

The following are the minutes from the 2012 annual meeting of the Kingsbrook Homeowner's Association. The meeting was held on Monday, February 25, 2013 at the Cranberry Township Shop and Save Community Room.

### Board Member Attendance

- Jack Rae – President: **Present**
- Mike Busa – Vice President: **Present**
- Steve Bayer – Treasurer: **Present**
- Howard Greenstein – Secretary: **Present**
- Pat Donohue – Committee Chairperson: **Present**

### Association Meeting Attendance

Beyond the board members indicated above, 6 other homeowners in attendance. There were a total of 11 attendees representing 11 of the 93 homes including board members. Attendance log is on file with the secretary.

### Agenda

1. Review and Approval of the Minutes from the 2011 Association Meeting
2. Landscaping/Snow Removal – Needs and Review of Current Costs and 2013 Plan
3. Ideas to improve the attractiveness of our neighborhood
  - a. Entrance beatification – Investigating / Budget for Sign Improvement
  - b. Landscape bed upgrade
  - c. Ideas for a more active association – Events like the Cranberry Cup
4. Updated status on collections for delinquent dues.
5. Treasurer Report including 2012 Balance Sheet and 2013 Budget
  - a. The current Balance Sheet and Draft Budget will be posted to the Association website prior to the meeting. Hard copies will be available at the meeting.
6. Board Members – Terms Update and Election of Officers for 2013
7. Open Forum

**Meeting was brought to order at 7:34 PM (Motion by Greenstein, seconded by Bayer)**

**Note: Action Items are in bold and red.**

### Old Business

1. Minutes from the 2011 meeting were approved as written and posted to the website.  
(Motion by Busa, seconded by Rae, Approved)

## New Business

1. Lawn care, Snow Removal and Landscaping
  - a. We will keep \$1,800 grass cutting budget, but that will also cover snow removal for the walks in the common area.
  - b. Board reviewed new snow removal policy. Since all homeowners are required by township ordinance to clear walks within 24 hours of the snow stopping, the association must also clear walks adjacent to common areas. First come first shovel policy pays \$8 per section up to a foot with a prorated fee additional fee above a foot. Greenstein motioned to pass snow removal policy, Donohue seconded, passed
2. Ideas to improve attractiveness of neighborhood
  - a. Signage
    - i. Goal would be to move the sign closer to Bear Run like Cranberry Heights sign. We can do this since Bear Run Road is closed. We would remove the old sign and trees as well.
    - ii. Howard to get updated costs for sign.**
    - iii. Conditional \$6,000 allocated to the project in 2012 to remain in the budget. Once we have firm bids, will have a meeting to approve project.
  - b. Discussion occurred around the poor appearance of the Bear Run Dead End. It was determined that we should send township letter see if they can fix up the Bear Run Dead end. **Jack Rae to draft letter. See if we can incorporate into the overall sign project.**
  - c. The letter to the township should also include concerns around sidewalk cracks and raised sections.**
  - d. Landscape bed upgrade
    - i. Main concerns was appearance of the bed on the right when you come in to the plan. We had planned to lay river rock last year, but could not agree to terms with the vendor and then it became too late in the season. We must do something in 2013.
    - ii. It was decided that we would just mulch all the beds. **Mike Busa to call CJ Palmer and get an estimate and scheduled the job. Mike will also get a quote to thin the grass mounds near the plan entrance.**
  - e. Jim Sandher asked if we had evaluated the current lawn care payments to determine if they are sufficient to cover costs and provide a profit to the landscaper. **Jim indicated that he will evaluate current cost of mowing each section and bring costs to the board.** We currently pay \$40 per per section and see if we need to increase the compensation. We know that external vendors would result in a much higher cost based on prior bids received.
  - f. Look at trimming pine trees across from 107 Winterbrook. **Mike Busa will include this in the CJ Palmer review.**
3. Social – More active association
  - a. Attendees agreed that a more active association would be desired, but none of the attendees wished to organize.

**b. Howard will put out an e-mail to see if someone wants to organize Cranberry Cup, he will offer website and e-mail to facilitate communication.**

4. Delinquent Dues

- a. 3-4 homes behind in payments. Once they reach a certain point, we are now turning over the cases to a Collections Agency.
- b. Using Credit Tech (Berkheimer) as Collections Agency. This is at no cost to us, the agency adds fees to the process. We have one homeowner in this process now.

5. Treasurer Report.

- a. See below for details
- b. \$9102.31 should be starting point for 2013.
- c. Insurance budget will increase from \$2,100 to \$2,200.
- d. \$6,000 will remain in the budget for sign work. This will come from funds destined for the Maintenance Fund and from the Maintenance Fund.
- e. Greenstein motioned to adopt 2013 budget, Busa seconded, passed.

