

# Penn Forest Streams Property Owners Association Directors' Meeting Minutes **January 2021**

**January 21, 2021 / 7:00 PM / Virtual Meeting Only (Zoom)**

Topic: Thursday December 17th, 2020 Monthly Board Meeting

Time: January 21, 2021 at 07:00 PM Eastern Time (US and Canada) Join Zoom Meeting:  
<https://us02web.zoom.us/j/82589982272?pwd=TIRSDjJrUHJYNHNCNFZrbTQ5TDBTUT09>

Meeting ID: 825 8998 2272 Passcode: 040050

+13126266799,,82589982272#,,,,\*040050# US (Chicago)

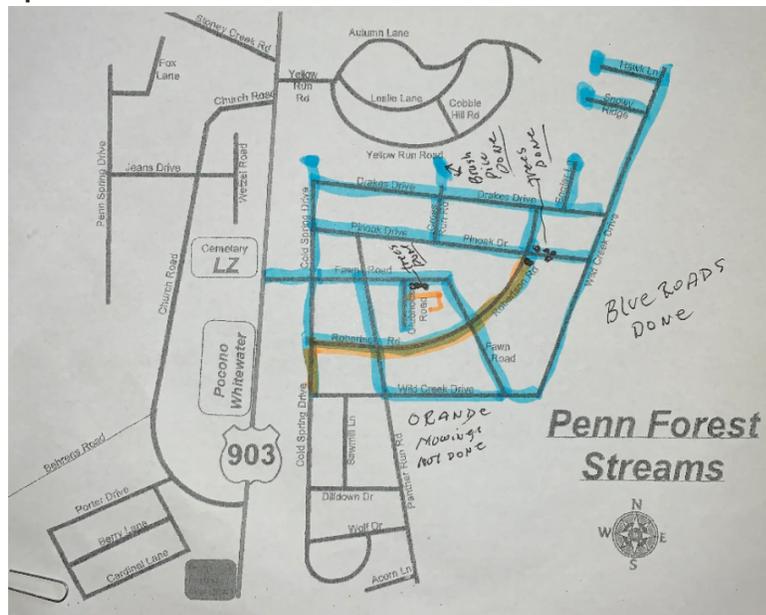
+16465588656,,82589982272#,,,,\*040050# US (New York)

**OPENING** - Meeting began at 7:02 pm

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present: President-Rob Renode, Vice President-Anna James, Secretary-Jessica Knoll, Treasurer-Dawn Wolset, Julie Renode, Adam Kochanski, Colleen Rini, John Wolset, Michael Klapac, Nathan Hassler. Directors Not Present: Kathy Plebani, Carrie Strohl**
- Greeting - Rob reminded everyone that all documents pertaining to this meeting can be found in the meetings section of our website.
- Public Comment - **None**
- Reading of the Minutes (December 2020) - **Jessica motioned to waive the reading of the minutes and to approve the minutes as presented, Dawn 2<sup>nd</sup>. Motion Passes with all in favor.**
- Treasurer's Report/Payment of Bills - **Dawn Wolset: Hard checks and amounts were noted. Online payments and amounts were noted. Dawn read account balances.**

## **OLD BUSINESS**

- Electronic Votes since last meeting - **None**
- Leslie Lane Pool - **Anna and John are still looking into replacement of the Leslie Lane pool.**
- Trimming Project Status – **John sent a map of roads that have been completed. They are still trimming what they can, weather permitting, but with the ground covered in snow, it is not possible to mow the lower brush.**



- Budget Review/Vote/Next Steps – **Dawn read over the proposed budget. Not much changed since the last budget meeting except the amount allotted for the reserve study. Rob explained the purpose and importance of the reserve study and the fact that the budget was increased to ensure completion of the reserve study, although we still hope**

to keep the amount closer to \$5K-\$6K. It was also noted that all of the line items under Project Expenses are to be executed in the spring including the roads projects. Proposed budget is showing a negative of \$106,600.00 which is the amount of the proposed funds to go into our reserves. This was done to ensure funds go into reserves if we over perform next year. Roads dues is now included on our budget which has not been done in the past. We are looking to be able to move to a combined dues total for the following year with roads being set aside in the budget. **Adam motioned to approve the budget as presented, Jess 2<sup>nd</sup>. Motion Passes with 9 Yes and 1 Abstention**

