

Directors' Meeting Minutes **November 2021**

November 18, 2021 / 7:00 PM / Virtual Meeting Only (Zoom)

Join Zoom Meeting

<https://us02web.zoom.us/j/89995632117?pwd=bTRFa01QL3QvbENIMGYrLzZwQkpKQT09>

Meeting ID: 899 9563 2117

Passcode: 997826

One tap mobile

+13017158592,,89995632117#,,,,*997826# US (Washington DC)

+13126266799,,89995632117#,,,,*997826# US (Chicago)

OPENING

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present: President-Rob Renode, Vice President-Matt Sullock, Secretary-Jessica Knoll, Treasurer-Dawn Wolset, Adam Kochanski, Julie Renode, John Wolset, Colleen Rini, Kathy Plebani, Heather Napoli, Michael Klapac.**
- Greeting – Rob thanked everyone for joining the meeting.
- Public Comment - Property owner, Mario Scelsi brought up a discussion about speed cameras vs. speed bumps. Discussion ensued about the need for some sort of speed deterrent, but that not much more discussion has occurred until after the budget meetings are in progress so we can see what budget we have to work with. Mario also mentioned that our new maintenance guy Sean, is fantastic, but was curious what kind of projects maintenance has for over the winter. He was informed that snow removal and indoor projects keep them pretty busy for the winter. There was also mention to maybe add “high points” from the newsletter to our bulletin boards for people to hopefully see. Property owner Rob Lee reiterated Mario’s discussion about cameras.
- Reading of the Minutes (October 2021) *Jessica motioned to waive the reading of the minutes and to approve the minutes as presented, Dawn 2nd. Motion Passes unanimously.*
- Treasurer’s Report– Dawn - Rob explained that our treasurer's report documents are posted on our website and walked people through where to find it. He also explained the transfer reconciliation between NEPA (ESSA bank accounts) and Preferred Management (FNCB accounts)

OLD BUSINESS

- Electronic Votes since last meeting - none
- Vendor Transition - Michael - Things seem to be working quite well with the new vendor. They have better reporting and turnaround time. We are looking forward to future reporting opportunities.
- Legal Review: Property Bundling pending – Rob - no update
- Location of Jeans mailboxes – Dawn - no update till probably next year. Safe to remove from the agenda for now.
- Budget Meetings - Dawn - We are hoping to have the budget ready for a vote at the next monthly meeting. We will have weekly budget committee meetings. Not all need to attend, most important is Rob, Dawn, and Adam, and as always, property owners are always welcome. We need everyone’s input to make this a successful

budget and year. Virtual meetings were scheduled for 11/23, 12/1, 12/8, 12/15 @7pm. Looking for a resolution and vote at the Dec 16th BOD meeting. Adam reminded all that a lot of our projects are decided on by law on assets we need to fix according to title 68.

- Other old business? - none

DIRECTORS' & COMMITTEE REPORTS

1. Marketing & Communications - *Colleen motioned to spend up to \$1,100 on printing and postage for the newsletter, Adam 2nd. Motion Passes unanimously.* Dawn asked about the heavier paper used on the last newsletter, and she was informed that the paper quality is the minimum weight used by the printer and it is still a better deal than anything else we found. Trish already ordered the labels needed. We will need volunteers to label, stamp, and fold once printed.
2. Recreation - Julie - October 31st from 1-3pm we had our community Trick-or-Treat with nice weather and a good turn out. That night from 5-7pm we had the Halloween party at the clubhouse with a dance party, crafts, refreshments, and a longer hayride than usual. It was a very nice event for all. We did a turkey painting paint night with 7 in attendance. December 4th we have a Breakfast with Santa scheduled at 10am and a Gnome-themed paint night on December 9th at 5:30. Painting is \$30 a person, funds to be paid to the instructor the night of.
3. Pools - TBD - Still in need of a pool director. We should be looking to start planning for the season in January.
4. Maintenance - John - Performed regular monthly maintenance and garbage disposal, pressure washed large trailer and replaced rotted side rails as well as purchased hay for hay ride. Rented a 10 yard dumpster to dispose of all the trash that has accumulated behind the garage the transfer station will not take. Repaired and painted bulletin boards at Porter and Jeans Dr. Performed maintenance on the backhoe (rear wheels removed, rust removed and wheels were painted and re-installed, performed preventative maintenance as well) Installed salt spreader on truck, serviced and greased plow and salt spreader. Several stop signs were re-positioned for better visibility and bent signs were straightened. Continued with the Leslie Lane fencing and beautification project. Salt mix will need to be ordered soon, but we are ready for snow.
5. Asset & Project Management - Michael met with Rob and they discussed expectations and the document process. Developing a tracking system to report the monthly project statuses.
6. Compliance & Controls – Heather has been reading the current Rules and Regulations and taking notes for questions on things. Adam asked Heather to help rewrite the enforcement operations manual as well as an employee handbook. Colleen noted that she has an outline for the employee handbook.
7. Building & Planning - Kathleen noted that October was a light month with only 1 shed permit and 3 permits not needed for tree removal.
8. Roads - Adam got a proposal for speed bumps last month. The courts at the clubhouse were resurfaced the month prior. Next year we will do the same at Leslie Lane. There will probably be no new updates through April due to weather.
9. Enforcement & Security - Adam - 1 stop sign citation and 1 lot clearing citation issued.
10. Operations - Collections update - Rob - Colleen, her husband Craig, and Adam met about the policy and operational guidelines for inhouse collections process and procedure for filing at the courthouse and the execution of putting a lien on a home. Will be presenting to our lawyer to verify he will be able to back us up in court if needed. The excel program Adam

created now auto populates into the form that we need to file to streamline the process. We will do one last mass mailing to all delinquent accounts in January before we file.

NEW BUSINESS

1. Motions for supplies - none - ok to remove from agenda for the future.
2. Correspondence - A Property owner is looking to rent the clubhouse from 4-9pm (10pm the latest) for a company holiday party. The current policy only allows rentals up to 6pm. Rob suggested we change the policy for Monday, Tuesday, and Wednesday to 10pm and leave the 6pm rental completion time for Thursday, Friday, Saturday, and Sunday. We are trying to be sure our property owners have ample time to enjoy our clubhouse. Once a private party's time is up, we do not force them out, the door just opens for other property owners to come in. *Rob motioned to amend the current policy hour restrictions of 6pm to 10pm on Monday, Tuesday, and Wednesday, Adam 2nd.* Discussion ensued about rental contract terminology for capacity and indemnification for alcohol. *Motion Passes unanimously.*
3. Other new business - Adam mentioned that a property owner has one shed more than allowed on their property and we negotiated a deal to purchase the 10x12 shed from them for \$400 for storage at the Leslie Lane pool area. *Adam motioned to purchase a used, in decent condition, 10x12 shed from a resident for \$400 to be placed at the Leslie Lane pool area, John 2nd.* Discussion ensued about the condition of the shed and transport of the shed will be done by Adam. Proper permits will be obtained from the township. *Motion Passes unanimously.*

Meeting Adjourned - Motion: Adam - 2nd: Dawn at 8:47pm