

Directors' Meeting Minutes AUGUST 2020

August 20, 2020 / 7:00 PM / Virtual Meeting Only (Zoom)

<https://us02web.zoom.us/j/81609871829?pwd=NXBVeEINZ0Y1ZVVQT3VaTIJQM003UT09>

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OPENING

- Pledge of Allegiance & Moment of Silence
- Roll Call - **Directors Present:** President-Rob Renode, Vice President-Anna James, Secretary-Jessica Knoll, Treasurer-Dawn Wolset, Julie Renode, Adam Kochanski, Colleen Rini, John Wolset, Carrie Strohl, Kathy Plebani. Directors Not Present: Rob Sweeney
- Greeting
- Firewise Guest Speaker - **Not Available Tonight**
- Public Comment - **Homeowner Tim Koch** is present explaining that he is trying to purchase the land next to his property and it owes 4 years on dues. He is hoping that we will forgive the dues owed from 2017 & 2018 if he pays 2019 & 2020. Rob explained that we are trying to work with property owners and get more accounts paying their yearly dues. He will follow up with Tim tomorrow.
- Reading of the Minutes (July 2020) - **Jessica K. motioned to waive the reading of the minutes and to approve the minutes presented with the earlier emailed grammatical errors fixed, Anna 2nd. Motion Passes 9 Yes - 1 Abstention.**
- Treasurer's Report - Dawn read account balances
- Payment of Bills - **Dawn Wolset:** Hard checks and amounts were noted. Online payments and amounts were noted. **Dawn motioned to approve the payments as read, Anna 2nd. Motion Passes 9 Yes - 1 Abstention.**

OLD BUSINESS

- Electronic Votes since last meeting - **None**
- Document Retention - **Colleen:** After they are approved tonight, it will be sent to our lawyer. Adam questioned a few things, but they are more procedural and not necessary to be part of the actual retention document. Julie spoke of our work on the Operations Manuals. Once complete, we will have paper and electronic versions. **Colleen motioned to approve the Document Retention Document as presented, Dawn 2nd. Motion Passes 8 Yes - 2 Abstentions.**
- Phone system in the office Rob/Dawn - **deferred until back in the office**
- Call service - **deferred until back in the office**
- Computer for office - Rob / Colleen - **New computers have been received and installed and will be up and running completely shortly.**
- NEPA update - Rob: nothing new to report. We will be having a meeting with them hopefully this month either in person or virtually.
- Access Card update - **Adam:** Pool cards and readers have been installed. Working on getting cards labeled & programmed. We want to include documents with the cards to the property owners and will need a mass print order approved shortly. We hope to get everything out over the next week or so. We will "go live" at the pool initially, and we are hoping to have everything else installed shortly. Lights and cameras are installed or being finished. Anna asked about timing on letting attendants know when they are needed. Adam mentioned the key to that is to make sure that all the homeowners get their cards. We do have a budget cushion if we keep the attendants. For property owners that do not

live here, we may have to mail back and forth to get signatures before we release the cards. We will also make sure to use this time to update everyone's info.

- Rules and Regs Revisions for Approval - Adam: After some discussion, Adam decided to table the vote on the updated Rules & Regulations for a week to do an electronic vote due to the fact that the final draft was only emailed to the board just before the meeting. Rob will follow up with an electronic vote in a few days.
- Oil contractor update - John: Currently we have Superior Plus propane & oil contracts, Oil at \$1.77 and Propane at \$1.475. Colleen will text John with lower rates. John will look into when our contracts come due.
- Other old business? Adam: Citations from last month's meeting: 23 Autumn Ln - building without a permit did need a permit from the township. Adam will reach out to the homeowner to let them know. Citation will stand unless they can prove they had a permit from the township. Citation for Angie Bailor is still open, they have their info into the township and we should be able to drop the citation at next month's meeting.

