

## Directors' Meeting Minutes **December 2021**

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### **December 16, 2021 / 7:00 PM / Virtual Meeting Only (Zoom)**

Join Zoom Meeting

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

- Pledge of Allegiance & Moment of Silence - **Moment of silence for the victims of the recent tornados.**
- Roll Call - **Directors Present: President-Rob Renode, Secretary-Jessica Knoll, Treasurer-Dawn Wolset, Julie Renode, Adam Kochanski, Colleen Rini, John Wolset, Kathy Plebani, Michael Klapac, Heather Napoli. Directors Not Present: Vice President-Matt Sulock**
- Greeting – **Rob thanked everyone for joining this meeting as well as the recent budget meetings so close to the holidays.**
- Public Comment - none
- Reading of the Minutes (November 2021) - **Jessica motioned to waive the reading of the minutes and to approve the minutes as presented, Dawn 2<sup>nd</sup>. Adam motioned to table the approval of the minutes until next week for an electronic vote once everyone had the chance to read over the minutes, Julie 2nd. Motion Passes unanimously.**
- Treasurer's Report– Dawn reminded everyone that our treasurer's report info is on our website for all to look over and read and if no one has any questions, we can move on to old business.

### **OLD BUSINESS**

- Electronic Votes since last meeting - none
- Budget Presentation – **Rob walked us through and explained the budget summary sheet and types of things that fall into each category. Adam pointed out the importance of keeping a deficiency in our reserves showing on the budget as a way to keep funds in play for future listed needs. The high points of the budget to be noted are: a \$25 annual dues increase, maintaining 4 members of staff (enforcement, maintenance, and office,) utilizing enforcement & maintenance to work together, a \$25 "other" assessment for collections efforts (we are going to file against 100% of the property owners that owe us money). Dawn explained that the pool repairs come out of our reserves to help with tracking the lifecycle of the asset. Adam explained what**

“reserves” means and walked us through the Reserve Summary Sheet. Adam followed up with the Capital Improvement Summary overview then scrolled through the breakdown/itemized sheets. There will be a cover sheet to help property owners understand exactly what they are looking at. Capital Improvement and Budget notices will go out together. *Adam motioned to approve the budget as written and presented, Dawn 2<sup>nd</sup>. Motion Passes unanimously.*

- Legal Review: Property Bundling pending – Currently still under legal review: pending
- Other old business? - none

## **DIRECTORS' & COMMITTEE REPORTS**

1. Communications & Marketing - Colleen asked if anyone is going to Allentown anytime soon to pick up the newsletters. Newsletter folding day will be December 30th at the clubhouse at 9:30am.
2. Recreation - Julie - December 4th was Breakfast with Santa. Not as many as usual came, but it was still a great turnout. That night was the Adult Christmas Party. New people came in addition to the regulars which was nice. On the 9th, we had our Gnome painting. 16 people came to paint, adults and kids. Next will be a Valentine's themed painting in February. We will also be having a Wine & Cheese night in February. Keep an eye out for the invites with dates.
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 - Routine maintenance; cleaned clubhouse, bathrooms, took all trash to transfer station, set up & cleanup for clubhouse rentals. The snow plow was installed and found to have an intermittent problem when using plow functions. All plow connections from the battery out to the plow were disassembled, cleaned and re-assembled with anti-corrosion lubricant which solved the problem. On several occasions all the hills and entrances were cleared and salted. A truck load of anti-skid was delivered on 12/6 and was transferred into the salt shed. Continued with the fence project at Leslie Lane. A demolition saw was rented to cut holes through the asphalt for new fence posts. Fence posts were installed and concreted in. A chipper was rented to chip up all trees and branches that were cut down at Leslie Lane.
5. Asset & Project Management - Michael doesn't have anything to report currently. Will probably have something for January.
6. Compliance & Controls – Heather stated that she is ready to help where needed, but is currently not working on anything. Adam noted that Colleen spearheaded our PTO policy and that should start us off for now on an Employee Handbook. We will start working on more policies and procedures in the new year.
7. Building & Planning - Kathleen noted that we had 2 permits; 1 for a fence and 1 for a deck/porch roof. 2 permits for tree clearing were also requested, but not needed.
8. Roads - Adam said that we are awaiting the spring for repairs on roads, the Leslie Lane project, and speed bumps.
9. Enforcement & Security - Adam asked that we remove the word “Security” from this line item. There was 1 citation for a new shed construction without a permit. There was also a warning for tree cutting. 1 incident where we assisted moving a basketball hoop out of a cul de sac in preparation for upcoming snow. Last Friday at 11:30 pm, our maintenance employee spotted a fire on Cross Run Road. The Fire Department was called due to an unattended 15 foot

ring of fire. The board will keep us informed on the situation as the property owner was contacted. Rob has also written the same property owner a letter about this incident as well as the camper located on the property.

10. Operations - Collections update - Rob is waiting on NEPA to get us our electronic books. We need that to be able to have account history to back us up in the collections process. A letter of default will go out to all of our delinquent accounts then we will be able to start filing. Rob asked that Trish tracks calls from people about the letters sent from Preferred Management.

### **NEW BUSINESS**

1. Motions for supplies - none. Please remove from agenda as most motions for supplies are dealt with during Directors and Committee reports.
2. Correspondence - We received a few holiday cards from various vendors , local businesses, and property owners. Dawn mentioned that it would be nice to send out cards to our vendors in the future.
3. Other new business - *Heather nominated Seth Napoli for pool director, Adam 2<sup>nd</sup>. Seth accepted Nomination and all were in favor of him filling the position with the exception of Matt and Colleen who were not present.* Rob swore him in using our bylaws.

Meeting Adjourned - Motion: Adam - 2nd: Heather at 9:24pm