

Penn Forest Streams Property Owners Association
Directors' Meeting Minutes June 2023

June 29, 2023 / 7:00 PM / Virtual Meeting (Zoom & laptop at clubhouse)

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, Colleen Rini. Directors Not Present: Seth Napoli. Directors who gave their resignation: Heather Napoli, Michael Klapac.
- Greeting – Rob thanked everyone for attending our rescheduled meeting. The decision was made to postpone the meeting from the original date of 6/15/23 due to a technical glitch in which only 92 of the email notifications about the meeting were sent.
- Public Comment - Property owner Mario Scelsi said that the new walkway to the clubhouse pool is beautiful, but he has noticed that people have been entering and exiting down the hill off the side of the walkway. Jessica noted that most people have been parking in the wrong area which would increase walking in the wrong area as well. Adam stated that the slope to that area has been adjusted for safety standards. Mario mentioned also being concerned with motor bikes in that area. Rob said that he has personally spoken with a few of the riders himself recently. Property owner Carlos Navarreto asked what happened to the chips and coffee in the clubhouse. Trish replied that due to people trashing the clubhouse and making a mess with those items, they have been removed.
- Correspondence - none
- Approval of the Minutes for May 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. Rob reiterated where everyone can find our minutes & financials on our website.

OLD BUSINESS

- Electronic Votes since last meeting 6/21/23 - *Adam motioned to make the transfer of \$10,000 from deferred maintenance to Clubhouse playground within the reserves, to cover additional landscape and material costs to finish the playground area. The work will be completed next week per the attached proposal, Rob 2nd. Motion Passed with 10 in favor, and 1 not in favor.*
- Speed Bump update – Adam reported that they will be installed at a later date after data has been analyzed.
- Status of Entrance Signs - Adam reported that the signs have been fabricated and they will be installed this weekend.
- Status of Leslie Lane Pool - Adam stated that we are moments away from final updated drawings. Final review was yesterday. Ready to go to the township. Work should start very soon as the goal is to complete construction within the pool season.
- Annual Meeting Update – Colleen is in the final stages of the slide show. Ballots are on track.

There is a new IT guy at the firehouse that Trish spoke with and we will be able to do our set up with their TV with an HDMI cable. Mario has one and will bring it. Property owner Alice Terrano asked about the officers and directors that are up for election at the annual meeting as they were not included in the mailing. Colleen made a note to include it in our meeting planning document for next year. It was clarified that Michael and Heather have resigned and their director positions are now vacant, and Rob is voluntarily re-running for 2 years. *Colleen motioned to cancel the regular monthly July meeting since we are having the annual meeting in its place, Jess 2nd. Motion Passed with all in favor*

- **Bylaws Review** – Heather resigned, but Rob noted that proposed bylaw changes were sent out with the newsletter that are to be voted on at the annual meeting.
- **Fee Schedule** – Rob reminded all that we held a public committee meeting and discussed all the fees, compared them to our bylaws and deed restrictions. The deed restriction type fees were increased to help drive behavior. Rob shared his screen to go over the excel sheet of the fees and fines that were discussed at the committee meeting to be voted on. Short Term Rentals were mentioned and that we will be enforcing and differentiating those. Fines are not viewed as a way to produce revenue, we are simply trying to drive behavior. There is a due process to all citations that will be followed. Property owner as well as board discussion about the proposed fee schedule ensued. Kathy clarified that fines can be issued monthly through our current policy if a situation is not remedied. All property owners will be notified of changes via email, and posted on our bulletin boards, website and in the upcoming newsletter. It will also be mentioned at the annual meeting. *Rob motioned to approve the updated fee schedule as presented, Dawn 2nd. Motion Passed with all in favor.*
- **Playground update** – Kathy said the construction started on June 19th and the work was completed over the weekend. We are currently working on the perimeter and landscaping. Thanks to everyone for a great job. Adam stated that some sod and grass seed and hay will be completed by July 4th weekend.
- **Crime Watch** – Kathy and Tom have been contacting people such as Doyle Heffley, the DA, and Bear Creek Lakes to find out some helpful tips on a crime watch as well as trying to set up meetings for our property owners to attend. Trish asked what crime watch is and what they can do. Tom clarified that that's what he is trying to get the DA to come for a Q&A type session to let our property owners know that info. We are looking for a Do's and Don'ts kind of meeting. If any property owners are interested, contact Trish in the office and she will pass your info on to the chair of crime watch.
- **Other old business?** John brought up the property we own on Autumn Lane. There is a tree branch hanging over the power lines. Discussion on responsibility and risk of the large branch ensued. It was decided that the branch hanging over their property/power lines/fence is their responsibility. But the tree itself that is on our property is a different story. Rob will have a conversation with the property owner and report back to the BOD.

DIRECTORS' & COMMITTEE REPORTS

1. **Communications & Marketing** - Colleen had nothing more to report then the newsletter went out in the mail on June 8th.
2. **Recreation** - Julie May 25th was a wine glass paint night, June 3rd was our community wide yard sale, June 28th was a 4th of July gnome painting and the annual picnic is scheduled for 2pm after the annual meeting.
3. **Pools** - Seth was not present
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. A set of concrete steps and pad was formed and poured in front of the clubhouse pool bathrooms. A paver block walkway was installed at the clubhouse pool gate. Two new filter cartridges were installed in the kiddie pool filter. The edges of the kiddie pool and the edges of the stairway of the main pool were repainted. Trees and branches were removed after the storm on Yellow Run Road and also Cold Spring Drive. All 4 of our wooden picnic tables were rotted beyond repair and were trashed. 2 new plastic picnic tables were purchased and installed at the clubhouse pool. The large oak tree next to our garage was removed and disposed of. A bobcat type skid steer was rented for 3 days to spread dirt and level the new playground area. I called PPL about tree trimming and wires. Their policy is they will only cut trees or branches that are touching the wires going between the telephone poles, not wires going to a home from the pole. That is the homeowners responsibility. Julie asked about getting more tables for the pool area as well as for the playground area. The goal is a minimum of 4 at each pool, preferably 6.

5. Asset & Project Management - Michael resigned/not present

6. Compliance & Controls – Heather resigned/not present

7. Building & Planning - Katherine reported 4 permits issued. 1 for tree removal, 1 shed, 1 fence, and 1 new construction. 3 were not needed for dead or hazardous tree removal.

8. Roads - Adam reminded all that the road repair plan map is on the website. He spoke with Dante from Motolas and he is in the middle of a big project and will probably conclude mid-late July. They will then start on our job.

9. Enforcement – Adam had no report for this month

10. Operations - Collections update - Adam has not pulled the data, but they have had good feedback on judgements. Phase 2 of last year and Phase 1 of this year will be complete soon.

NEW BUSINESS

1. Other new business - *Julie motioned to sell the 2 lots we own for fair market value, Jessica 2nd.* Discussion ensued about the legal aspect. It was noted the vote is contingent upon solicitor confirmation. These lots are not common areas. One lot is on Autumn Lane and the other is on Cross Run. *Motion Passed with all in favor.* Kathy reminded all that there is an AED located in the clubhouse by the front door as well as a reminder to call 911 in any emergency situation.

Meeting Adjourned - Motion: Adam - 2nd: Matt at 9:50 pm