



FERNBROOKE HOMEOWNERS ASSOCIATION

Quarterly Board Meeting Minutes for January 19, 2023

- **CALL TO ORDER:**

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

- **ROLL CALL:**

Ralph Hendrickson, President	Present
Bill Rafuse, Treasurer	Absent
Bryan O'Neal, Secretary	Present
John Caruso, Trustee at Large	Present
Tina Johnson, APM Community Manager	Present
Ellen Woeller, APM Community Assistant	Present

- **MINUTES APPROVAL:**

Approval of the Quarterly Board Meeting minutes for October 20, 2022. A motion to approve, first by Bryan O'Neal; seconded by John Caruso. The vote to approve the Meeting Minutes was unanimously approved.

- **2023 ELECTION - PROCEDURES**

Tina Johnson (APM) explained the election and voting procedures with regards to following the state and legal guidelines of the Radburn Law.

- **FINANCIAL REPORT - UPDATE**

Both the Financial Asset Report and the Budget vs. YTD Expenses Report ending December 31, 2022 was presented.

- **ARCHITECTURAL REVIEW BOARD (ARB) COMMITTEE REPORT - UPDATE**

The ARB 2022 YTD Requests Report ending December 31, 2022 was presented.

- **COMMUNITY NEWS & EVENTS**

No Community News & Events to present at this time.

- **TOWNSHIP NEWS & EVENTS**

The Westampton Land Development Board meet on Tuesday, December 7th to continue the discussion and vote on the proposed two (2) warehouses for Irick & Woodlane Road. The Land Development Board members with a vote of 5 to 2, voted to denied the construction of the two (2) proposed warehouses at this location.

- **OLD BUSINESS**

- Bushes & Evergreen Trees Removal (Hancock Lane) Project - Update
This Project was completed by Team Gale Tree Services in November.
- Bushes & Trees Removal (Common Areas) Project – Update
This Project was completed by Team Gale Tree Services in December.
- FHOA’s Goals for 2022 – Yearend Review
The yearend review of the Goals for 2022 was presented and explained.

- **NEW BUSINESS**

- Tree Removal & Cleanup (Hedgerows) Project
The Statement of Work (SOW) for this Project states the removal of (marked) dead trees and branches, along with cleanup and removal of large tree branches on the ground and brush piles in both hedgerow areas. The Request for Proposals (RFP) for this Project has gone out to five (5) tree service contractors for bids. Once a contractor has been selected, this project shall proceed shortly.
- Tree Pruning & Trimming (Common Areas) Project
The Statement of Work (SOW) for this Project states the pruning and trimming of nineteen (19) trees in the common areas. The Request for Proposals (RFP) for this Project has gone out to five (5) tree service contractors for bids. Once a contractor has been selected, this project shall proceed shortly.
- FHOA’s Goals for 2023
The proposed Goals for 2023 was presented. If there are any suggestions or comments for additional goals for 2023, please send an email or call Tina Johnson or Ellen Woeller.

- **2023 ELECTION - RESULTS**

There were two (2) open seats on The Fernbrooke Homeowners Association, Inc. Executive Board. Bryan O’Neal & Janet Friedman were seated on the Board for a 2 year term each.

- **OPEN for PUBLIC COMMENTS**

The meeting was opened to the attending homeowners for questions & comments. There were no questions and / or comments from the attending homeowners at this time.

- **COMMENTS from BOARD**

Ralph Hendrickson commented that he appreciates the effort that each of the homeowners has made thru this year to keep their properties in good stent and that it is important that each of us work to keep our properties looking in top shape and that we as the Board are working to make the common areas also looking in top shape. That way we can be able to maintain the value in our properties.

- **ADJOURNMENT:**

A motion to adjourn, first by John Caruso; seconded by Bryan O’Neal. The vote to adjourn was unanimously approved. The meeting adjourned at 7:23 pm.

- **EXECUTIVE SESSION (Closed)**

This session was closed to the public. The Board positions were reorganized at this session.



