

Directors' Meeting Minutes January 2022

January 20, 2022 / 7:00 PM / Virtual Meeting Only (Zoom)

Join Zoom Meeting

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Meeting ID: 895 3501 8537

Passcode: 390108

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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, Treasurer-Dawn Wolset, Julie Renode, Adam Kochanski, Colleen Rini, John Wolset, Kathy Plebani, Michael Klapac, Seth Napoli.** Directors Not Present: Heather Napoli
- Greeting – Rob thanked everyone for joining.
- Public Comment - none
- Reading of the Minutes (November 2021) - *Jessica motioned to waive the reading of the November and December minutes and to approve them as presented, Julie 2nd. Motion Passes unanimously.*
- Reading of the Minutes (December 2021) -see above
- Treasurer's Report– Dawn noted that the treasurer's report is on our website. Colleen mentioned that the totals on the income & expense report don't seem to add up. Appears to be a simple error in cell programming of equations. Dawn and Trish will look at it, and talk to Preferred Management in the morning to get it straightened out.

OLD BUSINESS

- Electronic Votes since last meeting - none
- Rules/Policy/Procedures Project – Rob/Heather - Heather not present
- Legal Review: Property Bundling pending – still on hold
- Other old business? - none

DIRECTORS' & COMMITTEE REPORTS

1. Communications & Marketing - Colleen didn't have much to report besides noticing our google calendar on the website just says "busy" instead of the event taking place. Rob will look into this tomorrow.
2. Recreation - Julie stated that while there is nothing planned in January, there is a Valentine's gnome painting scheduled for Wednesday, February 2nd at 5:30pm. \$30 to be paid to the instructor that night. The instructor is also offering a virtual option for those that can't make it in person for only \$15. A supply list will be provided for you to get your own supplies for the virtual option.
3. Pools - Seth reported that a new company has been found to do the water testing. It seems after a lot of phone calls that this company is the only option that is licensed in our

area. They are about \$1,000 more than we had budgeted. Rob asked to have them provide us with a contract for us to review and vote on. Adam reminded all that the contractor has been getting work done on the Leslie Lane pool despite the recent weather.

4. Maintenance - John reported routine maintenance; cleaned clubhouse, bathrooms, took all trash to transfer station, set up & cleanup for clubhouse rentals. A large pile of construction debris was dumped in the field on 903 that we cleaned up and took several trailer loads to the Tamaqua dump station. Police were contacted and the investigation is still ongoing. Went to Lowes and purchased 3 more interior doors and hinges to continue with the door replacement project inside the clubhouse. Went to Allentown to purchase a new vibrator motor to replace the one in the salt spreader that stopped working. Replaced the cutting edge on the plow that was worn out. Plowing & salting or pre-treating roads done on several occasions to keep roads clear.
5. Asset & Project Management - Michael has been working on a list of projects going on currently, but would like to get together with Rob to see how we would like to track them.
6. Compliance & Controls - Heather not present
7. Building & Planning - Katherine - 1 permit for new construction was issued.
8. Roads - Adam - working on getting final measurements and ideas from the board soon. Tennis and basketball courts planned in May along with some other planned work as well.
9. Enforcement - Adam - 1 investigate condition: open shed-homeowner instructed to close. Citations issued: 1 fence without a permit, 1 missing 911 sign, 1 for lot clearing and shed construction without a permit and without a primary residence on property. Ongoing follow-up situations: Unattended large fire - received report from the fire marshall. Construction debris dumped - no updates. Once the snow season slows down, we will begin cross training our maintenance staff in enforcement.
10. Operations - Collections update - Rob reported that while he doesn't have exact numbers in front of him, there are a few large collections accounts we received money from since the holidays. Large amounts including approx, \$20k, \$7k, and \$13k as well as a number of smaller payments as well.

NEW BUSINESS

1. Correspondence
2. Other new business *Julie motioned to purchase a new VIZIO 70in smart TV and wall mount for up to \$850.00, Jessica 2nd.* Julie explained that several property owners have mentioned wanting to utilize our clubhouse to watch tv, sporting events and movies, and can't due to the old antiquated tv currently in the clubhouse. *Motion Passes unanimously.*

Adam noted the importance of us having a budget management session scheduled towards the end of the fiscal year to see where we have differences of budget to actual. A few small projects could use the funds allocated to them. Kathy asked how often our call center is utilized. Rob replied that it isn't used as much as we thought it would be. There is the possibility that the 2 different numbers for the office and security could be affecting the situation or the simple fact that we are a lot more diligent with treating the roads and it is not needed as much as it was in the past. We will look into this further. Rob mentioned that we are close to having the budget and capital improvement letters and info ready to mail out to property owners.

Meeting Adjourned - Motion: Rob - 2nd: Adam at 8:01pm