

Penn Forest Streams Property Owners Association
Directors' Meeting Minutes April 2021

April 15, 2021 / 7:00 PM / Virtual Meeting Only (Zoom)

Topic: Monthly Board Meeting Time: Apr 15, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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Meeting ID: 869 6659 5309

Passcode: 794056

One tap mobile

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OPENING - Meeting began at 7:03 pm

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present: President-Rob Renode, Vice President-Anna James, Treasurer-Dawn Wolset, Secretary-Jessica Knoll, Julie Renode, Adam Kochanski, Colleen Rini, John Wolset, Kathy Plebani, Michael Klapac, Nathan Hassler, Carrie Veil.**
- Greeting - Rob
- Public Comment - none
- Reading of the Minutes (March 2021) - **Jessica motioned to waive the reading of the minutes and to approve the minutes as presented, Dawn 2nd. Motion Passes with all in favor. Anna asked that HO be written out to read "homeowner" for the future. HO will no longer be abbreviated.**
- Treasurer's Report/Payment of Bills - **Dawn: Hard checks and amounts were noted. Online payments and amounts were noted. Dawn read account balances. Rob asked Trish to contact PPL on Monday about the entrance light not working.**

OLD BUSINESS

- Electronic Votes since last meeting - none
- Vendor Management - Michael: **One presentation coming up on April 22 @ 6pm. Still scheduling with the other vendor. If the board or any homeowners have any specific questions, please email him or the office and he will add to his list to ask.**
- Legal Review: Property Bundling pending – Rob: **In regards to the original declarant with the 57 lots, a new document doesn't have the wording that they have original declarant rights, but the lawyer still perceives that they do. They are looking to find options on how we can move forward with the best interest of the PFSPOA and the property owners as a whole.**
- Long Term Reserve Study – Colleen: **We are now contracted with Bustamante. We are still getting them the final info that they require. Some questions were asked and either answered or tasked to someone. Bustamante will be doing their physical visit in May, have their draft to us for the June meeting, and final review and a vote will be ready at the annual meeting.**
- Annual Meeting/July 2021- Colleen: **Colleen is working on the slide show. Director's verbiage for their slides is due by the end of May. Rob mentioned needing a bylaw changes committee since a few changes needed have come up during the year and to also find out if homeowners have any ideas for changes as well. Rob asked Rob Lee if he would be interested in being the chair of the committee and gave him some time**

to think about it. Anyone else in the community in good standing who would like to join the committee, please reach out. We are still waiting on final numbers allowed at the firehouse for the meeting. Dawn is finding out who is interested in running for officer positions and directors that are due to be elected this year. Julie confirmed that 2pm is still a good time to start the BBQ being that we need time for the meeting and to come back from the firehouse to the clubhouse.

- Distribution of Access Cards – Adam: Card programming device will be installed in AOM office on 4/19. Once ready, Trish will need some volunteers to start distribution during business hours. Volunteers will help verify gov't issued ID, get signatures on the packet, and help to demonstrate card use. Colleen suggested we post the packet on the website for people to read in advance due to it's lengthiness. Rob noted the need to test our e-Sign software for readiness for the property owners who can't get into the office. Cards will still need to be physically picked up in the office either by the property owner themselves or by someone else with a signed proxy form. If cards are not picked up, they will be kept in their file.
- Adjustment of trimming rule and fireworks - Homeowner Rob Lee noted his hesitancy with the wording of the rule pertaining to fireworks. After some discussion, we settled on wording. *Adam motioned to approve the updated 7.5 wording of the rule pertaining to fireworks to read as follows "No one shall detonate or set off aerial fireworks or explosives. Non-explosive ground display and handheld sparklers are permitted so long as a hose and proper waste disposal receptacle are nearby.", Julie 2nd. Motion Passes with 11 yes, 1 abstention.* Rule 9.8.3 regarding tree trimming along the road is being presented with new wording which encourages property owners to help trim the trees and brush along the road near their property to help soften the cost to the development in the future. *Adam motioned to approve the updated 9.8.3 wording of the rule pertaining to tree trimming along the road to read as follows "a) The 5' road frontage of all properties should be cleared of trees and brush and maintained accordingly. The Association requests members to help maintain this area to reduce Association expenditures. b) No branches or brush shall be allowed to encroach upon the roadways or 5' road frontage of the Association. Members should take the initiative to reach out to maintenance requesting assistance if they observe the encroachment of brush/trees into the frontage and/or roadway and are not able to address the issue themselves.", Dawn 2nd. Motion Passes with 11 yes, 1 abstention.*
- Other old business? Rob asked that we add "Property Management Office" to our future agendas as an ongoing item. We have a lot of projects currently in the works in the community and we need regular updates and cost statuses. Adam went on to share his current project expense list from the budget compared to his updated expected project expenses. With all projects listed in the below chart, the projects projected expenses are over by about \$7,000. Rob noted that we have a single Project Expense budget and being that the Leslie Lane pool is a part of that, which will not be completed this year, we will still be essentially just using money from the Project Expense budget. *Adam motioned to approve the 4 project expenses discussed including all materials plus shipping tax and installation costs. Spreadsheet of items and cost will be attached in the minutes with funds to come from the Project Expense Budget, Anna 2nd. Motion Passes with 11 yes, 1 abstention.*
Image of discussed projects and materials:

