Pheasant Lake Townhome Association
May 9, 2016
Regular Monthly Board of Directors Meeting Minutes

I. The meeting was called to order at 7:00 pm by President Judy Glazewski.

II. All board members were present:
   President: Judy Glazewski
   Vice President: Tom Krippel
   Treasurer: Beth Murphy (absent)
   Director: Len Wiencek
   Secretary: Jerry Spehar
   EPI Representative: Scott Adler (EPI Area Manager).

Owners present: Sharleen Karchut, John Sokol, Barry Barnett, Joseph Beissel, Rita Davis

III. Homeowner Forum:
   2) John Sokol: No comment.
   4) Joseph Beissel: Thanked Tom Krippel for his recent personal assistance with his wife.
   5) Rita Davis: Asked about landscaping. Judy responded. Asked about bagging garbage for pickup. Asked if all units have fire-walls, and they do.

IV. Landscape Update:– Judy Glazewski:
   1) Judy stated there is a list of some items she wants done for the Spring planting. She mentioned a $500.00 credit with Acres.
   2) She suggested two more trees be planted by the bench area and one at 18138 Pheasant Lake Drive. She stated there is an open work-order requesting a replacement tree at that address that lost both and ash and an evergreen tree. There are also 5 dead bushes at this unit for a couple of years that need replacement.
   3) Judy volunteered to go out and solicit bids for trees. She’ll also ask Acres to bid on bush and tree replacement to see how far the $500.00 credit will go.
   4) She suggested she will shop for trees and submit three bids, via e-mail, for approval. Or, the board could leave it up to her judgement to get the best deal. The board unanimously approved to let Judy do the shopping and purchase necessary landscape items.
   5) Judy mentioned a home owner request 8826 Bluebird for trimming out the pine tree and bushes beneath it. She stated she inspected, with Tom, and decided there was nothing wrong. She then asked Scott for his opinion. She suggested the unit owner be told the lower branches can be trimmed out, but the bushes will not be removed. She stated that would close an open work order.
   6) 8939 Pheasant Lake Drive has a dead bush to be removed. At 8923/25 Pheasant Lake Drive remove all the dead and dying material and replant more bushes as needed. She asked the board’s approval to talk to EPI to contact Acres. The board agreed.
   7) She asked Scott to move on her list of suggestions and use the $500.00 credit. The board agreed.
8) Judy stated she will conduct a more complete survey later in the Spring.

V. Approval of Minutes: Tom motioned to approve the April 11, 2016 Board Meeting Minutes, included in the May 2016 Director’s book. Judy seconded. The minutes were unanimously approved.

VI. Treasurer’s Report: Beth
1. Beth received the bank reconciliations
2. All of Beth’s Treasurer Report items are cleared except the 12/31/15 Accounts Receivable detail won’t tie to the General Ledger relating to the year end financial statements at this point because the Accounts Receivable and the General Ledger are on two different systems. However, EPI agrees with Beth’s 12/31/15 year end financials.

VII. Management Report - Scott

I. Miscellaneous Operating:
A. Insurance Renewal:
1) Scott referenced two (2) hand-outs (Coverage Summary and Premium Summary) that show coverage starting 05/23/16. He stated EPI received five (5) proposals, actually three (3) more detailed proposals. See table below.

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Package/Property</th>
<th>Liability</th>
<th>Crime</th>
<th>D&amp;O</th>
<th>Umbrella</th>
<th>Worker's Comp.</th>
<th>Total Prem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farmers (Current Provider)</td>
<td>$1,370</td>
<td>Included W/Package</td>
<td>Included W/Package</td>
<td>$850</td>
<td>$650</td>
<td>$601</td>
<td>$3,471</td>
</tr>
<tr>
<td>State Farm</td>
<td>$1,635</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travelers</td>
<td>$2,543</td>
<td>Included W/Package</td>
<td>Included W/Package</td>
<td>$416</td>
<td>$1,111</td>
<td></td>
<td>$4,070</td>
</tr>
<tr>
<td>West Bend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$4,725</td>
</tr>
<tr>
<td>Philadelphia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,275</td>
</tr>
</tbody>
</table>

2) Scott referenced the difference between Farmers and State Farm in property coverage. Farmer’s is higher by about $8,500. (Shown in the Coverage Summary table under Property Coverage – not displayed here)
3) Jerry motioned to renew with Farmers Insurance bid at $3,471. Judy seconded the motion. The motion was unanimously approved.

B. Landscaping: There was a discussion regarding Green Horizon’s contract. Jerry suggested that we write a complaint letter to the Better Business Bureau about them. Jerry agreed to draft the complaint letter for board review.

C. Lake Treatment: Not discussed
D. Sprinkler Winterization: Not discussed
E. Mulch:
   1) Scott stated he sent out request-for-bids, for 1” & 2” depth, and received the following bids. See table below.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>1” Application</th>
<th>2” Application</th>
</tr>
</thead>
</table>
2) There was a board discussion. Tom mentioned the budget was for $10,000. Previous mulch was at 1". Scott suggested, because of the bed condition, that a 2" application would be better.

