



Caines Creek Community Association  
125 Harvest Lane  
Phoenixville, PA 19460  
610.358.5580

August, 2019

**Dear Unit Owners & Residents,**

The purpose of this letter is to help keep you informed of the Board's activities so far this year. We also began holding quarterly meetings this year for the first time as another method of increased communication between the Board and Unit Owners/Residents. We have held two meetings so far which had a good turnout, and from which the Board gained valuable input. We encourage you to take the time to attend these meetings if you can. They are the best means for active and clear communications between all of us. The next meeting is Wednesday, September 4, 2019 at 7:00 pm – 8:00 pm.

### **Website Update**

We have made substantial improvements to the website over the last six months. If you have not already, please check it out at [www.cainescreek.com](http://www.cainescreek.com). Recently we added online payment information to the website. These features were already available through PENCO but we have provided direct links and basic instructions to help facilitate easier use.

You can also find all the current Rules & Regulations, Governing Documents, etc. on the website. This also includes architectural request forms and guidelines as well as work order requests. The website is yet another method of communication and we encourage you to check in periodically. If you "follow" the site, the site will generate an email to you any time the Board posts a new page.

### **Annual Meeting**

Our Annual meeting is fast approaching. It is scheduled for Tuesday, November 12<sup>th</sup> @ 7:00 pm. ***It is ESSENTIAL that you either send in your proxy and votes ahead of time OR attend the meeting.*** We highly encourage you to attend in person. Every year we discuss the proposed budget (including any changes to the monthly fee) for the following year, the annual audit of the prior year's budget, and other important news. In addition, we elect / re-elect officers to the board each year as we are on a staggered two-year rotation.

### **Dedicated Handyman / Contractor Services**

The board is working to secure the service of a dedicated contractor to be on site weekly. It has been difficult to find contractors when needed for small jobs. This type of arrangement will ensure we have a dedicated resource available on a regular basis which will allow us to better respond to Unit Owner/ Resident concerns. It will also allow us to group smaller work orders together and potentially decrease costs in addition to providing faster service.



Caines Creek Community Association  
125 Harvest Lane  
Phoenixville, PA 19460  
610.358.5580

### **Revised Clubhouse Rental Agreement**

Please see the website for detailed information and the new form for renting the clubhouse. We have revised the policy to decrease the rental rate based on the usage period.

1-3 Hours - \$40

4-6 Hours - \$75

7-24 Hours - \$150

The clubhouse can also now be utilized by Unit Owners/Residents for Association-wide events, subject to Board approval. If the event is approved then you are only bound to make a security deposit, but no rental fee will be charged. The event must be for, and open to, the entire community.

### **Speed Control & Parking Enforcement**

We have ongoing problems with people ignoring the posted rules. ***Please remember the Speed Limit in the association is 15 miles per hour.*** The reduced speed limit is to protect kids and those going to and from the pool and mailboxes.

We have had a number of parents express concern over the safety of kids walking to the bus stop. In order to help address this and better encourage residents and guest to obey the posted signs we are adding a cross walk and speed bump near the front entrance.

We have also had issues with cars parked illegally in handicap spaces or in another Unit Owners dedicated parking. Signs will be going up soon notifying Unit Owners/Residents and guests that those parked illegally or without permission in another Unit Owner's dedicated space may be towed at the vehicle owner's expense. **Please remind your guests to park in dedicated visitor parking.**

Also, please remember that all cars parked in Caines Creek need to be current with inspection, registration, and insurance. This is Pennsylvania law in addition to part of the Rules and Regulations. Failure to do so can result in a fine from the State as well as the Board until the vehicle is brought into compliance. The Board recognizes emergency situations but requires you to reach out immediately to the Board through PENCO with a plan in place to expeditiously remedy the situation.



Caines Creek Community Association  
125 Harvest Lane  
Phoenixville, PA 19460  
610.358.5580

### **Association Loan and Roadwork**

We have applied for, and been approved for, an Association Loan with Mutual of Omaha. The Loan is for \$250,000 at 4.75% for ten years. This Loan was taken to allow the Association to pay for the resurfacing of the roads. This includes fully grinding down the roads and applying a fresh surface, curbing, painting and all other associated roadway expenses. Based on our 2018 reserve study this work is expected to cost the Association approximately \$250,000.00. This Loan covers that cost, along with a cushion, in case the actual cost is more than our reserve study predicted.

#### **Will there be a special Assessment to pay for this Loan?**

No, there will be no special assessment to pay this loan. It is built into the reserve fund.

#### **Will this Loan affect my Annual Assessment going forward?**

No, the Board had already factored the loan repayment into the existing 2019 rate increase.

#### **Is there a prepayment penalty on the Loan?**

There is no prepayment penalty on the Loan. We are free to pay it off as quickly as we are able to do so. It is the intention of the board to pay off the loan as soon as we are reasonably able while not depleting an appropriate emergency reserve.

#### **Will this Loan affect the ability of the Owner to sell their Unit?**

No, based on multiple sources including the Community Association Institute (CAI), PENCO Management, independent Board research and two separate banks specializing in Association Loans this should have no effect on the resale of your Unit.

#### **What is the Unit Owner liability?**

The Unit Owner is not directly liable in any way to the loan. The Association is the sole responsible party. As a Unit Owner any liability would be reflected only in the regular payment of your association dues.

#### **When will the road work begin?**

The Board needed to first ensure the funds were available. Now that we have secured the Loan, the Board will begin actively soliciting quotes. It is our intention to do the roadwork this year if possible. This is dependent on how quickly we can come to terms with a vendor and their availability.



Caines Creek Community Association  
125 Harvest Lane  
Phoenixville, PA 19460  
610.358.5580

### **Pool Policy Update – Temporary Trial**

The Board voted to permit food at the pool on a trial basis. Food should only be consumed on the deck and as far away as reasonable from the Pool area. ***Failure to clean up after will result in the termination of this policy.***

1. Absolutely NO ALCOHOL in the Pool Area
2. NO GLASS
3. PUT TRASH IN THE TRASH CAN AND CLOSE THE LID
4. Try to keep soda and sweets to a minimum to avoid attracting bees and insects

### **Clubhouse Improvements**

The Board has approved and selected a vendor for installing HVAC in the clubhouse. Work should proceed soon and will provide air conditioning for the main room of the Clubhouse.

### **Social Events**

The 4<sup>th</sup> of July Hot Dog cookout was very successful. Thank you to all of those who came out and enjoyed the cookout with us. A special thank you for those who not only came out but also brought food and goodies for everyone to share. For those of you who missed it we will be having a Labor Day cookout on Saturday, September 7<sup>th</sup>. Please check the website and look at the community board for more information as we get closer.

We hope you have found this information useful. We look forward to seeing you at either one of the upcoming social events or the Annual Meeting.

Sincerely,

*Kyle Jones*, President

Caines Creek Board