

Penn Forest Streams Property Owners Association
Directors' Meeting Minutes April 2022

April 21, 2022 / 7:00 PM / Virtual Meeting Only (Zoom)

Join Zoom Meeting

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Meeting ID: 898 5652 7293

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OPENING - Meeting began at 7:01 pm

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present: President-Rob Renode, Vice President-Matt Sulock, Secretary-Jessica Knoll, Treasurer-Dawn Wolset, Julie Renode, Colleen Rini, Kathy Plebani, John Wolset, Heather Napoli, Seth Napoli.** **Directors Not Present: Michael Klapac, Adam Kochanski.**
- Greeting – Rob
- Public Comment - Rob Lee asked about the status of the Leslie Lane pool as well as noted his concerns with the fence being down during the construction. The answer about the status of the pool is that we are currently waiting on paperwork. It ended up being more work than a simple replacement and we need to get permits. The fence will be put back up for safety.
- Reading of the Minutes (March 2022) - *Jessica motioned to waive the reading of the minutes and to approve them as presented in advance of the meeting via email and website posting, Colleen 2nd. Motion Passed unanimously.*
- Treasurer's Report (Financials posted on website)– Dawn reminded everyone that our financials are on our website for review and asked if there were any questions.

OLD BUSINESS

- Electronic Votes since last meeting - none
- Speed Bump update – no updates at this time
- Status of Leslie Lane Fencing/Security/Paving - no updates at this time besides what was already discussed during public comment
- Rules/Policy/Procedures Project – Rob, Heather, and Trish met on 3/30 to go over the last bylaw changes and update them. Update was also sent to Colleen as well as the Rules and Regulations changes that were made in May of 2021. Heather will begin to review the Rules & regulations project for this year. A procedures committee meeting is scheduled for 4/28 at 6pm.
- Legal Review: Property Bundling pending – no updates at this time
- Status of Call Center – Rob reported that this needs more review as a group. The reporting from the call center is not clear and they did not send us all the info we requested. We have already sent them a request for more accurate information.
- Annual Meeting Plans - the firehouse changed rental companies which we are now in contact with. The annual meeting will be held at the firehouse on July 16th. The Annual

Meeting Committee will get together and start working on things, as a review of last year's timeline shows deadlines quickly approaching. Rob discussed the election and nominations process. All bylaw changes and position nominations (or intent to run) are due by the end of May.

- Employee Handbook Vote - *Colleen motioned to approve the Employee Handbook with the caveat that if we hear anything back from our attorney, we will make those changes, Julie 2nd. Motion Passed with 8 in favor, 2 abstentions, and 2 absent.* The board and all current employees will need to sign the last page of the handbook.
- Other old business?

DIRECTORS' & COMMITTEE REPORTS

1. Communications & Marketing - Colleen notes that property owners need to have the Annual Meeting info which includes the proxy form, proposed bylaw changes and board election information by June 16th. To hit this deadline all newsletter info and stories need to be in by the end of April. We will fold and send on June 9th at 9:30am. Colleen will get a quote to fold and stuff the newsletter and budget info for the distribution in the winter. *Colleen motioned to spend up to \$1,200 for printing and postage for the newsletter only, Heather 2nd. Motion Passed with 10 in favor and 2 absent.*
2. Recreation - Julie spoke about the Easter Scavenger Hunt that we had on April 3rd. Many were in attendance and it was held inside due to the weather but was still a success. April 7th was our bunny painting. Nothing currently planned for next month, but continue to check your emails and facebook for events planned. Colleen asked for an "upcoming events list" for the newsletter.
3. Pools - Seth mentioned that in addition to the pool updates discussed in the public comments section, he reached out to Strand Pools about the leak in the kiddie pool. They said that 2 coats of rubber paint are needed which will cost about \$805. Rob *motioned to spend \$805 on Strand Pools to top coat and cement 2 layers on the clubhouse kiddie pool, Heather 2nd.* In discussion, Jess asked if this was something maintenance could do. Maintenance will watch it so they can do this in the future if needed. *Motion Passed with 10 in favor and 2 absent.*
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 took all trash to the transfer station which included 25 tires that were dumped in different areas of our community. They cleaned up roads from storm damage, cut and got rid of a tree that fell across Cold Spring Drive. The community roads were plowed and salted as needed. The truck, salt spreader, and backhoe were washed. A new plow blade and controller were purchased for the plow truck. The plumbing was re-connected in the clubhouse pool bathrooms and turned on the water. They also continued with the fence project at the Leslie Lane basketball courts. They filled pot holes throughout the development and inspected the drainage problem at Pin Oak Drive. They found a drainage pipe under the road that was clogged and cleared it out to fix the drainage issue. Maintenance also fabricated and welded a set of forks to adapt to our backhoe bucket to lift the salt spreader on and off the truck. Heather noted that there are trees hanging down over the street over by the Leslie Lane Pool. Maintenance will take care of them.
5. Asset & Project Management - Michael was not present, but Rob mentioned that they did get together since the last meeting and are looking into a software app to track projects. They will meet with Trish sometime soon.

6. Compliance & Controls – see report given above
7. Building & Planning - Katherine reported 3 permits for tree cutting, and 3 that did not need permits. Rob mentioned the property on Robertson that has a shed with no house. We already gave 2 citations, but at this point, the township should be handling the situation. We can look to see if our lawyer needs to get involved, but hopefully the township can help.
8. Roads - Adam was not present
9. Enforcement - Adam was not present, but training of maintenance staff will begin to help add hours to this department.
10. Operations - Collections update - Rob reported that 450 lots have already paid their dues which is awesome as we are usually at about 280 by the end of April.

NEW BUSINESS

1. Crime Watch - Will be homeowner organized with the ability to hold meetings at the clubhouse and we will assist with sending communications. Rob and Trish will reach out to Tom Kervik to set up a meeting date.
2. Correspondence - none
3. Other new business - Julie asked about allowing a property owner who is a Zumba instructor to hold Zumba exercise classes at the clubhouse. It was decided that as long as it was covered under the instructor's insurance it would be ok. Rob noted that Kathy inspected our AED machine and it is expired. We are looking into purchasing new ones for the clubhouse and each of the 2 pools. They run about \$1,500-\$2,000 each. We will look into holding training (depending on availability, interest, and cost) on the machine but they are pretty easy to use. The Good Samaritan law protects those using it to help save a life, and the machine will not shock someone that doesn't need to be shocked. Dawn will look into the machines, cost, and shelf life to be included in future budgets. *Julie motioned to spend up to \$2,500 on a new AED machine, Heather 2nd. Motion Passed with 10 in favor and 2 absent.* It was noted that we might have a second machine in the pool tote which will be checked for expiration as well.

Meeting Adjourned - Motion: Julie - 2nd: Heather at 9:19pm