

**PUMPKIN HILL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES**

**JULY 2, 2024**

**In attendance:** Steve Ostrander, Frank Parrish, Carole Mulhern, Melanie Murphy, Suzanne Zigrossi, and Rickie Gordon. In addition, 16 Homeowners signed in although there were others in attendance. Also, some Homeowners tried to access the zoom meeting but since Chad was not in attendance, we were unable to connect.

**Absent:** Gail McMillan, Chad Fetterman-Property Manager

**Called to order:** 6:05 pm by Steve

**Approve Minutes from Previous Meeting:** Motion made, seconded and carried 6/6

Chad Fetterman, Property Manager was ill and not able to attend the meeting. Steve confirmed that he would contact RPG to assure that Minutes will be posted by them on the website.

**Action:** Steve to contact RPG to assure that our meeting minutes are posted on their website

**Financial Report:** Based on Frank's review of the June 5, 2024 financial report he made a motion to move \$100,000 from Alliance Bank to a CD with Key Bank at the best current rate available. Motion made, seconded and carried 6/6.

**Property Management Report:** Since Chad was not in attendance, Steve confirmed that RPG is currently working on obtaining concrete work bids.

**Action:** Chad to provide the Board with concrete work bids

**Committee Reports**

**Administration:** Steve advised that he is serving as the liaison with RPG and advised that they are working on scheduling an interview with a candidate for the Maintenance Technician position.

**Action:** Steve to schedule interview with maintenance candidate

**Garage Sale:** Carole advised that 22 homeowners participated. Rickie reported that she had \$45 in cash paid by the last nine participants from Carole. Since Chad was not available to accept the money, Rickie held onto it until the next meeting. Cash from other participants had already been delivered to RPG.

**Welcome Committee:** Carole advised only one new homeowner has moved into the community. Previously she had received notifications from RPG of new owners, and she suggested that notifications should now be forwarded to Steve. Steve asked if notifications could be mailed directly to Carole as part of the Welcome Committee. Carole and Melanie suggested they were going to work on a formal welcome event for new Homeowners.

**Action:** Chad to send new owner notifications to Carole. Carole and Melanie to work on welcome event

**Newsletter:** In Gail's absence, Rickie reported that the summer edition has been reviewed and completed and is scheduled to be sent to the homeowners on Wednesday, July 3. Suzanne advised that she left a message for Westside to obtain the schedule for upcoming trimming. If she has the information available, she will advise Gail for inclusion in the newsletter.

**Buildings and Architecture:** Rickie reported the following variances:

24 Raven Wood – installation of a new deck

54 Sleepy Hollow – replacing sliding door and 2 master bedroom windows

Motion made that these variances be approved, seconded and carried 6/6.

**Roads, Grounds, Landscape, Ponds:** Suzanne reported that both ponds were in good shape following the treatment from A-Tip. She also commended Westside on the nice job they did with the trimming and mulching. She will check with Chad to see if he has the signs for the five homeowners' front gardens that say, "no weeding or trimming." She will also check with Chad on the status of the tree located at 18 Pumpkin Hill that was supposed to be cut down last year. In addition, there are two maple trees located at 32 and 33 Pumpkin Hill that appear to have a disease and we need to arrange to have an arborist check on them.

**Action:** Suzanne to get garden signs from Chad. Suzanne to check with Chad on the status of tree removal. Suzanne to arrange for an arborist to see if the maple trees are diseased at 32 and 33 PH.

**Clubhouse, Pool, Tennis/Pickle Ball Courts:** In Gail's absence, Rickie reported the following:

**Clubhouse:** 6 rentals from July-October

**Pool:**

- Received the engineering approval Monday afternoon (7/1/2024) from the Department of Health
- Pool chemicals are balanced
- Pool opened TODAY
- Gail obtained a pool closing quote from Deep Blue Pools for approximately \$600. We can get on the schedule now if approved by the board. Motion made to use Deep Blue Pools to close the pool (when a closing date has been determined), seconded and carried 6/6  
**Action:** Gail to discuss closing details with Deep Blue Pools
- Gail and Ed are going to look into storing the bromine outside and possibly venting the room where the filter is housed. This might eliminate some of the chemical odor in the clubhouse  
**Action:** Gail to check on storage solution for the bromine and venting the filter room
- Suzanne made a motion that was seconded by Melanie to extend the closing date of the pool because of the delay in opening  
**Action:** Gail to check with Ed to see if he would be willing to work through an extension to the pool season if weather permits.

