



**Woodledge at Whitford Hills Community Association  
Annual Meeting Minutes  
West Whiteland Township Building  
Wednesday, March 26, 2014**

Call the meeting to order at 7pm by Stew Feinberg, President

**Introductions of Board members**

- Stew Feinberg, President
- Pat Glover, Treasurer
- Paul Schroeder, Secretary

**CCR Management**

- Jane Wismer, Senior Portfolio Manager
- Sandra Ierardo, Senior Portfolio Manager
- Martha Parker, Assistant Community Manager

**Guest speakers from West Whiteland Township**

- Joe Roscioli, public works manager
- Pam Gural-Bear, West Whiteland Township assistant manager

**Guest speakers from Outside Unlimited**

- Jim Yannie, owner of Outside Unlimited

**Guest Speakers – West Whiteland Township**

Joe Roscioli and Pam Gural-Bear spoke in place of Michael Cotter, West Whiteland Township manager could not attend this meeting. Joe spoke about the status of Woodledge relating to the maintenance bond between Toll Brothers and West Whiteland that expires this month as the township owns the roads and curbing but not the sidewalks.

Mr. Roscioli inspected the site and noted that 3 township required signs are missing that will be replaced by Toll Brothers. Also inspected were the community trees. Mr. Roscioli noted 75 trees will get replaced, 3 more get their root ball adjusted, and 6 trees will be pruned. There are 14 trees that were not previously indicated on Ed Theurkauf's report, the township hired consultant who inspected the trees, which will be replaced, as recommended by Ed Theurkauf to the Township.

## **Homeowner Q & A**

**Q.** What's the time limit for Toll to install the trees and how long are the trees guaranteed?

**A.** Toll will install the trees within 30 days and the trees are guaranteed for one year.

**Q.** What can be done with the dead trees and branches in the natural area behind my house?

**A.** Stew responded that the Board will review as to restrictions and need clarification as to what we can do in the natural area.

**Q.** Homeowner on Downing Court stated there is too much gravel in front of her house and in the road in front of her house.

**A.** Joe Roscioli says the township will sweep the roads at the end of April or the beginning of May to clean up the cinders.

**Q.** Homeowner requested clarification as to when were the sidewalks inspected.

**A.** They weren't inspected at dedication in September 2012. According to Stew the situation is still pending, per Stew's conversations and emails with Michael Cotter, township manager, as the sidewalks are included under the maintenance bond between Toll Brothers and the West Whiteland Township. Michael Cotter is waiting for legal counsel. The sidewalks are owned and to be maintained by the Woodledge at Whitford Hills Community Association.

**Q.** Homeowner asked if the walking paths considered part of the sidewalks.

**A.** No, but are included in the Reserve Study.

## **Guest Speakers – Jim Yannie Outside Unlimited**

Jim Yannie from Outside Unlimited distributed OU's planned schedule for 2014 including beginning the spring cleanup in the coming weeks. Jim then presented an overview of their plans and expectations. Jim explains that he is drafting plans for the entrance to the community including natural areas such as the walking trail that has fallen limbs and branches that require removal. Additionally Jim addressed removal of road cinders and salt from grass areas along the curb.

## **Homeowner Q & A**

**Q.** How is the Association billed for snow removal?

**A.** Hourly

**Q.** A homeowner questioned if the same mulch will be used this year as previous years and if so requested that their beds not be mulched this year because of the artillery fungus.

**A.** Jim Yannie noted it's all over, from Maine to Baltimore. The board will have to tell me their decision before spring cleanup. Pat Glover responded last spring we experimented with pine bark nuggets around the cluster of houses on Downing Court. The results were not positive feedback. Unfortunately, none of those homeowners who received the pine bark mulch are attending this meeting to report. The hemlock mulch [supposedly spore free] will cost an additional \$8000.

## **Homeowner Comments**

1. Homeowner commented during the first few snow events no snow blowers were seen. Shoveling by hand is slow and expensive.

