



FERNBROOKE HOMEOWNERS ASSOCIATION

Quarterly Board Meeting Minutes for October 19, 2023

CALL MEETING TO ORDER:

The meeting was called to order by Ralph Hendrickson at 7:04 pm.

WELCOME:

Ralph Hendrickson on behalf of the Association would like to welcome Ellen Woeller as our new full-time Community Manager for Fernbrooke. Ellen was our Part-Time Assistant under Tina Johnson, who has since departed APM. Ellen has done a great job and the Board of Trustee is looking forward to continue working with her and Access Property Management.

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 July 20, 2023.

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

REPORT UPDATES

- Financial Asset Report - Bill Rafuse presented the Financial Asset Report (09/30/2023).
- ARB Committee Report – John Caruso presented the ARB 2023 Application Requests Report (10/19/2023).

NEWS & EVENTS

- “Concert in the Circle” Event – Ralph Hendrickson mentioned that the “Concert in the Circle” was a great success and thanked everyone that attended.
- Fernbrooke’s Ladies Luncheon – Janet Friedman reported the luncheon will be at Sebastian Schnitzel House in Wrightstown on Friday, Oct. 27th at 12:30 pm.

- Snow Removal Services – Janet Friedman talked about snow removal services from Todd Herman Landscaping. Information on this service is in the 2023 Autumn Newsletter.

OLD BUSINESS

- RFP# 23-01 – Trees Removal & Cleanup (Hedgerows)
Ralph Hendrickson mentioned that the tree removal & cleanup for the west side of the hedgerows would take place sometime in November/December timeframe. Ralph Hendrickson will be meeting with Captain's Tree Services to scope out the project.
- RFP# 23-05 – Trees & Shrubs Landscaping (Phase I)
Bryan O'Neal mentioned that Flagg's Landscaping has completed the planting of the trees and shrubs for Phase I of the Landscaping Project and he is ready to start the Phase II plan designs.
- RFP# 23-07 – Landscaping & Snow Removal Management Services
Ralph Hendrickson presented the vendor bids for the Landscaping Management Services. A&M was the lowest bid compare to the three (3) other vendors and the Board approved and voted to go with A&M for three (3) years.

NEW BUSINESS

- RFP# 23-06 – Pond Mapping & Analysis Reporting
Bryan O'Neal gave a brief explanation and justification for mapping and reporting of the pond and presented the vendor proposal bids for this service. The Board approved and voted to go with Trident Environmental for this service.
- RFP# 23-11 – Pond & Fountain Management Services
Bryan O'Neal presented the vendor proposal bids for these services. The Board approved and voted to go with Trident Environmental for this service.
- FHOA's 2024 Annual Budget
Bryan O'Neal presented the FHOA's 2024 Annual Budget and mentioned that there will be no increase in the Association Fees for 2024.

Approval of the FHOA's 2024 Annual Budget.

A motion to approve, first by John Caruso; seconded by Janet Friedman.

Vote taken to approve the FHOA's 2024 Annual Budget:

- Ralph Hendrickson Yes
- John Caruso Yes
- Bill Rafuse Yes
- Bryan O'Neal Yes
- Janet Friedman Yes

The vote to approve the FHOA's 2024 Annual Budget was unanimously approved and all homeowners will receive a copy in their mail.

- FHOA's 2024 Board Elections
Ellen Woeller mentioned the upcoming Board Elections in January and she will send out a Candidate Data Sheet for volunteers to apply. After the Candidate Data Sheets are returned, she will send out the Ballot Form to pick candidates. The voting results will take place at the next Quarterly Board Meeting on January 18, 2024.

OPEN MEETING for PUBLIC COMMENTS

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

There were no public comments

COMMENTS FROM THE BOARD

There were no Board comments

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 7:35 pm.

Approved



FERNBROOKE HOMEOWNERS ASSOCIATION

Board of Trustees Quarterly Meeting

Thursday, October 19, 2023

AGENDA

- **Call Meeting to Order**
- **Welcome**
- **Roll Call**
- **Approval of Minutes**
 - Quarterly Board Meeting Minutes – July 20, 2023
- **Report Updates**
 - Financial Asset Report
 - ARB Committee Report
- **News & Events**
 - “Concert in the Circle” Event
 - Fernbrooke’s Ladies Luncheon
 - Snow Removal Services
- **Old Business**
 - RFP# 23-01 – Trees Removal & Cleanup (Hedgerows)
 - RFP# 23-05 – Trees & Shrubs Landscaping (Phase I)
 - RFP# 23-07 – Landscape Management & Snow Removal Services

- **New Business**

- RFP# 23-06 – Pond Mapping & Analysis Reporting
- RFP# 23-11 – Pond & Fountain Management Services
- 2024 Annual Budget
- 2024 Board Elections

- **Open Meeting for Public Comment**

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

- **Comments from the Board**

- **Adjournment**

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: 09/30/2023

Cash Accounts

1004 - Cash-Checking - Operating	\$37,679.47
1005 - Cash-M/M – Operating Reserves	<u>\$46,347.89</u>
Cash Accounts Totals:	\$84,027.36

Capital Reserve Account

1007 - Cash-M/M – Capital Reserve	\$166,353.59
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Total Cash & Capital Reserve Assets: \$250,380.95



Fernbrooke Homeowners Association

ARB Application Requests

2023 YTD Report

Reporting Period Through: 10/19/2023

Application Requests Status

<u>Requests Received (YTD)</u>	30
Requests Closed/Completed	24
Requests Open/Pending	4
Requests Denied/Not Approved	2
Requests Cancelled	0
Requests Expired (6 months)	0