FERNBROOKE HOMEOWNERS ASSOCIATION

Board of Trustees Quarterly Meeting

Thursday, January 19, 2023

(Virtual Zoom)

AGENDA

- **Call Meeting to Order**
- **Roll Call**
- **Approval of Quarterly Meeting Minutes 10/20/2022**
- **2023 Election Procedures**
- **Financial Update Report**
- **ARB Committee Update Report**
- **Community News & Events**
- **Township News & Events**
- **Old Business**
 - Bushes & Evergreen Trees Removal (Hancock Lane) - Project Update
 - Bushes & Trees Removal (Common Areas) – Project Update
 - FHOA’s Goals for 2022 (Review)
- **New Business**
 - Tree Removal & Cleanup (Hedgerows) – Project Update
 - Tree Pruning & Trimming (Common Areas) – Project Update
 - FHOA’s Goals for 2023

- **2023 Election Results**
- **Open for Public Comments**
- **Comments from Board / APM**
- **Adjournment**
- **Executive Session (Closed)**
Reorganization



Fernbrooke Homeowners Association Financial Asset Report

Reporting Period Through: 12/31/2022

Cash Accounts

1004 - Cash-Checking - Operating	\$38,893.98
1005 - Cash-M/M – Operating Reserves	<u>\$43,244.04</u>
Cash Accounts Total	\$82,138.02

Capital Reserve Account

1007 - Cash-M/M – Capital Reserve	\$156,385.47
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Total Association Cash Assets: **\$238,523.49**

Fernbrooke Homeowners Association

Budget vs. YTD Expenses Report

(01/01/2022 - 12/31/2022)

Expenses	Budget	YTD Expenses	Variance
Property Management / Administrative Services			
5105 Professional Management Services	\$13,500.00	\$13,403.16	\$96.84
5125 Property Insurance	\$3,500.00	\$3,572.88	(\$72.88)
5140 Legal Counsel / Services	\$1,400.00	\$2,007.50	(\$607.50)
5145 Accounting - Outside Audit Firm	\$1,100.00	\$1,050.00	\$50.00
5160 General & Administration	\$1,000.00	\$690.34	\$309.66
5165 Postage	\$350.00	\$269.56	\$80.44
5170 Printing & Copying	\$300.00	\$188.70	\$111.30
5190 Miscellaneous Expenses	\$1,100.00	\$1,126.49	(\$26.49)
Property Management / Administrative Services Totals	\$22,250.00	\$22,308.63	(\$58.63)
Landscape Management Services			
5305 Landscaping (Single Family Homes)	\$32,796.00	\$35,854.99	(\$3,058.99)
5405 Landscaping (Common Area)	\$24,993.00	\$24,826.24	\$166.76
Landscape Management Services Totals	\$57,789.00	\$60,681.23	(\$2,892.23)
Snow Removal Services			
5310 Snow Maintenance (Single Family Homes)	\$20,000.00	\$5,656.46	\$14,343.54
5410 Snow Maintenance (Common Area)	\$1,500.00	\$0.00	\$1,500.00
Snow Removal Services Totals	\$21,500.00	\$5,656.46	\$15,843.54
Preservation Services			
5406 Flowers / Beautification (Commons)	\$0.00	\$133.28	(\$133.28)
5407 Woodland Preservation Maintenance (Commons)	\$13,000.00	\$16,451.36	(\$3,451.36)
5420 Irrigation Repairs & Maintenance (Commons)	\$3,000.00	\$2,305.38	\$694.62
5425 Tree / Shrub Replacement (Commons)	\$12,000.00	\$12,637.56	(\$637.56)
5430 Pond Maintenance (Commons)	\$3,350.00	\$3,214.74	\$135.26
5440 Maintenance Services (Commons)	\$5,000.00	\$0.00	\$5,000.00
5490 Miscellaneous Expense (Commons)	\$1,000.00	\$621.62	\$378.38
Preservation Services Totals	\$37,350.00	\$35,363.94	\$1,986.06
Utilities Services			
5705 Electric Usage (Commons)	\$2,895.00	\$2,098.23	\$796.77
5710 Water Usage (Commons)	\$3,568.00	\$4,910.32	(\$1,342.32)
Utilities Services Totals	\$6,463.00	\$7,008.55	(\$545.55)
Reserve Funding			
5900 Capital Reserve Account	\$12,000.00	\$12,000.00	\$0.00
5901 Operations Reserve Account	\$3,780.00	\$3,780.00	\$0.00
Reserve Funding Totals	\$15,780.00	\$15,780.00	\$0.00
Total Expenses	\$161,132.00	\$146,798.81	\$14,333.19



