

**FOX CHASE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
July 27, 2023
6:30 P.M.**

1. CALL TO ORDER

Sue Diliberti, President, called the meeting to order at 6:30 p.m.

Board Members Present: Paul Burns, Barbara Vanderhagen, Sandra Yosin, Kathleen Simons,
Sharon LeMeiux

Board Members Absent and Excused:

Others Present:

Paul Bollinger, Timmons Management
Pat Kincaid, Property Manager

2. APPROVAL OF THE BOARD MINUTES

Motion by Simons supported by Burns to approve the minutes of the Board of Directors of June 22, 2023.

Roll call to vote:

Burns - yes, Diliberti – yes, Simons – yes, Yosin - yes, Vanderhagen – yes, LeMieux - yes
Motion carried

2a. APPROVAL OF THE EXECUTIVE MINUTES

Motion by Simons, supported by Burns to approve the Executive minutes of the Board of Directors of June 22, 2023.

Roll call to vote:

Burns - yes, Diliberti – yes, Simons – yes, Yosin - yes, Vanderhagen - yes, LeMieux - yes
Motion carried

3. ADOPTION OF THE AGENDA (as amended)

Motion by Yosin supported by Burns to adopt the agenda.

Roll call to vote:

Burns - yes, Diliberti – yes, Simons - yes, Vanderhagen - yes, Yosin – yes, LeMieux - yes
Motion carried

4. REPORT OF OFFICERS

- A. **President** – The Fox Chase website will be up and operating this week with the by-laws, forms, meeting minutes, and finances.
- B. **Vice President** –
- C. **Treasurer** – Fox Chase Bank, \$87,300.93, CIT Checking \$17,585.10, Petty Cash \$250, CIT Money Market \$63,126.89, Live Oak CD \$206,807.31, Public Service CD \$238,620.68, Public Service Credit Union \$4,419.94, Huntington CD \$235,077.76, Receivables \$55,928.04
- D. **Secretary** –

5. COMMITTEE REPORTS

- A. **Delinquency Report** - \$13,880.47 30 0-30 days, \$7,973.00, 60 31-60 days; \$6,793.00 61- 90 days; 91+ Days \$26,570.67 for a total of \$55,217.14
- B. **Pool Committee Report**- inclement weather issues. Pool personnel are to wait 1 hour when it is raining before officially closing the pool. Pool income is \$2,364.45, since the opening of the pool the end of May.

6. MANAGEMENT REPORT

- Maintenance: 30 work orders issued, 22 closed, 8 open in June. From March to June, we had a total of 102 work orders issued, 79 are closed with 25 currently opened. Of the 25 that are opened, 5 are scheduled for contractors to complete
- After inspecting the 29 units, maintenance prioritizes the units from poor (1) to good (3). Based on that ranking, we then arranged units by size (small (S), medium. The maintenance team completed painting five (5) units during June and another five (5) units during July. Given the adjustment to our maintenance staff, our painting schedule has temporarily been put on hold.
- The 2023 concrete contract has been signed and executed. We are working with the vendor to finalize the insurance requirements and construction schedule. Once a schedule is finalized, those owners affected by that work will receive communication.
- 37029 Brynford Plumbing work has been completed. However, the co-owner called to report that the washing machine drain was backing up. The vendor will return on Thursday, July 27, 2023, to run a snake through the drain.

7. FINANCIAL STATEMENTS

Motion by Simons, supported by LeMieux to approve the June 22, 2023, Financial Operations Summaries.

Roll call to vote:

Burns - yes, Diliberti – yes, LeMieux - yes, Yosin - yes, Vanderhagen - yes, Simons - yes

Motion carried

- 8. Motion by Vanderhagen, supported by Simons to confirm the unapproved modification request of 37569 COB to plant a dwarf tree.

Roll call to vote:

Burns - yes, Diliberti – yes, LeMieux - yes, Yosin - yes, Vanderhagen - yes, Simons – yes

Motion carried

Motion by Simons, supported by Vanderhagen to confirm the modification request of 37591 COB for a new steel entry door without a mailbox.

Roll call to vote:

Burns - yes, Diliberti – yes, LeMieux - yes, Yosin - yes, Vanderhagen - yes, Simons – yes
Motion carried

8. BOARD OF DIRECTORS ACTION

A. Old Business

B. Co-owners comments per sign in sheet

- 37424 COB read letter received by her husband Don regarding his employment separation with Timmons Management.
- 37424 COB former employee requesting to be paid for his 30 days of vacation per his contract.
- 37471 COB put in a work order in April for crumbling steps on her front porch and has not received a response
- 37519 COB regarding the basketball net that was not allowed to be put in his parking space. He stated that it was a verbal discussion and he had not received written communication. How will Fox Chase enforce anything or keep track of 497 units with one maintenance person?
- 37388 COB there are some really good points in this letter. You could find the money from somewhere to keep the maintenance supervisor. What is the Board going to do about the drug raid in the neighborhood.
- 37453 COB understands what Don is talking about regarding his vacation pay. Her daughter's company cut all benefits including earned vacation.
- 37390 COB regarding not finding information about Timmons Management. What was involved in the interview process, how did the Board find the management companies, name of companies that were interviewed and the decision made to hire the current management company.
- 37405 COB Requested copies of board reports from October 2022 through July 2023, the 2023 budget, monthly expense report from January 2023 through July 2023. Not sure why there is no website. The maintenance workers are underpaid based on the size of the complex. Voiced that the Maintenance Supervisor was fired. The board needs to put the community, owners, and units first before personal likes and dislikes.
- 37332 COB The Board has a difficult job because I did it years ago. I'm here today because I'm not happy, waiting five weeks for an answer to a work order is ridiculous. What am I paying for if I'm responsible for expenses. I'm imploring you to rethink some of the decisions you made.

C. Next Board of Directors meeting is July 27, 2023.

9. ADJOURNMENT:

The meeting was adjourned at 7:25 p.m.