



FERNBROOKE HOMEOWNERS ASSOCIATION

Quarterly Board Meeting Minutes for January 18, 2024

CALL MEETING TO ORDER:

The meeting was called to order at 7:03 pm.

ROLL CALL:

Ralph Hendrickson, President	Present
John Caruso, Vice President	Present
Bill Rafuse, Treasurer	Present
Bryan O'Neal, Secretary	Present
Janet Friedman, Trustee at Large	Present
Ellen Woeller, APM Community Assistant	Present

APPROVAL OF MINUTES:

Approval of the Quarterly Board Meeting minutes for October 19, 2023.

There were no updates to the meeting minutes. On a motion to approve, first by Bill Rafuse; seconded by John Caruso. The vote to approve the Meeting Minutes was unanimously approved.

REPORT UPDATES

- Financial Asset Report - The Financial Asset Report for December 31, 2023 was presented.
- ARB Committee Report – The ARB 2023 YTD Application Requests Report for December 31, 2023 was presented.

NEWS & EVENTS

- Fernbrooke's Ladies Luncheon – The ladies luncheon has been put on hold until April. Waiting for the COVID counts to come down.
- The Township's Land Development Board Meeting was held on Wednesday, January 3, 2024. OTC on Hancock Lane wants to install a 400 kW diesel emergency generator for fire water suppression system & emergency lights – Request was approved.

NFI Real Estate wants to build a 218,478 sq. ft. Warehouse on Rt. 541 & Irick Road, discussion to be continue at the next Land Development Board meeting on Wednesday, February 7, 2024. The lot has been rezoned from Business to Commercial.
- The Mt. Holly Fire & Ice Festive is being held downtown on Saturday, January 27th from 10:00 am – 4:00 pm.

OLD BUSINESS

- 2024 Annual Budget (Amended)

The Board had to amend the 2024 Budget due to receiving late vendor costs after the October's Budget was approved. These minor changes do not change the final Budget Expenses along with the monthly Association fees. This document will be posted on the Fernbrooke's website.

NEW BUSINESS

- 2023 Goals & Accomplishments

The completed goals and accomplishments for 2023 was presented. Also mentioned was that the Association spent a total of \$33,354 for Preservation & Beautification Projects in 2023.

- 2024 Goals

The proposed Goals for 2024 was presented. If there are any suggestions or comments for additional goals for 2024, please contact Ellen Woeller @ APM.

- FHOA's Violation Enforcement Procedure

The new "FHOA's Violation Enforcement Procedure" document was presented.

- FHOA's 2024 Board Elections

Ellen Woeller mentioned the she received 32 ballots. One write in vote for Janet Friedman. John Caruso had 26 votes, Bill Rafuse had 29 votes, and Ralph Hendrickson had 30 votes. The three (3) candidates have been re-elected for another two (2) years. Congratulations!

OPEN MEETING for PUBLIC COMMENTS

The meeting was opened to the attending homeowners for questions & comments.

Q. John McCarty (40 Mayfaire) – asked what is going on with the abandoned house at 44 Mayfaire?

A. Ellen Woeller has been in touch with the mortgage company that has taken over the property and they have not yet given her a date when it is going to sheriff sale. The Association has taken a couple of steps last year to make the outside presentable.

Q. Marita McCarty (40 Mayfaire) – asked what is going on with the cracks in the streets and the storm drains that are sinking.

A. Bryan O'Neal mentioned that he has been in touch with Chris Taylor (Supervisor – Public Works) and was promised that the Township was going to take care of these issues this year. If there are no early results, the Association will need to attend the Township Committee meeting to file a complaint to get results. John and Marita McCarty have been asked to provide a list of things that needs Township attention. The Board needs volunteers to serve as the Community liaison with the Township.

The meeting was closed to the attending homeowners for questions & comments.

COMMENTS FROM THE BOARD

There were no comments from the Board

ADJOURNMENT

A motion to adjourn, first by Bryan O'Neal; seconded by Bill Rafuse. The vote to adjourn was unanimously approved. The meeting adjourned at 7:33 pm.

EXECUTIVE SESSION

The Board proceeded into the Executive Session. This session was closed to the public.



FERNBROOKE HOMEOWNERS ASSOCIATION

Board of Trustees Quarterly Meeting

Thursday, January 18, 2024

AGENDA

- **Call Meeting to Order**
- **Roll Call**
- **Approval of Minutes**
 - Quarterly Board Meeting Minutes – October 19, 2023
- **Report Updates**
 - Financial Asset Report
 - ARB Committee Report
- **News & Events**
- **Old Business**
 - 2024 Annual Budget (Amended)
- **New Business**
 - 2023 Goals & Accomplishments
 - 2024 Goals
 - Violation Enforcement Procedure
 - 2024 Board Election – Voting Results
- **Open Meeting for Public Comment**

Please remember to state your name and address for the record.

