

Directors' Meeting Minutes **May 2022**

May 19, 2022 / 7:00 PM / Virtual Meeting Only (Zoom)

Join Zoom Meeting

https://us02web.zoom.us/j/82821111582?pwd=JdT7v4eQEoSBI9L0OEYUvCT9gR_mGu.1

Meeting ID: 828 2111 1582

Passcode: 023333

One tap mobile

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OPENING - Meeting began at 7:02 pm

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present: President-Rob Renode, Vice President-Matt Sulock, Secretary-Jessica Knoll, Julie Renode, Colleen Rini, Kathy Plebani, Michael Klapac, Adam Kochanski. Directors Not Present: Treasurer-Dawn Wolset, John Wolset, Heather Napoli, Seth Napoli.**
- Greeting – Rob
- Public Comment - none
- Reading of the Minutes (April 2022)- *Jessica motioned to waive the reading of the minutes and to approve them as presented in advance of the meeting via email and website posting, Colleen 2nd. Motion passed unanimously.*
- Treasurer's Report (Financials posted on website)– Dawn was not present, but Rob reminded all that our financials are online for review. Colleen questioned a few of the charges that have no description. Rob will look into getting descriptions, although most are labeled AR which means Accounts Receivable. Basically, they are internally processed transactions, not disbursements or credits. Rob and Adam both reviewed the Table of Contents of the financials we receive and also reminded all that the board members receive a lot more information than what we post online for property owners to review.

OLD BUSINESS

- Electronic Votes since last meeting - *Adam motioned to spend \$9,000 from the reserve fund for engineering firm to complete pool plans, calculations, and required stamp for permit approval at Leslie Lane pool, John 2nd. Motion Passed unanimously.*
- Speed Bump update – Adam is still waiting to hear from our solicitor about the speed bumps vs. speed humps.
- Status of Leslie Lane Fencing/Security/Paving - Adam mentioned the permit review is going to the township this week. We have the fence materials, and are waiting on permits for final completion.
- Rules/Policy/Procedures Project – Rob/Heather
- Legal Review: Property Bundling pending – Rob currently has no updates
- Status of Call Center – Rob currently has no updates
- Annual Meeting Plans - Colleen noted the chart of due dates and tasks to be completed. She reviewed the suggestions for bylaw changes and the rationale. Discussion ensued about

the following bylaw changes with the following underlined determinations.

- 4.6.2. The Board may declare a position vacant under the following circumstance:

4.6.2.1. When a board member submits resignation in writing to the President;

or 4.6.2.2. When a board member fails to attend two (2) consecutive board meetings for an unexcused reason; or 4.6.2.2.1. A board member may request to be excused from up to two (2) scheduled board meetings annually (April 1st – March 31). for the following reasons: illness, hospitalization, or death in the family, or other good cause as determined by the Board in its sole discretion

CHANGE: 4.6.2.2. When a board member is repetitively absent from board meetings and/or does not execute agreed upon operational responsibilities to the detriment of PFSPOA.

Do not add, but update the code of conduct.

- 4.8. Immediate Family: 4.8.1. Mother, Father, Grandmother, Grandfather, son, daughter, aunt, uncle, stepmother, stepfather, step grandparents, adopted children and great-grandparents

CHANGE: 4.8 DELETE OK

- 4.9. PFS POA Board of Directors Code of Conduct

4.9.1. All members of the PFS POA board of directors serve at the pleasure of the Penn Forest Streams property owners. In order to anchor the members of the board to the spirit and principles of the community, each board member is required to (a) sign the “PFS POA Board of Directors Code of Conduct” (referred to as “The Code” hereafter) and (b) adhere to the “The Code” at all times. Failure to adhere to the “The Code” will be governed by the PFS discipline policies and/or procedures and/or the PFS by-laws for “Removal from Office”.

CHANGE: 4.9.1. All members of the PFS POA board of directors serve at the pleasure of the Penn Forest Streams property owners. In order to anchor the members of the board to the spirit and principles of the community, each board member is required to (a) sign the “PFS POA Board of Directors Code of Conduct” (referred to as “The Code” hereafter) and (b) adhere to the “The Code” at all times. **In addition, members of the board are required to sign a Nondisclosure Agreement (ND Agreement) and an Acknowledgement of Receipt for Employee Handbook. Failure to adhere to the “The Code”, ND Agreement and/or policies outlined in the Employee Handbook will be governed by the PFS discipline policies and/or procedures and/or the PFS by-laws for “Removal from Office”. OK**

- 5.1. Election 5.1.1. The Executive Officers of the Board will be elected by the membership at the annual meeting. The Executive Officer positions are President, Vice President, Secretary and Treasurer. Only members in good standing may run for Executive Officer positions. Members interested in serving in an Executive Officer position must declare their interest by delivering to the office a written statement stating their desire to run for the position of Executive Officer and indicating the

position they seek; President, Vice President, Secretary or Treasurer. The written notice must be submitted to the office no later than May 15th.

