

**Mainline II Minutes Transitional Meeting of the Board of Directors
December 11, 2019**

President Bernie Fedak called the meeting to order at 7:10 pm at the home of Jo Brewton. Present were Vice President Karl Fox, Treasurer Nancy Langston, Grounds Committee Chair Thelma Herlich, Board members-elect Bob Speed, Bob Watts, and Anna Roman-Michalopoulos, and Secretary Jo Brewton.

Bob Speed shared with the Board immediately that Jacque and he are moving from Mainline II to Southpointe (Canonsburg) in 2021. He wanted the Board to consider this in terms of his length of service. After a brief discussion, the Board agreed unanimously that Bob's ability and willingness to serve for one year would be greatly appreciated. Ray Buehler and Dean Calland have already committed to be nominated for the 2021-22 term; the Board will need to nominate an additional individual in November 2020 to serve a one-year term to replace Bob Speed.

Architecture Committee/Karl Fox:

- The purpose of the Committee is to advise the Board related to any issues regarding maintenance of homes, mailboxes, paint colors, and renovations. Karl explained that the Architecture Committee did not meet in 2019, because there weren't any issues that required this. The Committee addressed some issues in 2018, but there haven't been any in 2019. Sometimes issues arise during the sale of a property requiring Committee involvement.
- Bernie Fedak stated that the Architecture Committee shall be an ad hoc committee, meeting only when a specific issue presents. Bernie feels the Committee should have a chairman and two additional volunteers to make recommendations. Anna Roman-Michalopoulos suggested the Board send out an email asking people to volunteer.
- Mailboxes and their repair were discussed. It was noted that some resident mailboxes are still in disrepair; this will be addressed in 2020.
- Several violations exist currently: There is an iron gate across the sidewalk at 108 Haverford Circle that has been anchored in concrete. Additionally, there is a large flagpole in the front yard. Nancy Langston mentioned that at both 154 and 158 Lancaster there are trellises attached to the front of the houses.
- It was suggested that perhaps the HOA could provide a list of recommended contractors for Mainline II.
- Karl Fox then discussed briefly his responsibilities as Vice President of the Board. His main job has been Chairman of the Architecture Committee as well as participating on the Nominating Committee and other Board projects. Bob Speed agreed to accept the position of Vice President and Chair of the Architecture Committee for 2020, and Board members unanimously approved him.

Grounds Committee/Thelma Herlich:

- Thelma stated that her position as Chairwoman of the Grounds Committee involves coordinating with Jimmy Mak, Premier Lawn Care (turf nutrition), supervision and documentation of snow removal, sidewalk salting, tree trimming, spring mulching, and edging. It also involves approval of Jimmy Mak's invoices for payment. She

encouraged the Board to remember that while Jimmy does a very nice job for us, he isn't a professional landscaper. She emphasized that it's important to keep track of days that it snows and when Jimmy shovels. It's important to have a system to monitor what Jimmy has done. Thelma used a calendar. Mowing is simply a standard fee each time. Thelma has never experienced a discrepancy with Jimmy. Sometimes there have been complaints about chemicals on the lawns; the man from Premier Lawn Care is very accommodating. Thelma emphasized that Jimmy Mak is a very honest person and has been easy to work with.

- **Mainline Entry Landscaping:** Mainline 1 asked us to help with maintenance of the front entry island, and we did this. Thelma then talked with ML1 about the "raggedy" condition of some of the landscaping. The group decided they would wait until the fall to meet again. Fall arrived, and Thelma sent emails regarding the project, but never got a response. She recently sent another email asking if the ML1 group still wanted to pursue the project, but hasn't received a reply. She suggested that perhaps ML1 would get in touch in the spring. Bernie Fedak explained that we split the cost of joint projects with Mainline 1 based on the ratio of homeowners.
- Dennis McCarthy would like more trees planted at the back of his property but hasn't completed the request form.
- Bob Watts then volunteered to become the Grounds Committee Chair for 2020-21, which was approved unanimously by the Board.

Jo Brewton/Secretary: Jo Brewton spoke briefly about the responsibilities of the Secretary of the Board, and Anna Roman-Michalopoulos volunteered for this position. She was approved unanimously by the Board. Anna will take on the project of compiling a list of contractors who have been recommended by Mainline II residents. She then asked who assembles the packets of information for new homeowners; Bernie Fedak stated that E.M. Malone would do this, and that they have the updated documents.