- **Comments from the Board**

- **Adjournment**

- **Executive Session**

The Executive Session is only open to the Board of Trustees.

NOTE:

Public Comment is an opportunity for the Fernbrooke residents to present their views—both positive and negative. The President as well as any Board Member may respond to any comments after such speaker is finished. The President may refer the speaker to respond in writing to the Community Management Company if they have question(s) that could not be answered at this time. Any written questions received will be addressed at the next Quarterly Board Meeting.

Reminder that the Board of Trustees are volunteers to the Association and are not paid for their services to the community. No speaker shall engage in any personally offensive, derogatory or abusive remarks. The President shall immediately call to order any speaker who violates this provision and that speaker may be muted to speak.



Fernbrooke Homeowners Association Financial Asset Report

Reporting Period Through: 12/31/2023

Cash Accounts

1004 - Cash-Checking - Operating	\$21,131.17
1005 - Cash-M/M – Operating Reserves	<u>\$47,387.65</u>
Cash Accounts Totals:	\$68,518.82

Capital Reserve Account

1007 - Cash-M/M – Capital Reserve	\$169,693.18
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Total Cash & Capital Reserve Assets: \$238,212.00



Fernbrooke Homeowners Association

ARB Application Requests

2023 YTD Report

Reporting Period Through: 12/31/2023

Application Requests Status

<u>Requests Received (YTD)</u>	37
Requests Closed/Completed	33
Requests Open/Pending	3
Requests Denied/Not Approved	1
Requests Cancelled	0
Requests Expired (6 months)	0

Fernbrooke Homeowners Association

2024 Budget Report (Amended)

Income		
4110	Homeowners Association Fees (\$121/month)	\$132,132.00
4185	2023 Operations Reserves (Surplus)	\$47,260.00
Total Income		\$179,392.00

Expenses		
5105	Community Management Services (Contracted)	\$14,476.00
5125	Common Property Insurance	\$4,100.00
5140	Legal Counsel Services	\$2,400.00
5145	Financial Accounting Services	\$1,275.00
5160	Community Management Administration Expenses (Contracted)	\$1,910.00
5190	Misc. Administrative Expenses & Services	\$4,675.00
5305	Landscape Management Services (Contracted)	\$77,447.00
5310	Snow Removal Services (Contracted)	\$25,500.00
5407	Preservation / Landscaping Maintenance & Improvements	\$15,156.00
5430	Pond & Fountain Management Services (Contracted)	\$3,314.00
5440	Misc. Expenses & Services	\$2,000.00
5705	Utility Services - Electric	\$3,480.00
5710	Utility Services - Water	\$7,879.00
5900	Capital Reserve Funding Account	\$12,000.00
5901	Operations Reserve Funding Account	\$3,780.00
Total Expenses		\$179,392.00

Amendments

- 5105 Change costs from \$14,100 to \$14,476
- 5305 Change costs from \$74,979 to \$77,447
- 5407 Change costs from \$18,000 to \$15,156



2023 Goals & Accomplishments

Completed Goals

- Tree Removal & Cleanup (Hedgerows) - RFP# 23-01
 - Hyperion Tree Service - \$7,996.88 (East Side)
 - Captain's Tree Service - \$5,971.00 (West Side)
- Tree Pruning & Trimming (Common Areas) – RFP# 23-02
 - Hyperion Tree Service - \$3,198.75
- Community Management Services (2 year contract) – RFP# 23-03
 - Access Property Management (APM)
 - \$14,100.00 (5/2023 – 4/2024)
 - \$14,664.00 (5/2024 – 4/2025)
- Landscaping Beautification (Phase I) – RFP# 23-05
 - Flagg's Garden Center & Landscaping - \$6,758.16
- Pond Mapping & Analysis Reporting – RFP# 23-06
 - Trident Environmental - \$5,015.16
- Landscape Management & Snow Removal Services (3 year contract) RFP# 23-07
 - A&M Landscaping
 - \$77,447.00 (2024 & 2025)
 - \$80,287.00 (2026)
- Community Event (Concert in the Circle)
 - Live Music Entertainment & Dessert Expenses - \$717.54
- Updated Residency Information – 2023 Census & Residents Profile
- Landscaping Master Plan Design (Common Areas)



