

NEWTOWN GRANT MASTER ASSOCIATION  
January 22<sup>nd</sup>, 2025  
MEETING MINUTES

The meeting was held in the conference room and called to order at 7:00 pm by Larry Schorr. In attendance were Larry Schorr, Bob Shaw, Elise Bernstein, Brad Bernstein, Yan Sadler, Peggy White (7:05pm), Andreas Wiersbitzky, Russ Consentino and Bill McManimon. Also in attendance was First Service Residential Community Manager Rob DeGeorge.

**December 4<sup>th</sup> 2024 Board Meeting Minutes:** Brad made a motion to approve the minutes, Bill seconded it, minutes approved 6-0-2 (Andreas and Russ abstained).

**December Financials:** Bill mentioned to the board that the December financials were pretty straight forward. December produced a monthly positive variance of \$8,995 with a year-end positive variance of \$16,911 to which the operating account had a positive variance of \$6,947. Rob will send a check in the amount of \$5,000 from the Penn Community Bank to the Metropolitan Money Market Reserve Account to begin payback of the \$25,000 that the board borrowed from reserves in 2020 due to cash flow issues with operating. Russ made a motion to accept the financials, Elise seconded it, financials approved and accepted motion approved 9-0.

**Frank April 2024 Engagement Letter:** Bill spoke with the board regarding discussions Rob and he had with other potential accountants. Other accountants were charging at least twice the amount to complete the annual audit and tax return filing to which at this point in time, Bill felt most comfortable staying with Frank April for the 2024 Audit and Tax Return. Peg made a motion to accept the engagement letter services for \$2,475.00, Yan seconded the motion, motion to accept the engagement letter of service accepted and passed 9-0.

### **Proposals:**

**2025 Recreation Area Walking Path Seal Coating and Crack Repair Proposals:** Rob presented to the board two proposals (Maintain It All and Delaware Valley Paving) to seal coat the entire asphalt walking path in the recreation area from South Drive all the way down to the Clubhouse. Scope of work also includes cutting out a number of cracks (some which are lifting, some which are a tripping hazards) then refill in with asphalt. Bill made a motion to accept the Delaware Valley Paving proposal of \$15,925.26, Brad seconded the motion, approved and acceptance of Delaware Valley Paving proposal 9-0.

**2025 Outdoor Pool Furniture, Pool Fence, Pool Entrance and Clubhouse Entrance Power Washing Proposal:** Rob displayed a proposal from Gutter People in the amount of \$1,950 to power wash all of the outdoor pool furniture, the entire pool fence, pool side and clubhouse front entrances. Elise made a motion to accept the proposal, Russ seconded the motion, motion to accepted and approved 9-0.

**2025 Fox Pool Management Contract:** Rob mentioned that we are in the second and final year of a two year contract with Fox Pool Management. Contract just needs a signature as he had to provide an updated pool operation schedule based the school calendar. Rob did discuss with the board adjusting the lifeguard staffing hours. Based upon Rob's professional observations and data usage history over the past two years, he recommends some staffing adjusts specifically within the first 90-120 minutes at the start of the day and the last 60-90 minutes at the end of the day. Adjusted hours will be tracked and

credit for these hours will be issued at the end of the pool year. In the event the adjusted staffing hours don't work out, we will default back to the originally scheduled staffing hours. Calculations Rob presented should save somewhere between \$3,000 - \$4,000 in lifeguard staffing hours if we see this through the entire summer.

**Lopez Snow and Landscaping Contracts:** Rob approached the board about engaging Lopez Landscaping in a new contract for snow and landscaping services as both contracts are to expire on December 31<sup>st</sup> 2025. Board agrees to obtain pricing from Lopez for new three year contracts that would cover the 2026-2028 year. Rob will review both contracts then will obtain pricing from Lopez based on if any services are to altered. Once contract pricing has been obtained, Rob will present to the board for reviewal.

**Management Report:**

- a. Trail Electric Pump Room Panel Update
- b. DKC Construction Disposal of 7 Concrete Outdoor Pool Tables, 4 Fiberglass Pool Tables and 3 Concrete Umbrella Base Stands
- c. New Outdoor Pool Umbrellas Arrived
- d. Pickleball Windscreen Reattachment
- e. Clubhouse Attic Clean Out
- f. Political Signs
- g. Newtown Grant Kunkle Lawsuit Deposition on Tuesday, February 18th
- h. Room Rental Pricing for Non-Residents (\$350 rental fee and \$250 deposit)
- i. American Red Cross Blood Drive – Thursday, December 12th 2:00-7:00pm
- j. Spring Fling Easter Egg Hunt – Saturday, April 5th with Rain Date of Sunday, April 6th
- k. 2025 Newtown Grant Softball League Umpires

**Upcoming Projects:**

- 1. 2025 Marigold Entrance Island Tree Project \$15,000 - \$20,000 (Operating)
- 2. 2025 – 2029 Outdoor Pool Furniture Table/Umbrella/Base Replacements \$5,000-\$15,000 a year (Reserve) and Chair Re-strapping Project \$3,000-\$4,500 (Operating)
- 3. 2025 Pickleball Court Key Access and Video Surveillance (Capital) \$25,000 - \$35,000
- 4. 2026 Clubhouse Entrance Concrete Replacement (TBD Reserve)
- 5. 2026 Outdoor Pool Concrete Deck Slab Replacement (TBD Reserve)
- 6. 2026 Clubhouse Trash Enclosure (Reserve) \$20,000 - \$35,000
- 7. 2026 - 2027 South Drive Island Tree Project (Operating)
- 8. 2027 Outdoor Main Pool Replaster Project (Reserve) \$75,000 - \$130,00

**Contracts:**

- a) Fox Pool Management – December 2025
- b) Lopez Landscaping (Snow/Landscaping) – December 2025
- c) TW Maintenance – December 2025

**Old Business:**

-Brad presented updated regulations regarding Master Board Sign Rules and Regulations. Brad will make adjustments based on discussion and presented a revised update the February meeting for further talk.

-Rob spoke with the board that if there remains uncertainty regarding a species of tree to be installed into the Marigold Entrance Islands at the February meeting, then it would make sense to table this project until 2026. If tabled, Rob will present a back-up tree project plan that would include additional tree work in the recreation area and removal of some of the Pear Tree's along the South Drive basin. Board asked Rob what tree's were planted along North and South Drive and to move forward with selecting one of those trees. Board asked Rob to obtain pricing and to present at the February meeting.

**New Business:**

-None

Russ made a motion to adjourn the meeting at 9:05pm. Peggy seconded the motion. The next meeting is scheduled for Wednesday, February 26<sup>th</sup> at 7:00pm.

Minutes submitted by Rob DeGeorge, First Service Residential

Accepted By: REN, Secretary \_\_\_\_\_ Date 3/5/25