**Tennis/Pickle Ball Courts:** Nothing new to report

## Special Projects:

**By-Law Committee:** Melanie said that she and Frank are beginning to work on the project to update the By-Laws and Rules and Regulations. An email was sent to Gail McMillan requesting the documents from the files on the computer regarding the initial work performed on the By-Laws by the previous board. Three homeowners will be needed to participate in the By-Laws committee.

**Election Committee:** Melanie also advised of the upcoming election schedule. Three homeowners will be needed to participate in the election committee.

Any homeowner interested in participating in either of these activities should inform RPG and they will be randomly selected. The following are the list of dates determined for the stated purposes:

1. July 8: Letters to be sent to homeowners regarding the special meeting on July 22 to address the recently submitted petition
2. July 12: Due date for candidate forms to be returned to RPG
3. July 16: Election committee to review candidates for eligibility
4. July 19: Election ballots to be mailed to homeowners
5. July 22: Special Meeting, 6:00 pm, of homeowners for removal of Board member, Carole Mulhern
6. July 25: Meet the Candidates at 6:00 pm
7. August 6: Bi-Annual Meeting, 6:00 pm, and Election, 6:00 pm  
(5:00 pm for Election Committee for counting of ballots)

## Association Business

Chad was not available to provide updates, but Steve said he was in touch with RPG to schedule budget process; obtain bids for deck and fence painting; obtain bids for remaining garage wraparound for phases I and II. If decks and fences need to be painted are located in homes that still require trim paint, (not wrapped) painting should be done for the trim as well.

**Action:** Steve to follow up with Chad on all of the above. Steve to advise Chad to include trim painting of garages with no wraparound

There was discussion about emailing Meeting Minutes since they have not been posted on RPG website. Frank expressed concern about the timing (should the minutes be distributed before they're formally approved?) This item was tabled for further discussion.

**Action:** Further discussion on emailing meeting minutes

## Old Business

- Steve led a discussion about the recent seal coating schedule, there were issues since only the homeowners whose driveways and streets were scheduled to be sealed were advised about the upcoming work. A few cars had to be towed from the clubhouse to complete the work and Steve indicated that individual homeowners should be financially responsible for towing. However, further investigation is required to determine if the cars that were towed were owned by homeowners who were notified of the upcoming work.

It was agreed that going forward RPG should notify all of the homeowners if roads are to be sealed.

- Following several reports of people who do not live in our community using the gate between Raven Wood and the plaza, Suzanne agreed to contact a locksmith in order to investigate the possibility of installing a key pad lock for the gate.

**Action:** Suzanne to investigate locks for gate

- 13 Harvest Hill, sinking porch. Steve advised that the property will have to be investigated to determine the work required.

**Action:** Steve to speak with Chad about this matter

- Garbage can odor from animals at the maintenance shop. Carole advised that the dedicated garbage can was provided years ago as a convenience to homeowners with dogs. The suggestion to have the material dropped into one of the larger bins to be collected weekly by Waste Management. Since we do not currently have a maintenance technician to move the trash bins out of the locked area by the shop, it was suggested that for now, dog owning homeowners should be advised to bring their animal droppings to their home for weekly disposal in their individual Waste Management bins.

**Action:** Email to be sent to homeowners

## New Business

- 5 Dutch Valley – this townhome is in the phase scheduled for deck painting this year.
- 8 Pumpkin Hill – the hole in the backyard seems to be a result of an animal burrowing.
- Meeting notices to the HOA: Gail volunteered to send meeting notices of the HOA with Zoom information and reminders of how to submit questions. Since Chad was not available to facilitate a zoom meeting some people signed in and were not able to access our meeting.

**Action:** Going forward we will need to establish a way to initiate a zoom meeting or notify homeowners that a zoom meeting would not be available for an individual meeting

**Homeowner questions submitted by email:** Rickie stated that she would draft responses to homeowner emails. Drafts to be reviewed by all other board members before sending them out. Some responses have already been reviewed and sent. Some emails were recently received and could not be addressed prior to this meeting.

**Adjournment:** 7:20 pm, motion made, seconded and confirmed 6/6.

**Next Meeting: Bi-Annual Homeowner Meeting and Board of Directors Election**

**Tuesday, August 6, 2024 - 6:00 PM @ Clubhouse**

Meeting will be called to order at 5:00 pm to allow for counting of votes by the Election Committee

**Future Board meetings will be recorded for ease of transcription for minutes.**