

Penn Forest Streams Property Owners Association  
**Directors' Meeting Minutes March 2021**

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

Topic: Monthly Board Meeting for March 18, 2021

Time: Mar 18, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81505064684?pwd=Qkw3ZTluMTYxcXgyT3N0a1IDaXZSQ09>

Meeting ID: 815 0506 4684      Passcode: 905596

One tap mobile

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**OPENING** - Meeting began at 7:05 pm

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present: President-Rob Renode, Vice President-Anna James, Treasurer-Dawn Wolset, Secretary-Jessica Knoll, Julie Renode, Adam Kochanski, Colleen Rini, John Wolset, Kathy Plebani, Michael Klapac. Directors Not Present: Nathan Hassler, Carrie Strohl**
- Greeting - Rob
- Public Comment - none
- Reading of the Minutes (February 2021) - *Jessica motioned to waive the reading of the minutes and to approve the minutes with correction of the spelling of Michael's name in bullet point 3 of old business, Dawn 2<sup>nd</sup>. Motion Passes with all in favor.*
- Treasurer's Report/Payment of Bills - Dawn: **Hard checks and amounts were noted. Online payments and amounts were noted.** Dawn read account balances. Colleen noted that we didn't get the Budget to Actual sheet we usually get. Trish and Dawn will make sure it is sent to everyone.

**OLD BUSINESS**

- Electronic Votes since last meeting - none
- Vendor Management - Michael got 2 more proposals and 2 additional coming next week. Hoping to meet with Rob soon to get all the info together. A few of the companies don't use TOPS, but some do.
- Legal Review: Property Bundling pending – The original declarants have provided us with the original agreement with Bear Creek Lakes Inc and it is currently at our lawyer for review. Rob is hoping to have more info next month.
- ATV Follow Up Discussion/Rule review - Rob will be contacting Rob Lee.
- Long Term Reserve Study – Colleen has narrowed it down to 3 possible firms and has received info from 2 of them and sent a comparison sheet to the board for review. We have a list of info we need to provide to them and once they receive it, they will review, come here to investigate, and then we will review their draft study for approval. Discussion ensued on the differences between the two about info needed and fees. *Colleen motioned to hire Bustamante for the long term reserve study with the contract as presented not to exceed \$10,500, Adam 2<sup>nd</sup>. Motion Passes with 9 yes, 1 abstention, and 2 absent.* Colleen noted that she has most info requested from them already with just a few things still needed from Rob and Dawn. Colleen will get an invoice sent over from them by April 1st and will have the check ready to be cut. Hoping for a quick turnaround to be reviewed at the June meeting.
- Annual Meeting - July 2021 Annual Meeting Committee met and have firmed up the firehouse for the meeting on July 31st. Colleen is developing a powerpoint for the meeting and Director's slide info will be due by May.

- Distribution of Access Cards – Adam Mother nature slowed down progress with the camera pole in the courts. Will be finalized once the camera is up. Ready to distribute cards. Once your dues are paid, call the office to set up an appointment. The rest of the Access bills will be submitted and paid in March to be on this fiscal budget.
- Adjustment of trimming rule and fireworks - No update from Rob due to family emergency, but he will have an update next month.
- Other old business?

### **DIRECTORS' & COMMITTEE REPORTS**

(What was done last month? What do you plan to do this month?)

1. Communications - Colleen - Still wondering about our minutes on our website. Not sure what can be seen in the TOPS portal. Trish will work with a homeowner to see what they can see in their portal.
2. Recreation - Julie The Easter Bunny will be at the clubhouse in the parking lot on March 27th. He will come around to take pictures and hand out store packaged eggs to the kids. You must wear a mask and obey social distancing guidelines as the Easter Bunny will be too! Please RSVP.
3. Pools - Anna has been in contact with 2 vendors resulting in a lot of different quotes and prices for options. Rob suggested a pool committee meeting with vendors to come in and do a Q & A so the public and board can interact. We will have an internal meeting first on March 25th at 6pm.
4. Maintenance - John Routine maintenance: clean clubhouse, bathrooms, take all trash to transfer station. Maintenance was sent to Brodheadsville to purchase a new cutting edge for our plow. Then continued to remove and replace the worn cutting edge with a new one. Cut brush and downed branches from a previous snow storm on Yellow Run Rd that was called in by a resident. Pressure washed plow truck and salt spreader and spinner assembly. The new office desk was assembled and is ready for installation. The remaining baseboard trim was installed and finished. A new cutting edge was purchased for our backhoe to replace the worn one on the front bucket. The old one was cut off and the new one was welded on by homeowner Brett Knoll. I wish to thank him for volunteering his time and service.
5. Rules & Regulations - no updates
6. Roads - Nathan is not present, but Adam mentioned that they searched the clubhouse for road maps and info. They will be reviewing the maps and photographing issues and prioritizing conditions. Will meet with Dante mid April and will review and he will provide a list of repairs with cost. Still have not gotten core samples, but a geotechnical aspect will be helpful with the reserve study.
7. Building & Planning - Adam - no updates
8. Public Safety/Enforcement - Adam - no updates
9. Operations - Collections update - Rob - no updates

### **NEW BUSINESS**

1. Motions for supplies- none
2. Correspondence - none
3. Other new business - Julie motioned to add Cyber Insurance to our policy for \$256 annually, Dawn 2<sup>nd</sup>. Motion Passes with 8 yes, 1 no, 1 abstention, and 2 absent. Some discussion ensued to clarify policy parameters.

Meeting Adjourned - Motion: Adam - 2nd: Julie at 8:58pm