

Lockwood Chase Community Association – Annual Meeting

June 4, 2024, 7:00pm-8:30pm
Via Zoom

Lockwood Chase web page: www.LockwoodChase.com

LCA board email: lca19355@gmail.com

LCA NEW mailing address:

Lockwood Community Association

PO Box 83 (new PO box number)

Malvern, PA 19355

CCR = Covenants, Conditions & Restrictions

The minutes are a summary, not verbatim from each participant.

Agenda

1. Roll call / Attendance (by household)

Joey Keefer, Kyle McGrath, Bob Logan, Frank Lock, Jim Greco, Tim Sellers, Bart Corsaro, Cathy Ryan, Chris Lotto, Craig Kelican, David Brant, Abby Dellinger, Eileen & Ed Solarz, Elaine Scott, Harvey & Patricia Bower, Matt & Linette Prusinowski, Nancy Hirschle, Paula Duncan, Jim Nelson, Laura Connelly, Rich Fonash, Scott Hayden, Will & Tracy Mongan, Cathy Carrigan, Jim and Sally Kelly, Rich & Laura Ruzzini, Carlos Navarro

2. Approve minutes from May 22, 2023 annual meeting

Approved

3. Election of LCCA Board Members

- **Current board members:**
- **President** - *Joey Keefer*
- **Vice President** - *Craig Kelican*
- **Treasurer** - *Nancy Hirschle*
- **Secretary** - *Harvey Bower*
- **Operations** - *Kyle McGrath*

- At this time, no current board members are stepping down
- Anyone wish to run for an HOA board position?

No neighbors opted to to run for HOA board.

4. Recent home sales (since last meeting)

- Welcome new neighbors!
- 913 Dolphin Dr - Rich & Laura
- 799 Trout Run Dr - Scott & Margaret
- 915 Dolphin Dr - closed March 2024 / need contact info
- 904 Brookmont Dr - closed April 2024 / need contact info

5. Treasurer Update (Nancy H)

- Budget: May 2024-May 2025

Everyone paid dues for 2023-2024

HOA operating funds are now held in a higher yield Interest bearing money market acct

- Most HOA funds are held in here now

Insurance costs for the HOA continue to rise annually

- May shop around for more cost effective options

Landscaping costs are contracted mostly fixed through 2025

Necessary tree removal and maintenance work was a large expense for 2023

- This will continue to be budgeted for during 2024 and on an ongoing annual basis

Possibly convert HOA to 501(c) tax exempt status

Saving funds for future needed project expenses / investments

The budget is looking good for 2024-2025 assuming no catastrophic expenses

Bart Corsaro - What is the \$70K money market account for?

- Nancy - This is a combination of the HOA operating account and reserve fund
- Bob Logan - Lockwood Chase originally owned the old sewage treatment pond in the neighborhood (no longer there) and the township purchased it from us
 - This is how the reserve fund was started (many years ago)

Bob Logan - Why are funds still being held in reserve?

- Harvey - HOA CCR's (Covenants, Conditions & Restrictions) require reserve funds to be held for various reasons (capital improvements, non-operating expenses that arise, etc)
- Jim Greco - The reserve fund is also needed for potential liability insurance costs for the HOA
- Nancy - The reserve fund is also in place for potential unforeseen expenses related to the retention pond

Ed Solarz - How is the reserve fund funded and how much should be kept in there?

