

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

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**June 17, 2021 / 7:00 PM / Virtual Meeting Only (Zoom)**

Time: Jun 17, 2021 at 07:00 PM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/88313410469?pwd=R003Rmo1eTZXbFIHdzgwcZBMU250dz09>

Meeting ID: 883 1341 0469 Passcode: 109518

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**OPENING-** Meeting began at 7:04 pm

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present: President-Rob Renode, Vice President-Anna James, Secretary-Jessica Knoll, Julie Renode, Colleen Rini, Kathy Plebani, Michael Klapac. Directors Not Present: Adam Kochanski, Nathan Hassler, Carrie Veil, Treasurer-Dawn Wolset & John Wolset only present for director updates.**
- Greeting - Rob
- Public Comment - **None**
- Reading of the Minutes (May 2021) - **Anna had a few grammatical changes that are reflected in the minutes already, just not in the minutes provided. *Jessica motioned to waive the reading of the minutes and to approve the minutes as presented, Anna 2<sup>nd</sup>. Motion Passes with 6 yes, 1 abstention, 5 absent.***
- Treasurer's Report/Payment of Bills- Dawn: **Hard checks and amounts were noted. Online payments and amounts were noted. Dawn read account balances.**

**OLD BUSINESS**

- Electronic Votes since last meeting - **There was an electronic vote to spend, not to exceed, \$1200 on the newsletter postage, printing and fees associated with the Newsletter notification. *Motion Passed with 8 yes, 1 abstention, 3 absent.***
- Vendor Transition - **Rob is developing a goodbye letter with the attorney. Michael provided a draft contract with Preferred Management for the board to look over before June 24th. It then will go for a legal review before signing. We will find out more info on actual conversion in the near future.**
- Legal Review: Property Bundling pending – **Rob is still looking to set up the lawyer with the property owners. This has been placed as not a high priority right now.**
- Long Term Reserve Study – **Colleen sent the draft on to all board members. Looking to set up a meeting with Bustamante to discuss changes and clarifications. The draft is fantastic and more detailed than we were expecting. Once it is finalized, we will make it available to property owners via our website. Currently looking to get something to capture the key summary to present to property owners.**
- Annual Meeting/July 2021 - **Colleen noted that the newsletter with suggested bylaw changes and proxy form is almost ready to go out. The suggested bylaw changes were mentioned and briefly discussed.**
- Project Management Office – **There are currently a lot of projects going on, and updates will be available after the Annual Meeting. PMO report will be posted online soon.**
- Mail Delivery Issue - **There have been no recent complaints except to ask homeowners to please retrieve packages ASAP after being delivered as they run out of boxes quickly.**

- Other old business?

## **DIRECTORS' & COMMITTEE REPORTS**

1. Communications - Colleen: Need help on Monday the 28th to get the newsletters out. ***Colleen motioned to accept logo #3 as the new PFS logo with use of the black and white version when appropriate, Jessica 2<sup>nd</sup>. Motion Passes with 6 yes, 1 abstention, 5 absent.***
2. Recreation - Julie: Nothing has gone on over the last month. We will be having the Annual Picnic at the pavilion after the Annual Meeting at 2pm. Keep checking your emails and unofficial facebook page for upcoming events. There has been some yard sale interest, and we are looking into the possibility of one in September. Purchased 3 new ceiling fans and poles for \$506 and we are waiting on maintenance to install them.
3. Pools - Anna: Clubhouse pool opened Memorial Day weekend. Various board members helped to supplement maintenance on testing the pool water. Maintenance has hired and trained a new employee and he will be taking over this coming Saturday. We have opened the gate closer to the playground so the bathrooms are open and accessible at all times. Will be placing signs on doors to please close them to keep animals out. Pool hours are 11am-8pm.
4. Maintenance - John not present for meeting. We currently need some electrical work done on the pavilion to get the appropriate certificate of occupancy. ***John motioned to accept the attached estimate from Frantz Electric for up to \$1,800.00 to rectify our out of code electrical situation at the pavilion by the Annual Meeting, Anna 2<sup>nd</sup>. Motion Passes with 6 yes, 1 abstention, 5 absent.*** Anna stated that she got a copy of our certificate of occupancy for inside the clubhouse which is 81 people.
5. Rules & Regulations - no updates
6. Roads - Nathan- no updates, Nathan & Adam not present
7. Building & Planning - Adam - no updates, Adam not present
8. Public Safety/Enforcement - Adam - no updates, Adam not present
9. Operations - Collections update - Rob noted that we had 1 settlement since last month, 1 home sold (collected over \$3,300) and \$5,000 in another settlement. We are on course for our projected collection amount. Will have an actual number for the Annual Meeting. We currently have a \$10,000 budget for collections. Possibly looking for a \$30 assessment to property owners to process all debtors into the legal system.

## **NEW BUSINESS**

1. Motions for supplies - None
2. Correspondence - Letter from property owner, Jan McCole about teens banging on doors late at night. Property owner, Evelyn Santiago had also reached out to Anna to let her know of the situation as well since other homeowners are concerned about the same. Jessica mentioned a few people had commented on it as well on facebook. Other developments such as Bear Creek Lakes are also having the same issues. Unfortunately, we do not have enforcement to deal with this situation. Rob suggested that a homeowner or two step up to reinstate and run Crime Watch for exactly these situations. It was also asked in Jan's letter for assistance in installing some sort of security cameras or another form of security to help her feel safe. It was suggested that she reach out to local tech companies to help her with her needs. Jessica offered to post on the unofficial facebook page asking for "tech savvy" individuals to offer help to those that need it.
3. Other new business - None

Meeting Adjourned - Motion: Jessica - 2nd: Anna at 9:02pm