



SPRINGHOUSE HOMEOWNERS ASSOCIATION, INC. and
SPRINGHOUSE COUNCIL OF CO-OWNERS, INC.
JOINT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
March 25, 2014

I. Call to Order: The regular meeting of the Joint Board of Directors was held in the clubhouse on March 25, 2014. The meeting was called to order by President John Chalfant at 6:32 PM.

II. Attendance: President, John Chalfant - Present
Vice-President – None. Treasurer - Scott Gregory - Absent
Secretary – Sheila Delaney – Present Mac Harned – Member at large, technical side,
projects, architectural - Present Vertex, Pete Wingate - Present
Donald Grosenbach – Member at large – Present Joe Haas – Member at large - Present

III. Approval of Minutes: 2-25-14 Minutes. Don Grosenbach made motion to accept minutes. Second by Joe Haas. Board approved.

IV. Reports

1. Management

Landscaping

Dormant oil application 3-14-14

Landscape walk – 3-20-14 at 9:30 Joe Haas, Bob Renner, Tom herald, Peter Wingate.
Tom Herald will drop off a 50 pound bag of grass seed to Joe Haas to use in community.

Snow Removal

November & December COA \$3,528.16
2014 \$17,430.98 Budget \$17,000 for 2014
Total COA \$20,959.14 (November till now)

November & December HOA \$1,271.34
2014 \$4855.02 Budget \$4,860 for 2014
Total HOA \$6,126.36 (November till now)

Maintenance

Included for the Board's review is the maintenance work order list for the month of February
213 Cobblestone repair right side corner piece of trim
61 Springhouse – gutter apron installed
302 Bluestone Ct. – roof leak, install new flashing, new OC Duration shingles

Note

1 Millstone –Barbara Werdman – Garage cracked open 12 inches, cat food dish, garbage can on side, no lid, cat litter, feces. Cat dish in back of the unit.

2 large trees in the back of 1 & 3 Millstone, hanging very close to building.

106 Creekstone – garbage cans in front of garage. Vicki Thomas

211 Cobblestone – (Renter) garbage cans in front of garage, oil slick on driveway, buckets in front of garage. Clarence Klump

40 Springplace - Dog poop in back Suzanne Wirsching. Rayon device and pipe on side of house (White). Dish on roof.

2. Financial/Administrative

The February financial statement is included for Board review.

Springhouse HOA Financial Overview

❖ Operating	\$ 4,092.94
❖ Reserves	\$ <u>142,808.40</u>
Total	\$ 146,901.34

Springhouse COA Financial Overview

❖ Operating	\$ 7,064.57
❖ Reserves	\$ <u>77,633.65</u>
Total	\$ 84,698.22

VI. Committee Reports

- A. Clubhouse & Pool – Joe Haas has compiled list to be submitted. Message Board needs to be replaced.
- B. Architectural Control & Maintenance – 127 Creekstone leak in basement Improvement Application – Vera Stuck Sliding door. 28 Springhouse. Board will need to discuss and look into policy and let Ms. Stuck know.
- C. Financial – Covered above in Management report.
- D. Landscaping - From: Landscape Committee
Sue Crouch
Bob Renner

Item 1 - A walk-thru the community was held on 3/20/14 with Tru-Element to discuss grass cutting and look at landscape issues. Those attending were: Tom Herald (Tru-Element), Pete Wingate (Vertex Management), Joe Haas (Springhouse board member), Bob Renner (Landscape Committee). We identified three trouble spots for the grass cutting crew. Two unit's back yards were filled with dog poop. Pete will issue a letter to owners (40 Spring Place and 115 Creekstone). A Time Warner cable was lying across the back yard of 114 Creekstone. Owner was home and notified to contact Time Warner.

Tru - Element will correct the following issues.

The root balls of the plants/trees planted last year are above ground level. They will replant shrubs/trees and stake the trees located at 41, 55, 65 Springhouse and 54 Spring Place.

They will dig out some of the roots of the bushes they removed in front of the pool (bushes were cut off at ground level) and

they will re-spay ivy in front of clubhouse in preparation for new landscaping in both of those areas.

Thanks to Tom Herald, Tru-Element will:

Provide the community with a 50# bag of grass seed. (to be dropped off to Joe Haas)

Leave some dirt (in a designated area) for seeding bare grass areas (dirt is from the landscaped beds being edged)

Continue to use a push mower on many of the small front yards.

