

# Directors' Meeting Minutes **MAR 2020**

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**Mar 19, 2020 / 7:00 PM / Virtual Meeting due to COVID-19**

**Call-in:** (515) 606-5870; **Access Code:** 409208#

**Online Link:** <https://join.freeconferencecall.com/pfspoa>

## OPENING

- Pledge of Allegiance & Moment of Silence for the lives lost from COVID-19 and those yet to be lost
- Roll Call - **Directors Present: President-Carrie Strohl, Vice President-Anna James, Secretary-Jessica Knoll, Treasurer-Dawn Wolset, Rob Renode, Julie Renode, Adam Kochanski, Colleen Rini, John Wolset, Kathy Plebani. Directors Not Present: Rob Sweeney.**
- Greeting
- Reading of the Minutes (Feb 2020) - *Jessica K. motioned to waive the reading of the minutes and to approve the minutes as presented, Anna 2<sup>nd</sup>. Motion Passes Unan.*
- Treasurer's Report - **Dawn Wolset: copies for review email to everyone prior to meeting.**
- Payment of Bills - **Dawn Wolset: Hard checks and amounts were noted. Online payments and amounts were noted. Colleen questioned our YTD Actual expenses vs. our Budget and is concerned about going over the yearly budget for March. Dawn & Rob both explained that it was expected and was also why we restructured for the new year's budget. Rob also pointed out that there is about \$18k included in those totals that will not be paid till the new budget year. Dawn explained that NEPA reports at an accrual basis so that's why it is listed. Rob asked for the \$18k to be removed from this report since it has not yet been paid.**

## OLD BUSINESS

- Pool Rules (Kathy) - **Took the R&R, last year's rules, and the recommendations from Laura (with the insurance co) to make new rules form for homeowners to sign. We will keep the signed copy in the office and they will get a copy. Carrie asked how we will handle people that can't make it during business hours. We will make arrangements with BOD who can make it in at a convenient time or with security. A few suggestions for wording changes were made and accepted. A suggestion was also made to add wording at the end to put the responsibility on the homeowner to inform guests of the rules (similar to the wording currently in R&R regarding traffic and speed limit rules. Adam suggested that we add wording stating that a copy of the rules will be at the pool. Julie asked about 16 years vs 12 years old allowed at the pool. Rule #3 is different than it has been for many years. Kathy will look into it with Laura from the Ins co to see if we can keep the younger age.**
- Phone system in the office (Rob/Dawn to get together) - **No update. Our current 4G Verizon phone service needs to be updated as well as the need for new phones capable of the new service. We have 2 separate issues. One being needing a service amplifier and the other being new phones. Rob suggested we pinpoint what we are looking for in a new phone and get quotes ready for the BOD to look at. Currently we have the ability for call forwarding but need new phones for transferring calls. Rob & Dawn will contact Verizon.**
- Call service

- Vendor/NEPA management update - **Rob: The relationship has taken a positive turn in recent time. Making a lot of progress with productivity & communication.**
- Policy for Disposing of Items - **Anna: Started with Mary Ann then with Susan and someone needs to review. We currently do not have an asset management system. We voted back in December to abolish the current policy and nothing has been in place since. Rob mentioned that we need someone to take on the task of creating a new policy. Colleen, Dawn, Rob, & Adam will get together virtually to work on it March 28th @9am.**
- Document Retention - **Anna: Waiting on a clear copy from our lawyer. Rob will email Carrie & Anna what needs to be asked of from our lawyer, We need to find out what retention regulation governs us so we can follow their guidelines.**
- Computer for office - **We currently have one quote for various pieces of technology and are waiting on 2 more quotes so we can replace our computer system soon. Rob suggested we go online & get a quote. Colleen will take the info from our current quote and price it out online and through Best Buy.**
- Firewise meeting - **Anna: He said he would let us know when he could attend one of our meetings. Currently on hold with COVID-19 restrictions. Anna spoke with Joe Bartosh and he said that we can get updated signs with the current year. Trish already requested the new signs, but no update so far.**
- Emergency Action Plan - **Rob Renode motioned to approve the Emergency Plan as presented with various changes as discussed, Dawn 2<sup>nd</sup>. We made various changes to be updated. Discussion also included the fire sign on 903 as well as the one we have in our window and whether or not it should be part of our requirement or if we should use the call center. Adam pointed out discrepancies between firewise and R&R pertaining to lot clearing and underbrush. Motion Passes Unan.**
- Officer restructure - **Carrie: Tabled for next meeting.**
- Other old business?

