where AEP was performing work. Susan would like a walk thru with Eric from AEP to go over all repairs. Maxine said she asked Jess Howard to locate breaks in electrical lines if they could and take pictures so that AEP can make repairs. (As a side note, walk thru occurred with AEP representative and representatives from Jess Howard. Cut lines were not lines AEP worked on and Jess Howard thinks it's possible that some of the lines are getting bad due to aging. As it was impossible to determine whether lines were cut from workers or Kasim as he did some needed repairs, AEP cannot be held liable for any needed repairs.)

Area behind East is still in need of stump grinding, grading and seeding. No work will occur in this regard until all electrical work has been completed.

Cement Repairs to Front Patios on South: Joe Ramirez submitted a bid of \$14,200 to complete the repairs.

Stucco/Chimneys: Discussion occurred about structural repairs needed in the community. The HOA was recently increased to help cover these costs, particularly the large cost of new roofs throughout the community, which will need replaced by 2022/2023.

There are still four-five chimneys needing repair. However, as was discovered last year, expected cost has been about double per chimney once the repair company removed the stucco and found rotted boards, which created additional work. Some stucco painting still needs done on chimneys repaired last year. Proper paint for stucco was not used by company that last painted stucco; a more expensive paint is needed to help hinder peeling/flaking.

Residents contracting work in their units where venting needs replaced, cannot have same vented through the attic; must be through the roof. The Board noted that the handbook would need updated to indicate that owners are responsible for changing exhaust vents, not the association.

Newsletter: The Board suggested to wait until summer to put out a newsletter since, hopefully, a lot of current matters will be completed. A suggestion was also made to possibly hold a meeting for all residents in the summer.

Adjournment: Meeting adjourned at 8:20 p.m.