A one time trim along the tree line to remove any overhanging brush or branches for the safety of the mowing crew.

Tru - Element will have a new grass cutting crew assigned to our community and will be using two brand new large mowers. The "Spring Cleanup" will be scheduled in April. Also in April, a sharp edge will be applied to all the landscaped beds in preparation for mulch. (see note 1)

Item 2 - The committee requests funds to plant annual flowers at the front entrance in the amount of \$275.00. This work will be done on or before Mother's Day by the committee .

Item 3 - The committee requests funds to replant the areas in front of the Clubhouse and the Pool in the amount of \$375.00. These two areas had ivy and overgrown bushes removed last year. We will plant perennial flowers and new tall grasses and knockout roses.

(Note 1) Joe Haas and Bob Renner have been surveying each unit to determine if any soil/mulch reduction must be done prior to a new application of mulch this spring. They will make adjustments where necessary. Any units that need major soil reduction (away from and below the brick and siding) will be reported to the board.

E. Insurance – Recommendations for action to be taken.

A multi-purpose fire extinguisher should be installed in the lower level of the clubhouse adjacent to the mechanical room. Maintain portable extinguishers in a fully charged and operable condition at all times. Contract with a reputable fire protection company to service the extinguishers now and at least once every 12 months. This practice will help reduce the potential for extinguisher malfunction in a fire emergency

Have a licensed and insured electrician install illuminated exit signs and emergency lighting at the exit doors in the clubhouse. The sign(s) should be visible at all times and meet all local building codes

The association board should check with the banks owning the vacant units and ensure that a satisfactory maintenance and weatherization program is in place for these units.

F. Communications – None.

G. Social – Welcome Committee – Sue Crouch, Johannah Moran, Mary Elaine Haas, Linda Harned.

VII. Old Business

Drainage Master Plan

Mac Harned report.



101-107, 117 Creekstone

101-105, will be done first using new method.

Dryer to oversee project, get bids. Motion made by Mac Harned, 2nd by Joe Haas. Board approved.

Issues:

113 - Crack on living room wall by register. Tile buckling in bathroom, crack.

117 - Crack at bottom of step, right side. Bedroom upstairs – cracks. Crack in corner ceiling. Top door on garage (sticks), crack in garage above door left side.

115 - Cracks above garage door.

105 - Inside front door 3 foot crack and gap on left, above garage door inside crack on top, upstairs crack in living room, dining room crack above door going into bedroom. Ceiling in garage dropped.

103 - Crack bricks above garage.

101 – Few cracks in garage above garage door, few cracks on living room ceiling, front door drags.

115 – Ok.

302 Bluestone/92 Springhouse

VIII. New Business

Landscaping committee requesting funds to plant annual flowers at the front entrance in the amount of \$275.00. This work will be done on or before Mother's Day by the committee .

The committee requesting funds to replant the areas in front of the Clubhouse and the Pool in the amount of \$375.00. These two areas had ivy and overgrown bushes removed last year. We will plant perennial flowers and new tall grasses and knockout roses.

Board will discuss and get back to committee.

IX. Executive Session

X. Adjournment

XI. Next Meeting Date – April 22, 2014 6:30 PM

#302 -- #308 BLUESTONE DRAINAGE PROJECT – ORIGINAL COMPLETE; NOW CONTINUED

MAY UPDATE – Grass came up very well – only uneven in density as anticipated due to the wind blowing the seed and straw before we could get watering rigs operational. Owner #302 requested Joe to remove the watering rig and he did so immediately. Joe has emailed request to #308 Pat Lense for permission to use his hose bib. Current plan is (a) when we arrange for further watering, (b) L & S will improve drainage at 308 end of building, (c) Springhouse will purchase tall fescue grass seed, (d) L & S will re-seed and straw entire area, (e) Joe will re-install watering rigs and monitor operation as necessary.

JUNE UPDATE – No further action to date.

JULY UPDATE – We are waiting for L & S to complete the corrective increase in slope for drainage at East end of building.

AUGUST UPDATE – Due to the possibility of additional Engineering recommendations to add footing drains, we are holding on the re-grade, re-seed and straw.

