

Directors' Meeting Minutes August 2021

August 19, 2021 / 7:00 PM / Virtual Meeting Only (Zoom)

<https://us02web.zoom.us/j/81590214698?pwd=akx0RIN0bGRycitnZ1ZyOXVKeWJBdz09>

Meeting ID: 815 9021 4698

Passcode: 615780

OPENING- Meeting began at 7:08 pm

- **Pledge of Allegiance & Moment of Silence**
- **Roll Call** - Directors Present: President-Rob Renode, Vice President-Matt Sulock, Treasurer-Dawn Wolset, Anna James, Julie Renode, Adam Kochanski, Colleen Rini, John Wolset, , Michael Klapac.
Directors Not Present: Kathy Plebani, Jessica Knoll, Heather Napoli
- **Greeting** - Rob reflected on the annual meeting and mentioned the good dialogue between the board and members attending. Two of the bylaw changes did not pass: 1) proposal to remove the \$25 cap on annual increases in dues and 2) to raise the 2022-23 dues to \$800. He also welcomed our new directors, Matt Sulock (also elected to VP) and Heather Napoli. Michael Klapac was also formally elected after serving by appointment since January of 2021.
- **Public Comment** - None
- Reading of the Minutes (June 2021) - Colleen motioned to waive the reading of the minutes and to approve the minutes as presented, Dawn 2nd. Motion Passed unanimously.
- Treasurer's Report/Payment of Bills- Dawn reported for June and July: Hard checks and amounts were noted. Online payments and amounts were noted. Dawn read account balances.

OLD BUSINESS

- Electronic Votes since last meeting - None
- Annual Meeting / Next steps
The board presented a compelling funding presentation based on the reserve study conducted by a third party. The proposed bylaw change to remove the \$25 cap on dues increases was not approved by members. In addition, the proposed \$800 in dues for next fiscal to better align us with our funding needs was not accepted.

Next steps:

- ✓ Colleen will draft a letter to outline the case for increased dues next fiscal year that will go out to all members. Board members will review prior to mailing
- ✓ Rob will send modified slides to attach to the letter that support the argument to increase dues
- ✓ Adam will create financial options to propose based on cost vs. services
- ✓ A second all-member meeting for 2021 is tentatively planned for Saturday, October 9, 2021 at the firehouse to vote on these options

- Vendor Transition –
Michael reported that the transition to Preferred Management Associates from NEPA (current fiscal management company) is going well. The system conversion is expected to be seamless. Michael will work with both companies to determine who will pay bills mid-September to the October 1st conversion date. PFSPOA will be switching to First National Community Bank. Mid-September PMA will be sending a letter introducing themselves to all PFS owners.
- Legal Review: Property Bundling pending
Rob indicated there is no update as of this date.
- Project Management Office
Rob introduced the new function of a project management office that will be dedicated to asset and project management across all areas of PFSPOA operations. Michael will be taking this role. Project management status will be posted on the website in the near future.
- Other old business - none

DIRECTORS' & COMMITTEE REPORTS

1. Communications – Colleen: Colleen presented new signage with our new logo for all four entrances and the sign on the clubhouse. There were two quotes. The best quote was from Williams Signs for \$2270. Design options were shown in white and beige. The members preferred the beige option. We will hold off on making this purchase until further in the fiscal year to determine if we can support this unbudgeted expense.
2. Recreation – Julie has scheduled a Back to School Auction for August 24th and a Community Yard Sale for September 11th. A communication will go out to members tomorrow, August 20th.
3. Pools – Anna: New pool entrance process with no lifeguards has been working well. Parents seem more observant of their children's activities and members have been seen helping out with skimming, etc. The pool will close after Labor Day on September 6th.
4. Maintenance – John: reported routine maintenance, including repair of picnic tables and preparation of the courts for repairs. The Ford F350 mirror and antenna will be repaired next month for \$452.51. The full-time person hired to support maintenance withdrew his acceptance, so we are again looking for a full or part time person. Trish has posted on Indeed and John will review previous applicants.
5. Rules & Regulations – no updates
6. Roads – Adam: Monday, August 23rd, Motolla's Paving will begin work at the clubhouse to sealcoat the basketball and tennis courts, install an asphalt overlay and new striping, including the relocation of the bus stop near the Pavilion. Parking stalls will be brought up to compliance with state code. Jeans and Porter mailbox areas will also have asphalt repairs to ensure safety. Leslie Lane courts/fencing will have repairs done next year due to the severity of the problems and the cost of necessary repairs needed. The above work totals \$35K. Adam made a motion: Performance of all items in the Motolla quote presented, as well as an additional repairs/striping not included in the quote for the clubhouse area not to exceed an additional \$5K. Julie seconded. The motion passed unanimously.

7. Building & Planning - Adam presented the following report:

Permits not required				
Category / Month	April	May	June	July
Trench pipe		1	1	1
Replace deck			1	3
Dead tree removal	1	1	3	2
Total	1	2	5	6

8. Public Safety/Enforcement – Adam presented the following report:

Incident reports				
Category / Month	April	May	June	July
General assists	2			
Investigated conditions		1		2
Investigated persons				1
Total	2	1	0	3

Citations				
Category / Month	April	May	June	July
Unlicensed vehicles	6	1	1	
911 signs	2	1	1	1
Tree cutting	3			2
Burning	3			
Stop Signs	1			3
No permit			2	1
Camper				1
Dog off leash			1	
Unattractive nuisance		10	8	
Total	15	12	13	8

9. Operations - Collections update – Rob reported we have received \$35K in back dept.

NEW BUSINESS

1. Board Operating Assignments – Rob

Board assignments for the coming year are as follows:

- Compliance & Controls – Heather Napoli
- Asset & Project Management – Michael Klapac
- Building & Planning – Kathleen Plebani
- Enforcement & Security – Adam Kochanski
- Pools – Anna James
- Marketing & Communications – Colleen Rini
- Maintenance – John Wolset
- Events – Julie Renode
- Roads – Adam Kochanski

2. Review of PFS property assets for possible sale

Colleen discussed the four PFSPOA properties owned by the association for possible sale. It was determined that the two larger areas will be added to the project list for future development as recreation areas of some type. The other two lots will not be sold due to rigorous process to sell an association asset.

3. Motions for supplies - none

4. Correspondence - none

5. Other new business

- Adam motioned to delay the mailbox covers/parking improvements at Jeans and Porter to next fiscal year. Instead utilize funds to repair fencing of basketball court at a cost of \$6,152. Julie seconded. The motion passed unanimously. Dawn agreed to head an effort to do the legwork necessary to perform the mailbox covers/parking next fiscal year. That includes securing agreements for right-of-way on affected properties, permitting, and/or purchase of property to accomplish upgrades. Needs to be done by the budgeting process this fall.
- Julie made a motion to purchase a new pool table. It was decided to search for a used slate pool table in good condition. Board members will all help find the right table. Adam and Matt will assist in pick up from seller.

Meeting Adjourned - Motion: Colleen - 2nd: Matt at 10:40 pm