- Harvey - The original escrow agreement when the CCR's were created when the neighborhood was first established
 - When members first bought into the neighborhood, there was a \$50 buy in fee per household... At some point, the buy in fee stopped being charged (not sure why)

- Also, as Bob noted, when the township purchased the old sewage treatment pond, more funds were deposited into our reserve fund
- Craig and Harvey - We may work on developing HOA By-Laws and CCR cliff notes for some of the key rules
- Please send any CCR and By-Law questions to the LCA email inbox
- Bob L - The CCR's and By-Laws are supposed to be provided to all new residents
- Harvey - they are posted on the Lockwood Chase website and available to download
 - Joey - Sellers of homes are required to disclose the HOA By-Laws and CCR's to the buyers (new homeowners) prior to the settlement of home sales
 - Usually, the listing agent or title company reaches out to the HOA for copies of these to provide to the buyer (new homeowner)
 - The current homeowners must pay a \$150 fee to the HOA for a Resale Cert to be issued
 - The HOA board directs new homeowners to the Lockwood website for copies of the By-Laws and CCR's... We could also start emailing these documents to new homeowners after they close on their purchase or upon request

6. Volunteers (Thank you!)

- **Sunshine Fund / Welcome Coordinators** - *Elaine Scott & Linette Prusinowski*
- **Lockwood Facebook Admin** - *Barb Peterson*
- **LockwoodChase.com Admin** - *Barb Peterson*
- **Keeper of the Volleyball Net** - *Kyle McGrath*

Jim Greco - they volleyball net is strong enough to be mounted year round in the common space if that is of interest to anyone

- **Keeper of the Lockwood tents** - *who has this? / need volunteer*

The Greco's still have both tents

- They are looking for volunteers to hold either or both tents
- Please email the LCA board email if you would like to takeover this task
 - **Luminaries Coordinator** - *Jan Justin*
 - **Graduation Banner** - *Kathy Azar*
 - **Pond Committee** - *Jeff Berkes & Harvey Bower*
 - **Social Committee** - *Linette Prusinowski, Colleen Fisher & Abby Dellinger*

If anyone is interested in volunteering to help with any of these positions / committees or would like to form any new positions or committees for something new, please reach out to the HOA board.

7. Lockwood Resident Contact List & Preferred Contractor List

- Please email any changes/updates to lca19355@gmail.com
- To be added to LCA resident contact list and email distribution list please complete form at below link:

- www.LockwoodChase.com/resources/

Please email any household contact information changes or new preferred contractor recommendations to the LCA email.

The resident contact list and preferred contractor list can be found on the 'Resources' page of the Lockwood website.

8. Social Committee Update (Linette P, Colleen F & Abby D)

- Women's self defense night (Dragon Gym) - Jan/Feb
- Easter Egg hunt (Kelican's) - March/April
- Summer Fridays (June-Sept)
 - Second Friday of the month
 - **Now on the 2nd Friday of the month (not the 1st Friday)**
 - Usually runs from 5PM-ish to 8/9PM-ish
 - **Still looking for a house to host for August 9th**
 - **2024 Summer Block Party?**

Abby D - based on survey feedback, aiming for this even to be in Sept 2024

- **If interested in joining the Block Party committee or have any ideas for the party, please reach out to the Social Committee**
 - Eagles Tailgate Party (various hosts) - fall
 - Halloween Parade & Party (Stinger) - Oct 31
 - Thanksgiving Day Turkey Trot
 - Holiday Cookie Exchange - December
 - **Other events / suggestions ?**

Linette P - Any neighbor is welcome to plan an event, just let the Social Committee know

9. Potential LCCA By Law Revisions - status update (Harvey B)

Harvey B -

- **It is difficult to grow our financial security with dollar amounts that were chosen in the early 1980's.**
- **A one time buy in contribution for new homeowners would help to build up reserve account and give the neighborhood more financial breathing room.**
- **Consulted several lawyers who advised...**
 - **Our By- Laws and CCR's, although dated, are still in compliance.**
 - **The CCR's have a list of neighborhood rules that if broken, the LCA Board has the ability to place fines for onto the violator(s).**
 - **We do not have the power to change/add a 'buy-in' cost for new neighbors, unless we amend the CCR's to allow this.**
 - **To Change the CCR's, 90% of the neighborhood would have to agree to the change in writing and then legal representation would have to be hired to implement the change into the CCR's.**

Bob L - Asked for clarification on why we would need to increase the neighborhood Financial stability with a higher reserve fund.