	Budget	Actual	Variance
Access Control & Fence Gate - Lesile Lane	14500	17291	2791
3 HD cameras			
3 mounting boxes			
2 point to point antennas			
1 Nema enclosure			
1 POE switch			
1 64 channel NVR			
Gate closer, panic hardware, gate plate			
Electrical work, conduit, wire, fittings etc.			
19' pole			
trenching			
Security Camera System	5000	2416.25	-2583.75
Server rack			
TV monitor wall mount			
Office reader for card programming			
Complete remaining electrical install			
Install light - provided by others			
2 LED motion sensed lights	0	279.98	279.98
Basketball Clubhouse	4000	5936	1936
Basketball			
2 complete post and net assemblies		4186	
Install, excavation, asphalt removal, concrete etc.		1750	
Tennis court/Basketball Lesile Lane	5000	8085.9	3085.9
Tennis			
2 net posts with ratcheting tension wire		234.95	
Net		164.95	
Install, excavation, asphalt removal, concrete etc.		1750	
Basketball			
2 complete post and net assemblies		4186	
Install, excavation, asphalt removal, concrete etc.		1750	
Shipping & tax	0	1500	1500
	28500	33729.15	7009.13

Max 7000 variance from projected budget on the above 4 projects
Total project budget will balance within the total years project budget

All discussed projects are projected to be completed by Memorial Day.

DIRECTORS' & COMMITTEE REPORTS

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

1. Communications - Colleen: **Started newsletter for June. Solicited for ads. Rob suggested each board member try to get an advertizer as well.**
2. Recreation - Julie: **Saturday March 27th the Easter Bunny came to the clubhouse to meet and take pictures with about 30 kids. There was also an Easter basket raffle. Thanks to the volunteers for helping make it a success. Looking to maybe find someone to be in charge of some sort of Memorial Day festivity. Colleen mentioned that a homeowner is organizing a clean up day for Earth Day on April 23rd and that it might be nice to help promote it. John suggested supplying rubber gloves and garbage bags at the clubhouse for those that want them. Julie will prepare an email to share with the community to help promote the event.**
3. Pools - Anna: **We are waiting on the last written proposal to set up a meeting with that last vendor. Hoping to be able to make a decision by the next BOD meeting.**
4. Maintenance - John: **Routine maintenance: clean clubhouse, bathrooms, take all trash to transfer station. Installed the tennis court net at the clubhouse. Cleaned out the gutters on the**

clubhouse and the garage. Removed plow, cleaned and winterized and put it away till next season. Salt spreader was taken to Allentown for warranty work due to the vibrator not working and to have the salt box replaced due to crack. Serviced all lawn equipment to be ready for mowing and trimming season. Picked up trash at various locations which is an ongoing issue. An updated map has been provided showing the roads that are completed in blue for tree trimming and brush cutting. Trimming company reached out to us regarding an issue of residents adding brush and branches to their piles to be chipped.

5. Rules & Regulations - none
6. Roads - Nathan: Him and Adam will be meeting with Dante from Motola on 4/16 about road projects and potholes that need work. Adam noted that a geotechnical review from his associate will be done possibly next Friday. Adam asked John to have maintenance throw some modified in the pothole in front of 80 Panther Run Rd.
7. Building & Planning - Adam: 3 permits were approved and issued - 73 Panther Run Rd for a fence, 120 Penn Spring Dr for septic and lot clearing, and 50 Dilldown for tree removal.
8. Public Safety/Enforcement - Adam: 1 investigate conditions for people looking into a house and noises. 6 citations - 2 issued for a dog off a leash, 2 failure to stop at a stop sign, 1 lack of 911 emergency sign, 1 failure to notify of lot clearing.
9. Operations - Collections update - Rob: We are now in a new fiscal year so numbers from last year will be ready by next month, but projected income from collections for last year was definitely exceeded.

NEW BUSINESS

1. Motions for supplies- none
2. Correspondence - 2 letters written in from homeowners with concerns: 1. A letter from homeowner Todd Fowler was in regards to an issue with the property at 168 Wild Creek Dr being an eyesore with trash, cars and junk. Rob replied that we do enforce our rules to the best of our ability and issue citations for unsightly properties as per our rules and regulations. We do what we can to encourage our property owners to follow the rules. The other part of Todd's letter asked about political flags and flags that contain inappropriate language. Rob stated that while we have respect for his concerns, we also have respect for everyone's 1st amendment rights. Our township and county do not have rules or laws against them and neither do we. 2. The second letter is from homeowner Victoria Nichols who is having issues with her neighbor at 40 Pinoak Dr. This neighbor is acting irrationally with screaming, inappropriate language, blasting music from her vehicle, and speeding up and down the road. Security and the police have both been called previously and nothing has changed. Adam replied that unfortunately, the blasting of music is not occurring during quiet times, speeding will be enforced if caught, and that aggressive yelling and inappropriate language directed at the homeowner can have nuisance citations issued. We do what we can, but there isn't much we can do. Unfortunately, it is probably best to continue to document and contact the authorities to help the neighbor get the help needed to prevent this behavior in the future.
3. Other new business - none

Meeting Adjourned - Motion: Colleen - 2nd: John at 10:10pm