

## Directors' Meeting Minutes **November 2022**

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**November 17, 2022 / 7:00 PM / Virtual Meeting Only (Zoom)**

### **OPENING** - Meeting began at 7:02 pm

- Pledge of Allegiance & Moment of Silence - Rob asked for a moment of silence for the recent college student shootings.
- Roll Call - **Directors Present: President-Rob Renode, Treasurer-Dawn Wolset, Secretary-Jessica Knoll, Julie Renode, Adam Kochanski, Seth Napoli, John Wolset, Heather Napoli, Kathy Plebani, Michael Klapac. Directors Not Present: Vice President-Matt Sulock, Colleen Rini.**
- Greeting – Rob thanked everyone for joining and for having understanding with his recent need to travel frequently and not be as available as usual.
- Public Comment - Property owner, Mario Scelsi asked various questions regarding the check register and recent spending due to his concern with the current economy and layoffs progressing to a possibility of property owners not paying dues. He is hoping some things can be put on the back burner to prevent a dues increase for this year. He also mentioned that he sent in a correspondence, but it was never received by the office manager. He brought to our attention that the July Draft minutes are not available on the website and the way the links are set up on the website are misleading and appear to only be the financials. Jessica stated that it should probably read "January Minutes - January Financials" instead of how it currently reads "January - January Financials" and she will email Colleen to ask her to make the adjustments. Mario also asked that we add a check register to our financials posted online. He proceeded to pinpoint a few expenses he had questions on such as the shredding company and if we can do it in house. Trish explained that the bill isn't normally that high. They were still sending the bills to NEPA and they didn't forward them to us, so we needed to catch up on months not paid. Another question about pool sample costs and the variation between them to which Adam pointed out the cost difference might be due to billing times and also multiple tests due to failed tests. He questioned the management company's bill being almost double in April, which was due to the fact that it was dues time and invoices were sent. He asked what Weebly is used for which Rob answered that we use it for our domain website, emails, etc. Mario also asked if we will be getting cameras at the new pool area on Leslie Lane to which Adam replied, yes, plus a light and camera at the mailboxes as well, but probably not until the spring due to resources and the economy. He went on to ask questions about the generator as well as insurance payments. Adam noted that most of Mario's questions are budget related and that we made a point that we were underfunded 2 years ago and with the current cost of living and economy increases we should be understandably increasing dues. Rob mentioned that "on time" payments have been increasing drastically over the last few years which has helped us to update our dilapidated assets. Adam and Rob collectively gave a lot of budget/expense info to explain reasoning. Adam finished the conversation explaining that having a shredding company and renting our copier helps reduce liability. Saving a few dollars isn't worth the risk. Property owner, Joe Bartosh brought up the lack of security and the speeding issue and how he doesn't feel that speed bumps will help reduce speed. We need the deterrent of a security vehicle. Rob explained to him that we do not have "security" we have a rules and regulations Enforcement officer which cannot pull people over or act outside of Act 235. We simply can't afford the type of security our property owners are hoping for. There are many different things we can do to try to prevent speeding, but the bottom line is, people

that want to speed are going to speed no matter what. Joe also questioned why there is no signage on the enforcement vehicle. Adam replied that we have been waiting to have the sign guy come out all at once to install the signage for the POA once we receive our permits for the entrance signage. Rob and Adam both stated that they would rather pay the extra installation fee for the vehicle signage to just get it done. Mario mentioned that he has looked into radar/speed signs and discussion went back and forth on what it costs and how it works. Rob asked Mario if he is willing to be the one to actually research, execute, react to the data, and enforce it. Property Owner, Bill Coles noted that if we keep record of trouble spots and times from that data, we can invite the local police in to issue tickets when needed which might help.

- Approval of the Minutes for October 2022 - *Jessica motioned to approve the October 2022 minutes, Dawn 2nd. Motion Passed with 9 in favor and 1 abstention.*
- Treasurer's Report (Financials posted on website)– Dawn noted that the financials are online and asked if there were any questions, to which, there were none.

## **OLD BUSINESS**

- Electronic Votes since last meeting - 1 electronic vote was held and reported: *John motioned to approve a spend of \$697.47, and not to exceed \$700.00 for the vehicle maintenance of getting 2 new tires, mounted and balanced, a tire rotation, and disposal of old tires for the F-350 maintenance truck. Using \$3906.18 from GL: 7220, \$300 from GL: 7550, and \$100.00 from GL: 6505, Rob 2<sup>nd</sup>. Motion Passed with 9 yes responses.*
- Speed Bump update – Adam will have more info in the spring. We are still waiting to hear from the solicitor.
- Status of Leslie Lane/Security – Adam stated we are next on their list and it should be completed soon.
- Status of Leslie Lane Pool - Seth - no updates
- Rules/Policy/Procedures Project – Heather - no updates
- Legal Review of Property Bundling – Jessica discussed the No Trespassing signs on various vacant properties through the POA with Joe Bartosh and the reason they were placed years ago was because people were hunting on those properties. Jessica suggested removing the bottom portion with our PFS POA info on it so as not to give the illusion that we own those properties and to avoid any confusion of liability. This line item can now be removed from the agenda for the future.
- Budget Meetings – Dawn, Rob, and Adam need to get together to build a 2023-2024 budget template once the YTD reconciliation is complete. Public budget meetings will begin at 6:30pm on Wednesday, November 30th on zoom and will continue on each Wednesday after until the budget is completed.
- Annual Meeting Date - The Annual Meeting for 2023 will be held on Saturday, July 15th at 10am at the PF Firehouse on 903. Trish will notify Preferred Management and our solicitor to plan to attend. Adam suggested moving the annual meeting to May or some other time closer to the fiscal year's start to reduce the need for a large quorum. Property Owner, Carlos Navarro asked about POA fee invoices. Rob explained the timeline and process.
- Other old business? - none