- Harvey B - Costs today are higher than they were in the 80's when the By-Laws & CCR's were set up. We must be prepared for large financial liabilities such as future pond maintenance work (dredging) and unforeseen storm damage (tree work). As our current accounts stand, we are not financially prepared for certain unforeseen financial liabilities and also inevitable future pond maintenance (dredging).

Craig K - If there are any real estate lawyers in Lockwood or if anyone has a good connection, their input would be appreciated on ways to legally build our reserve fund. Having a sufficient reserve fund could avoid the need to raise annual dues or apply a neighborhood wise assessment to cover the cost of unforeseen large expenses that may arise.

Bob L - Interest income may be taxable.

- Nancy - There was about \$400 in interest earned over the past year and we are not expecting more than a few hundred dollars per year, moving forward.
- Craig - The amount of interest earned may not even be enough to be taxable.

10. Landscaping Update (Joey K)

- **Gordon Eadie Landscape & Design**
 - *Contracted through 2025*
 - *Mowing, mulch, weeding, leaf cleanup, etc*
- Tall grass sections by pond & fields for geese management
- Rich F - Would like more of a tall grass barrier to keep geese off their lawn.
 - Joe K - Yes, we can look into thickening the tall grass barrier by your yard.
- Matt P - Someone near his, Fonash and Harvey's house is feeding the geese.
- Rich F - Can the HOA board be more vocal about not feeding the geese?
 - Joe K - Yes. No one in the neighborhood should be feeding the geese. This may also be against the law. If you are feeding the geese, please stop.
 - Craig K - Feeding the geese is bad for the geese's health.
- Joey K - Lockwood landscapers have been mowing sections of Fairway Village common space (by the Fairway pond) for many years. We have corrected this. Moving forward there will be a tall grass barrier between the Fairway pond area and the Lockwood common space that will help deter the geese from walking into Lockwood from the Fairway pond. Fairway has decided not to mow this section, so the tall grass barrier should remain in place. We cannot prevent the geese from flying from Fairway's pond into Lockwood.
- Recently completed projects (2024)
 - 2023-2024 winter storm tree branch clean up in common spaces

- *Thank you, Craig, Harvey and kids for cleaning up the Cottonwood median*
- Grass seeding Cottonwood-Marlin intersection (former tree area)
- Removal of sand pile on Marlin & grass seed planted
- **Lockwood Chase entrance area**
 - New plantings in fall of 2023 - **volunteer neighbors (Thank you!)**
 - Coordinators - *Sabrina Czyzewski & Barb Peterson*
 - Volunteers: *Harold Peterson, Ed Solarz, Craig Kelican, Chris Czyzewski and Logan Wyher*
 - Lockwood sign lighting that was previously out has been repaired - thank you, Craig!

11. Treework (Kyle M)

- **As you saw in the annual budget, tree maintenance work was a large expense for 2023**
- **2023 completed work**
 - Removal of dead gum tree and stump in Bass Cove
 - Removal of uprooted pine tree in lower Dolphin / lower Cottonwood field (former septic pond area)
 - Pruning (removal of deadwood) from the trees on the Cottonwood Dr median (Zelkova trees) Bass Cove cul de sac and upper Trout Run cul de sac
 - **These trees are now looking much nicer, healthier and more elevated since this work was completed**
 - Removal of one dying Zelkova tree and stump at the Cottonwood-Marlin intersection
 - Recently replaced with grass seed
- **2024 potential projects**
 - **Bass Cove cul de sac**
 - Remove existing trees & replace w/ one new mature tree
 - Estimated timeframe: summer-fall 2024
 - **We will most likely be moving forward with this project as the existing trees are not in good shape.**
 - **The goal is to have this cul de sac look similar to the other cul de sacs that had tree replacement done years ago.**
 - **See notes from Jim G below in next section regarding the Upper Trout Run cul de sac gum trees.**
 - **Cottonwood Dr median - Zelkova trees (30 or so)**

