

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

October 21, 2021 / 7:00 PM / Virtual Meeting Only (Zoom)

Join Zoom Meeting

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Meeting ID: 871 9068 1483

Passcode: 791945

One tap mobile

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OPENING

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present: President-Rob Renode, Vice President-Matt Dullock, Secretary-Jessica Knoll, Adam Kochanski, Julie Renode, Colleen Rini, Kathy Plebani, Heather Napoli, Michael Klapac. Directors Not Present: Treasurer-Dawn Wolset, John Wolset.**
- Greeting – **Rob informed the board and property owners that Anna James (pools director) resigned from the board and thanked her for her time on the board. Everyone wished her good luck in her future and in her move.**
- Public Comment - none
- Reading of the Minutes (September 2021) ***Jessica motioned to waive the reading of the minutes and to approve the minutes as presented, Colleen 2nd. Motion Passes unanimously.***
- Treasurer's Report – **Dawn was not present. Rob informed everyone present that all of our meeting documents are available on our website to view and that we will give a high level update in the future. Hard checks with amounts as well as online payments and amounts were shown on the screen for all in attendance to see. Rob read account balances and explained the differences in account transfer from NEPA to Preferred Management. We will have the full funds in one bank for next month.**

OLD BUSINESS

- Electronic Votes since last meeting - none
- October 9th Members' Meeting Debrief/Next Steps - **Jessica Knoll gave a recap of ballot totals and motions, none of which passed. Rob noted that we had a great turnout as well as a lot of proxies. We learned a lot at that meeting with lots of great ideas, opinions, and suggestions. Due to the vote results, we have come to the conclusion that people would rather not have an increase in dues and would in direct result accept lower quality assets and services. We are entering budget season and hope that just as many people show up to have their voices heard and help us with the budget process.**
- Vendor Transition - **Michael stated that the feedback so far from the office manager has been positive about our new fiscal management company, Preferred Management. It has been a very professional and smooth transition. Adam asked when we should expect to receive the remaining funds from our account from NEPA. Rob stated that it is supposed to be by the end of the month.**
- Legal Review: Property Bundling pending – **Rob doesn't have much to report at this time.**
- Location of Jeans mailboxes - Dawn - not present
- Other old business? - none

DIRECTORS' & COMMITTEE REPORTS

1. Marketing & Communications - Colleen would like to mail the newsletter out the first week in January. She would like all material to be included in the newsletter, emailed to her by the end of this month. It was discussed whether or not people actually read the newsletter and if it is worth all the time and effort. Discussion ensued on points from both sides and it was decided to reduce the info in the newsletter to lighten the load with less content and pages.
2. Recreation - Julie notified everyone of a Paint Night scheduled this Thursday the 28th at 5:30. The Halloween party has been changed to October 31st from 5-7. We also have trick or treat that day in the development from 1-3. December 4th is the tentative date for the Christmas party. Please be sure to RSVP to all events via email.
3. Pools - Position is currently open. Pools have been winterized. Adam spoke with the pool company and they will not get as far as we thought in the fall. Adam is concerned about freeze/thaw conditions and will be meeting with him to determine liability if that is the case. Discussion ensued about the condition of the kiddie pool at the clubhouse. Adam and Matt will discuss it with John.
4. Maintenance - John - not present
5. Asset & Project Management - Michael will be sure to get together with Rob to make sure they are on the same page. A meeting was scheduled for 10am on 10/27
6. Compliance & Controls - Heather was able to meet with Rob and is currently reviewing the rules and regulations. She asked that we reach out and let her know if anyone has any ideas or concerns. Adam asked about operations and enforcement needing to create an operations manual. Colleen suggested we look at rules we can enforce as well as those we can not.
7. Roads - Adam mentioned that a new plow contract was signed by John and that all planned blacktop and potholes have been completed for the year. Discussion ensued about speeding and speed bumps. We received a quote of \$700 per speed bump which would also need additional signage as well. A few questions were raised for us to check with the lawyer about, as well as trouble areas and placement distance.
8. Building & Planning - Kathleen listed 3 total permits issued; 1 fence and 2 sheds. There were also 2 permits not required; 1 dead tree and 1 stair repair.
9. Enforcement & Security - Adam listed 1 investigate condition that was followed up on, a resident that was irate & disorderly in the clubhouse that will require additional follow-up. 1 citation was issued for shed construction, and 2 warnings were issued; 911 address sign, and fence with no permit. Citations will be issued if not completed.
10. Operations - Collections update - Rob noted that we have 4 long term debtors just under \$10,000 settled and 1 new payment plan. Adam will be meeting with Craig Rini about starting to file on collections accounts with the magistrate. Collections will be input by Preferred Management and a much simpler report will be given monthly.

NEW BUSINESS

1. Board Meeting Format (zoom/in-person) - Pros and Cons to both were discussed with the possibility of doing in person meetings with the zoom option. A tech person will need to set up the technology at the clubhouse every month for that to happen.
2. Scheduling of budget meeting - An executive meeting needs to be held prior to our budget meetings for employee discussions.
3. Motions for supplies - *Adam motioned to exhaust the remainder of the postage budget to purchase stamps before the cost goes up, Colleen 2nd. Motion Passes with 9 yes, 2 absent.*
4. Correspondence - Emails were sent from Property Owner Mario Scelsi about redirecting cameras to more useful areas during the winter as well as adding some dummy cameras and property under surveillance signs. He also suggested we put the security vehicle at the entrance. Adam stated that current cameras need to keep surveilling their current targets but we could always discuss adding more as the budget allows. To monitor roadways is always more of a cost due to data and power. Rob

suggested that we find a way to deputize property owners (with qualifications of course) to sit in the vehicle during off duty hours. We will follow up with our insurance carrier for the logistics. Another property owner who is renting the clubhouse asked if there was a way for us to leave out a vacuum cleaner for cleanup purposes. It was decided that it would be a great idea to leave one in the kitchen.

5. Other new business - none

Meeting Adjourned - Motion: Colleen - 2nd: Matt at 9:35pm