

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – January 7, 2010, 1:30 p.m.

Location: Becky Diamond's house

Present Board Members: Marc Pelletier and Becky Diamond

Absent Board Members: Doug Knox, Tom Bentley and Andy Capeli.

Others Present: Barry Bauman, and Valerie Douglas (Mid-Atlantic Management)

Quorum not established, meeting canceled

Next meeting: Feb. 9, 2010 at 2 pm at sample house

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – February 9, 2010, 2:00 p.m.

Location: Belrose sample house

Present Board Members: Marc Pelletier Doug Knox, and Becky Diamond

Absent Board Members: Tom Bentley and Andy Capeli.

Others Present: Valerie Douglas (Mid-Atlantic Management)

Meeting called to order at 2:00 p.m.

November 17, 2009 Board minutes approved with the following correction:

Violation hearing minutes, December 3, 2010

Change should be made to minutes from the December 3, 2010 violation hearing as follows: MAMC sent the pet violation letter to Bentley with a copy sent to the offending renter. Becky will change the entire paragraph to read:

Doug reiterated the rule that dogs must be leashed at all times when outside their unit.

This rule must be adhered to at all times given the type of housing which is a high density townhouse community. MAMC sent two pet violation letters to Bentley last week (with a copy to the two offending renters) advising them that their dogs have been observed off leash and that they must conform to this rule. Doug stated that this rule must be applied to all dogs; even two recently purchased puppies in one of the rented houses, so that it is consistent and fair. Violation minutes approved with change.

Snow Removal: Street snow removal was timely, but driveway and sidewalk shoveling was not acceptable. Becky and Marc spoke to people they know who live in other townhome communities. All were completely shoveled out by Saturday night. Waiting until noon Sunday is not acceptable. Possible remedies discussed were:

1. Obtaining new vendor
2. Talking to Earth Care about alternating which jobs they start first
3. Talking to Earth Care about starting to shovel when snow is tapering off instead of waiting for it to stop completely
4. Shovel driveways first, then parking pads, then sidewalks when they do get here
5. Appointing an on-site contact person who will speak to contractor's foreman

Marc volunteered to be the contact person. Valerie will tell contractor to shovel driveways first.

Marc asked who is responsible if ice backup in gutters caused water problems. According to our by-laws outside maintenance is up to the Owner and they must bear responsibility.

Trash: Marc contacted Monterey and they will not pick up trash tomorrow due to the snow warning. It will probably be picked up on Thursday. Becky D. will send email to all owners. Becky told Doug she does not have email addresses for Bentley renters. Doug suggested calling Liz at Bentley. She will either forward emails or give Becky the email addresses.

Landscape Bids: Valerie has contacted three more contractors to bid on our landscaping proposal. Becky feels mulching section still isn't correct. Valerie feels that vendors need to know that mulching is going to be different every year. Doug agrees. Valerie will change mulching section in its entirety to the following:

- D. Mulching: will be applied on a three year plan.
1. **Year One (2010):** In the spring, all mulch in established foundation beds and tree rings will be removed and replaced with at least 2 inches of double-shredded hardwood bark mulch. In the fall mulch will be added as necessary to maintain a 2-3" level;
 2. **Year Two (2011):** A minimum of 2" of double-shredded hardwood bark mulch will be applied in the spring and fall to all established foundation beds and tree rings;
 3. **Year Three (2012):** Existing mulch will be turned in the spring and fall and new mulch will be added where necessary to maintain a 2-3" level.
 - i. The same quality of mulch that is used in the front entrance circle area must be used throughout the community. The CONTRACTOR shall submit a sample of mulch to the COMMITTEE for approval prior to its application.
 - ii. Care will be taken not to cover downspouts when mulching.

Management Report:

Delinquencies: Only one homeowner is delinquent. That homeowner, account # 172-7395, has paid the dues, but they were paid late and they have yet to pay the late fees. This homeowner frequently pays late. Valerie will send him a letter stating that late fees must be paid on time the same as dues.

Valerie will correct **Management Report** to show that the community was not cleared of snow until 2:00 p.m. Sunday afternoon. Also, in the Financial section, the HUD-1 report was for 106 **Ladbroke**, not Deepdale.

Insurance: The Board decided not to pick up extra Board coverage from Fidelity. Doug said that normal Board coverage cannot be offered as long as the builder holds a majority on the Board.

Earth Care: Marc discovered two vendor invoices totaling \$900 from Earth Care for snow removal on roads that were paid by MAMC. These invoices should have been submitted to Bentley, not the HOA. The Board will confirm next meeting that an adjustment has been made with the HOA reimbursed by Bentley. Valerie will check all invoices from Earth Care more carefully from now on.

Bentley Financial Status: Doug reported that Bentley is still involved with the bank concerning their continued funding. Doug stressed that nothing has been decided yet. Doug told us that it is his understanding that the banks are recommending that Bentley sell some of their unfinished properties and Belrose is among those being considered. Someone has placed a bid to buy the second sample house and it may be sold soon.