- Speed Enforcement – (Rob getting info from Tom Kervic) - Rob is still waiting to get more info from Tom, but found this an appropriate time to mention the sensors placed on Fawn Rd. at the main entrance this past week. After a few days of phone calls it was determined that PennDot was mistaken in thinking that was one of their roads and it was removed. In the process of making the phone calls, Rob was able to get some estimates on cost for us to put some of those around in our community for survey reasons.
- Call service update – Trish said that the account is all set up and the call tree for after hours emergencies such as snow/ice issues and security issues will be sent tomorrow. It was suggested that we include some info on the call center in our packet going to homeowners to help explain expectations and how it works.
- NEPA update - Michael is currently working on our fiscal management vendor expectations. Our contract with NEPA expires in October. We will be evaluating NEPA as well as other qualified vendors to determine our best fit. We are still working on getting a list of items resolved through NEPA. Staff turnover is becoming a concern and causing some input, timing, and execution issues. Hopefully an upcoming meeting will help to resolve some of those issues.
- Access Card update – All parts of the camera in the basketball court will be installed soon. The gates should all be done by the 27th. Adam will be updating the hardware soon as well. We should start considering a plan for rollout of the cards and getting signatures on packets from homeowners to ensure completion prior to spring.
- ATV Rules Legal Review – We currently have a list of questions out to our lawyer and we are waiting on his written opinion on the situations to notify at hopefully the next meeting.
- Long Term Reserve Study – No Updates
- Annual Meeting for July 2021 - Deposit for the firehouse is \$100 and cost is \$275. **Colleen motioned to reserve the firehouse for our annual meeting on Saturday July 31st, Adam 2<sup>nd</sup>. Motion Passes with all in favor. A committee of Jess, Anna and Dawn will be headed by Colleen to prepare for the annual meeting.**
- Other old business? Michael looked into the bank loans that were mentioned at the last budget meetings and it is definitely a doable option if needed, typically for a project with different options of collateral including hard collateral (a building, etc) or assessments to pay back payments. Anna also emailed the board info from CAI. Rob suggested we compile all info received for an easy access file if needed in the future.

## **DIRECTORS' & COMMITTEE REPORTS**

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

1. Communications - Colleen - Newsletter went out last month. Colleen noticed that we have the option to protect pages of our website with a password and suggested we discuss putting one on our page with our minutes. A discussion ensued and we decided it was a moot point to put a password if it isn't set up with individual users passwords. Colleen to look at options to make the minutes private.
2. Recreation - Julie - Nothing went on last month, and with the numbers going up and current restrictions, nothing can happen in February either. Hoping to be able to have a St. Patrick's day dinner in March.
3. Pools - Anna and John have been in contact with 2 more pool companies about the Leslie Lane pool. Waiting on quotes from them, but pool companies are very busy and booking up quickly. We are hoping to be able to get it done in the summer. It was also discovered that the inspection sticker on the electrical box in the pool shed is expired. The company that inspected it in the past no longer services our area. Anna contacted Strand pools and Bear Creek Lakes and they recommended 2 other companies. Both companies have been contacted and their info was given to John to decide between the 2. Both companies charge \$300 per inspection. Rob asked that the info for each and a recommendation of one to move forward with be ready for the next meeting.

4. Maintenance - John - **Routine maintenance: clean clubhouse, bathrooms, grass cutting, take all trash to transfer station. Ongoing office remodel of paint and flooring. New front door installed at the clubhouse with new locks & deadbolt. Had the left front tire on the plow truck replaced. Plowing and salting roads as needed. Ordered another full truck load of anti-skid Jan 21st. Replaced broken radiator hose on F-350 plow truck to prevent coolant leak.**
5. Rules & Regulations - Adam - **No current updates. Colleen asked when the suggested corrections will be completed. There is no change in actual rules, just more grammatical errors and inconsistencies that need to be clarified and fixed. Colleen will send her notes to the rest of the board for review and when corrections have been completed, Rob will put out an electronic vote.**
6. Roads - Nathan has been working closely with Rob and Adam to create a list of action items (short term, immediate, and long term) to build a maintenance schedule. He has been working diligently to bring our roads to a future of proactive maintenance vs. reactionary.
7. Building & Planning - Adam - **1 Shed permit was issued. A recent call about pole houses (like a beach house with poles as a foundation) was made and Adam will look into it.**
8. Public Safety/Enforcement - Adam - **2 citations were issued, 1 pet off a leash, and the other was a stop sign that was reduced to a warning. There was also a warning issued for tree cutting. A past citation was found while the AOM was going over our accounts with a balance. It was a \$500 citation for a detached deck structure that was built without a permit as an addition on to an existing deck. There is no permit required from the township, so Adam motioned to dismiss the citation and remove it from their record, Dawn 2<sup>nd</sup>. Motion Passes with all in favor.**
9. Operations - Collections update - Rob - **Our “dial for dollars” effort is having good results. Trish has been going through all accounts with balances and emailed 61 of them so far to remind them of their balance. We do have a few with no contact info besides an address, so we are hoping to be able to get updated info on the contact form when we send out our packet with our budget. Adam noted that we do have a list of substantial and long term debtors that we are looking to tie to an asset or get them in a long term payment plan.**

#### **NEW BUSINESS**

1. Violations/Citations - None
2. Motions for supplies - None
3. Correspondence - **A holiday card from Judith Cupps and one also from our current mail carrier. Thank yous have been sent to both.**
4. Other new business - **Homeowner Mario Scelsi asked about why we would need a loan and Rob explained why we decided to look into it. He also asked about the lots that were owned by the original declarant. Rob did a quick recap of what has been discussed at the past meetings.**

Meeting Adjourned - Motion: Adam - 2nd: Jessica at 9:17pm