3) Acres did not have sufficient time to submit a bid. The board decided to table this item for the next board meeting.

F. Soffit/Fascia Capping:
1) Scott stated Lang has started the work and completed 18212/218 Mockingbird:
2) Scott stated that when Lang’s work is completed he can schedule Apex to start the driveways.

G. Exterior Painting
1) Scott stated he has contacted SMS regarding changing their bids regarding the deletion of the need to paint the soffits and fascia’s on the buildings with aluminum windows. SMS’s updated bids see table below.

Per Scott:

<table>
<thead>
<tr>
<th>Type of Unit</th>
<th>Cost Per Unit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units with wooden windows</td>
<td>$406.25</td>
<td>$9,343.75</td>
</tr>
<tr>
<td>Units W/O wooden windows</td>
<td>$312.00</td>
<td>$2,496.00</td>
</tr>
<tr>
<td>Total Cost for The Painting</td>
<td></td>
<td>$11,840</td>
</tr>
</tbody>
</table>

2) Scott stated the previous contract would have to be cancelled. Judy motioned to cancel the current SMS contract. Jerry seconded the motion. The motion was approved by unanimous vote.

3) Tom motioned to approve the updated SMS contract for $11,840. Jerry seconded the motion. The motion was approved by unanimous vote.

H. Driveway Replacement:
1) Scott stated the driveway replacements are currently on hold until Lang gets further ahead in the fascia/soffit capping work.
2) Scott stated Apex will provide notices, for home owners, to be reviewed by the board prior to the start of the project.

I. 8837 Bluebird Gutter Concern:
1) Scott referenced a work order regarding a downspout that was not connected to the front post of the unit. Scott notified Lang and they confirmed the downspout was re-configured, but the remains of a drain tile remains and the clamps remain on the post. The board agreed to have Scott notify Lang to resolve this issue.

J. Drain Tile Repairs: 18134 Mockingbird and 8901 Mallard.
1) Scott stated there are significant issues at the above addresses. He has received the following bids.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Cost</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMS</td>
<td>$2,985</td>
<td>The proposal does not include burying new lines under the swale behind 8901 Mallard.</td>
</tr>
<tr>
<td>Aces Irrigation</td>
<td>$2,800</td>
<td>Aces marked the incorrect location of the drain tile for 18134 Mockingbird. Management requested</td>
</tr>
</tbody>
</table>
The proposal does not include burying new lines under the swale behind 8901 Mallard.

<table>
<thead>
<tr>
<th>Construction Concepts</th>
<th>$890</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>confirmation this would not change their proposal bid.</td>
</tr>
</tbody>
</table>

2) There was board discussion about the scope of the project.
3) Tom **motioned** that we use Aces Irrigation. Jerry **seconded** the motion. The motion was **approved** by unanimous vote.

**II. Exterior Modification Requests:**

A) Exterior Modification Forms Revisions:
   1) Scott referenced suggested changes mentioned during the April meeting. There was additional board discussion. The board agreed on the changes. EPI will follow up.

B) Beissel (8831 Bluebird) Replace Arborvitae. Approval letter. The Board of Directors unanimously approved the request via e-mail.

C) Dominick (8835 Bluebird) Flag pole holder installation.
   1) There was a board discussion.
   2) Scott stated we can limit the type of flag to military or American. The board approved with the stipulation about the type of flag used by included in the approval letter.

**III. Rule Violations and Appeals:**

A) Census Card Violations:
   1) Scott referenced a list of those that are non-compliant. There are six (6) home owners not in compliance. The non-compliant owners will be discussed during executive session.

B) Insurance Violations:
   1) Scott stated there are 20 home owners who did not comply with providing certificates of insurance. Those home owners were fined. Scott stated he had just received appeal letters. This issue was deferred to executive session.

C) Violation Letters: None discussed

**IV. Miscellaneous Correspondence:** None discussed.

**V. Inspection Report:**

1) Scott referenced a violation noted on page 2 of the Inspection Report. There is a reel in the common area behind 18204 Mockingbird. Scott will check with the Aquatic Weed Service to see if it is theirs. If not, he wants board approval to send a violation letter to the owner at 18204 Mockingbird. There was board discussion. Scott will follow up.

2) 18133 Pheasant Lake Drive has garbage can and boxes left outside of the garage. Scott will follow up.

3) 8923 Pheasant Lake Drive front door is in violation. It was painted black without a modification request. Scott asked if he should issue a violation letter and start with fines. The home owner appealed and was told that any changes must be approved. A letter and a modification request form was sent to the owner, who has not responded. Scott will follow up with another, and final, violation letter. Letter was issue prior to April board meeting.
VI. **Just Miscellaneous:**

1) Judy asked if Lang is following up on the gutter repair as they are working on the siding of the soffit and fascia for the unit owners that complained. Scott answered in the affirmative.

Jerry **motioned** to adjourn the meeting. Judy **seconded** the motion at 07:55 PM.