- Potential plan to remove and replace these trees
 - **If interested in joining the committee to research and evaluate this project, please email lca19355@gmail.com**
 - Findings will be reported to and discussed among the neighborhood before action is taken
 - Estimated timeframe: TBD
 - *This could be a multi-year project to complete*
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- **Kyle M - This project is not scheduled to begin anytime soon. We understand how important these trees are to the fabric and aesthetics of the neighborhood. No decisions have been made yet, and we want as much neighborhood input as possible before proceeding.**
 - **Kyle M - Lockwood Chase is over 40 years old, therefore these Zelkova trees are over 40 years old. We need to have a plan in place for when more of these trees begin to die and if storms begin to take them down. We would like to form a committee to further research options for this and determine the best course of action.**
 - **Kyle M - We would like the entire neighborhood to have a voice and eventually vote on this decision. This could potentially be the largest project in the history of Lockwood Chase. We need to make sure we are financially prepared to take this project on by the time the work is needed to be done.**
 - **Carlos Navarro - It would be very expensive to replace the existing trees with similar sized trees. 1) The cost of the new mature trees & 2) to avoid damaging the street and curbing.**
 - **Kyle M - The new trees will probably not be fully mature for these reasons that Carlos mentioned**
 - **Jim G - We may want to consider removing / replacing the Upper Trout Run Dr cul de sac gum trees, as well, in addition to Bass Cove. These trees have also been dropping branches and it may only be a matter of time before they catch up to the condition of the Bass cove trees. The gum tree spike balls that drop from the trees also clog the storm drains.**
 - **Kyle M - We can definitely keep this on the radar to be completed possibly the following year after Bass Cove (the more immediate need) is completed.**
 - **Sally Kelly - The landscapers have been piling the mulch too high which smothers the trees. The mulch becomes compacted and blocks water from getting down to the tree roots. It may be worth looking into removing the mulch around the Zelkova trees and planting grass around them to see if this can help extend their life. Thirty or so years ago, the Zelkova trees may not have been mulched. The current level of mulching could be helping to contribute to a slow death of the trees. Grass instead of mulch may help extend the life of these trees.**
 - **Carlos N - When the trees were initially installed, the holes to plant the trees were not dug deep enough or wide enough. When the roots begin to mature, they have nowhere to go and this is impacting the life of the trees. The trees may have to be replaced over the next 10 years.**

- Kyle M - Per Harvey's research, this is all correct. The mulching and root girdling are hurting the lifespan of the trees. The mulch could be edged much better than it has been done by the neighborhood landscapers.
- Harvey B - A local arborist inspected the Zelkova trees and found that the trees were improperly installed with the burlap left on around the cage of the roots and planted as so. This has been restricting the roots and has been contributing to the root girdling and mounds (as previously pointed out). The only fix for this is called "air-spading" and is extremely expensive. Due to the age of the trees, it would be more cost effective for us to begin replacing the trees. Therefore, remediating the girdling root issue is not the best course of action; replacing the trees is probably a better plan.
- Craig K - The spring bloom for these trees seems to be less robust each year, especially for the larger Zelkova trees.
- Kyle M - Deadwooding the Zelkova trees this past fall definitely helped, however, a long term plan needs to be put in place.
- PLEASE EMAIL THE LCA BOARD IF YOU ARE INTERESTED IN JOINING THE COMMITTEE TO FURTHER RESEARCH AND PLAN FOR THE ZELKOVA TREES.