2023 Goals & Accomplishments

Additional Accomplishments

- Circle Garden Bed Renovations – RFP# 23-04
 - A&M Landscaping - \$1,727.43
- Hedgerow Entrance Spraying – RFP# 23-09
 - Delaware Valley Spray Service - \$1,993.89
- Hedgerow Entrance Cleanup – RFP# 23-10
 - Crawfords Property Solutions - \$693.06
- Pond & Fountain Management Services (3 year contract) – RFP# 23-11
 - Trident Environmental
 - \$3,108.00 (2024 & 2025)
 - \$3,192.00 (2026)
- Revisions to the “Rules & Regulations – Exhibit E” governing document
- Balanced 2024 Budget w/o Increase in Association Fees

Pending Goals

- Entrance Pavers Reset Project – RFP# 23-08 (redefine scope & rebid)
- Tree Replacements (Common Areas)
- Street Repairs (Township)
- Capital Reserve Study
- Traffic Signs Replacement



2024 Goals

- Landscaping Beautification (Phase II)
- Entrance/Exit Area - Street & Pavers Repairs
- Tree Replacements (Common Areas)
- Street Repairs (Township)
- Capital Reserve Study
- Traffic Signs Replacement
- Revised “Homeowners Welcome Package”
- Violation Enforcement Procedure
- Abusive Language Policy
- Revisions to the “By-Laws - Exhibit C” governing document
- Revisions to the “Architectural Guidelines - Exhibit F” governing document
- Community Event
- Circle Garden Bed Area - Enhancements (Chairs, Benches, etc.)



FERNBROOKE HOMEOWNERS ASSOCIATION VIOLATION ENFORCEMENT PROCEDURE

1. REPORTING VIOLATIONS

All complaints concerning violations of the Declaration, Bylaws or Rules and Regulations must be in writing or emailed and submitted to the Community Management Company (hereinafter referred to as “Managing Agent”). The complaint must indicate the address and be specific in details so that the Board of Trustees (hereinafter referred to as “Board”) may determine that an investigation is warranted. Complaints may be initiated by Residents, the Board, Managing Agent, and the Architectural Review Board (hereinafter referred to as “ARB”).

2. INVESTIGATION

The complaint will be investigated by an authorized member of the ARB to determine that the complaint is justified and that a violation exists and must be corrected.

3. WARNING NOTICE

When the ARB determines that a violation requires correction, the ARB will inform the Board and instruct the Managing Agent to send a Warning Notice to the homeowner and a copy to the occupant, where applicable, requesting the violation be corrected within the specified date stated in the notice in order to avoid any further action or proceedings. The Warning Notice could also specify the consequences, including fines and/or legal action, which may ensue.

4. VIOLATION NOTICE

If the violation stated in the Warning Notice is not corrected by the specified due date, the ARB could request the Board to levy a violation fine and instruct the Managing Agent to send a Violation Notice to the homeowner and a copy to the occupant where applicable, with a complied by date and the violation fine.

5. HEARING

If the homeowner wishes to contest either the Warning or Violation Notice, they must send a written dated letter or email to the Managing Agent within 10 days prior to the specified due date on the Notices, requesting a special hearing. The Managing Agent will inform the ARB and the Board of the requested hearing. The Board shall conduct a special hearing to allow the alleged violator, an opportunity to present evidence relevant to the violation. The Board has the right to continue or reschedule the hearing for the convenience of the parties, or to gather additional information. The Board shall render a written decision, making a determination of whether a violation took place, and further, what remedies or actions the Board intends to pursue. Failure to request a hearing or appear at the hearing will result in the appropriate decision taken by the Board. If the homeowner disagrees with the Board's rendering decision and a fair and reasonable resolution cannot be worked out between the parties, the homeowner may request an Alternative Dispute Resolution (hereinafter referred to as "ADR") with the Managing Agent. The ADR procedures will be initiated according to the Association's By-Laws (Exhibit C) with resolutions.

6. FINES AND PENALTIES / FINAL NOTICE

If a determination of violation is made by the Board subsequent to a hearing, or in the event no hearing was requested, a fine will be assessed by the Board and the Managing Agent will mail a letter via regular and certified mail advising of the amount of the fine. Fines could range from \$25.00 to \$100.00 and can be assessed daily, weekly, or monthly if the circumstances warrant. The Board has full authority to establish fines in accordance with the Association's governing documents and the seriousness of the violation. The fine (amount assessed) is due and payable upon receipt of the notice and will be collected in the same manner as assessments.

7. LEGAL ACTION

In the event that a violation is not corrected and the fine is not paid, the Board shall take legal action to obtain payment of the fine in compliance with the Association's governing documents. The homeowner will be assessed the following costs: enforcement costs, attorney's fees, court fees etc. Fines are collected in the same manner as assessments, and can constitute a lien on the Unit.