2. Homeowner commented there is too much salt put on the sidewalks and driveways.
3. As contractors and partners we expect that Outside Unlimited should take pride in our community. We feel that there is lack of pride in the community on the part of the landscapers.
4. There is a growing frustration on the part of the residents that the landscapers need to do a better job. In the fall, leaves were not cleaned up for Thanksgiving.
5. Stew commented that it was the board's decision not let Outside Unlimited clean up until Butler and Company had finished cleaning the gutters. It snowed early in December hampering the gutter cleaning, thus the leaf clean-up was never completed.
6. Homeowner commented there were no fall mums planted at the entrance in the fall, and questioned why? Jim Yanni responded they were not requested to plant fall flowers. Stew responded if homeowners don't like the appearance of the community to speak with Jane Wismer.

Pat Glover noted that there will be an emphasis to address the appearance of the front monument. Stew noted Woodledge is suffering from Evian envy. Evian has 280 houses to help pay for their attractive entrance.

### **Approval of Minutes**

Stew introduced a motion to approve the 2013 Annual Meeting minutes. Pat seconded, and the motion was unanimously approved. .

### **President's Report - Stew Feinberg**

- Last spring we experimented with pine bark nuggets.
- Community cleanup was in May
- May 6 we purchased a 5 year certificate of deposit from Penn Liberty Bank
- June 1 community party was held at the Piscos' home.
- Stew thanked Glen Barton for his work on the website.
- July tree inspection and inventory

October tree inspection by Ed Theurkauf, the township consultant was not reviewed by the Board until January 2014. The tree replacement inventory indicated a difference of 14 trees from the HOA inventory. As a result of a meeting with the township inspector /consultant we added 14 trees. Stew thinks all the trees have been captured in the combined inventories. A letter was sent to Toll Brothers on March 13<sup>th</sup>, Toll has 10 days to accept the township's report and they now have 30 days to plant the new trees.

Homeowner questioned the process if it included cutting out the old trees and replace the root balls? Stew responded Toll is required to dig out and replace defective trees.

Homeowner questioned about three ignored trees in the woods that Ed Theurkauf says won't grow there; can we get some compensation for those trees and Stew responded no.

## **Treasurer's Report - Pat Glover**

- The treasurer's report has unaudited numbers Next week these numbers will be audited.
- Assets: \$150,000 in a Certificate of Deposit invested at Penn Liberty Bank in Downingtown \$46,490 in the operating fund \$259,211 total assets
- Liabilities: \$36,506 total liabilities
- Total equity: \$222,705
- Income for 2013 \$149, 182
- Expenses for 2013 \$136,661
- Net income at the end of the year 2013 \$12,520

## **Profit and Loss Analysis**

- Net income money from 2013 budget was carry over to 2014 to be used to spruce up the landscaping this year.
- Legal expenses over \$1100
- We are about \$11,000 over budget reflected in the cost of snow removal expenses
- There is \$4900 allocated for trees this year.

## **Special Assessment**

- \$26K in snow expenses versus a budget of \$16K contributed to the special assessment.
- Assessment included reserving \$3K for snow removal for November and December 2014

Homeowner questioned if homeowners will receive actual versus the 2013 budget results. Stew responded that he does not wish to publish results on the website because it is public. With the Piler website it is password protected. It's a secure site.

Homeowner questioned in previous years, where did the excess money go and Pat responded he wasn't on the board in years past. Stew noted it wasn't until last year that we raised the HOA monthly assessment and in previous years there was no extra money.

## **Management Report - Jane Wismer**

Jane presented an overview of her background and experience with CCR and her time in the property management industry. Jane noted that since January 3<sup>rd</sup> the start date of CCR & Woodledge contract her time spent has been dedicated to snow removal.

Jane explained that the Chester County website has 10 amendments for the Woodledge Declaration and that Jane has provided all ten amendments to homeowners. The 8<sup>th</sup> amendment is the most important amendment. The 8<sup>th</sup> Amendment was recorded May 2011. It corrected and clarified ambiguity in the Declaration, especially related to certain repair and maintenance expenses that are homeowner responsibility, not the responsibility of the HOA.

