

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

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**May 18, 2023 / 7:00 PM / Virtual Meeting (Zoom)**

**OPENING** - Meeting began at 7:03 pm

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present:** Vice President-Matt Sulock, Treasurer-Dawn Wolset, Secretary-Jessica Knoll, Julie Renode, Adam Kochanski, John Wolset, Kathy Plebani, Seth Napoli, Heather Napoli, Colleen Rini. **Directors Not Present:** President-Rob Renode, Michael Klapac.
- Greeting – Julie Renode
- Public Comment - Property Owner, Mario Scelsi sent in a bylaw change via email to which the office manager, Trish, asked for a rationale to attach to present to the board. No rationale was ever sent in. Mario's request was for any BOD voted in this year to be placed on a 2 year term instead of a 3 year term. His thought is to open up the availability to other home owners to join the board. Kathy asked for the significance of the difference between the 2 and 3 year terms. Discussion ensued on different reasons we have a 3 year term. It was also noted that a mailing went out asking for people who were interested to run for open positions, and no one has yet expressed any interest. The other bylaw Mario submitted was that each Director be only tasked with one project at a time. It was discussed how that would not benefit us as it would restrict the projects that can be done. It was also mentioned that this board works as a team and how there isn't only one person that controls a project. Property owner, Tom Kervik spoke about Crime Watch and how he has some speakers ready to present at some meetings as soon as he can get them going. He asked that the board and office help him to advertise and get the word out about the crime watch meetings and interest and spread the word to get enough people to attend to make it worth the speaker's time.
- Correspondence - none
- Approval of the Minutes for April 2023 - *Jessica motioned to approve the minutes as presented and posted via our website, Matt 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.

**OLD BUSINESS**

- Electronic Votes since last meeting - 5/8/23 - *Adam motioned to approve a spend of \$985.00 to repair the clubhouse area entrance sign for damage caused by a vehicular accident. Repairs to be made by PFSPOA Maintenance and William Signs, Rob 2nd. Motion Passed with 10 in favor.*
- Speed Bump update – Adam is looking into more info at this time. The paving company isn't opposed to doing the speed bumps at a different time from the rest of the work being done. Adam is unsure if there will be additional cost involved.

- Status of Entrance Signs - We are currently working on getting the sign replaced. There was some discussion about some slight changes to better reflect our official logo and a lighter background as well. Tom asked if we are holding the person responsible, and we informed him that we do not know who did the damage. A police report was filed, but it seems to be a hit-and-run.
- Status of Leslie Lane Pool - Some changes are currently being made to the plans to get it into the township for completion.
- Annual Meeting Update – Colleen noted that we are currently on track and there doesn't seem to be a reason to meet again. We all know the tasks that were given to us. A date was scheduled to prepare the newsletter for mailing on June 8th.
- Bylaws Review – Heather is hoping to meet up with Rob next week.
- Fee Schedule -Rob is almost done with the draft and will send it to the board in the next week or two.
- Playground update - On April 25th the contract was signed for \$53,997.00. Installation will begin on June 5th. The site is currently being prepared for the installation and a lot of progress has been made. Adam shared some pictures of the progress. Future landscaping and sod will be needed on the edge near the pool to prevent mud. Pricing and suggestions are to follow.
- Other old business? - none

## **DIRECTORS' & COMMITTEE REPORTS**

1. Communications & Marketing - Colleen stated that the draft newsletter was already sent to the board for proof. It will be sent to the printer to be ready to mail by June 9th.
2. Recreation - Julie noted that the paint night was postponed to May 25th at 6pm. She is unsure about doing one in June, but if we do, it will probably be a 4th of July image. Make sure to RSVP to [events@pfsboa.org](mailto:events@pfsboa.org) for all events so proper supplies can be ready. June 3rd is our upcoming Community Yard Sale. Notify participation via email by May 24th to be added to the map.
3. Pools - Seth reported that the pool will be open starting Memorial Day from 10am-9pm. Still working on water testing schedules and will possibly need backup volunteers for some weekends. A few board members and homeowners came forth as backups. Kiddie pool filters need to be replaced. The price has gone up since our last quote, but a motion was not needed since enough was already budgeted. Concern about the picnic tables in the pool area arose since most have rotted through due to water damage. 6 tables are needed. John found plastic ones with a steel base for about \$200 each. Adam also had some good suggestions. We will look into our options and work on this, but most likely will not be before the pool opens. Kathy stated that some tables for the playground area would be nice as well. Pool repairs are on track for the clubhouse pool. Trish asked when we planned to open the pool. Seth replied that as long as all chemicals and prep work are ready, we can open on Friday.
4. Maintenance - John spoke of normal routine maintenance, including cleaning the clubhouse and bathrooms (including pool house bathrooms), setup and clean up from rentals, cleaning up trash around the development, and taking all trash to the transfer station. The Leslie Lane pool's bathrooms are in the process of being painted. We are in the process of building concrete steps around the clubhouse pool's bathroom area. Both bathrooms plumbing was reconnected for use after the winter season. A wax ring was replaced under a leaking toilet at Leslie Lane pool house bathroom. A conduit

trench was dug for the access gate at the clubhouse pool for security control when the gate was moved. The volleyball net was installed at the clubhouse. Lawn equipment was serviced.

5. Asset & Project Management - Michael - not present

6. Compliance & Controls – Heather - Nothing to report right now. Please let her know if anyone has any input.

7. Building & Planning – Katherine reported 8 permits issued: 4 tree cutting, 3 new homes, 1 fence, and 3 not needed for removal of hazardous or dead trees and a roof repair due to fallen tree damage.

8. Roads – Adam covered all updates at last month’s meeting. Nothing has started yet, but it will begin soon. Colleen noted for all where the road repair map can be found on our homepage. Adam did a quick review from last month.

9. Enforcement – Adam reported 1 suspicious incident. Someone was parked in the driveway of a homeowner on vacation. It was a neighbor’s car and was moved once asked to do so. 1 Citation was issued for removal of trees without a permit.

10. Operations - Collections update – Adam stated that the filing process is going well. Currently we have 550 lots in good standing. 100 of the delinquent accounts only owe 1 year of back debt and will most likely pay. Of the 86 filed against, 16 have been cleared, and 4 are in the process of clearing. There is a total of about \$427,000.00 in back debt owed to us.

## **NEW BUSINESS**

1. Other new business – With regard to crime watch, we can email property owners to ask who would be interested. Adam suggested that we look into the future of deputizing homeowners to assist with enforcement. Kathy and Tom are looking into other developments in the area for their policies and how it works for them to give us an idea of how to make it work for us. Tom and Kathy will work with the DA and others to work on getting some possible dates together for meetings. Property owner Robin Wright was also interested in helping.

Julie recognized some recent BOD birthdays and anniversaries.

Office Manager, Trish, reminded all to get your access cards now during regular business hours before the pool opens so it can be accessed. She will be going away for Memorial day weekend and will not be available.

Property owner Mario Scelsi mentioned that no one knows when our meetings are. He was assured that our meetings are posted on all the bulletin boards, emailed monthly to all property owners with emails on file, as well as on a consistent schedule of the 3rd Thursday of every month with the exception of the Annual Meeting.

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