SEPTEMBER UPDATE – In a proposal dated September 11, 2013, CDS Associates, Inc. recommended a scope of work with six (6) items. Item number “6” is “Provide drainage tile between the east side of the reference building and the existing segmental block retaining wall . . .” Due to the legal uncertainties created by the owner’s attorney, the Board has yet to take further action. Until further notice this item will be tracked together with the structural issues at this address.

OCTOBER UPDATE – Please track with items under STRUCTURAL issues.

#302 -- #308 BLUESTONE PROJECT MISC – PAINTING – WORKING

The issue with paint color is believed to be corrected and all the #308 garage door trim is to be painted to match – after the weather stripping on the right side is re-positioned and secured; new trim on privacy walls in rear is also to be re-painted.

AUGUST UPDATE – Correct Paint, re-confirmed at Regular Meeting in July,

SHERWIN-WILLIAMS – Duration® SATIN – SPRING HOUSE TRIM Order # 1568-0045468, -- # 1568-0048825 is available at any Sherwin-Williams store with the above information and one gallon is available from Mac.

SEPTEMBER UPDATE – Garage door trim is painted with the correct paint; the two privacy walls in the rear not complete.

OCTOBER UPDATE – Privacy walls in rear waiting on re-paint with correct color paint.

NOVEMBER UPDATE – Privacy walls in rear waiting on re-paint with correct color paint – pending clarification of legal issues created by the Co-owner and his attorney. Until further notice this item will be tracked together with the STRUCTURAL issues at this address.

#302 -- #308 BLUESTONE STRUCTURAL PROJECT – WORKING

Tuck pointing of brick and void fills are pending specific recommendations from CDS Associates – who at the request of the Owner/Board site visited the building with focus on the gap between the brick veneer and foundation wall of garage at #308. See Memo For Record dated 07/18/2013.

AUGUST UPDATE: CDS Assoc. proposals for additional recommendations were signed by President Joyce on Fri, Aug 2d and mailed to Bob Dreyer, P.E. He reported them received by the following Wednesday. As in all cases, a scan of the signed contract should be sent to all Board members. The Report is in internal review at CDS; they are planning to be ready for a meeting with the Board by end of week of Aug 26th.

SEPTEMBER UPDATE – September 4th members of the Board met Engineers from CDS Associates at 308 Bluestone for the purpose of reviewing the concepts they were considering as remedies for the issues at #308; and the Board requested they proceed to submit a proposal for the work. September 11th the Board received via email the proposal from CDS to prepare construction documents and solicit the project composed of their six (6) recommendations – for a lump sum of \$6,900.00. They further proposed to provide Construction Services which include six (6) site visits – for a lump sum of \$4,800.00.

As of this report there has been no further information on the legal proceedings from either Joyce nor the attorney she, Pete & Linda hired without Board approval; there have been no Joyce nor Board discussions of the costs associated with the project; and other than a few emails no further action.

OCTOBER UPDATE – CDS Associates, Inc. in an email dated October 2 stated “Our preliminary opinion of construction cost for installing the deadman, wall anchors, replacing half of the garage slab, installing new horizontal ties to the rafters in the garage roof, and installing an underdrain in the side yard of unit 308 on Bluestone Court is \$22,700.00.”

CONTINUED -

ARCHITECTURE – MAINTENANCE REPORT MARCH 2014 – Continued

#302 -- #308 BLUESTONE STRUCTURAL PROJECT – WORKING NOW INCLUDES DRAINAGE AND PAINTING AT THIS ADDRESS – CONTINUED

NOVEMBER UPDATE – After continued failures in communication among the Co-owner’s Attorney, the Springhouse Attorney, Pete, and the Board – some members of the Board met with the Springhouse Attorney, Tina Donnelly, Esq. at the Springhouse Clubhouse on Tuesday November 19th at 6:00 PM.

Subsequent to this meeting, the Board is complying with a set of demands from the Co-owner’s Attorney, Daniel A. Hunt, Esq.

DECEMBER UPDATE – At November meeting Board voted to approve the September 11th Proposal from CDS, Inc. – and request they provide a “projected start/completion date” as requested by the attorneys. In order to complete the design work CDS needs to collect additional site data and results from tie pull-out tests. The site visit was scheduled for and completed on Dec 17th. Test ties have been ordered from the manufacturer in Canada and once they arrive they will be installed in test pours at the same time as slab replacement pours on Creekstone – after which the Manufacturer’s rep will be scheduled for the tests.

