

**SWALLOW HILL CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
June 11, 2020 at 4:30 Swallow Hill Clubhouse**

**MINUTES & MESSAGES ARE POSTED ON
THE SWALLOW HILL WEBSITE
PLEASE CHECK PERIODICALLY FOR CHANGES TO MEETING DATES
AND ANY URGENT NOTICES**

**The next meeting dates are as follows:
Thursday, July 16, 2020 7:00 pm at the clubhouse
Thursday, August 13, 2020 7:00 pm at the clubhouse
Residents are welcome to attend!**

<http://swallowhill.neighborhoodnotices.com/>

Call to Order

The meeting was called to order by board president Marcy Grupp at 4:30.

Roll Call

Board members: Marcy Grupp, Howard Daniels, Brian McCahill, Lucille Minnetti (absent – Aaron Hirak)

Management representatives: Tracy Homer, Acri Realty

Financial report of May 2020

- Total assets, liabilities and equity were \$65,495.
- Total in the Reserve Account was \$31,392. 'Homeowners funds' are the percentage of maintenance fees deposited into the reserve account each month. Projected homeowner funds for the year are \$68,000; for the month of May 2020, \$23,800 deposited.
- Delinquency Report – A request will be made to the accounting department at Acri to remove all debit balances less than \$5.00. Also, everyone on the delinquency report will be asked to pay outstanding balances or will be prohibited from using the pool and the clubhouse.

Site Visit

- A Unit owner will be asked to remove a potted plant prohibiting the movement of package deliverers.

- Waste Management will be contacted to pick up large debris at various dumpster areas.
- A unit owner will be asked to remove Christmas decorations and trash from back and front decks of unit.

Business

- Pool:
 - A tentative date for the pool opening is July 1st due to the ongoing COVID-19 pandemic.
 - Allegheny Pools has been contracted to service the pool in place of Avacoll. They will open and close the pool and install an automated chemical system.
 - B&R Pools will do weekly chemical readings. A signed contract was emailed to them.
 - Acri purchased the AED system from Allied 100 to fulfill the Allegheny County requirement.
 - 2020 Pool rules will be created and sent to each resident and unit owner.
 - All unit owners on the delinquency report will be informed that they/their tenants cannot use the amenities (pool) until accounts are paid in full.
- Bactronix will commence the cleaning of dryer vents in all buildings on Monday, June 15.
- Avacoll will be asked to hang the signs located in the clubhouse.

Adjournment

The meeting was adjourned at 5:03pm.

Respectfully submitted,

Tracy Homer, Property Manager