CHANGE: no later than May 15th or a later date designated by the board and communicated to members. OK

- **ADD: 5.8 Board Member Duties**

5.8.1 In order to meet all the needs of the PFSPOA community, the eight non-officer board members are required to take on a operational responsibility, such as Roads, Pools, Building & Planning, Enforcement, etc., as deemed necessary by the board of directors at the Executive session outlined in 7.2.5. following the Annual Meeting. Do not add, but update code of conduct

- 7.4.4. The method of meeting notification is by means such as the website, newsletter, and bulletin boards, as reasonably timely and available.

CHANGE: 7.4.4. The method of meeting notification is by means such as **email, the website, newsletter, and bulletin boards, as reasonably timely and available. OK**

- Other old business?

- Katherine contacted the township about the property with only a shed on it and supplied the info she received to our enforcement department. We were notified that it would be removed. Rob suggested that we draw up a letter with a deadline for removal. Adam added that we should make sure to follow our Rules & Regulations with citations and legal follow-up if needed.
- The AED that we ordered will not be available until the end of July so we were recommended a different model that is slightly cheaper and will be available mid June. The AED/CPR class was discussed again and Kathy reported that it is a 6-7 hour class with a cost of \$40 per person with a 10 person minimum. It was decided to ask the community who would be interested in taking the class and that it would be a good idea to have a sign up sheet at the Annual Meeting. It was also noted that all of the parts to the AED have different expiration dates and that we will need to place it on a regular maintenance plan.

DIRECTORS' & COMMITTEE REPORTS

1. Communications & Marketing - Colleen reported no news besides the possible time frame difference with the newsletter and the Annual Meeting mailing.
2. Recreation - Julie announced a community wide yard sale in which permits are not needed on June 4th & 5th from 9am to 2pm on both days. Yard sale maps will be at all of the entrances and at the clubhouse the day before. She also spoke about the Zumba classes and some different location options that have been discussed.
3. Pools - Seth was not present, but Rob gave an update on the kiddie pool at the clubhouse which has been painted and filled. There is concern about it still leaking and Seth is working with maintenance to look into where the leak may be. The clubhouse pool will be open Memorial Day Weekend and you will need your access cards to get in. Owners that have not yet received cards can stop by the clubhouse during office hours to sign for them. Cards received last year are still valid. New cards will not be given yearly.
4. Maintenance - John was not present, but regular monthly maintenance was performed. Rob was happy to report that the non-residents who dumped the construction garbage have been caught and prosecuted and have reimbursed PFSPOA.
5. Asset & Project Management - Michael met with Rob & Heather about different project

related items. He found software that will help us to track our projects. He will send the board a link to look at it and provide feedback.

6. Compliance & Controls – Heather was not present.
7. Building & Planning - Katherine reported that 6 permits were issued: 1 new deck, 1 pool & fence, 1 yard sale, 3 lot clearing. 4 permits were not needed; 1 septic repair, and 3 tree cutting.
8. Roads - Adam is submitting permits for the asphalt work to be done at the Leslie Lane pool, courts, and parking lot area. A representative from Total Asphalt stopped in to discuss a new product they are using to extend the life of the surface of roads by about 5 years. It is environmentally friendly and it dries quickly. It would cost about \$400k-\$450k to do all the PFS roads. If we were to resurface all the roads, it would cost over \$2million.
9. Enforcement - Adam reported 2 Investigate Conditions: 1 call for an accidental security alarm, 1 call for 4 black bears on a resident's deck. 6 Citations were issued; 3 for tree cutting without a permit, 1 fire without a call, 1 building a shed without a permit, 1 unattractive nuisance.
10. Operations - Collections update - Rob currently has no updates besides the fact that more people than usual are paying their dues for this time of year. As of the end of our fiscal period in March 2022, 628 properties were in good standing leaving only 102 delinquent. of those 628 properties, 609 have a \$0 balance and 19 are on a payment plan.

NEW BUSINESS

1. Correspondence - There were 3 items this month;
 - One homeowner is concerned with garbage that ends up scattered all over an empty lot next to them. They aren't sure where the garbage is coming from, but are tired of cleaning it up. Reply: We will notify enforcement to investigate and issue citations if appropriate. Unfortunately, we can not go onto the property to clean it.
 - A homeowner is concerned about some lots recently excavated and now at a stand still. There are dug areas that are holding water, and the homeowner is worried about future insects. Reply: While we agree these are valid concerns, we aren't sure there is anything we can do. We do not have a rule or regulation stating how a member can grade their property. We can possibly have enforcement look into this and reach out to the homeowner and express concerns.
 - Anonymous letter received on behalf of a small group of senior homeowners that would like to see more 'income & expense' documents like the March 2022 financials listed on the website. Preferably for 2018 through 2022. They also added that they are excited about the progress of the community. Reply: How our financials have been reported has changed over time and this board has been posting the financials online beginning last year. Any property owner can go into the office and put in a request in writing to receive our financials minus any personal info of course.
2. Other new business - *Adam motioned to authorize RPM to provide an engineering evaluation report on the Leslie Lane Pool for \$1,000, Colleen 2nd. Motion passed with 8 in favor and 4 absent.*
Rob motioned to move the budgeted reserve funds totalling \$139,992.28 from the previous year budget into the deferred maintenance reserve fund, Adam 2nd. Motion passed with 8 in favor and 4 absent.