

## Directors' Meeting Minutes February 2021

**February 18, 2021 / 7:00 PM / Virtual Meeting Only (Zoom)**

Zoom Board Meeting Time: Feb 18, 2021 07:00 PM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/88692149740?pwd=WkcwWTE0WXBhUjZQUm1Cd05CK1I2QT09>

Meeting ID: 886 9214 9740 Passcode: 329946

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**OPENING** - Meeting began at 7:07 pm

- Pledge of Allegiance & Moment of Silence - **Moment of Silence for everyone in the central and midwest suffering from extreme temperatures and no power.**
- Roll Call - **Directors Present: President-Rob Renode, Vice President-Anna James, Secretary-Jessica Knoll, Julie Renode, Adam Kochanski, Colleen Rini, John Wolset, Kathy Plebani, Michael Klapac, Nathan Hassler. Directors Not Present: Treasurer-Dawn Wolset, 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 (January 2021) - **Jessica motioned to waive the reading of the minutes and to approve the minutes with corrections already made in document as copy in packet is incorrect, Julie 2<sup>nd</sup>. Motion Passes with all in favor.**
- Treasurer's Report/Payment of Bills - **Anna: Hard checks and amounts were noted. Online payments and amounts were noted. Anna read account balances.**

### **OLD BUSINESS**

- Electronic Votes since last meeting - **1 Electronic vote for Rules & Regulations to accept/decline the grammar changes, moving the fee schedule to a single part of the document other than exceptions, and the consolidation of the vegetation language which carries the same principle as the previous language but cleaner and more concise. Motion Passes with 10 Yes and 2 Abstentions**
- Speed Enforcement – (Rob getting info from Tom Kervic) - **Adam stated that we have not yet gotten into pricing of speed bumps, but they will be included in our next road project estimates. Tom explained that when he spoke to the police they expressed that they can not come into our private roads and enforce speeding.**
- Vendor Management - Michael - **Rob, Dawn, and Trish have been diligently working with NEPA to get all pertinent info input and updated invoices should be sent shortly. Michael sent vendor management info to Rob, Dawn and Trish. List will be forwarded to the rest of the board for review and comments.**
- Legal Review: ATV Rules and Property Bundling pending – **Rob got word back from the lawyer that if we assume a duty, we must uphold the duty or face potential liability risk. Our Security is not Act 235. We can not be Act 235 and can not currently afford to hire an Act 235 compliant security company. We don't have the manpower to enforce a ban on ATV's. It was also mentioned that it is a good idea to have signs at all entrances with wording along the lines of "Private Property: All persons must be accompanied by PFS Property Owner." Homeowner Rob Lee would still like to discuss ATV policy further once he receives the copy of the email from the lawyer. Rob also noted another discussion he is having with our lawyer about an original declarant on properties in our community that wants to bundle their properties. If we do it for them, we will need to do it for all. It was a suggestion to possibly have them sell as many lots as they can and donate their unbuildable lots to us and we will have them designated as "green space" for tax amnesty.**
- Long Term Reserve Study – **Colleen found 6 reserve study firms and narrowed them down to 3. Their proposals are due by the end of the month. She has a list of info we**

need to provide to the company we decide on. This is a situation where you get back what you put in. Looking to possibly have the company present at our Annual Meeting.

- Annual Meeting for July 2021 - Committee is meeting tomorrow, so no current updates. Goal is to be as informative as possible at the meeting.
- Other old business? - none

## **DIRECTORS' & COMMITTEE REPORTS**

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

1. Communications - Colleen's concern about having the minutes on our website for all to see seems to be able to be solved by posting our minutes in our NEPA portal. She also set up a slideshow on our website of pictures taken by our property owners.
2. Recreation - Julie is again sorry to report that there have been no events due to COVID-19. She is hoping to be able to start holding events outside once the weather gets nicer. She is also looking to have the Easter Bunny drive around the community like last year, and maybe even hand out pre-packaged treats.
3. Pools - Anna is still waiting on the 3rd vendor, but they are very busy. Once we have their quote we will be able to vote. Once the decision has been made it will take about 4 months.
4. Maintenance - John - Routine maintenance: clean clubhouse, bathrooms, take all trash to transfer station. Snow duty: consisting of shoveling, cleaning snow from around mail boxes and bus stops, plowing and salting throughout the development. Ongoing office remodel: floor was completed, and installed new baseboard & door trim. No tree trimming was performed since our last board meeting due to the snow.
5. Rules & Regulations - No Updates
6. Roads - Nathan - Not much of an update due to the weather. Hoping to get some more work done in March. Spoke with a company who preserves roads, but that isn't what we are looking for at this time.
7. Building & Planning - Adam - 1 call for removal of a dead tree; no permit needed.
8. Public Safety/Enforcement - Adam - 6 citations issued. 1 stop sign, 3 dogs off a leash, and 2 911 sign infractions. 2 assists involving a young man asking for rides and knocking on doors. Police were called and the person was apprehended the next day.
9. Operations - Collections update - Rob - Budget package was sent out recently. \$48,335.54 recovery in collections this past year with about \$1,000 a month revenue in contracted payments.