JANUARY UPDATE – Test Ties have been received from the manufacturer; and the test specimen preparation description has been received from CDS. The testing program involves some sixteen (16) individual tests; ergo 16 molds, 16 pours, 16 specimens not moved during the first 24 hours of 72 hour minimum 55° F. temperature cure environment.

CDS is directing the 8” sonotube mold preparation by L & S - Rick Neltner.

FEBRUARY UPDATE – Molds were prepared and testing criteria met via arrangement to make pours at the L & S shop in Alexandria. The pours have been completed; we are in the cure period for the test specimens. Rick Neltner has been working really well with CDS and the Canadian tie manufacturer.

MARCH UPDATE – The Tests were performed by the Manufacturer’s Representative on Thursday March 20, 2014 with representatives for CDS, Inc., L & S Contractors, Inc. and the Board of Directors present. The Manufacturer’s Rep is to provide a report to CDS, Inc.; then CDS will complete their design and provide that to L & S and the Board.

ARCHITECTURE – MAINTENANCE REPORT MARCH 2014 – Continued

#101-105, 113-117 CREEKSTONE STRUCTURAL REVIEW BY CDS ASSOC, INC – WORKING – Invoice provided as requested for approval by Board; Board approved and requested that when check was received the report be sent to Pete. Pete sent to Board 5/17/2013. Bob Dreyer, Jr., PE met on site with Mac to answer some questions about report: North wall underpinning may be relocated; underpinning may be concrete – only reason for steel push piers is economic; building exterior survey via laser useful but expensive if done professionally.

JUNE UPDATE – At Board's request CDS revised their proposal to facilitate scheduling the two (2) buildings separately; revision received Sat 6/22/13 – forwarded to Board Mon 6/24/13. CDS will proceed when they receive signed approval.

JULY UPDATE – At June meeting Board approved and President signed the proposed extension of Contract with CDS to prepared bid package, solicit bids for selection by Board, and manage the subsequent project. CDS received the signed contract and met on site with Board reps Joyce and Mac to discuss division of work and bid strategies for the Project. See email this subject dated 07/18/2013.

AUGUST UPDATE – Contract extensions to prepare bid packages, administer and manage the project-s; and to include the brick veneer in the projects – were signed by Vice-President John (in Joyce's absence) on Friday Aug 16th and mailed to CDS. CDS plans to have packages ready by second week of September -- maybe sooner; they will advise contact Mac.

SEPTEMBER UPDATE – Bid packages have been completed and approved; they will be reviewed with three contractors for each contract the fourth week of September.

OCTOBER UPDATE – Three (3) bids were solicited and responded to for both the WALL UNDERPINNING & the CONCRETE SLAB REPLACEMENT contracts; however all bidders did not attend the site visit conducted by CDS and all bidders did not submit bids or submit them by the deadline (despite telling CDS that meeting the deadline was no problem).

As anticipated the relatively small amount of work to be done at 113-119 resulted in it being a distinct advantage to do that building at the same time as 101-107. For the two buildings combined, the low bid for the nineteen (19) underpins was \$17,100.00 – submitted by Dwyer Concrete Lifting. The only bid for CONCRETE SLAB REPLACEMENT submitted by the deadline was from L & S Contractors -- \$11,000.00. Underpinning is to start (weather permitting) Monday November 11th.

The Board also approved the Video Investigation of downspout drainpipes at #101-109, #113-121; and sanitary sewer at #30-40 to be specified, contracted, supervised and reported by CDS for the lump sum of \$3,200.00.

NOVEMBER UPDATE – Starting October 30th and again Nov 6th written notices with Mac's name and phone number were placed in the Entrance doors of each of the Units in the two buildings involved. Underpinning work commenced as scheduled on Monday the 11th; continued without interruption through late Saturday; and was completed Monday the 18th.

The video investigation of the downspout drainpipes revealed numerous malfunctions; and the solutions are not simple due to overlapping codes. CDS Assoc is preparing a proposal to provide a design that we can get approved by Cold Spring. As inadequate drainage is the consensus cause of our type foundation problems – we now have the potential to rectify the root causes of foundation problems at these buildings. Because many of the drain lines are under the concrete slabs to be replaced, the Board needs to do all reasonable to facilitate the rapid evaluation and approval of this work.

