

Directors' Meeting Minutes **JAN 2020**

JAN

16, 2020 / 7:00 PM / PFSPOA Clubhouse

Call-in: 515-739-6169; **Access Code:** 409208#

OPENING - Meeting began at 7:02 pm

- Pledge of Allegiance & Moment of Silence (if needed)
- Roll Call - **Directors Present: President-Carrie Strohl, Vice President-Anna James, Secretary-Jessica Knoll, Treasurer-Dawn Wolset, Rob Renode, Julie Renode, John Wolset, Kathy Plebani. Directors On Phone: Rob Sweeney. Directors Not Present: Adam Kochanski, Colleen Rini.**
- Greeting
- Reading of the Minutes (Dec 2019) - **Jessica K. motioned to waive the reading of the minutes and to approve the minutes as presented, Kathy 2nd. Motion Passes Unan.**
- Treasurer's Report
- Payment of Bills - **Dawn Wolset: Hard checks and amounts were noted. Online payments and amounts were noted. Rob R. motioned to approve the reading of the bills, Jessica 2nd. Motion Passes Unan.**

OLD BUSINESS

- NDA Signing (Anna) - **Officers need to sign with the rest of the directors, so these will be done before we leave tonight.**
- ~~2020-21 Budget (Dawn)~~
- Call Service Update - **will be active by the end of the month**
- Insurance coverage for volunteers (Anna) - **Susan has been going back and forth with Laura to set up a meeting. Jan 31st at 10:30am is a hopeful time for the BOD. Currently only BOD and Crime Watch is covered. We should all come up with some questions and scenarios ahead of time to send to Susan before the meeting with the insurance company.**
- Leslie Lane Light (John) - **John met with the electrician and looked at the lights at the Leslie Lane pool area. Found LED flood lights which should work for what we need. They will cover about 4,000 sq. ft. Cost is \$590 for the lights and installation (lights have a 5 year replacement warranty) Bear Creek Lakes (BCL) has the same lights over their pool area. When John went to look, the lights were not on. Anna gave John BCL phone number to call to see if they can put lights on for him to look at as well as their thoughts.**
- Sound system purchase (Rob R) - **System has been purchased and is on it's way. Rob will work with John and another homeowner to get it set up.**
- ~~Vendor/NEPA management process (Dawn and Rob)~~
- Disposing of items - **Susan is going to work on creating a new policy.**
- Document retention (Anna) - **Carrie will follow-up with our lawyer to find out what the State Regulations are that we should be following.**
- Computer for office (Rob R) - **Homeowner James Beck sent Rob R. pricing for a new computer in the \$700-900 range. Susan's computer is fairly new and might just need memory. The other computer is done. Anna will follow up with James. Carrie mentioned a homeowner who had reached out at the annual meeting about tech stuff. She will give Anna his info as well.**
- Emergency Action Plan (EAP) (Dawn and Rob R) - **Dawn and Rob are meeting next week and should have it completed for board approval next month. Should possibly somehow mark off on the map that CrossRun Road is impassable. We asked Carrie to talk to the**

lawyer about putting a chain across the road to prevent emergency vehicles from driving down that way. It was also mentioned to put some sort of sign that says something about “unpaved road” or similar. When we looked on the map, it goes all the way to Wild Creek Dr which it does not. There is even a stream that goes through there that is not on the map and it prevents the road from going all the way through. We should look into how to update the map.

- ~~Quitclaim Deed - Wild Creek Drive (Colleen)~~
- Firewise - set up meeting (Anna) - **Firewise rep will come when he can to one of our meetings. He will get back to us on which one.** Anna mentioned our firewise sign at the entrance has a handwritten “2016” paper taped to it. How do we update and do all of them look that way? Susan will find out.

DIRECTORS' & COMMITTEE REPORTS

(What was done last month? What do you plan to do this month?)

1. Communications (Newsletter & Website) - Colleen - **Not Present**
2. Recreation - Julie - **Haven't had any events since the last meeting. Next event is our Wine and Cheese Night Feb 8th.**
3. Pools - Kathy - **Starting the lifeguard search now. Colleen is adding something to the newsletter, JTHS is being contacted to post an ad, currently going through the manual to clean it up. Julie asked about the status if a decision was made on if we will reimburse for the certification and how. It was discussed to possibly reimburse half at the completion of this year and the other half at completion of next year. Carrie mentioned that Avery Day does the certifications at another development and we should look into that. We could open it up to the public. Kathy will contact Avery and get more info on having the class here and if there is a discount.**
4. Maintenance - John - **Routine Maintenance: clean clubhouse, bathrooms, trash etc. Serviced pole saw, cleaned & adjusted cutting bar and chain, adjusted carburetor since it was running poorly. Installed 4 cork boards in the clubhouse hallway, and installed a security mirror inside the clubhouse. Clubhouse pool bathrooms electrical service was completed & inspected by Penn Forest Township. Copies of permit and inspection are filed in our office. Snow Plowing & Salting on various days. Our water filtration system in the basement was cleaned & serviced & ultra violet bulb was replaced. Met with an electrician from Frantz Electric for an estimate to replace 2 burnt out LED lights on outside of the Leslie Lane pool. Replace 2 LED light units (industrial-commercial rated quality) for \$590. Resume painting inside the clubhouse filling in all nail holes on the window and door trim sand and paint. Security asked us to put a sign by the clubhouse bus stop. If we put at 1 we should put at all. 6 signs plus hardware will cost approx. \$1,096.51 we will not place on Church Road, but on the way out of the community section approaching the bus stop. *John motioned to purchase signs and hardware needed for up to \$1,200, Julie 2nd. Motion Passes Unan.* Rob Sweeney mentioned that he thinks a lot of our stop signs are too short. John will call PENDOT to check on regs and if we need to follow being that we are private roads.**
5. Rules & Regulations - Rob R - **None**
6. Roads - Rob S - **Asked about the balance from Motola. Dawn said it is deferred til the new budget. Homeowner Ken Repsher mentioned that the end of Wolf Dr at Cold Spring Dr still ices badly even after the intersection was fixed to prevent it.**
7. Building & Planning - Adam - **Not Present**
8. Public Safety - Adam - **Not Present**
9. Operations - Collections Next Steps - Rob R - **Rob has been working with a homeowner on a date to meet.**

NEW BUSINESS

1. Violations/Citations - Homeowner Ken Repsher to dispute a stop sign ticket received due to a guest visiting his house. His defense is that our Rules and Regulations state that we have to follow state laws. And that we should also follow state laws and ticket the person driving. Rob R. explained that state laws need to be followed but that we also have rules and regulations that are specific to our community and those also need to be followed. Which state that you are responsible for your visitors. Ken went on to ask why we are ticketing his visitors but not the homeowner he has been complaining about. Rob explained that we can not reveal specific info about homeowners and to please not say things like they are fact when they are not fact and to please stop making accusations. Discussion continued, but was left that Maintenance will go around and check out and clean up around the stop signs. Rob R. *motioned to delay payment of the ticket and any fees for 1 month to check the visibility of the stop sign the ticket was issued at, Anna 2nd. Motion Passes Unan.* Carrie made note that the stop signs at Fawn & Clubhouse as well as Fawn and Cold Spring are very faded and should probably be replaced.
2. Speakers - **None**
3. Motions for supplies- **None**
4. Correspondence - **None**
5. ~~Format for Directors & Committee Reports~~
6. Other new business - **None**

Meeting Adjourned - Motion: Dawn - 2nd: Jess at 8:38pm