## **DIRECTORS' & COMMITTEE REPORTS**

1. Communications & Marketing - Colleen - Not present
2. Recreation - Julie - October 27th was the Jack Skellington/Sanderson Sisters paint night. October

29th we held a packed Halloween party and hayride. October 31st was rainy, but there was huge participation in our Trick-or-Treat night for both trick-or-treaters and those handing out candy. November 10th was a scarecrow paint night. December 1st will be our Christmas ornament paint night. December 4th is Breakfast with Santa. We are still looking into the adult Christmas party as the clubhouse is rented on Saturday the 3rd. Rob suggested we book the 1st Saturday of December every year for the Christmas parties.

3. Pools - Seth didn't have anything to report as the pools are closed for the year. Property Owner, Mario Scelsi asked about getting proof that we are ok to proceed with work on the pool and if the cost is going to increase or not. Adam assured him that the fact that we received the permit is proof that we can proceed with work. He also explained that the current engineered designs are at an inflated cost. He is working on getting them to a realistic point of structure vs. cost. Our original plans and price are locked in, but our engineered plans have some changes. If we proceed with those changes, the cost will surely change.

4. Maintenance - John spoke of normal routine maintenance, including cleaning the clubhouse & bathrooms, setup and clean up from rentals, cleaning up trash around the development, and taking all trash to the transfer station. The walls of our salt bay were extended up by 4 feet to accommodate more salt storage by not having to wait until almost empty before ordering another truck load of salt. Both front tires were replaced due to wear on our F-350 plow truck. The plow and salt spreader were installed and serviced. A preventative maintenance service was performed on the back-hoe including changing the hydraulic oil and filters, motor oil and filters, the fan belt was replaced, power steering and air filter were replaced and a new battery was installed. The road shoulders on Jeans Dr. and Porter Dr. were widened to prevent the road breaking away at the bus stops caused by parking on the sides of the road. A new sump pump was installed in the basement of the clubhouse to replace a non-operating one. Kathy asked John if he has any 15 mph signs that he could place on Drakes Dr. to try to reduce speeding. John will price out signs as he does not have any on hand.

5. Asset & Project Management - Michael doesn't have any updates. A project list to review and publish will hopefully come after the budget meetings are concluded.

6. Compliance & Controls – Heather - **nothing to report**

7. Building & Planning - Katherine reported 4 permits issued; 2 tree cutting, 1 fence, and 1 new home construction. 1 permit for a dead tree cutting was not needed.

8. Roads - Adam is currently working on project costs for road repair to present at the annual meeting from now to the spring. The approved parking lot repave at the clubhouse will be done next year. The 3 part analysis of Cross Run Rd from Drakes Dr to Engler is also being worked on.

9. Enforcement - Adam reported 1 investigate condition, and 1 citation issued for building with no permit. There was also 1 damage assessment performed for the clubhouse basketball court gate which was slightly damaged. After investigating, it appears someone backed into it and the kids in question were actually trying to fix the gate so it would close properly. During the investigation, it was discovered that 2 of our cameras were not operational, and they have since been fixed under warranty and cameras can now be viewed by appropriate board members and employees through an app to check on them regularly. Property Owner, Joe Bartosh asked about the status of the property on Robertson Rd with the piles of stuff covered in tarps. Trish has not received an update from the property owner as to when the belongings will be removed, but she was given a timeline to have the stuff removed before a new citation is issued. That time is now expired and Trish will reach out to the property owner again. Another citation will be sent. The property on Panther Run with the half built shed was also mentioned and the property owner of that property said they will remove that partial shed in the spring. Discussion ensued about situations like the aforementioned and that we should be honoring a 60 day window after the first citation is issued and issuing a repeat citation every 30 days

after that if a situation is not fixed.

10. Operations - Collections update - Collection filing of about 80 accounts are currently being processed through legal.

### **NEW BUSINESS**

1. Correspondence - Trish confirmed the clubhouse can be rented on a Tuesday from 2pm-10pm.
2. Other new business - Adam suggested we place a sign to state that the clubhouse will be closed to recreational property owner use during scheduled PFS POA meetings. Property Owner, Tim Koch spoke up about his concerns with speeding and not stopping at stop signs in the development and how he sees a lot of rules and laws being broken when driving around on his golf cart. He mentioned that he will look into speed signs as well as the work Mario has committed to do. Adam suggested we consult our solicitor about deputizing property owners for enforcement.

Meeting Adjourned - Motion: Adam - 2nd: Heather at 10:34pm