DECEMBER UPDATE – At the November meeting the Board approved the funds for Phase I of the Drainage Engineering but the funds for the construction were withheld pending a more comprehensive status of our financial situation. Mac volunteered to provide a simple spreadsheet summarizing Arch – Maint project costs. Due to the Board's concern over finances, the uncertainty of how long it would take for approval of any drainage plan submitted for approval, and the current Concrete Slab Replacement contract with portions on Hold for drainage improvements – a revised Drainage Plan (Plan "B" on the spreadsheet) was developed which would not require approval and be less expensive to construct. That Plan "B" Drainage scheme is proposed concurrent with this report to the Board for their earliest possible approval.

JANUARY UPDATE – At the Special Meeting in December the Board approved the "Plan 'B' Drainage Addition to the Concrete Slab Replacement contract in process. This "Plan B" will cost some \$6,778.00 less; and will be implemented as weather permits progress on the existing Concrete Slab Replacement project.

FEBRUARY UPDATE – Frigid temperatures and record snowfall have prevented progress on Drainage Upgrades and Concrete Slab Replacements. Work will resume as soon as weather and ground conditions become reasonable to do so.

MARCH UPDATE – Both snow and rain are forecast for next week but we are planning to start the layout and scheduling of work the week of the 24th.

ARCHITECTURE – MAINTENANCE REPORT MARCH 2014 – Continued

#43 SPRINGHOUSE LEAKING WATERLINE REPAIR/REPLACEMENT PROJECT – Original Complete – CONTINUED.

MAY UPDATE – When ground dries out, foot of swale is to be re-graded to improve draining; then re-seeded & strawed by L & S. Afterwards watering rigs are to be operated as necessary.

JUNE UPDATE – No further action to date.

JULY UPDATE – Owner reports that she has yet to receive a copy of the paid invoice for No KY Water to get re-imburement. I spoke with Rick Neltner and he has promised to provide the Invoice which includes the Plumber and his Master License #.

AUGUST UPDATE – No further action to report.

SEPTEMBER UPDATE – No further action to report.

OCTOBER UPDATE – No further action to report.

NOVEMBER UPDATE – No further action to report.

DECEMBER UPDATE – No further action to report.

JANUARY UPDATE – No further action to report.

FEBRUARY UPDATE – No further action to report.

MARCH UPDATE – No further action to report.

#45 SPRINGHOUSE – REGRADE, TOPSOIL, SEED AND STRAW area at the rear – Addition to current Scope Of Work – Original Complete – CONTINUED.

MAY UPDATE – Expense approved by Board. Area to be re-graded as at #43.

JUNE UPDATE – No further action to date.

JULY UPDATE – Owner recently was considering patio/deck options but her Unit is now reported to be for sale.

AUGUST UPDATE – No further action to report.

SEPTEMBER UPDATE – No further action to report.

OCTOBER UPDATE – No further action to report.

NOVEMBER UPDATE – No further action to report.

DECEMBER UPDATE – No further action to report.

JANUARY UPDATE – No further action to report.

FEBRUARY UPDATE – No further action to report.

MARCH UPDATE – No further action to report.

#61 SPRINGHOUSE PATIO – WORKING – Slab has large crack with offset; is resting with a steep slope outward from building; and has a large cavity underneath toward the building. Current plan is to replace patio as soon as drainage can be done for this (next COC) building. Scope Of Work for that project is in progress.

JULY UPDATE: #55-65 Building is first in COC for drainage upgrade per Master Plan. Possible schedule and cost estimate requested from David Whitacre, P.E., L.S. of Cardinal Engineering – Architecture – Land Surveying in Wilder.

AUGUST UPDATE – Due to other commitments, Dave has been unable to get to Springhouse issues; he expects to be available by first of September.

SEPTEMBER UPDATE – Dave has been notified that our Board has approved us to proceed with our Master Plan as coordinated with Mac, but he has been swamped with his City contract work and as yet not been able to work us back into his schedule. If no further changes in his current projects we may get time for progress in the next two or three weeks.