12. Pond update (Harvey B)

- Harvey B - The pond is showing great improvement.
 - The previous issue was erosion around the pond banks which makes the pond wider and shallower and would eventually lead to a need for dredging the pond. The goal was to prolong the need for dredging. Over the past few years, mainly due to the installation of the aquatic plants which has been growing in nicely and ceasing to mow the pond banks, the shore line banks have become much healthier and the erosion issue has greatly improved for the time being.
 - Cattails are growing in strong around the pond banks this year and they need to be maintained
 - Our pond shocking company, Weeds Inc, will handle this for us at no additional cost
 - We are hoping to add fescue seed to the pond banks to further secure the banks and combat the erosion.
 - Once the banks are more secure, the current fencing around the pond can be removed.
- Carlos N - Was just down at the pond for the first time in a while and it looks great. A phenomenal job by the pond committee
- Harvey B - Additional volunteers for the Pond Committee are welcome
 - Rich Ruzzini volunteered to join the Pond Committee
- Harvey B - The gravel rock and debris that got into the pond from East Goshen's repair of the common space bowl sinkhole years ago, is still an issue and causing

the pond to be more shallow near one of the storm drain pipes. The township has not budged on remediating this for us.

- A Big thanks to the other previous pond committee members, in addition to Harvey and Jeff
 - Cathy Ryan, Sally Kelly, Joey Keefer, Kyle McGrath, Matt Prusinowski, Dianne Capser, Nancy Hirschle

13. Speeding / Stop Signs / Traffic Calming

- Numerous complaints about speeding and running stop signs in Lockwood
- Joey K - In addition to outside parties such as contractors, Uber drivers, guests, etc, many of the offenders are residents of Lockwood Chase. There is no reason for this.
- 25 mph speed limit ; good practice to slow down for children, pedestrians, etc
- If any neighbors are interested in forming a committee to work with the townships for their assistance (ie police assistance) with this matter please email lca19355@gmail.com
- Harvey B - The HOA board does not have the power to enforce the speed limit. Best practice is to notify the local authorities about excessive speeding issues.
- Craig K - Some neighbors have reached out to the local townships on this issue. The township would most likely patrol and write tickets or look to add more stop signs and speed bumps. Best practice is for all neighbors to not exceed the speed limit and avoid running stop signs.
- Bart C - Have we considered installing speed bumps on some of the long straight road areas such as Cottonwood?
 - Harvey B - Anyone who does not care about the vehicle they are driving may not slow down for speed bumps. There is also a lengthy process for petitioning the townships on installing speed bumps.
- Matt P - Witnesses neighbors blow through the stop sign at the intersection of Cottonwood Dr and Trout Run every morning.
 - Bart C - That is no good with all the kids that are around.
- Joey K - The extra 5 seconds you save on speeding through the neighborhood is not worth the risk.
- Craig K - Not a bad idea to directly ask neighbors who are speeding and blowing through stop signs to stop doing so. Better to have an awkward conversation about it then for someone to get injured or worse.
- Joey K - If the speeding and stop sign running continues at the current levels, more neighbors may continue to call the cops which may result in Goshen or East Whiteland Police parking in the neighborhood and pulling offenders over.