Next meeting date: March 9, 2010 at 2:00 p.m. Meeting was adjourned at 3:30 p.m.

Minutes submitted by Becky Diamond

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – March 9, 2010, 2:00 p.m.

Location: Belrose sample house

Present Board Members: Marc Pelletier Doug Knox, and Becky Diamond

Absent Board Members: Tom Bentley and Andy Capeli.

Others Present: Valerie Douglas and Barry Bauman (Mid-Atlantic Management)

Meeting called to order at 2:00 p.m.

February 9, 2010 Board minutes approved.

Valerie reported on delinquencies. Three owners have delinquencies, all are for late fees.

Doug Knox stated that Belrose may be sold to Woodstone Homes possibly by March 31, 2010. Per Doug, Bentley Homes will continue to be responsible for any warranty items on finished units. Woodstone will be responsible for everything else. It was recommended by the management company to consider an early transition study to confirm any building defects which would not be protected under the bond held in escrow by the township for infrastructure items. Valerie and Marc P. will schedule a conference call with HOA lawyer to review issues regarding the sale of the community.

Valerie received a landscaping bid from Forever Green. They did not fill in the form we sent, but sent their own proposal. The board instructed Valerie to contact them and ask them to fill in the RFP as requested if they want to be considered. Becky and Marc sent an email to Valerie requesting that she send a proposal to Dooley Pyne in Exton. That proposal was not sent. Valerie will email it to Dooley Pyne by Friday.

Marc P. introduced the pet resolution #7 re-write. The board is not sure that item 8 about removing pets from the community is enforceable. Doug will check with Bentley lawyer to confirm if it can be inserted to the By-Laws. Resolution will be looked at again during April meeting.

New Business:

Another incident involving pets has occurred. Two boxers, owned by account # 177-5350, were being walked on leash the owner's 14 year old son on March 1, 2010. They started chasing a Doberman being walked on leash by its owners Greg and Denise Daniel who reside at 207 Deepdale. Ross could not hold onto the dogs and dropped the leashes. The SPCA was notified. The owner has expressed regret that this incident happened and has assured the board that her son will walk the dogs one at a time from now on. The Daniel's accept this solution. The board directed Valerie to send a letter to the owner advising her of our discussion and reminding her of what she agreed to. We will not impose a fine at this time.

Valerie has spoken with Earthcare about the 3 invoices that they sent to Belrose HOA totaling \$1350 that should have been sent to Bentley Homes. Valerie approved payment of these invoices in error. Valerie will not pay the current Earthcare bill until this is sorted out so that possible the \$1350 payment can be applied to the new invoice and the old invoices can be voided.

The Annual Meeting should be held on April 1, 2010. Barry advised the board that Mid-Atlantic Management thought Marc and Becky were elected for two year terms. Since they were only elected for a one year term MAMC does not have time to send out all of the paperwork required for nominations. We can push the Annual meeting back and reschedule it for April 22, 2010. Mid-Atlantic will send the required correspondence to the owners by the end of this week. Doug advised that April 22 will work better because the new builder may need time to make board appointments from their company. Barry said that the April 22 date, although it is not the date specified in the by-laws, shouldn't cause a problem.

Barry and Valerie also pointed out that there is no clear direction for nominations and voting for Board members in the by-laws. Barry advised us that administrative changes can be made by the declarant without a vote of the homeowners. Doug will make the changes.

The Board discussed that several owners have reported damaged and flaking concrete walkways leading up to their houses and the front doorstep. So far damage has been reported by 225 and 233 Deepdale and 100 and 108 Ladbrooke. Photographs of the damage was provided to the property manager. Doug stated that he inspected the Cillo's house and he believes the problem to be with winter salting. Barry Bauman stated that it appears to be a problem with the concrete finish and a similar problem experienced in other managed properties. There was no resolution to this item and it will remain "Unfinished Business" for the next Board meeting. (See pictures below)

The Board discussed water run-off in the rear yard at 228-236 Deepdale Drive. The issue was discovered last year when walking around the property with MOR Landscaping last year. Doug mentioned that the water is a result of a "dry swale." There was no resolution to this item and it will remain "Unfinished Business" for the next Board meeting.

While inspecting the property behind 228-236 Deepdale it was noted that there is a great amount of dog waste there. The board directed Valerie to write a letter to the three homeowners that own dogs in that building to remind them of our rule to pick up and dispose of dog waste. The landscapers will soon be working out there.

It has been noted that a car has been parked in a parking area for over a year and appears never to have been moved. Valerie and Becky noted that the car is registered, but does not have a valid inspection sticker. Valerie will send a letter notifying the owner that as long as this car does not have a valid inspection sticker it must either be moved to the owner's garage or be taken off the property.

Becky asked whether we should be building up funds for painting. We will discuss this at the next meeting. Barry will continue to work on the chart of responsibilities. He was waiting for a response from Doug, which Doug will provide as soon as possible.