OCTOBER UPDATE – Other ongoing commitments have prevented starting our next work; but we are staying in touch and will begin as soon as possible.

NOVEMBER UPDATE – Current plan is for this to be the next COA building available for our construction schedule.

DECEMBER UPDATE – No further action to report.

JANUARY UPDATE – The huge overgrown shrub has been removed by L & S.

FEBRUARY UPDATE – No further action to report.

MARCH UPDATE – No further action to report.

ARCHITECTURE – MAINTENANCE REPORT MARCH 2014 – Continued

HOA FLAT CONCRETE REPLACEMENT – WORKING – Physical inspection of Homeowners Assn property yielded list of 15 locations of hazards which were entered into Excel spreadsheet with pavement dimensions & volume extensions (approx. 8 cu yd). At May meeting, with hardcopy of spreadsheet, Board approved L & S Contractors proposal totaling \$5,360.

JULY UPDATE – No further action to date.

AUGUST UPDATE – No further action to report.

SEPTEMBER UPDATE – No further action to report; it is recommended to postpone the previously approved concrete work until next Spring when it would be done at the same time as work in the COA.

OCTOBER UPDATE – Board has postponed this work until the Spring of 2014 – after the COA has likewise been inspected, specified and bid.

NOVEMBER – No further action to report.

DECEMBER UPDATE – No further action to report.

JANUARY UPDATE – No further action to report.

FEBRUARY UPDATE – No further action to report.

MARCH UPDATE – No further action to report.

COA FLAT CONCRETE REPLACEMENT – WORKING – Due to Board concerns about finances, the Council of Co-owners property has yet to be inspected in 2013. The prioritized total Community list from 2012 is on record.

AUGUST UPDATE – No further action to report.

SEPTEMBER UPDATE – No further action to report.

OCTOBER UPDATE – COA is to be inspected, specified and bid in the Spring of 2014.

NOVEMBER – No further action to report. Anyone wishing to participate in the Flat Concrete Inspection should get their email and phone number to Mac so they can be notified when it is scheduled.

DECEMBER UPDATE – No further action to report.

JANUARY UPDATE – No further action to report.

FEBRUARY UPDATE – No further action to report.

MARCH UPDATE – No further action to report.

ROTTEN WOOD REPLACEMENT – 2013 COMPLETE – 2014 PLANNING – [As one of the rational pre-requisites to whole building painting (especially with the more durable premium coatings), all wood boards not capable of maintaining the weatherproof envelope of the building and supporting the paint to be applied are to be replaced with maintenance-free micro-cellular PVC of the same nominal dimension. The Board has specified AZEK brand product exclusively for all rough-sawn cedar replacement. Whole buildings are scheduled annually according to the Painting Schedule.]

Schedule for 2014 will begin with the completion of buildings #209 – 217 and #222 – 232 (essentially the sides facing the street). Following next will be the rear of American Series building #30 – 40 (which is similar to #222 – 232). To facilitate choice scheduling of painting, rotten wood replacement should be completed early in the year.

FEBRUARY UPDATE – No further action to report.

MARCH UPDATE – No further action to report.

PAINTING – 2013 POSPONED – 2014 PLANNING – [Changing from the average grade paint used previously to the premium grade used since 2010 facilitates allowing the previous cycle to be extended without sacrifice. In addition to generally following the old schedule, other factors (such as other projects needed and planned in the area) are also considered in the annual scheduling of Painting.]

At least the buildings that have rotten wood replacement completed (including street-facing sides) should be scheduled for painting that same year. It is critical for painting contract specifications to be complete and clear relevant to all concerns of Springhouse, including but not limited to caulking. Furthermore there should NOT be payments made until the work has been inspected and the invoice approved by the Board. (Such was not the case with the contractor in 2012.)

FEBRUARY UPDATE – No further action to report.

MARCH UPDATE – No further action to report.

ARCHITECTURE – MAINTENANCE REPORT MARCH 2014 – Continued

DRAINAGE MASTER PLAN, HOA – WORKING – The next area to receive attention is the rear of the two buildings with Units #1 - #11 and Units #13 – #15. The hillside runoff onto the head of Millstone Ct. and end of Unit #1 may be combined with this sub-system; as may the runoff from the shopping center parking lot. The next action for the Homeowners Association should be the meeting with the owner of the shopping center; after which we can resume with our Civil Engineer Dave Whitacre. AUGUST UPDATE – As preparation for both a meeting with the shopping center owner and for budgeting, a budget figure for a drainage scheme including 18” diameter pipe was requested from L & S Contractors – who submitted at \$66,000.