## **DIRECTORS' & COMMITTEE REPORTS**

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

**Dawn proposed that due to time and the fact that we are meeting virtually, that we skip unnecessary committee reports this month.**

1. Communications (Newsletter & Website) - **Colleen: Please look at the schedule for the newsletter.**
2. Recreation - **Julie: All recreation events are postponed until further notice. Carrie suggested that we find a way to do some virtual things. Julie Renode motioned to use some recreation budgeted money up to \$750 to update and better the clubhouse, Jessica Knoll 2<sup>nd</sup>. Julie is looking to get some nice items like a chair, a table for the corner and some more seat cushions for people to sit on during the meetings and events. Motion Passes with 3 abstentions.**
3. Pools - **Kathy: skipped**
4. Maintenance - **John: Pool lights were installed and are working at Leslie Lane pool.**
5. Rules & Regulations - **Rob R: no updates**
6. Roads - **Rob S: not present**
7. Building & Planning - **Adam: Nothing to report currently. Active time is coming soon.**
8. Public Safety - **Adam: Citations will be updated next month.**
9. Operations - Collections Next Steps - **Rob R: A lot of progress has been made this month with multiple payments and payment plans made. NEPA is extremely excited & has helped us retrieve more money than expected from one account. Trish has been a huge asset in this effort. Phase 2 to roll out soon. Phase 3 hopefully will automate our process through NEPA & TOPS.**

## NEW BUSINESS

1. Violations/Citations - **Adam: 4 citations being disputed via board contact form. No homeowners present to dispute. 1 Shed, Treadway - Decision: Adam motioned to waive the fee, Anna 2<sup>nd</sup>. Motion Approved with 2 abstentions. 1 Warning notice, Koch - Decision: Rob R. motioned to remove from file, Jessica 2<sup>nd</sup>. Motion Approved with 1 abstention and 2 nays. 1 New Construction, Guyer - Decision: Adam motioned to remove the citation fee but must pay permit fee, Jess 2<sup>nd</sup>. Motion Approved with 3 abstentions. 1 Reckless Driving, Spinelli - Decision: Adam motioned to remove the citation, Anna 2<sup>nd</sup>. Motion Denied with 1 abstention and 1 yay.**
2. Speakers - **None**
3. Electronic Votes Since last meeting
  - a. Insurance vote - **Rob R. motioned to approve the new PFSPOA Insurance Coverage starting for the upcoming period, at an annual rate of \$25,353, Dawn 2<sup>nd</sup>. Motion Approved with 2 abstentions.**
4. Motions for supplies- **None**
5. Correspondence - **Penn Kidder After School Ministerium sent a notice, but it doesn't apply anymore since schools have been closed.**
6. Other new business -
  - a. **Dawn: NEPA wants to put PPI, Verizon, PTD and the copy company on autopay. Rob R. motioned to autopay our bills in conditions created (if necessary) on a spreadsheet of up to a voted upon amount and what to do if not approved, Dawn 2<sup>nd</sup>. Motion Denied with 1 abstention.**
  - b. **Cintas requested we add an inspection on our Exit signs to our yearly fire extinguisher inspections for a fee. This was discussed last year and deemed unnecessary as long as maintenance is checking them on a regular basis. Trish will respond that we are not interested at this time.**
  - c. **Kathy asked if there is any news on the speed bumps. Carrie said we need a proposal from Rob S. and we need to look at our budget.**
  - d. **Adam mentioned that due to Governor Wolf's stipulation of non-essential businesses we need to look into our maintenance, security and office personnel. We read over his chart and we are ok to continue having them work under Professional and Business Services: Services to Buildings & Dwellings, Investigation & Security Services, and Facilities Support Services.**

Meeting Adjourned - Motion: Jessica - 2nd: Anna at 10:33pm