



STEEPLE GLENN

Condominium Association

HOA Council Meeting Minutes

Date: January 19, 2022

Time: 6-6:30 pm

Call to Order- Paul at 6:00 pm

HOAC attendance: Paul, Thea, Carlton

TOPICS:

1- Fiscal review for 2021

- a. The 2021 budget was on point with the exception of “maintenance” line item
 - i. Monies will be moved from operational reserve to cover costs.
 1. Over \$10,000.00 had to be spent on high rise elevator maintenance. The cooling system in the “closet”, housing the equipment, needed to be replaced
 - ii. As of Jan 2022 financial report
 1. \$41,000.00 in checking account (still some Dec bills to be paid)
 2. \$35,000.00 “carries over” to 2022
 - a. Paul made motion to move &15000.00 from the operational budget into “Roof Repair”. Thea 2nd motion, all approved
 3. Reserve Fund (long term) \$380,000.00
 - a. CD interest earnings for 2021 \$11,000.00
 - b. Will continue with current strategy & roll over CDs when due
- b. The 2021 final budget review has been posted on the Steeple Glenn website [HOA General Meeting Minutes | Steeple Glenn](#)
 - i. Any questions or more information contact Lisa Taylor @ BC Communities

2- April 2022 HOAC elections process

- a. Both Paul & Carlton HOAC terms end April 2022
 - i. The Steeple Glenn community thanks Paul Hannan for his 5 years on the HOAC and all the work that he has done. Paul has announced that he will **not** be running again
- b. We will be utilizing the “**mail in ballot**” (as per HOAC resolution July 2020) process for the **2 open positions**
 - i. Anyone homeowner (in good standing) is eligible to submit a “*Nomination Form*”
 1. Forms are available: attachment to mtg minutes email, download form from Steeple Glenn website, or contact ltaylor@bccommunities.org
- c. **April 8th All *Nomination Forms* are due to BC Communities**
 - i. There will be a “meet the candidates” portion during the **April 26th General HOA** meeting. Each candidates will have 5 minutes to introduce themselves
 - ii. If there are only 1 or 2 candidates then they will automatically become the new HOAC members and will be announced at the April 26th HOA General meeting (no mail-in ballot process will be utilized)
- d. **April 27th** Ballots & stamped return envelopes will be sent out from BC Communities
- e. **May 11th** All ballots must be received at BC Communities office
- f. **By May 16** BC Communities will tally the votes and email election results to homeowners



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- i. The HOAC will elect new officers at the May 18th HOAC meeting

3- Snow

- a. **Any concerns/issues are to be addressed to Lisa Taylor @ BC Communities**
 - b. We are in continual contact with Moon prior & during any “snow/ice” events
 - c. Be aware that equipment & staffing shortages have had an impact on Moon’s ability to clean our community in January and will likely continue for the rest of the season
- 4- All agenda items discussed, Paul motion to adjourn, Thea 2nd motion & all approved
 - 5- Meeting adjourned @ 6:30 pm

Feb & March HOAC meetings will be “as needed” (2/16 & 3/16)

HOA General Meeting, Tuesday April 26th @ 6pm



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HOAC Meeting Minutes

Date: May 17, 2022 Time: 4-5:30 pm

Meeting called to order at 4 pm by Thea

HOAC officers voted for May 2022- April 2023

- President: Thea Eckman
- Secretary: Sheila Green
- Treasurer : Carlton Lampkins

Updates/Discussion of Projects

1. HOAC approved & designated monies in 2022 budget for Asphalt sealing of driveways & overflow parking lots quotes:
 - Delaware Valley Paving (\$15,550)
 - Tri-State Paving (apx \$11,330)
 - Plan: Questions for follow-up with Lisa Taylor and finalize choice by email
2. Consideration for Community Street cleaning requested.
 - Quote for 1 time sweeping \$750.00/month
 - Vote: Unanimous—No
3. Request from High Rise residents for more than once per month cleaning of the club house, elevators, walkways, cobweb removal
 - Vote: Unanimous—No
4. 88 Grand National Lane Request re: front steps
 - Steps separating on property; not causing a problem with basement integrity
 - Decision: HOA will not pay for the patching or replacement at this time as there are no hazardous issues.
5. 76 Grand National Lane--2 Requests:
 - 1. Installation of a galvanized raised steel planter box in a common area.
 - HOAC decision: No (unanimous)
 - 2. Plant a Pussy Willow and Forsythia along back of home near forest
 - HOAC decision: Yes (unanimous). Owner will maintain the tree.
6. 12 Grand National Lane—2 Requests:
 - 1. Remove the Dwarf Spruce shrub and replace it with ceramic planters for flowers.
 - HOAC decision: No (unanimous). The homeowner has options for placement of planters on the property.
 - 2. Deck Modifications Request:
 - HOAC decision: Yes (unanimous).
7. 18 Grand National Lane
 - Request: Remove two dead evergreens/front of property.



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- Decision: Helping Hands agreed to remove and replace the dead evergreens with existing live shrub and mulch. If it dies, it will not be replaced by the HOA.

8. High-Rise/Common Area

- Request: Repair bald spots in the common area. Watering may be a concern.
- Decision: Hold currently and review in Fall 2022.

9. Improve Lighting at the Mailbox Area:

- Decision: Will ask Helping Hands for advice for lighting options in the area.

10. Lettering Needed for the display board

- Decision: Will purchase letters for the display board.

Roofing Issues at Steeple Glenn

11. Roof Costs and Legal Consideration

- Discussion: Wilkerson, Inc is still viable. Starwood no longer exists.
- Decision: HOAC will "fact find" background information and options.
 - Will be a topic for discussion at the Oct General HOA meeting (as this would require a homeowner vote)

Social Committee

12. Social Committee Requests:

- 1. Request: The Social Committee requested that a roster of residents' names and places of residency be maintained and distributed to residents. Thea, Sheila, and Carlton discussed confidentiality and frequency of updates that might be required.
 - Decision: HOAC voted no regarding this request with sensitivity to confidentiality of residents.
- 2. Request: The Social Committee requested that an email be sent out to residents recognizing individuals celebrating birthdays during a defined time (monthly or quarterly).
 - Decision: HOAC voted no regarding this request with sensitivity to confidentiality of residents.

Future Meeting Dates

- 2022 HOAC meetings
 - Tuesday, August 9, 2022, at 4 pm.
 - Tuesday, December 6, 2022, at 4 pm.
 - Tuesday, October 11, 2022, at 4 pm (Closed Executive Meeting).
- 2022 HOA General Meeting
 - Tuesday, October 25, 2022, at 4 pm. The draft budget review will be presented during this meeting.
 - HOA General Meeting will be scheduled for April 2023, TBD

Meeting adjourned at 5:30 pm.



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October 17, 2022

HOAC Executive Session (2023 Budget Planning)

December 6, 2022

HOAC meeting cancelled