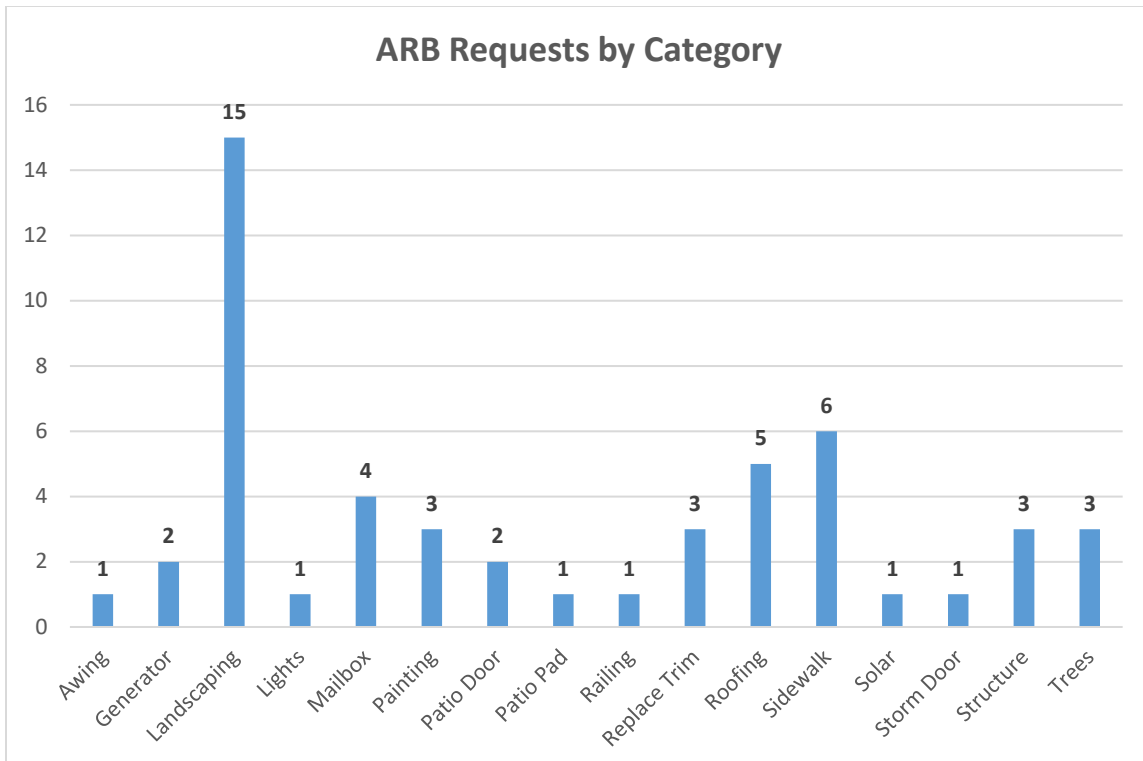
Fernbrooke Homeowners Association

ARB 2022 Application Requests Report

Reporting Period Through: 12/31/2022

Application Requests Status

Requests Received (YTD)	<u>52</u>
Requests Closed/Completed	44
Requests Open/Pending	1
Requests Denied/Not Approved	1
Requests Cancelled	5
Requests Expired (6 months)	1