SEPTEMBER UPDATE – At August meeting the Board approved the allocation in our 2014 Budget of \$66,000 for Drainage in our HOA.

OCTOBER UPDATE – At the September meeting, the Budget approved did not include specific amounts for proposed projects. To get best pricing and most favorable scheduling of work, the Board needs to plan far enough ahead to be working with contractors whose work loads are not already filled. This is especially critical when there are reasons to want the subject projects to be coordinated with other planned projects.

NOVEMBER UPDATE – No further action to report.

DECEMBER UPDATE – No further action to report.

JANUARY UPDATE – No further action to report.

FEBRUARY UPDATE – No further action to report.

MARCH UPDATE – No further action to report.

DRAINAGE MASTER PLAN, COA – WORKING – The next area to receive attention is the rear of the building with Units #55 - #65; followed by the next Georgian Series style buildings at the foot of the hill above Springhouse Drive.

Possible schedule and cost estimate requested from David Whitacre, P.E., L.S. of Cardinal Engineering – Architecture – Land Surveying in Wilder. The next action for the Council of Co-owners should be the approval of some module of Engineering.

AUGUST UPDATE – Due to other commitments, Dave has been unable to get to Springhouse issues; he expects to be available by first week of September.

SEPTEMBER UPDATE – At August meeting Board approved \$750 for Dave Whitacre to resume work on our Master Plan at #55-65 Springhouse. After having to pull us earlier, he has yet to work us back into his schedule; but we think that will be soon. Pre-specification construction estimates have been prepared for the rear areas of the four (4) Georgian series buildings on the North side of Springhouse Drive, and the fronts of nine (9) buildings. It is recommended that \$46,000 be allocated in the 2014 budget for Drainage in the COA.

OCTOBER UPDATE – At the September meeting, the Budget approved did not include specific amounts for proposed projects. To get best pricing and most favorable scheduling of work, the Board needs to plan far enough ahead to be working with contractors whose work loads are not already filled. This is especially critical when there are reasons to want the subject projects to be coordinated with other planned projects.

NOVEMBER UPDATE – Planning is in process and we will proceed to get firm pricing for construction when it is complete.

DECEMBER UPDATE – No further action to report.

JANUARY UPDATE – No further action to report.

FEBRUARY UPDATE – No further action to report.

MARCH UPDATE – No further action to report.

#30-40 SANITARY SEWER – WORKING – For the last two (2) consecutive years, the sanitary sewer has backed up into the basements in this building. (All residents’ insurance has not covered all costs; and some insurance companies have advised that re-occurrence will result in raising of rates.) At the last back-up (Sunday afternoon with snow on the ground) we ordered a video survey of the line – but equipment mal-function forced delay until after the blockage (roots) was cleared. We have since waited for roots to re-grow to better determine their location-s; and on Wed Oct 30 we had the line video inspected. The video, which we are showing to contractors, shows two sections of valleys where the line does not drain as it should and a separation where a big clump of roots are growing into the pipeline. We hope to have proposals to evaluate and make a decision at next meeting so that work can likewise be completed before another backup.

DECEMBER UPDATE – At November meeting Board approved L & S proposal to replace pipe fittings and install clean-outs at the two (2) locations identified as trouble spots – for a total of \$1,956.

ARCHITECTURE – MAINTENANCE REPORT MARCH 2014 – Continued

#30-40 SANITARY SEWER – CONTINUED

JANUARY UPDATE – When multiple drains started to slow again I asked Rick to start this project regardless of the weather. Work started Monday Jan 13th. At the first location the fitting itself was found to be broken instead of just separated from the pipe as we thought – making the repair more involved than anticipated. At the second location huge rocks had to be dug out of the way – requiring the hole to be much larger than anticipated; and again the fitting itself was broken. The plumbing repair is complete (resulting in all the drains to clear immediately) and the holes have been backfilled. It will take some time for the backfill to settle enough to be practical to top-off, topsoil, seed and straw. I recommend that an invoice for the total contract amount be approved for prompt payment. I further recommend the Board approve an addendum amount/invoice to compensate L & S for the unforeseen realities encountered on this project; if preferred the second amount can be withheld until all work is complete.