DIRECTORS' & COMMITTEE REPORTS

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

1. Communications - Colleen: No new news, received a community map from Julie and will post on the website. Anna suggested we have a map at the entrance of each section.
2. Recreation - Julie: Tim Koch was actually the one who created that map for us to use for our trick-or-treat every year. No updates with recreation due to COVID-19. Hopefully we can do something for Halloween or Christmas.
3. Pools - Anna: Met with Alan from Strand Pool at Leslie Lane Pool to get his thoughts on what needs to be done. Got a contact for a pool contractor to rebuild the pool as well as other suggestions for what we can do. We are working on getting quotes on what needs to get done. We all hope to get that pool done and up and running by next year. There is also a possibility that we could get a discount if we have the clubhouse and baby pool painted as well.
4. Maintenance - John: Routine maintenance - cleaning clubhouse, bathrooms, etc. Grass & brush cutting, trash, pool. Disposed of 9 tvs & computer monitors (recycled) We got a quote from Ron Hemerly of \$30,000 to have brush and branches cut 3-4 ft along both sides of all roads 13-15ft high. Rob asked for a timeline, John will find out. Anna asked about the parol program-John is still finding out more info. The alternative is having the board members and maintenance rent the equipment and do it themselves which would be a better option for a long term maintenance effort in the future. John will get one more quote before we put it to a vote. The heater in the basement is broken and we received a \$469 quote from Frantz Electric to replace and mount a 4000 watt 220 volt fan forced wall mount heater to the wall. *John motioned to hire Frantz Electric to replace and mount the heater in the basement for \$469, Dawn 2nd. Motion Passes 8 Yes - 2 Abstentions.* The ac unit in the clubhouse has a leak in one of the units that was found during routine cleaning maintenance. Currently trying to get an estimate to have it repaired. One of our maintenance employees resigned due to personal reasons. Our weed wacker stopped working and it will cost more to fix than to replace. We found one with attachments for things we typically use. Info of the unit was sent via email. It is commercial grade. *John motioned to purchase the Husqvarna 525 LK model emailed to cost up to \$700, Colleen 2nd.* Adam asked if we needed to purchase all of the attachments now or if we could wait on the parts for the tools we still have working. Turns out, it is cheaper to get it this way now. *Motion Passes 8 Yes - 2 Abstentions.* The new Time Clock has been installed and security has been beta testing it to verify for its accuracy. Anna asked about the invoice in our packets for Humphrey's Hydraulics. John said we were just getting pricing on if we were to get a new plow truck equipped for the future to become self-sustaining with snow removal. Colleen asked about killing the weeds in the tennis courts and they will get maintenance on it. Adam has also been trying to get in touch with Dante about getting a quote to repair that area so we can seal and repaint it.
5. Rules & Regulations - Rob R: no other updates

6. Roads -Rob S: Not Present/No Updates
7. Building & Planning - Adam: 2 building permits, 8 fences, 7 sheds, 2 lot clearing, 8 yard sale, 1 permit not required for a pergola over a deck, 3 lot clearing not required due to dead trees.
8. Public Safety - Adam: 3 incident reports: 1 suspicious activity, 2 investigate conditions. 3 Citations: 1 Stop sign, 2 dogs loose. 15 Warnings for uncut lawns.
9. Operations - Collections update - Rob R: we have gotten some feedback already on letters sent out. No financial performance numbers currently available, but will work on pulling the report for the future.

NEW BUSINESS

1. PO box door repairs at Clubhouse and Porter - Anna: Spoke with Joe from the Post Office about the boxes at the Clubhouse and at Porter Dr. Maintenance is being used to sanitize and put minor repairs like that on hold. Nicole Long will be taking over his position shortly. Anna suggested we have our own maintenance guys repair them. Due to them being USPS property, Rob told Anna to make sure to get a signed waiver from the Post Office before we fix them.
2. Violations/Citations - None. Anna mentioned the voicemail that was sent to NEPA, but Adam explained the proper channels to dispute a citation.
3. Speakers - Rob Lee wanted to clarify that the Rules & Regulations committee was never disbanded. It's always been the board's decision, but it is nice to have the property owners input as well. Also mentioned that the Operations Binders had past lawyer correspondence kept in there. He had noticed there was a period of time that this was not done. He hopes to see that it will still be kept up for the future boards to be able to look back on info that has already been dealt with in billable hours to ensure it doesn't keep repeating itself. He brought up the board members who said earlier they were unaware of some of our other sections. It is one community and we should take the time to use our new map and drive around and check it out. He also asked that we remember the other areas when doing things like Access card pickup.
4. Motions for supplies - None. Rob asked John how we are doing with sanitation supplies. John feels confident we have enough for the rest of the season. Adam suggested that we get some sanitizer stations for the tennis and basketball courts once access controls have been installed. John suggested we maybe use the ones from the pool area once it has been closed.
5. Correspondence - None.
6. Other new business - Rob R: A property owner reached out to our AOM. Currently they own 59 lots (previously 67) Her husband was the original mortgage holder on the community. They say that they are an original declarant which they are not. In 1996 they took over 67 lots for \$1. There was some sort of dispute and settlement in 1998. The current board at the time was taking them to court for back debt for about \$13k and we won. A few months later, the board offered them a settlement which states for \$4,500 we will no longer pursue back, current, or future debt until properties are sold. We are still looking into getting more info and documents. The property owner reached out to us because they are not buildable lots and they are trying to sell them. The issue they are having is the back dues. We want to update everyone as much as possible with our research since we want to earn revenue on these lots. We will figure this out the best we can.

Meeting Adjourned - Motion: Adam - 2nd: Colleen at 9:26pm