

Directors' Meeting Minutes **November 2023**

November 16, 2023 / 7:00 PM / Meeting (Zoom and Clubhouse)

OPENING- Meeting began at 7:04 pm

- Pledge of Allegiance
- Roll Call- **Directors Present: President-Rob Renode, Vice President-Matt Sulock, Treasurer-Dawn Wolset, Secretary-Jessica Knoll, Adam Kochanski, Julie Renode, John Wolset, Colleen Rini, Kathy Plebani, Seth Napoli, Robin Wright, Danielle Wojcik.**
- Greeting – Rob
- Public Comment - Danielle Wojcik stated that she noticed our monthly BOD meeting is on the 21st of next month and she is concerned that she is unavailable. It was expressed to her that she does not need to be at all meetings and as long as she notifies the president in time, it is considered an excused absence. It was also discussed that while we are aware of her hope to be able to vote on the budget, the budget needs to be voted on at the December meeting in order for us to get the appropriate notifications out on time to the property owners. Colleen suggested we move the budget to earlier in the agenda so Danielle can attend the beginning of the meeting and still be able to vote. Property owner Mario Scelsi questioned the plan for the speed monitoring devices now that they have been delivered. Rob stated that they have been assembled and are currently working on proper testing before installation in the near future. Mario also asked about information on the police activity in the community today. Rob reported that it was a domestic issue and was isolated to a specific residence.
- Correspondence- none
- Approval of the Minutes for October - *Jessica motioned to table the monthly minutes for an online vote on the 22nd of this month after minutes that were emailed last night have been reviewed, Adam 2nd. Motion Passed Unanimously.*
- Treasurer's Report (Financials posted on website)– Dawn noted that the financials are on the website and asked if there were any questions, which there were none.

OLD BUSINESS

- Electronic Votes since last meeting- none
- Speed Bump/Electronic Monitoring update – Adam reported that they are in the clubhouse and assembled. They are going to do proper testing prior to installation which will most likely occur after the Thanksgiving holiday. Once installed, monitoring will begin. Speed bumps will be installed early next season once paving can begin and data has been reviewed.
- Status of Leslie Lane Pool - Adam stated that we have the permit plans in hand. The info was sent to the pool company who has since reached out to the township to schedule inspections. We are aligned to restart construction ASAP in the spring.
- Community Watch – Property owner, Tom Kervic and co-chair James Beck held 2 meetings in November. DA Mike Greek, Det. Jack Soberick, and Dt Tim Wuttke DA were in attendance at one of the meetings. Tom is hoping for more property owners to attend these meetings. Various discussions took place including being aware of surroundings, asking property owners to utilize their property cameras when needed, enlisting property owners with law enforcement and military backgrounds to help expand our enforcement division (pending insurance and liability information) as well as looking into an app called Red Alert. It was also mentioned that Community watch signs at the entrances and exits of the community as well as around the community would be helpful. Jessica noted that we currently do have a number of those signs throughout the development. Further investigation into the count and placement of those signs will need to be explored. Tom also notified us of a few upcoming events in which he is hoping for our attendance: December 6th is a township meeting in which they are trying to put an LED sign at the Penn Forest Township Park, December 9th is a meet

and greet at Bear Creek Lakes to see and discuss how their community watch works, and our next Community Watch meeting will be held on Saturday, December 16th at 10am.

- Sale of two PFS owned lots – Rob asked that this item be removed from the agenda and moved to the list of things to take care of during our annual meeting planning sessions as we will need either a bylaw change or $\frac{2}{3}$ vote of quorum at the annual meeting to be able to sell these lots.
- Bulletin Boards – Dawn presented quotes from different companies and ideas for new bulletin boards. Discussion ensued on whether or not these new boards will fix the weather issues as the rain and snow can still get in between the sliding doors. It is believed it is bad/deteriorating wood that is causing the water damage and not the gap in the doors and these new boards are needed as the ones we currently have are at end of life. Dawn will contact the township to ensure permits are not needed as we are just replacing what is currently there. Rob also inquired about the cost difference between all new boards and posts vs. replacing just the top bulletin board portion and leaving the current posts in place. Dawn will look into those cost differences as well. Jessica will do the new lettering soon, which is not dependent on the new boards.
- Clubhouse Fence Repair – Adam reported that the fence around the clubhouse pools has been replaced and looks great. This item can now be removed from the agenda.
- Budget/Planning – Dawn is currently waiting on Adam's notes and changes from the last budget meeting as well as Seth's budget information. She reminded all that the next meeting is this coming Tuesday the 21st and all are welcome to attend.
- Annual Meeting Date - *Rob motioned to schedule the Annual Meeting on May 18th, 2024 at the Penn Forest Firehouse not to exceed 2pm, Adam 2nd. Motion Passed Unanimously with 11 in favor and 1 absent at this point of the meeting.*
- Other old business?

