

Penn Forest Streams Property Owners Association  
**Directors' Meeting Minutes April 2023**

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**April 20, 2023 / 7:00 PM / Virtual Meeting (Zoom)**

**OPENING** - Meeting began at 7:06 pm

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present:** President-Rob Renode, Vice President-Matt Sulock, Treasurer-Dawn Wolset, Secretary-Jessica Knoll, Julie Renode, Adam Kochanski, John Wolset, Kathy Plebani, Seth Napoli, Colleen Rini. **Directors Not Present:** Michael Klapac, Heather Napoli.
- Greeting – Rob
- Public Comment – Property Owner, Mario Scelsi noted that the minutes from last month's meeting state the fire house has been reserved for the Annual Meeting on July 16th, but it should read the 15th. Jessica made a note to correct the typo and add it to her motion for the approval of the minutes. He went on to question all of the Magisterial entries on the treasurer's report. It was explained that our collections efforts have been going on for some time and that there have been various avenues of collections up to this point. This is the point we are at that we are actually filing against the property owners through court. Different dollar amounts are due to different fees being charged for different balances as well as multiple accounts being on one check. There will be more charges and fees in the future as well as we hit different stages of our collections efforts in court. All of the fees are being added to the amount owed for the property owner. Mario went on to question if the new engineering plan was done by Woods Pools, and if the new plan is going to be contracted through Woods Pools. As answered in many months past, multiple board members reassured him that we are still contracted with Woods Pools to complete the pool via the updated engineering plan.
- Approval of the Minutes for March 2023 - *Jessica motioned to approve the minutes as corrected above, Adam 2nd. Motion Passed Unanimously.*
- Treasurer's Report (Financials posted on website)– Dawn noted that the financials are on the website and asked if there were any questions, which there were none. Rob reminded all in attendance where the meeting docs can be found on our website.

**OLD BUSINESS**

- Electronic Votes since last meeting - none
- Speed Bump update – Adam stated that the next board meeting he should have dates of work to be done, if not already completed. Property owner Mario Scelsi asked about the tech aspect of speed enforcement. Rob stated that he will discuss more in depth with him in the future.
- Status of Leslie Lane/Security – Adam reported that everything is all up and running except for the programming to let the 2 sides be both viewed at the clubhouse. This item can be removed from the agenda.
- Status of Entrance Signs - Adam started off by saying that all the signs were installed, but the clubhouse house sign was hit with a car hours after repainting the posts and just a few days after being installed. A police report was filed and it was a hit and run as no other accidents were reported in the area. It is being investigated and we will give updates as they become available. Rob and Adam stated that there are a few different avenues we can take to remedy the damaged sign. Property owner Mario Scelsi asked about lighting on the Porter Dr. and Jeans Dr. sides. We reiterated that lighting for signs is part of our future ideas list and we just need the budget to do things like that. Property Owner

mentioned the sign, while nice looking, was difficult to read the Penn Forest Streams wording as it was just too small and light colored. Colleen noted that the background coloring came out darker than anticipated and having the sign the color it was intended should help with visibility. Adam will be checking with the township on how we can replace the sign as the post footings have been torn out by the vehicle that hit the sign. Carlos asked if there will be an assessment to replace the sign. Adam said the short answer is, no.