Valerie will run a settlement report to see when the first house was sold.

Next meeting will be held April 13, 2010 at 2 p.m. at the sample home.

Meeting adjourned at 3:15 p.m.



Pictures taken March 2010

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – April 13, 2010, 2:00 p.m.

Location: Belrose sample house

Present Board Members: Mark Devlin, Doreen Resnick, Nick Ceritano, Marc Pelletier (Treasurer), and Becky Diamond (Secretary).

Absent Board Members: None

Others Present: Valerie Douglas and Gail Van Dyke (Mid-Atlantic Management), Doug Knox (Bentley Homes) and Michael Liebman (Property Committee Chair).

Meeting called to order at 2:00 p.m.

March 9, 2010 Board minutes approved with one change.

Woodstone Homes is the new owner of Belrose. The three Woodstone representatives listed replace the former board members from Bentley Homes.

Treasurer Report: Marc Pelletier

Financial for this month are not ready yet. Marc will contact Earth Care one more time about the billing for the last 2 snowstorms. Earth Care billed for snow blowers which were not seen on the property and other items that seem excessive. The Board discussed the need for assessment due to over budget snow removal. We will discuss amount at next regular board meeting. We will also discuss building up reserve fund for future painting needs. \$130 per month fee does not allow much of a buildup of reserve.

Management Report: Valerie Douglas

CAI membership is expiring. This is a good organization for associations to be involved with. Marc attended the annual meeting last year and thought it was worth the investment. We will renew.

Unfinished Business:

Landscaping Contract – The Property Committee recommended Dooley Pyne to provide landscape services in 2010. We received one very good reference from Schoolhouse Lane. The Board requested that Valerie check out some of their references and Becky D. will call Dooley Pyne to see if they will reduce their price for the guarantee of a three year contract assuming their service is satisfactory. Becky D. will send contract to all board members for review. Gail advised us that the services Dooley Pyne said are taxable are correct. We will table a decision until reorganization meeting immediately after Annual meeting on April 22, 2010.

Developer has changed to Woodstone Homes. They have already begun work on the homes that were started, but not completed, by Bentley. Siding should be started by next Monday, April 19th. Rick Fontaine is the superintendant on-site and Laz Garay is the salesman. Their goal is to sell all the units currently under construction by June 30th. They plan to start the next building soon. It will be built on Ladbroke directly across the street from the building that is already there. Each following building will be started as sales dictate. Marc asked that Woodstone communicate directly with the homeowners by letter or by placing information on the HOA web page.

Doug Knox reported that he has talked to EJ at Marjon Masonry and Pioneer Concrete. This is not the company that did the original pour. He is waiting to hear back from them. Gail suggested that the only way to really identify cause of damage is a 'core test'. Doug will report to Woodstone who will let the Board know what the result is. It is still under warranty.

George Mathew reported to Valerie that the same sink hole that appeared next to his step last year has appeared again this year. Doug will look at it. #237 Deepdale also has a sink hole in his driveway. Doug is repairing that.

Doug advised the board that the swale behind 228-236 Deepdale was built correctly and is directing water in the proper fashion. It could use some seeding at the bottom of the hill.

Becky asked Doug about the cleanup he promised of dead trees and other debris behind 228-236. Doug said he will look at possible dead trees, but other clean up is not his responsibility since he already did it once.

Pet Resolution

Doug did not check the pet resolution with Bentley's lawyer. Gail said that the Association's only rule making ability is enforcing control rules. Enforcing inoculations and licensing is not within our power. Becky D. will send resolution to everyone so we can discuss it at the May board meeting. Valerie will send a copy of the letter she sent to account #177-5350 to Becky D. for records.

Woodstone will look at Election Procedure resolution. Something we may want to add is whether to allow or disallow nominations from the floor. Gail suggested wording to the effect that nominations will not be allowed from the floor as long as there are viable candidates on the ballot. Woodstone attorney is going over the current public offering statement and is finding discrepancies. There were two discrepancies noted by Valerie; Section VII and VII in the declaration disagree on number of years that must past until homeowners take over HOA. The other is the definition of a quorum in section VIII. Ii and the bylaws Section 2.8. We will discuss any and all discrepancies at the May board meeting if he is finished.

Annual Meeting:

We would like for the Woodstone board members to introduce themselves and give a brief description of their plans for Belrose. Property Committee and ARC committee will be invited to give a report and Marc P. will give treasurer's report which will include strong possibility of assessment for snow removal. Valerie will provide ballots and will run a delinquency report the day before the meeting.

Valerie and Marc had a conference call with HOA attorney. She said there is nothing we have to do because of the change in declarant. Woodstone Homes has an excellent reputation as a builder.

We also need to go over the owner versus HOA chart that MAMC put together as their interpretation of the declaration and by-laws. We will schedule that for the June meeting.

Meeting adjourned 4:00 p.m. Next meeting scheduled for Tuesday, May 11, 2010 at 2 p.m.