- **Treasurer Nancy Langston:**
- Nancy explained that the HOA has money in three different places: PNC Bank, Union Savings Bank (USB), and Acri Realty.
- Several HOA members have become delinquent with dues; Bernie Fedak stated that these issues have been largely resolved.
- Nancy explained that the USB CD has turned over and is still accumulating earnings. She suggested that the HOA purchase another CD because we have so much available cash. Bob Speed asked how our HOA was doing, and Bernie stated that we are ahead financially. Our annual budget is approximately \$60,000, and we take in about \$67,000 annually.
- When we change back to Malone in January, Nancy explained that the approval of bills for payment would change: we approve the bill (our Board member approves the work and the amount) and Malone will send the check to Nancy for mailing. Bob Watts will take care of the approval as Chairman of the Grounds Committee.
- Nancy then offered to purchase another CD before she leaves for Florida in January. There was a unanimous vote to invest in a second CD. Bernie suggested that getting another CD would need to wait until the Acri-Malone funds transfer takes place in January. Bernie will coordinate the purchase of the CD with Nancy.

- Billing will go out next week from Malone. Bernie will pick up the check and files from Acri before the end of the year. If Jimmy Mak isn't up to date with his invoices, Bernie may need to leave some residual money in the Acri account. Bernie will deposit the check from Acri into our PNC Bank account.
- Nancy then mentioned two HOA members who are delinquent with dues. Nancy stated that she would take care of contacting these members to resolve.
- Nancy stated that we currently have a \$10,000 overrun on landscape and maintenance, but we are \$7,625 under budget on chemicals for lawn care. Bernie thinks the bill might be in the "wrong place." It probably has to do with the timing of Jimmy's billings. Thelma will call Jimmy Mak and Premier Lawn Care to make sure they have the new address for billing.

Bernie Fedak/President:

- Bernie spoke about calling PennDot regarding removal of the locust tree and the possible route through Scott Road. He learned that we would have to pay a traffic control company for six hours (9 am – 3 pm) at an additional cost of \$2,500. Bernie researched this option to try to avoid damage to the Roman-Michalopoulos property. Anna expressed concern about damage to her patio, however the tree will be cut into small pieces and won't affect the Roman's outdoor equipment or their patio. Bernie suggests we go back to Plan A, which is to cut the tree into small pieces and remove via Anna's yard. Bartlett Tree wants to do the work in mid-February when the ground is frozen for less impact. Everyone feels the tree is dangerous, and there was unanimous agreement to approve Plan A.
- Outside lights: Do we have enough lights on? Bernie suggested that the Board send out another email to ask people. John Buch is an electrician who was recommended for electrical help. Bob Speed suggested purchasing light bulbs that have automatic sensors.
- Detention pond and how to maintain it: Dennis McCarthy and Mark Smith have voluntarily taken on the responsibility for monitoring/maintaining the detention pond. They do a good job, but the Board must consider who will perform this service when they are no longer able. Bernie stated that there isn't an ordinance in Mt. Lebanon that requires monitoring. A township engineer would do it, but there would be a charge, and Bernie is concerned about the cost. Dennis McCarthy has said there is a problem with a filtration device at the bottom of the pond; it is not working properly. Bernie suggested that we get together with Dennis.

Old Business:

- 2019 documents need to be delivered to Malone for storage. Jo Brewton will transfer them to Bernie and Anna in January.
- Mainline II website: The Board would like to have Dave Hughes update the website as a number of documents aren't up to date which can affect our marketing. Bernie would like the alteration form on the website so that residents can download and print. Bob Speed will meet with Dave and find a solution.
- Bernie stated that Bob Speed is free to recruit a person to take his place on the Board in 2021.

Meeting Dates for 2020:

The 2nd Wednesday:

- 3/11 (Bernie)
- 6/10 (Bob Watts)
- 9/9 (Anna)
- 12/9 (Nancy)
- Annual meeting: 11/11 Mt. Lebanon Municipal Building

The meeting was adjourned at 8:33 pm.

Respectfully submitted,

Jo Ellen Brewton
Jo Ellen Brewton, Secretary