It did not need 67% of the homeowners approval (per the UPCA) to be adopted. Holly Setzler the HOA attorney presented Jane a history for the reason why the 8<sup>th</sup> Amendment was presented. Jane reviewed and presented the legal opinion letter from Barrow law firm relating to corrective clarification of Limited controlled facilities.

Jane explained the hierarchies of association documents that include the Declaration, Amendments, and By-laws. In January Jane reviewed all the documents that CCR received from Mid Atlantic Management Corporation and could not find any supporting documentation from Mid Atlantic that referred to the 8<sup>th</sup> amendment. Holly Setzler, the HOA attorney, recalled the 8<sup>th</sup> amendment. The 8<sup>th</sup> amendment transfers responsibility back to homeowners.

It was noted that the responsibility chart must and will be revised to conform to the 8<sup>th</sup> Amendment. Jane explained the current responsibility chart is null and void. A new responsibility chart will have to be reviewed by an attorney, at which time we will schedule another meeting and reviewed the maintenance, repair, and replacement responsibilities.

### **Homeowner Q & A**

**Q.** Who is the declarant and why didn't we receive a copy of this amendment?

**A.** Toll Brothers is the declarant. Toll Brothers and Mid Atlantic Management Corporation should have provided each homeowner with a copy.

**Q.** Are we responsible for the maintenance of our homes?

**A.** The HOA is responsible for the limited control facilities. An example is the whole community where everyone benefits and everyone pays the same. In the situation with the homeowner who needed a roof repair, because it was a priority job and under \$3000 we did not require competitive bids. CCR management contracts a licensed, certified, experienced roofer. This repair situation was for a roof that was deteriorating including plywood that was sopping wet. Time was of the essence.

**Q.** Does CCR have a list of contractors you can call? Who is responsible for paying for this? I am under the impression it was an HOA expense.

**A.** Going forward this year CCR contacts a contractor to fix the damage and bills the homeowners. For the maintenance and repair of roofs the management charges back to the homeowner.

**Q.** What about the reserve fund for replacement?

**A.** The reserve fund covers replacement not repairs.

### **Director Election:**

Pat Glover recognized Stew's hard work during the past two years and homeowners applaud to show their appreciation. As the next board member, Lou Franzini was invited to speak to homeowners.

Lou complimented the efforts of the current Board, and previous Board members who served when he purchased his home in October 2011. Lou remarked that it was not his intention to serve when he moved to Woodledge having previously served at his former community, but recognized that no one wanted to serve. Lou explained he understands the issues, but cautioned homeowner expectations as not everything can be corrected in the coming year. He asked for understanding and is cautiously optimistic.

Lou cited issues in Woodledge are no different than what other communities experience when the builder departs. The builder used a number of financial tools at his disposal such as loans, initial contribution fees, and builder contributions to pay for HOA expenses engineered to keep assessments low to benefit sales. It's now left with the HOA to develop a financial blueprint. Lou concluded that Woodledge is a niche community with an enormous opportunity noting resolution to issues will hopefully encourage others to feel comfortable to come forward to volunteer and serve.

1. Election results reported:

22 mail-in ballots; 5 ballots cast tonight; Lou Franzini won unanimously.

**Old business**

No new old business.

**New Business**

Bev Feinberg announced that April 7<sup>th</sup> is ladies-night-out. If you are interested, please contact Christine Giardini to make reservations.

**Adjournment**

Pat made a motion to adjourn the meeting, Paul seconded and the motion was unanimously approved.

At the conclusion of the Annual Meeting a re-organizational meeting was held. The new Executive Board and Officers are:

President – Lou Franzini

Treasurer – Pat Glover

Secretary – Paul Schroder

The Board expresses their appreciation to Stew Feinberg for his term of service. Stew has offered and the Executive Board welcomes Stew's assistance on transitional issues, and pending matters that include the warranty bond between the Township and Toll Brothers relating to trees.

Additionally Stew will continue serving as a community liaison representative for The Lincoln Highway & Whitford Road Corridor Plans providing periodic updates to the Executive Board and our community, along with updates on the Waterloo site.

Submitted by

Paul Schroeder