Goals for 2022

- Landscaping Beautification (**Pending Landscaping Master Plan**)
- Crosswalks Concrete Replacement (**No Proposals Received**)
- Tree Replacements (Common Areas) (**Pending Landscape Master Plan**)
- Additional “No Parking” signs (Township)
- Brush & Vine Cutting (Hedgerows) Project
(**Completed 2/24/22 – Absolute Lawn & Landscape Service - \$4,158.38**)
- Fence Barrier for Geese Control (Pond) Project
(**Completed 7/22/22 – FC Fence Company - \$7,844.71**)
- Repairs to the Streets (Township)
- Pressure Washing Entrance Sign, Gazebo, & Pergola
(**Completed 4/19/22 – Greenway Pressure Washing - \$275.00**)
- Property Management Services (1 yr. Contract Term: 05/01/22 – 4/30/23)
(**Completed– 4/21/21 – Access Property Management - \$13,500**)
- Little Free Library
(**Completed 8/1/22 – John & Marita McCarty - \$0.00**)
- Pond Sediment Analysis (Princeton Hydro)



Goals for 2022

- Tree Trimming & Pruning (Entrance) Project
(Completed 3/1/22 – Hyperion Tree Services - \$4,478.25)
- Fernbrooke's 20th Anniversary Party (Cancelled due to weather)
- Updated Homeowner Information (APM)
- ARB Changes & Improvements (on going)
- More Volunteers on Committees and attendance to Zoom meetings

Additional Projects & Tasks Completed for 2022

- Pond's Retention Basin Widen (Hancock) Project
(Completed 9/12/22 – Crawford's Property Solutions - \$1,812.63)
- Bushes & Evergreen Trees Removal (Hancock) Project
(Completed 11/12/22 – Team Gale Tree Services - \$5,840)
- Bushes & Trees Removal (Common Areas) Project
(Completed 12/9/22 – Team Gale Tree Services - \$5,736)
- Snow Removal Services RFP (Contract Term: 11/1/22 – 4/1/23)
(Completed 11/28/22 – A&M Landscaping – 33% - 43% Increase in costs)

A&M Snow Removal Contracts Comparison Report

2019-2022			2022-2023				
Accumulations	Price per Home	Price per Occurrence	Accumulations	Price per Home	Price per Occurrence	Cost Increase	% Increase
3" – 5.99" inches	\$40	\$3,640	3" – 5.99" inches	\$60	\$5,460	\$1,820	33%
6" – 7.99" inches	\$45	\$4,095	6" – 7.99" inches	\$80	\$7,280	\$3,185	44%
8" – 9.99" inches	\$55	\$5,005	8" – 9.99" inches	\$90	\$8,190	\$3,185	39%
10" – 11.99" inches	\$70	\$6,370	10" – 11.99" inches	\$115	\$10,465	\$4,095	39%
12" – 15" inches	\$85	\$7,735	12" – 15" inches	\$150	\$13,650	\$5,915	43%
Over 15" inches	\$16 Per inch over 15" Per home		Over 15" inches	\$25 Per inch over 15" Per home			

Contract Term: 11/1/2022 – 4/1/2023

Current Inflation: 8.52%

FHOA's Proposals Report

Snow Removal Services

Accumulations	A&M Landscaping	Crawford's Property Solutions
3" - 5.9"	\$5,460.00	\$7,280.00
6" - 7.9"	\$7,280.00	\$9,465.00
8" - 9.9"	\$8,190.00	\$12,305.00
10" - 11.9"	\$10,465.00	\$15,385.00
12" - 15"	\$13,650.00	\$18,770.00
> 15" per inch	\$2,275.00	\$1,150.00



Goals for 2023

- **Project - Landscaping Beautification (Common Areas)**
 - **Project - Crosswalks Concrete Replacement**
 - **Tree Replacements (Common Areas)**
 - **Additional “No Parking” signs (Township)**
 - **Repairs to the Streets (Township)**
 - **Pond Sediment Analysis**
 - **More volunteers on Committees and attendance to Zoom meetings**
 - **Updated Homeowner Information – 2023 Census & Residents Profile**
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- **Landscaping Master Plan (Common Areas)**
 - **RFP - Community Management Services (2+2 year contract)**
 - **RFP - Landscape Management & Snow Removal Services (3+1 year contract)**
 - **Project - Tree Removal & Cleanup (Hedgerows)**
 - **Project - Tree Pruning & Trimming (Common Areas)**
 - **Capital Reserve Study**
 - **Community Liability Insurance Carrier & Policies Evaluation**
 - **Replace faded & worn out “Stop” & “No Parking” signs (Township)**
 - **Digitize all FHOA’s hardcopy documents (cloud backup)**

