



Board Meeting
July 17, 2025

CSV Clubhouse @ 3:30 pm

Meeting Called to Order at 3
:30pm

ROLL CALL: Julia Sullivan, President (via Teams- on line program)
Joseph Diliberto, Vice President
Felicia Lehman, Treasurer
Susan LePage, Secretary
Barb Hall, Member at Large
Brandon Pawlik, R&D Mgt. Company

This Executive Board Meeting was held to update all Board Members of the results found during the summer walk around the community. Board members and R&D went as teams and surveyed the community of areas of concern/ in need of repairs.

SURVEY FINDINGS;

Power washing – various units on Hanover in need of power washing to remove green algae growing on siding (21, 29, 37,46, 49, 50, 66, 63, 75, 102, 104 Hanover).

Architectural–

HOA Issues:

16 Cumberland – siding deformed, 53 Hanover – rear siding cracked, 18 Brocton – siding repair. 12 Brocton – cap vent on side of building.

Gutter extensions – need estimate for the community to install 2nd floor gutter extensions to divert rain run-off to preserve life expectancy of roofs.

Owner Issue: These are items that Owners need to correct.

18 Brocton – awnings need cleaning

1 & 2 Denton – privacy panels in need of power washing

2 Denton – storm door glass is broken4 & 17 Brocton – wooden rear steps need painting

28 Hanover – old satellite dish on ground needs to be removed

Landscaping - overall lawn cutting & landscaping looks good. During hot. Dry periods most of grass is burnt & showing stress. Weed wacking and weeding is not being done on a consistent basis.

Various units front landscaping needs some attention:

14 Brocton; 7, 13, 23 Denton lack mulch

1, 4, 5 Cumberland front walk landscaping needs maintenance

65, 84 Hanover front walk landscaping needs maintenance

Tree/Shrub Maintenance – Various trees/shrubs are diseased or dead and need removal from common areas and many trees are in need of pruning/shaping.

Corner of Hanover & Cumberland - 2 dead trees need to be removed

Corner of Brocton & Cumberland – dead shrubs need removal

11/13 Cumberland – lawn needs levelling & grass seed

43 Cumberland - tree need bracing

7&9 Cumberland – shrub with large hole in it needs removal, other shrubs questionable

22 Cumberland – tree has suckers/vine climbing tree

17 Cumberland – clump of 3 trees needs attention

8 Brocton – vines climbing up tree, possible poison ivy

27/29 Brocton – remove trees in center of pines at rear of unit

37-39 Brocton – plants in rear island are dead and 1 in center of pines need removal

End of Brocton – remove 2 dead birch trees

Brocton – rear berm – trees needs thinning out and excess vegetation removed

4 Hanover – dead bush in front walkway bed by garage

56 & 58 Hanover – diseased tree

57 Hanover – dead tree in front needs removal

66 Hanover – dead shrubs in utility bed

82 & 92 Hanover needs trees trimmed back in front & rear of Units

COURSE OF ACTION:

Power Washing –R&D to obtain estimate for this service. This is covered exterior maintenance of siding

Architectural – R&D to contact Brian Holman to siding issues. R&D will also arrange to have vent capped and obtain estimate for gutter extensions on units with replaced roofs. This will be included on all future roof replacements

Architectural – Owner responsibilities: Privacy panels, rear wooden steps, awnings, storm doors are not covered by HOA. These items are the Unit owner's responsibility to maintain and replace. R&D to inform Unit owners of items to be repaired.

Landscaping – Mulch: The appearance of the front garden beds along the walkways is subjective. Our landscaping contract provides for monthly weeding. Historically this service has been inconsistent and some owners refuse to weed on their own. R&D will speak with ProCuts about a more consistent weeding on the required monthly basis. As far as mulch, the HOA currently budgets for common area mulching only. The HOA does not provide mulch for the front beds. If the Board strongly feels that every unit should be mulched, it would be very costly and our rules would need to be changed.

Trees/Shrubs -R&D will set up a date with a tree trimming contractor to walk the community and determine which trees/ shrubs need to be removed or trimmed. This is to be scheduled in late summer.

OTHER BUSINESS:

Retention Pond Maintenance – Concerns have been noted over the condition of weeds in the retention pond. R&D will inquire with Town of Lancaster as to who is responsible for pond maintenance. CSV has cleared cattails from our side of the pond back in 2021 and it was very expensive (Over \$10k). The private homeowners on the other side have not done anything on their part to control vegetation.

Landscaping – Future contracts for landscaping/grass cutting & weeding should state amount allocated to weeding. This way we may be able to withhold payments if services are not timely performed.

Trees & Shrubs – Next year (2026) consider renovating the landscaping around the clubhouse. The bushes along the side patio are overgrown and we should consider removing them and replacing with ornamental grasses for less maintenance. Also need to consider removing shrubs that are overgrown or have become unsightly.

Administration – The Board needs to review all existing rules to determine if any need to be updated, especially, Visitor Parking and front garden bed appearances (ie weeds, lack of mulch etc).

Meeting adjourned at 6pm