



Property Owners Association
LANTERN HILL BOARD OF DIRECTORS MEETING MINUTES
JULY 21, 2020

MEETING LOCATION: VIA ZOOM (VIRTUAL)

1. Call to Order: **1:00PM**

2. Establishment of Quorum

Attendees: Stephanie Pappas Gentilin (President), John Wolff (Secretary), Scott Neilson (Treasurer)

Michael Klein / Continental Property Management (CPM)

3. Review/approval of previous meeting minutes (if available)

Action Taken: Approved

6. Financials Review/Update

a. Financial report as of June 31, 2020

b. Invoices were reviewed and approved by the board

c. Delinquency report was reviewed by the board. No major changes.

d. Board discussed late fees and returning to normal protocol

Action Taken: Board approved all invoices and delinquency report. Board also agreed to handle association late fees as normal, we are open to working with homeowners who are impacted by COVID during this time.

7. Old business

a. Foot Bridge Renovations: Requesting final RFP from engineer for approval, once approved then bids can be solicited

b. Gazebo Repairs: Contract being executed by Granja, confirming start date

c. Roof Replacement Project: Contact has been sent to Eiseman to be executed.

Confirming start date of project. Letter to be sent in detail to homeowners explain responsibilities of both homeowners and Association. A draft letter discussed that would be sent out to the whole neighborhood informing them of the project taking place.

d. Community-wide Tree Pruning: Requested a proposal from TreeEx and a second contractor for winter pruning. Better prices are generally available during the winter months.

e. Wetland Cleanout: Requesting an updated proposal from Verdant. Confirming the time frame of this project.

f. Landscaping and snow removal contracts: All proposals expected to be received soon.

g. Verdant's Berm Proposal: To add shrubbery along the berm around mail boxes and in open space. Favored the proposal but agreed that we would like a few more shrubs added to make it symmetrical.

h. Community rentals: Concerns about the number of homes rented. Scott informed us some the concerns he was able to gather from a few homeowners about rentals.

Discussion on limiting the number, charging application fees, requiring additional paperwork, and penalties to homeowners. No decision at this time.

i. Community Street Lighting: Some lights are in need of replacement by the borough. There were comments from homeowners about the bright white lights being too bright. Board discussed and agreed that we would like to eventually have all lights be the softer warm light, not the bright white. A request will go to the borough for consideration but cannot be guaranteed that is what we'll get. Scott to do a walk around to assess lighting.

Action Taken: To prepare a draft letter for Kirkbride Roof project. Michael to confirm with verdant on wetland clean out and the timing. To communicate with verdant on the additional shrubs to the Berm Project. Michael to communicate to borough about our softer lighting consideration and to expedite the replacement of out bulbs.

8. New Business

a. Spring inspection: Michael, Stephanie, and Scott walked the neighborhood for the inspection. The report was reviewed in detail.

- There were a number of asphalt deficiencies and concrete work needed that we will seek contracts for repair

- Landscaping fix: on Woodbridge discussed the removal of shrubs that are interfering with visibility of stop signs. Association would remove the shrub and entertain replacing it based on homeowner consideration.

- Landscaping fix: on Woodbridge homeowners to prune back shrubs on their property to match community guidelines.

A general note to be sent to all homeowners about power washing their siding and cleaning of their gutters. A formal letter to be sent to all homeowners on inspection list asking them to address specific concerns, issues and violations. Asking from them a 30 day turn around on requested items.

b. Communication about restaurant development: It is not the board's place to make assumptions on business that we do not have control over. However, we do not think there has been any recent development on the situation. Any further questions should be directed to the borough. A note will be put on to our neighborhood website.

c. Neighborhood Website: Discussion took place regarding how to use our website to communicate with our community better. Posting of minutes, using as a bulletin board, and general events. We agreed that the website address will be added to all communications and letterheads.

Action Taken: Spring inspection- Letters to be sent to homeowners requesting to take care of specific items that they are responsible for. Specific communication to take place on Woodbridge about stop sign visibility issues. Website address to be added to all official communication moving forward.

9. Architectural requests

a. Homeowner at Woodbridge Drive seeking approval from Architectural committee on adding new hardscaping, the addition of 'stepping stones' from driveway to back deck. Architectural committee and the Board has responded to the request, no response from homeowner.

b. Woodbridge: Seeking preliminary consideration on a structural request before paying for an engineer to draw up actual design. Not an official submission. Homeowner would like to relocate rear entrance and close up a rear window. The board is in discussion with the Architectural committee about this.

Action Taken: None

10. Homeowner Correspondence

- a. Kirkbride: Roof replacement updates.
- b. Communication from neighbors asking about the restaurant development

Action Taken: Communication to be posted on website regarding comments about the restaurant to be directed to the borough. Draft letters being written regarding the roof replacement project happening on Kirkbride.

11. Homeowner Violation & Maintenance log

- a. Board reviewed current violations and CPM letters to homeowners

Action Taken: None (However, there will be letters sent to homeowners regarding the violations we found during the spring inspection.)

12. Scheduling of next LH Board meeting **-08/17/2020 at 9:00AM**

13. Meeting adjourned **-2:30PM**