6. Board Member Terms and Positions

- a. Mike Busa agreed to a new term as Vice President. Rae motioned, Greenstein seconded. Motion Passed to
- b. The remaining board members indicated that they would retain their positions.
- c. Busa motioned to set the 2013 board, Bayer seconded. Passed.
- d. Board Member Terms expire on 12/31 of the year noted:

<u>Board Member</u>	<u>Position</u>	<u>Term Expires</u>
Jack Rae	President	2014
Mike Busa	Vice President	2016
Howard Greenstein	Secretary	2015
Steve Bayer	Treasurer	2013
Pat Donohue	Committee Chairperson	2015

Open Forum

- a) Tina Rombach thanked the board for sending out message on vandalism that occurred around Halloween. Included a Tomahawk hammer and destroyed pumpkins and destroyed basketball rim. Neighbors should keep alert.
- b) Is there any talk of putting in anything in the Common Area? If someone has ideas, they can put forth a proposal.
- c) Jim Sandher will approach Jerry Andre to see what can be done with the Bear Run deadend.**
- d) There were no other items.

**Motion to adjourn at 8:40 PM by Greenstein, 2<sup>nd</sup> by Busa. Meeting adjourned.**

Please note that while the below individuals did not attend the meeting, they did communicate their opinions via e-mail. The board wanted to note that these submissions were taken into account. These are excerpts of relevant material.

Greg Hyrcza

- No matter what we are doing to beautify the neighborhood, do not raise the dues.
- Nominate Mike Busa for another term.

Todd Teitelbaum

- Homeowners should be required to clean up grass clippings after mowing their lawns vs leaving them all over the sidewalk and street.
- Edges on the sidewalks should be better maintained to keep the sidewalks clear and wide. Those who do not wish to care for their lawns and allow the weeds and dandelions to take over should be required to bag as they mow so they don't continuously "share" the seeds of their weeds with neighbors.
- If volunteers are needed to research bids for landscape improvements, signage or whatever for the neighborhood I would be available to assist.
- Community Involvement:
  - The Cranberry Cup is a great idea.
  - Relay for Life 7/20/13 at North Boundry Park
  - We can collect and donate items from our neighbors for various organizations, churches, homeless shelters and let's not forget our furry friends.

Kingsbrook Homeowners Association  
 E-mail Address: [kingsbrk@zbzoom.net](mailto:kingsbrk@zbzoom.net)  
 Website: [www.kingsbrook.info](http://www.kingsbrook.info)  
 Meeting Minutes, February 25, 2013

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	<u>Actual to date</u>	<u>Projected Budget</u>
Balance as of 12/30/2011	<u>\$7,093.28</u>	<u>\$ 7,520.00</u>
2012 Income		
Dues Collected	\$ 6,885.00	\$ 7,520.00
Past Due and Penalties	\$ 469.50	\$ 100.00
Interest		\$ 10.00
Misc (refund from magistrate)	\$ 53.67	
Resale Certificates	\$ 150.00	\$ 50.00
 Total income	 <u>\$ 7,558.17</u>	 <u>\$ 7,680.00</u>
 2012 Expenses		
Landscaping /Mulching		\$ 2,000.00
Grass cutting	\$ 1,040.00	\$ 1,800.00
Weed control		\$ 100.00
PO Box	\$ 70.00	\$ 52.00
Stamps and printing		\$ 300.00
Insurance	\$ 2,118.00	\$ 2,100.00
Electric Bill	\$ 225.14	\$ 250.00
Accounting fees	\$ -	\$ 200.00
Website	\$ 96.00	\$ -
Supplies		
General Maintenance/Repairs		\$ -
Collections Expense		\$ 200.00
	<u>\$ 3,549.14</u>	<u>\$ 7,002.00</u>
 Balance as of 12/31/2012	 <u>\$ 11,102.31</u>	
 Pending expenses		
Projected Transfer to Maintenance fund	\$ 2,000.00	
 Projected balance 12/31/2012	 <u>\$ 9,102.31</u>	
Maintenance fund balance 12/30/2011	\$ 25,550.49	
Interest	\$ 16.74	
Maintenance fund balance 12/31/2012	\$ 25,567.23	

**Notes**

Target Primary Fund Balance on December 31st: Balance above \$2,000 to be transferred to Maintenance Fund

Annual Dues: \$80

Late Penalty: \$10 per installment (January and June) plus 10% annually on overdue balance and penalties.

Resale Certificates: are issue for a fee of \$25

**2013 Proposed Budget-Maintenance Fund**

Projected 2012 Balance Forward	\$ 25,567.23
Transfers in	\$ 2,000.00
Projected Total-Year-End 2013	\$ 27,567.23

**2013 Proposed Budget-Primary Fund**

Projected 2011 Balance Forward      \$ 9,102.31

**Projected 2013 Income**

Dues Collected	\$ 7,440.00
Past Due and Penalties	\$ 100.00
Interest	\$ 10.00
Resale Certificates	\$ 50.00

**Total income**      \$ 7,600.00

**Projected 2013 Expenses**

Landscaping /Mulching	\$ 3,000.00
Grass cutting	\$ 1,800.00
Weed control	\$ 100.00
PO Box	\$ 70.00
Stamps and printing	\$ 300.00
Insurance	\$ 2,200.00
Electric Bill	\$ 250.00
Accounting fees	\$ 200.00

Website	\$ 50.00
Entrance sign project	\$ 6,000.00
Supplies	
General	
Maintenance/Repairs	\$ 250.00
Collections Expense	\$ 200.00
<b>Total Expenses</b>	<b><u>\$ 14,420.00</u></b>
<b>Transfer to Manintence fund</b>	<b>\$ _____ -</b>
<b>Projected Total-Year-End 2013</b>	<b>\$ 2,282.31</b>