Fernbrooke Homeowners Association

2024 Budget Proposal (10/19/23)

Income		2023 Budget	2024 Budget	Comments / Notes
4110	Homeowners Association Fees (\$121/month)	\$132,132	\$132,132	No increase in Association Fees
4185	2023 Operations Reserves (Account# 5901)	\$43,232	\$47,260	9% Increase
Total Income		\$175,364	\$179,392	
Expenses		2023 Budget	2024 Budget	Comments / Notes
Community Management & Administrative Services				
5105	Community Management Services (APM)	\$14,650	\$14,100	4% Decrease
5125	Common Property Insurance (State Farm)	\$3,800	\$4,100	8% Increase
5140	Legal Counsel Services (Hill Wallack Attorneys)	\$1,600	\$2,400	50% Increase
5145	Financial Accounting Services (Francis April, CPA)	\$1,200	\$1,300	8% Increase
5160	Community Management Administration (APM)		\$1,910	NOTE: Includes G/L Acct# 5160 & 5165 & 5170
5160	General & Administration	\$1,000	\$1,000	No Increase
5165	Postage & Certified Mail	\$350	\$490	40% Increase
5170	Printing & Copying	\$300	\$420	40% Increase
5190	Misc. Administrative Expenses & Services	\$3,000	\$4,650	35% Increase
	Software - Adobe, MS365, VOLO, WIX, Zoom		\$1,200	
	Office Supplies		\$150	
	Capital Reserve Study		\$2,300	
	Other (Community Events, Bereavement, etc...)		\$1,000	
Community Management & Administrative Totals		\$25,900.00	\$28,460.00	
Landscape Management & Snow Removal Services				
5305	Landscape Management Services (A&M)	\$59,789	\$74,979	20% Increase
5310	Snow Removal Services (A&M)	\$25,500	\$25,500	No Increase
Landscape Management & Snow Removal Totals		\$85,289	\$100,479	

Fernbrooke Homeowners Association

2024 Budget Proposal (10/19/23)

Expenses		2023 Budget	2024 Budget	Comments / Notes
Preservation / Landscaping / Pond Services				
5407	Preservation / Landscaping Services		\$18,000	NOTE: Includes G/L Acct# 5407,5420 & 5425
5407	Preservation Maintenance	\$15,000	\$6,500	43% Decrease
5420	Irrigation Repairs & Maintenance (A&M)	\$3,000	\$2,000	33% Decrease
5425	Landscaping / Beautification Services	\$13,500	\$9,500	30% Decrease
5430	Pond & Fountain Management Services (Trident)	\$3,650	\$3,314	9% Decrease
5440	Misc. Supplies & Services	\$6,200	\$2,000	68% Decrease
Preservation / Landscaping / Pond Services Totals		\$41,350	\$23,314	
Utilities Services				
5705	Electric - Lighting (PSE&G)	\$3,145	\$3,480	10% Increase
5710	Water - Irrigation (NJ American Water)	\$3,900	\$7,879	50% Increase
Utilities Services Totals		\$7,045	\$11,359	
Reserve Funding				
5900	Capital Reserve Funding	\$12,000	\$12,000	No Increase
5901	Operations Reserve Account	\$3,780	\$3,780	No Increase
Reserve Funding Totals		\$15,780	\$15,780	
Total Expenses		175,364	179,392	
Total Budget Income vs. Expenses		\$0	\$0	Balanced Budget

FHOA's Quarterly Board Meeting

Zoom Attendance List

October 19, 2023

ewoeller	10/19/2023 18:55	10/19/2023 20:19	85	Yes	No
iPhone (2) Marge Norton	10/19/2023 19:09	10/19/2023 19:09	1		Yes
iPhone (2) Marge Norton	10/19/2023 19:09	10/19/2023 19:35	27	Yes	No
janet friedman	10/19/2023 18:59	10/19/2023 19:00	2		Yes
janet friedman	10/19/2023 19:00	10/19/2023 20:19	79	Yes	No
Joan Cline	10/19/2023 18:58	10/19/2023 19:04	6		Yes
Joan Cline	10/19/2023 19:04	10/19/2023 19:35	32	Yes	No
John and Marita McCarty	10/19/2023 18:58	10/19/2023 19:04	6		Yes
John and Marita McCarty	10/19/2023 19:04	10/19/2023 19:32	29		No
John and Marita McCarty	10/19/2023 19:32	10/19/2023 19:36	4		No
John Pew	10/19/2023 19:08	10/19/2023 19:08	1		Yes
John Pew	10/19/2023 19:08	10/19/2023 19:35	28	Yes	No
JOHN's iPad	10/19/2023 18:48	10/19/2023 18:48	1		Yes
JOHN's iPad	10/19/2023 18:48	10/19/2023 20:19	91	Yes	No
Marita McCarty	10/19/2023 18:56	10/19/2023 19:04	8		Yes
Marita McCarty	10/19/2023 19:04	10/19/2023 19:35	32	Yes	No
Nan	10/19/2023 18:56	10/19/2023 18:57	1		Yes
Nan	10/19/2023 18:58	10/19/2023 19:00	2		Yes
Ralph Hendrickson	10/19/2023 18:57	10/19/2023 18:57	1		Yes
Ralph Hendrickson	10/19/2023 18:57	10/19/2023 20:19	82	Yes	No
Samsung SM-G991U	10/19/2023 19:07	10/19/2023 19:08	1		Yes
Samsung SM-G991U	10/19/2023 19:08	10/19/2023 19:35	28	Yes	No

FHOA's Quarterly Board Meeting

Zoom Attendance List

October 19, 2023

William Rafuse	10/19/2023 18:46	10/19/2023 18:46	1		Yes
William Rafuse	10/19/2023 18:46	10/19/2023 20:19	93	Yes	No