- Status of Leslie Lane Pool - Rob reported that the new engineered plans are on the way and construction should be starting again over the next few weeks. A plan review fee might be charged by the township to review the new plans, but our permit is still approved. We are hoping the pool will be open ASAP, and we will have more info hopefully at the next meeting.
- Ford Ranger disposal update - John said the Ford Ranger is now gone. It was sold for scrap to Cascioli Auto Salvage for \$525. That money went to the maintenance vehicle replacement fund. This item can also be removed from the agenda.
- Annual Meeting Update — Colleen noted that the ByLaw changes deadline is approaching. As per the letter mailed out, we are hoping to have submissions sent to the clubhouse office by April 28th. That will give the board time to review by May 12th, to send to the lawyer by May 22nd for us to have it printed by June 7th. Colleen started to update last year's Powerpoint and will send it out tonight to the appropriate directors for changes to be made. Property owner Jim Gallo asked about the difference between ByLaws and Rules & Regulations (which is the essence of the correspondence he also sent in to be read at the meeting) Rob explained the hierarchy of Deed Restrictions vs. ByLaws vs. Rules & Regulations and how each can be changed. He questioned tree removal as well as out building sizes. Rob replied that tree removal is definitely on the top of the list of things that need to be discussed and reviewed.
- Bylaws Review — Rob gave the office email for ByLaw change proposals to be sent to as of the above discussion.
- Fee Schedule - Rob noted that this is something he is still working on. He has been creating an excel spreadsheet of all known fees and things that need to be discussed and that we should schedule a meeting for board members and homeowners to discuss those items next week. A meeting was scheduled for Tuesday at 6pm via Zoom.
- Other old business? - none

## **DIRECTORS' & COMMITTEE REPORTS**

1. Communications & Marketing - Colleen stated that the newsletter will be approx. 12 pages and the ByLaws and Proxy form will add about 7 pages. *Colleen motioned to approve a spend up to \$1,500.00 for printing and postage, Rob 2nd. Motion Passed Unanimously.*
2. Recreation - Julie looked back on events such as the Easter egg and scavenger hunt held on April 7th which also included pictures with the Easter Bunny. She thanked the Bos girls for helping out with the Easter Bunny needs. Julie was able to find someone to take over the "day of" tasks for the yard sale and has scheduled it for June 3rd. The paint night for May is still waiting to be scheduled and will be a beachy/summery theme.
3. Pools - Seth reported pool repairs and painting currently being done to the clubhouse pool by Strand Pools. We also have our contract with them in place for the summer, yet we are still trying to get a pool water testing contract. Matt asked about the repairs needed on the baby pool, and Seth reminded him that we were going to price out the repairs to be done by Woods Pools while they were here working on the Leslie Lane pool.
4. Maintenance - John spoke of normal routine maintenance, including cleaning the clubhouse

and bathrooms, setup and clean up from rentals, cleaning up trash around the development, and taking all trash to the transfer station. The bathrooms at both the clubhouse and Leslie Lane pools were cleaned and the water was turned on. The bathrooms at the clubhouse are now unlocked for property owner use while playing at the park. Our plow and salt spreader were power washed and put away. The main entrance sign was painted. Intersections were cleaned and straightened out from plowing throughout the winter. Some older street signs were removed from the entrances into the development. Framing lumber and screws were purchased to frame out a concrete pad for the Leslie Lane mailboxes. Pavers were installed in front of the bus shelter at Leslie Lane. All the grass areas at the clubhouse and Leslie Lane were aerated and seeded. John also noted that the picnic tables in the clubhouse pool area are all rotted. He suggested we replace them with plastic picnic tables to prevent the rot in the future. Colleen asked about framing out the sign on the front of the clubhouse. John replied that they currently have 2 different ideas on how to frame it out and will execute soon. Property owner Mario Scelsi asked about solar lighting on the mailboxes on the Porter Dr side. John will look into where one can be mounted.

5. Asset & Project Management - Michael - not present

6. Compliance & Controls – Heather - not present

7. Building & Planning – Katherine reported 6 permits issued. 1 issued for a garage, 1 for a new home, 1 shed/greenhouse, 3 for tree removal and 5 not needed for removal of hazardous or dead trees.

