

LANTERN HILL BOARD OF DIRECTORS MEETING MINUTES
30 September 2021

MEETING LOCATION: VIA ZOOM (VIRTUAL)

1. Call to Order: **9:00 AM**

2. Establishment of Quorum

Attendees: Anthony Arleth (President), John Wolff (Treasurer), Scott Neilson (Secretary), Michael Klein / Continental Property Management (CPM)

3. Call to order and Review/approval of previous meeting minutes

a. Minutes from August meeting approved.

ACTION: Michael to e-blast July Meeting minutes on Tuesday 10/5 with a note stating that hard copy minutes will no longer be mailed out unless specifically requested.

ACTION: Communications Committee to post minutes on website on Tuesday 10/12.

4. Receivables report. There was discussion of outstanding balances and charging interest on all balances over \$400.

ACTION: Tony to draft letter to residents announcing the policy to charge interest on balances over \$400 by 10/12.

ACTION: Michael to look into limits of charging on late fees by 10/7.

Final action tabled until Michael can research the limits on charging interest.

5. Review of financials. Current YTD variance stands at an unfavorable balance of \$21k. This is due primarily to the unusually large snowfalls and the subsequent removal charges, as well as storm related grounds clean-up. Some of this will be offset by calendarization as the year draws to close, however, a large part of this variance is due to the change of policy in which the HOA is picking up the costs for tree pruning.

ACTION: Board to look at the rising costs of landscaping maintenance and tree pruning to clarify the impact of this policy change on future budgets. Michael to provide data of groundskeeping costs for last three years by next Board meeting.

The 2022 budget was approved.

7. Old Business

a. The Architecture and Landscaping document prepared by the architecture and landscape committee has been approved but not yet put in final form. It was

discussed that the committee may need more help as several committee members are heavily burdened with personal issues at this time.

ACTION: Scott to discuss adding people to the committee to help with volume and turnaround...ASAP.

- b. A city council representative walked the basin with the Board and discussed concerns. Trailers at Wesley have been removed. It is unlikely that there will be any action taken to improve the appearance of the dock and trash area. Residents are free to clean the basin and remove debris, but no action can be taken to remove trees.

ACTION: Tony to talk to Boro representative to remove dead tree at 17 Woodbridge by 10/12.

- c. Alley Repairs. Issue of having the Kirkbride driveway surveyed has been tabled for now in deference to other priorities.
- d. Roof repairs. Final proposals are expected in the coming days at which time a contractor will be selected. At that time the contractor will be told to prioritize all the buildings in the neighborhood based on immediate replacement needs, short term replacement (1-2 years), longer term replacement (3-5 years). With this analysis final total project costs can be determined. Life expectancy in budget will be changed to 20 years for future reserve purposes.

ACTION: Michael to send all proposals to Board members for evaluation and selection when final ones have been received.

ACTION: Immediately after contractor selection, Michael to instruct contractor to conduct an assessment of all buildings in the neighborhood.

- e. Trash issue was discussed and options considered. For now we will continue to urge residents to follow the rules.

ACTION: Michael to send an e-blast reminding people of the rules around trash can placement and retrieval.

ACTION: Communications Committee to place a reminder on the website.

- f. The election process was reviewed and changed to include the following:
 - a. A new email address will be established for submitting electronic ballots. Google will be evaluated as the electronic voting platform.
 - b. Paper ballots will be provided with an envelope addressed and labelled as a ballot and held unopened until the voting deadline has passed

- c. Members of the Board NOT running for re-election will sit with Michael to open paper ballots and electronic ballots and tabulate votes

ACTION: John to research Google as the platform for voting.

8. New business

- a. Francis April has been selected as the new accounting service provider.
- b. 17 Woodbridge requests to change porch roof from shingle to black metal.

ACTION: Michael to reply by 10/12 that A&L form should be used and submitted to review request.

- c. 16 Edison roof is failing. Will be included in assessment.
- d. 53 Woodbridge exhaust pipes from furnace were approved.

ACTION: Michael to inform resident that request has been approved and they can proceed.

Next meeting will be held on October 21, 2021 at 9 AM by Zoom.

Meeting adjourned at 11:00 am