DIRECTORS' & COMMITTEE REPORTS

1. Communications & Marketing - *Colleen motioned to spend up to \$2,000 on the printing, mailing, and postage of the newsletter, Rob 2nd. Motion Passed Unanimously with 11 in favor and 1 absent at this point of the meeting.* Colleen added that she is working on getting the final updated bylaws posted online after just receiving the source document from Trish.
2. Recreation - Julie thanked the maintenance staff for their participation in the Halloween party/hayride on Oct 28th as it is always enjoyed. She also thanked those property owners who always help to make it a special night. Our community Trick-or-Treat was a huge success with over 50 homes participating on Oct, 31st. On November 30th, there will be a paint night with all ages welcome. It will be a gnome themed painting. On Saturday December 2nd at 10am there will be a Breakfast with Santa, and at 7pm an Adult Christmas Party. Please email events@pfspoa.org with your RSVP to best accommodate all who wish to be in attendance.
3. Pools - Seth had nothing to report other than the pools are closed and he is currently getting info ready for the upcoming budget planning sessions.
4. Maintenance - John spoke of normal routine maintenance, including cleaning the clubhouse and bathrooms (including pool house bathrooms), setup and clean up from rentals as well as storm incidents, cleaning up trash around the development, and taking all trash to the transfer station. Gutters were cleaned, both clubhouse and Leslie Lane pool bath houses were winterized, all of the old rotted wood/debris plus all accumulated trash was taken to the Tamaqua transfer station, various rust areas on our back hoe were sanded and painted, a chipper was rented and the brush that was stored on Cross Run Rd was chipped, John drove around to see if there was a better area to store all the brush we cut down and found 2 areas (one at the end of Cold Spring Dr and the other option would be the side of the field off Rte 903) which raise concerns of the appearance of an open invitation for more dumping in those areas since they have been high risk dumping areas in the past. Discussion went on about the best options. It was decided to store the brush off the back corner of the field on 903 and to mulch it monthly. John inquired about needing a permit to install a pole with a solar light to shine on the mailboxes at Porter Dr and Church Rd. Adam replied that it would not need a permit since it is considered a landscaping feature.
5. Asset & Project Management - Open

6. Compliance & Controls – Open
7. Building & Planning - Katherine reported 4 permits issued. 1 for a fence, 2 for lot clearing, and 1 new construction. 1 permit was not needed as it was for the removal of 3 dead trees.
8. Roads - Adam showed the updated road repair map and explained the proposed/planned repairs for next year.
9. Enforcement – Adam reported no conditions, but citations were issued for the following; 1 for having more than 3 detached structures on a property, 1 for unattractive nuisance, 1 for construction working past 6pm, 1 for building a porch/patio without a permit, and 1 was issued and removed after being issued for burning without calling as it was determined a call was made.
10. Operations - Collections update - Adam has no hard total dollar amount numbers to report right now, but we currently have 633 properties with absolutely no balance, 12 properties on payment plans, which brings us to 645 properties in good standing (88%.) Last year we closed the year out with 99 in bad debt, and we are currently (half way through the fiscal year) at 87. 15 of which owe this year only. Half of those 87 properties have been filed against and the rest are in the process.

NEW BUSINESS

1. Other new business - *Julie motioned to spend up to \$1,750 at Lowes on 80 black, padded, folding chairs for the clubhouse to come out of the recreation budget, Dawn 2nd. Motion Passed Unanimously with 10 in favor and 2 absent at this point of the meeting.*

Meeting Adjourned - Motion: Adam - 2nd: Dawn at 9:28 pm