

Directors' Meeting Minutes **January 2023**

January 19, 2023 / 7:00 PM / Virtual Meeting Only (Zoom)

OPENING- Meeting began at 7:00 pm

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present: Vice President-Matt Sulock, Treasurer-Dawn Wolset, Secretary-Jessica Knoll, Julie Renode, Adam Kochanski, Seth Napoli, John Wolset, Kathy Plebani, Michael Klapac, Colleen Rini. Directors Not Present: President-Rob Renode, Heather Napoli.**
- Greeting – Julie greeted everyone and explained that Rob was unavailable for the meeting due to work.
- Public Comment - Property Owner, James Beck asked if the road work plan update map was on the website yet. Adam answered that we have been working on things like this in our current budget meetings, there currently are not enough funds to warrant/allow for any road work without a special assessment. A map has not been created yet due to not having a need in the immediate future. James also asked about the scheduled clubhouse parking lot repaving project, but it is no longer in the works due to our current budget restraints.
- Approval of the Minutes for December 2022- *Jessica motioned to approve the December 2022 minutes as posted and presented, Colleen 2nd. Motion Passed Unanimously.*
- Treasurer's Report (Financials posted on website)– Dawn noted that the financials are on the website and asked if there were any questions, which there were none.

OLD BUSINESS

- Electronic Votes since last meeting- none
- Speed Bump update – Adam explained how we have discussed speed signs in the budget meetings, but they didn't make the cut due to budgetary restraints although the speed bumps we already approved are still in the plan and budget for the spring. We are still unsure of type and count.
- Status of Leslie Lane/Security – Adam reported that the access control readers have been installed and will be synched and tested in the next few days. Mario questioned if cameras will be able to be viewed and monitored like the others, to which Adam replied that he and enforcement will be reviewing them regularly.
- Status of Entrance Signs - Adam reminded all of our recent email discussion within the board regarding the signage and how our original sign is not permitted and is grandfathered in. If we were to leave our current sign posts and just replace the insert, we would be ok. If we wanted to replace the whole structure, it would need to be smaller and in a different location and it would need to be permitted. The consensus from the board is to just replace the insert on the sign and to permit and install the new signs on the 4 other locations. Permits will be submitted next week.
- Status of Leslie Lane Pool - Seth reported that there is not much happening since it is winter. Water testing has gone up to \$163 a week for the 3 pools. Mario asked about the engineer suggested changes and what the cost change will be. Adam stated that the increased cost is reflected in the upcoming budget. Some aspects from the original plans are over designed and some are not up to code. We are currently requesting an update from the contractor and we plan to still be on schedule.
- Budget Meetings/Process – Dawn and Adam reported that we are just about at the end of our budget planning with 6 meetings done so far. The budget is not yet final, we still need an executive meeting for non-public info and then we can move forward with a last meeting before final approval.
- Other old business?- none

DIRECTORS' & COMMITTEE REPORTS

1. Communications & Marketing - Colleen reported that the newsletter went out and everyone should have received it by now. Those in attendance all agreed that the newsletter was very nice and

visually appealing as well as praising the new assemble/fold/mail process.

2. Recreation - Julie informed everyone that there was a snowman-themed paint night on Jan 12th with 8 people in attendance and 1 person online. The Valentine's Day painting is next and will be on Feb. 9th at 5:30. Wine and Cheese night will be Friday, February 10th.
3. Pools - Seth had no other updates besides what was mentioned earlier.
4. Maintenance - John spoke of normal routine maintenance, including cleaning the clubhouse & bathrooms, setup and clean up from rentals, cleaning up trash around the development, and taking all trash to the transfer station. The sump pump drain was redirected and connected to the underground drain under the parking lot at the clubhouse. The sink wall in the clubhouse was painted, trimmed and carpet was installed. The Enforcement room door was replaced and painted. The plow truck and backhoe were washed. The ladies room in the clubhouse is in the process of being remodeled; painting, spackling, etc. Mario asked about the Ford Ranger and suggested putting enforcement stickers on it and placing it somewhere to deter negative behavior. It is currently not in running condition. John motioned to not renew the registration or insurance on the Ranger and Adam 2nd. The motion was then withdrawn and tabled for the next meeting so Rob could have some input. Julie asked why the men's room floor is so much nicer than the women's room. It was discussed that if there is money in the budget, we can replace the floor in the women's room.
5. Asset & Project Management - Michael has nothing to report at this time.
6. Compliance & Controls – Heather - Not present. Adam suggested we start assembling operations & procedures and he will volunteer to help.
7. Building & Planning - Katherine reported that there were no permits issued.
8. Roads - Adam has no additional update from earlier. Mario asked if signage comes from the roads budget, which it does. He then asked if it was possible to add some stop signs in the middle of roads where speeding is an issue. Adam replied that we could look into DOT regulations and see what is allowed, but if we do not have the budget to patrol and issue speeding citations, we won't have the budget to do the same with additional stop signs.
9. Enforcement – Adam reported 2 investigate conditions: 1. mailboxes left open, contacted the post office; and 2. Truck with debris falling off, blocked traffic. He also reported 2 citations issued: 1. Dog off leash; and 2. Tree cutting with no permit.
10. Operations - Collections update - Adam stated that within the next few weeks our collections accounts will be 100% submitted and filed. Timing is important as we need to use our next budget for the following steps.

NEW BUSINESS

1. Shredder - Trish contacted our current shredding company and was advised that our contract automatically renews and all we need to do is call to cancel at any time with no penalty. There are individual shred services available at increments of 8 weeks, 12 weeks, 26 weeks, and 52 weeks. She will get current pricing up to March 1st which is when it will go up. We will hold off on ordering the shredder until we receive the price quotes.
2. Correspondence - We received a number of holiday cards from vendors: Jenna Wilson from Cintas, 903 Landscape Supply Inc, PenTeleData, Cyan Sky Copiers, Realtor-Joe Trafka, Bear Mountain Real Estate LLC, and Jim Kokinda from Century Security. We already sent cards back to those we received them from as well as those companies that advertise with us. Cards sent out were donated.
3. Other new business - Trish stated that we received the contract for the rental hall for the Annual Meeting. 9am the board can enter to set up and property owners can start coming in at 10am. It is scheduled to end at noon with a cost of \$275. Extra hours are \$100 each. Adam asked if we could get an invoice after? Trish suggested we book 1 hour extra and if we go over that, we get invoiced after. Adam asked if we ever fixed the website issue Mario brought to our attention regarding the minutes vs. financials links. Colleen assured him they were fixed.
Julie and Trish spoke to how the clubhouse improvements and beautification project have increased rentals this year. We have made about \$2,500 in profit from rentals this year.
Bylaw changes should be added to next month's agenda.

Meeting Adjourned - Motion: Matt - 2nd: Dawn at 8:01pm