## **NEW BUSINESS**

1. Distribution of Access Cards – Adam - We received the updated indemnification form from our lawyer today and will forward to board for review. More info on the access cards is included in the budget packet that was sent out. We are hoping to get the office manager back in the office by March 1st so we can start setting up appointments to distribute and demonstrate the cards.
2. Call Service Implementation Plan – John said the service is working nicely. He has already received a call about icy roads on Yellow Run and was able to get it fixed. Due to the fact that we are forwarding our calls to the call center, there isn't a way for them to then forward people to our voicemail. They have been instructed to tell people to call back during business hours or to email the office. We are looking into a solution to be able to have a line for after hours voicemail. Colleen will post notice of Call Center on website.
3. Mailing to owners - Rob briefly explained what is in the budget package for the upcoming fiscal budget that was just sent and to be on the lookout for them.
4. Motions for supplies - none
5. Correspondence - 2 letters of correspondence received and read. One from homeowner, Evelyn Santiago regarding security. She is concerned with the role of security and that we need to express to homeowners what they can and can not do. Adam put some bullet points together on the situation to hopefully better clarify what the roll of our "security" department is and some ideas for the future:

1. Act 235 governs entities who operate as a "Security" department / company.
  1. "Security" is the key word.
  2. "Enforcement" of rules and regulations by an internal branch of any association or entity is allowed without Act 325 oversight.
2. PFSPOA **standing** as a registered "Security" company (per the Act 325 Guidelines).
  1. PFSPOA is **NOT (and never has been) a registered "Security" company** per the Act 325 Guidelines.
  2. PFSPOA (in my opinion) cannot maintain this certification because it requires specific credentials of the managing personnel (board members) as well as the employees.
  3. PFSPOA board members cannot be expected to, AT ALL TIMES, maintain Act 235 credentials as the volunteers who accept this seated position are always rotating and typically not professionals in the required disciplines.
3. Scope of our "Enforcement" personnel
  1. Document PFSPOA members' adherence to the Rules and Regulations, deed restrictions and other covenants or governing documents that we accept when purchasing property and becoming PFSPOA members.
  2. Present citations for infractions of the above.
  3. Patrol the association for the purposes of:
    - i. Inspecting properties for mischief, vandalism, suspicious conditions or activities and communicate them with the owners (Protecting our assets)
    - ii. Observing each property in search of New Construction activity
    - iii. Observing each property in search of adherence to Landscape and Lot clearing conformance
    - iv. Observing each property in search of Fire hazards
    - v. Documenting overall adherence to Governing Regulations
    - vi. Bearing witness to vehicular or behavioral infractions and document the activity appropriately
    - vii. Etc.
  1. Monitor Camera / Recording devices when concerning conditions are prevalent
  2. Act as a regulatory figure when public activities are being held (IE: events, parties etc.)
4. Hours of Operation & Budget:
  1. Budget issues have changed the volume of hours available for use
  2. Previously, staggered and varied shifts were scheduled
  3. Currently, shifts are scheduled for "sunlight" hours – to be able to see items described in section 3.C above
  4. With an expanded budget, more ours would be available for evening shifts and added personnel
5. **PROHIBITED ACTIVITIES** of the Enforcement Personnel
  1. Due to lack of credentials, certifications and standing as an officially recognized "Security" department / company, the following activities are prohibited:
    - i. Traffic stops
    - ii. Radar use
    - iii. Apprehensions
    - iv. Engaging in domestic conflict resolution
    - v. Engaging (in any way at all) with ANY individuals who are breaking Federal or State Governed Statutes.

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In short, if there is an activity, outside those listed in the rules and regulations that you wish to have either investigated or stopped, CALL 911. That is the entity who governs this activity. Outside of that, Crime Watch is allowed and can be continued but Enforcement will not play a role in this activity for liability reasons (the line gets too easily blurred).

Adam will follow up with the homeowner with these points via email. Some other discussion ensued before reading the second letter of correspondence. The 2nd letter was from homeowner Abe Jardines regarding the new rule of tree trimming the 5ft on the street side of your property and how he believes it is the responsibility of the community to do that. He was also concerned about the rule change about handheld fireworks being allowed and the possible fire concerns. Adam clarified that large fireworks and explosives are prohibited. It's only the small handheld sparklers and little ground ones that are allowed. That also goes back to our lawyers statement of "if we have a rule, we need to enforce it." Rob replied about the 5 ft frontage trimming and how we are maintaining it, but the intent of the rule is to have aid from community members and to reduce the cost in the future. Adam suggested we remove the trimming from the R&R, more discussion ensued as well as reading over our deed restrictions. A decision was made to table the tree trimming discussion and decisions for a later date.

6. Other new business - none

Meeting Adjourned - Motion: Adam - 2nd: Colleen at 10:29pm