Fernbrooke Homeowners Association, Inc.
455 Larchmont Boulevard, Suite 14A
Mount Laurel, New Jersey 08054

**BOARD OF DIRECTORS ELECTION
2023 OFFICIAL BALLOT RESULTS**

There were two (2) open seats on The Fernbrooke Homeowners Association, Inc. Executive Board. **Thursday, January 19, 2023**

Total Ballots received – 37 - If no quorum is received – seat will be filled by acclamation (winner in elected I the event of lack of opposition)

2 Late (do not count)

Bryan O’Neal – 35 Votes

Write-In Candidates: 1 each

John Caruso (already Board Member)

Betty Devlin (Thank you not interested at this time)

Janet Friedman (Accepted the Nomination)

Joan O’Rourke (Was not present at the meeting)

Final Results:

Bryan O’Neal & Janet Friedman are seated on the Board for a 2 year term each.

FHOA Quarterly Board Meeting

Zoom Attendance List by Name

January 19, 2023

Participants: 14

Zoom Name	Join Time	Leave Time	Duration (Minutes)	Recording Consent	In Waiting Room
Betty Jean Devlin	1/19/2023 18:56	1/19/2023 19:03	7		Yes
Betty Jean Devlin	1/19/2023 19:03	1/19/2023 19:36	34	Yes	No
Bryan O'Neal	1/19/2023 18:48	1/19/2023 20:15	88		No
celeste diehl	1/19/2023 18:52	1/19/2023 19:03	11		Yes
celeste diehl	1/19/2023 19:03	1/19/2023 19:06	4	Yes	No
celeste diehl	1/19/2023 19:08	1/19/2023 19:08	1		Yes
celeste diehl	1/19/2023 19:08	1/19/2023 19:37	29		No
Christine Caruso	1/19/2023 18:55	1/19/2023 19:03	8		Yes
Christine Caruso	1/19/2023 19:03	1/19/2023 19:36	34	Yes	No
ewoeller	1/19/2023 18:55	1/19/2023 18:55	1		Yes
ewoeller	1/19/2023 18:55	1/19/2023 19:19	24	Yes	No
ewoeller	1/19/2023 19:22	1/19/2023 19:23	1		Yes
ewoeller	1/19/2023 19:23	1/19/2023 20:15	53	Yes	No
Gene Roberts	1/19/2023 19:25	1/19/2023 19:25	1		Yes
Gene Roberts	1/19/2023 19:25	1/19/2023 19:37	13		No
iPad	1/19/2023 19:16	1/19/2023 19:16	1		Yes
iPad	1/19/2023 19:16	1/19/2023 19:37	21	Yes	No
janet friedman	1/19/2023 18:57	1/19/2023 19:03	6		Yes
janet friedman	1/19/2023 19:03	1/19/2023 20:15	73	Yes	No
Joan Cline	1/19/2023 18:58	1/19/2023 19:03	5		Yes
Joan Cline	1/19/2023 19:03	1/19/2023 19:36	34	Yes	No
John and Marita McCarty	1/19/2023 18:49	1/19/2023 19:03	14		Yes
John and Marita McCarty	1/19/2023 19:03	1/19/2023 19:37	35		No
JOHN's iPad	1/19/2023 18:52	1/19/2023 18:52	1		Yes
JOHN's iPad	1/19/2023 18:52	1/19/2023 20:15	83	Yes	No
Ralph Hendrickson	1/19/2023 18:51	1/19/2023 18:52	1		Yes
Ralph Hendrickson	1/19/2023 18:52	1/19/2023 20:15	84	Yes	No
t frederick	1/19/2023 18:57	1/19/2023 19:03	7		Yes
t frederick	1/19/2023 19:03	1/19/2023 19:36	34	Yes	No
Tina Johnson	1/19/2023 19:02	1/19/2023 19:02	1		Yes
Tina Johnson	1/19/2023 19:02	1/19/2023 20:15	73	Yes	No