FEBRUARY UPDATE – Invoice for total contract amount was approved for prompt payment; when all work in the area is completed an addendum invoice will be submitted for the Board's approval.

MARCH UPDATE – No further action to report.

#30 SPRINGHOUSE IMPROVEMENT APPLICATION – to locate vent under window on East wall per Drawing submitted – was approved by the Board at the November meeting.

MARCH UPDATE – At February Meeting Board approved a second vent on same wall. Board also approved a concrete pad to be poured around the Sanitary Sewer Cleanout installed recently.

#32 SPRINGHOUSE IMPROVEMENT APPLICATION – At February Meeting Board approved extension of patio at Owner expense when original is replaced at Council expense.

#92 SPRINGHOUSE – Owner reports cracks and gaps in interior. Need to schedule structural review. Owner works 3d shift & prefers site visit after 1:00 PM but can accommodate whatever necessary.

FEBRUARY UPDATE – Owner reported inability to latch front door; Mac investigated and took photos of water spotted ceiling and walls adjacent to the front door, and of the out-of-square door frame. Rick Neltner was in Community so Mac asked him to make interim adjustments so that door would latch. Board approved invoice for that work.

MARCH UPDATE – No further action to report.

#302 BLUESTONE – Owner reports cracks in interior walls. Need to schedule structural review.

FEBRUARY UPDATE – No further action to report.

MARCH UPDATE – No further action to report.

GUTTER CLEANING – Saturday morning January 11th residents were startled by something on their roof. When residents were unable to determine by observation what the men were doing and proceeded to ask them – they discovered that the men did not speak English. There were four men with no uniforms, no tools or equipment except a ladder, in an unmarked white van with OHIO license # PID 7334. When one of the men was discovered to speak English he could not tell us the name of the company or person he was working for nor who requested or authorized the project. After some quite anxious times for numerous residents, it was determined that they were “checking the gutters”. (The same gutters on which the owners paid to install guards so that we could eliminate the expense of cleaning gutters!) Since the incident several additional residents have communicated their alarm on the Saturday morning and/or their anger or disappointment with the Board for allowing such. The Board needs to communicate to the residents that this action/incident was NOT CONTRACTED, NOT AUTHORIZED, and certainly NOT SCHEDULED FOR A WEEKEND MORNING.

In April 2013 when TruElement billed Springhouse \$3,240.00 (#3324 HOA \$675.00; #3325 COA \$2,565.00) – the Board reminded Pete Wingate (agent with Vertex Professional Group) that we had No contract, No proposal, No Board approval for this work or expense AND that his Vertex contract specifically forbids him to authorize such an expense.

Please see MANAGEMENT AGREEMENT page 3, section III. C. “7. Except as provided herein for emergency situations, Managing Agent shall not incur in excess of Seven Hundred and Fifty Dollars (\$750) in costs or expenses for any one item of repair or replacement unless specifically authorized by the Contact Member and/or the Board of Directors.”

ARCHITECTURE – MAINTENANCE REPORT MARCH 2014 – Continued

GUTTER CLEANING – CONTINUED

FEBRUARY UPDATE – At January meeting Board voted to suspend all gutter cleaning as a project directed by Vertex until further notice. Mac and Joe are to develop a plan for mapping all roofs – to include inspecting roofing, surveying skylights and gutter guards, and noting nearby trees and type foliage.

MARCH UPDATE – Aerial map plats – one for each building – are being prepared for use in the surveys.

MULCHING – Last year we had considerable resident ‘interest’ in mulching when the lack thereof resulted from the Board declining to authorize it due to the newly contracted landscaper TruElement’s failure to provide a description of the material to be used, depth of application, where it would be installed, or Total cost. Further complicating this issue has been the several far less ‘generally interesting’ but none-the-less critical factors inter-related to both the mulching and the preparation of the areas where it is to be applied. To assist in the prudent consideration of the relevant factors and facilitate appropriate contracts and volunteer agreements, a SPRINGHOUSE MULCHING POLICY has been prepared for the Board’s approval at their earliest opportunity.

MARCH UPDATE – Draft proposed was not approved by the Board.