14. New business / Misc.

- Any new business to discuss?
- Young children playing in cul de sacs, common space and the streets
 - Potential safety hazard due to traffic and old tree branches
 - Emphasis on the Bass Cove cul de sac, where the trees are old and need to be replaced
 - **Please drive cautiously around the cul de sacs as trees may be obstructing the view of people walking, etc or kids playing (particularly in Bass Cove cul de sac and Upper Trout Run cul de sac, where there are multiple large trees).**
- Luminaries
 - Explore other options besides sand / candles?
- **Jim G - Should we look into an alternative to the sand, paper bag and candle luminaries, such as reusable luminaries? Tea light candles may be an option. Neighbors pay \$10 per year for the current system. Would it be worthwhile for each neighbor to make a one time investment for something that is reusable each year?**
 - **Joey K - We did discuss changing to a reusable option (hard plastic bags or rocks in paper bags instead of sand). It is possible that our longtime supplier for the candles and/or bags is no longer in business, so we may need a new plan, either way.**
 - **Jim G - Has noticed another neighborhood that uses clear mason jars instead of paper bags. It does look different than the traditional white paper bags.**
 - **Joey K - It may be difficult to get the whole neighborhood on the same page for marking a change from the status quo. As we get closer to the holidays we would need someone to volunteer to quarterback this endeavor to communicate the changes/instructions to the entire neighborhood.**
 - **Harvey B - We could stay with the paper bags and use rocks (or any type of weight) and reusable LED candles instead of sand and flame candles.**
 - **Joey K - We would definitely want the Justins' opinion/input on this matter since they have been coordinating the neighborhood luminaries for many years.**
 - **Joey K - We can revisit this as we get closer to the holidays**
 - **Kyle M - If we come to a decision, we could potentially do a bulk order of the new supplies.**
 - **Bob L - We definitely need to run this by Jan Justin since she has been coordinating the luminaries for many years. Making a change may deter neighbors from wanting to participate.**

- **Rich Ruzzini - The St Jude Shop in Havertown sells the white paper bags and candles, if we decide to stick with the status quo and need a new supplier.**
- Conduct annual neighborhood meetings in person moving forward?
 - With Zoom option available, as well?
- **Bob L - How often does the HOA board meet and are these meetings open to other neighbors?**
 - **Joey K - The board meets about once every 2 months and am not aware if neighbors outside of the board have attended board meetings in the past? If anything very important that impacts the whole neighborhood is discussed or decided on, we will communicate that the the neighborhood.**
 - **Kyle M - In addition to our meetings, the board is in regular communication on items in between board meetings.**
 - **Harvey B - Traditionally the HOA board meetings are closed to non-board members, however, the minutes for these board meetings can be made available upon request.**
- Last call for new business...

15. Friendly reminders

- **Lockwood Chase common space access points**
 - Available at www.LockwoodChase.com/resources/
 - Please do not cut through another neighbor's yard, driveway etc to access the common space, unless you have received their permission to do so
- **If not sure where the access points are, feel free to email the LCA email or ask any of the board members**
- **Bob L - The access points used to be marked off with spray paint on the curbs.**
- **Please clean up after dogs**
 - This goes for cul de sacs, the median, resident yards, any common space, etc
 - Don't forget to pick up left behind bags
- **Carlos N - Seeing dog waste left behind in his cul de sacs and throughout the neighborhood too often. Has been picking up himself.**
 - **Joey K - Agree and also has picked up many left behind dog waste.**
 - **Sally K - It may also be people walking in here from other neighborhoods. We could put signs up to "please pick up after your dog".**
 - **Harvey B - Technically, this is littering. The HOA board cannot force people to pick up after their dogs. If you see someone not picking up, you should call the township and report it. Anyone who is not picking up after their dog, probably does not care that they are breaking the rules.**
 - **Joey K - We are not sure who is doing this, but whoever it, please stop.**

- **If out walking, jogging, biking, etc after dark, please have lights on you or carry a flashlight so that approaching cars can see you**

- **Architectural Review Request form**
 - All architectural changes (e.g., fences, pools, additions, sheds, etc.) must be submitted to the Homeowners Association for approval
 - Available at www.LockwoodChase.com/resources/
 - Please email the completed form (w/ design if applicable) to lca19355@gmail.com or provide to any HOA board member

- **Resale certificates for home sale listings**
 - Please email lca19355@gmail.com to request
 - Best practice to request before or as soon as your house is listed for sale
 - **\$125 check** made payable to **Lockwood Community Association** before the resale cert is issued; deliver check to Nancy (Treasurer)
 - **Correction: the cost is \$150 for a resale cert**

- **Trim tree branches / hedges that are hanging over the streets**

- **Fireworks are not permitted in Lockwood Chase**
 - Also not permitted in the East Whiteland or East Goshen Townships without a permit

Wrap up and adjourn meeting