8. Roads – Adam met with Dante from Motolla’s Paving and did a road assessment. Adam displayed the map on the screen for all in attendance to view. The map has numbers on the roads which correlate with a description of road work needed for that location. There are red areas that need excessive work. Adam reviewed the map as well as displayed images of each numbered area with their square footage and approx. cost. The quote given for the 19 areas totals approx. \$48,000.00 and can possibly begin work within 2-3 weeks. Adam will provide the plan to be posted to the website once it is complete and has been voted on. We also do internal cold patch repairs on the smaller areas that aren’t on the map. Adam noted hearing about a tar and chip truck that repairs potholes with a special layering treatment. He will look into learning more about that in the near future. Adam went on to explain that we currently have \$25,300.00 in the budget for roads as well as \$6,000.00 for speed bumps. With the performance from collections last year, after our reconciliation with Preferred Management, we have an additional \$97,032.94 which can help cover the needed difference to perform these road repairs. *Adam motioned to increase the \$25,300.00 budget to \$75,000.00 to come from the budget and reserves funds for road repair based on the prioritized 1-19 map shown along with any additional time and materials up to the \$75,000.00, Jess 2nd. Motion Passed Unanimously.*

9. Enforcement – Adam reported 1 investigated condition of damage/vandalism to our gate at the Leslie Lane basketball courts. Kids tried to pull the pins out of the gate after the access card lock was activated. Property owner Mario Scelsi mentioned a golf cart with 3 young boys driving on Porter Drive. He is concerned for their safety. Adam said that we will keep an eye out, but also reminded everyone that we do not manage risk or danger.

10. Operations - Collections update – Adam stated that as of the 86 property owners filed upon, 16 cases have since been closed. 14 were paid and 2 were sold before the paperwork was completed. 70 are still in the system. Adam did not currently have dollar numbers yet, but will update all at the Annual Meeting.

## **NEW BUSINESS**

1. Playground – Katherine & Dawn along with property owner Tom Kervik spent time looking to update the playground at the clubhouse. They are also proposing a move to the old pool area for the playground. The committee had the idea to get swings as well as an older playset and a younger playset. Plans also include moving picnic benches to the play area as well as some future benches. 3

quotes were received which include the demo of the concrete in that area, fill material, and an asphalt sidewalk to go from the parking lot to the play area. Quote #1 from Playground Boss was favored by the board. *Adam motioned to not exceed \$80,000.00 partially funded by Capital Improvement fund with the remainder to be funded by deferred maintenance for the execution of a new playground including the demo of concrete in the area, an asphalt sidewalk, playground equipment, and the installation of said equipment, Dawn 2nd. Motion Passed Unanimously.* John was asked to have maintenance remove the fencing and posts along that area.

2. Correspondence - Rob suggested we move Correspondence to the Public Comment section of the agenda. There were 4 letters of correspondence for tonight that Trish read aloud. 1. Letter discussing HOA fee increases and how he has 3 lots and can't afford them to keep going up along with taxes and other things. Letter was signed by a Joseph with a hard to read last name. Possibly LoPresti? Rob replied that while we understand, and definitely feel bad for everyone's individual situations, we still have to maintain the community and run what we need to run while all costs go up. Rob will reply with a letter to the property owner. 2. A letter from John Smolczynski regarding speeding and stop sign violations increasing over the last few years. He suggested possibly adding more speed limit signs. We reiterated a few of the ideas we have had as well as those we are currently acting upon and explained how things were prioritized based on budget. Property owner was still on the meeting with us and stated that his concerns and questions had been answered and thanked us. 3. Had no name, but was concerned about the potholes on Cold Spring and Wild Creek. Those are part of our plan to fix. 4. Property owner Jim Gallo wrote in to ask the questions that he asked and got answered earlier in the meeting about the difference between a ByLaw and Rules & Regulations.

3. Other new business - John asked to take down the tree behind the garage. This was accounted for in his budget planning. *John motioned to hire SB Tree Service to cut the tree down for \$1,700.00, Adam 2nd. Motion Passed Unanimously.* It was noted firewood would be left for the taking when the job is complete.

*Rob motioned to move the \$97,032.94 to reserves deferred maintenance budget, Matt 2nd. Motion Passed Unanimously.*

Meeting Adjourned - Motion: Matt - 2nd: Rob at 10:02 pm