
Directors' Meeting Minutes **September 2022**

September 15, 2022 / 7:00 PM / Virtual Meeting Only (Zoom)

Time: Sep 15, 2022 07:00 PM Eastern Time (US and Canada)

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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, Treasurer-Dawn Wolset, Secretary-Jessica Knoll, John Wolset, Julie Renode, Adam Kochanski, Heather Napoli, Seth Napoli, Colleen Rini, Kathy Plebani. Directors Not Present: Michael Klapac.**
- Greeting – Rob thanked everyone for joining.
- Public Comment - Carlos Navarreto asked during the meeting via chat how often the POA fees get raised. Adam shared his screen of a slide from the annual meeting of what the Leslie Lane pool area looked like before and what dues increases are used for. It was also noted that the budget is reviewed annually over various meetings in which the property owners are encouraged to attend and give input.
- Approval of the Minutes for August 2022- Kathy asked that her name be removed from the minutes. Julie noted that the minutes reflect that May and June's minutes were only voted on to waive the reading, not to approve them. The agenda has been updated to read "approve minutes" in lieu of reading of the minutes. We no longer need to motion to waive the reading and approve, we just need to vote to approve the minutes. *Colleen motioned to approve the May 2022 revised minutes, Julie 2nd. Motion passed unanimously. Colleen motioned to approve the June 2022 minutes, Rob 2nd. Motion passed with 8 in favor and 3 abstentions. Colleen motioned to approve the August 2022 minutes with the change noted by Kathy, Adam 2nd. Motion passed with 6 in favor and 5 abstentions.*
- Treasurer's Report (Financials posted on website) – Dawn noted that our treasurer's report is located online and asked if anyone had any questions. No one spoke up with questions.

OLD BUSINESS

- Electronic Votes since last meeting -
 - *Adam motioned to approve a spend of \$4,835 from the \$8,000 landscape budget to improve and place new screened topsoil in the disturbed and newly graded area surrounding the Leslie Lane pool and basketball area, Jess 2nd. Motion passed unanimously.*
 - *Adam motioned to approve a spend of \$5,971 from the deferred maintenance GL code to fund the additional cost of updated fence scope, in alignment with the permit plans of Leslie Lane pool and basketball area fence permit, Jess 2nd. Motion passed unanimously.*
- Annual Meeting Debrief - Rob reported that we met the needed quorum, and it was a laid back meeting with professional and respectful dialogue between the board of directors and the property owners in attendance. The proposed non-financial bylaws passed, the Leslie Lane pool status was discussed. The meeting was completed in a timely manner. Collen made note that the pool plans are now located on our website as mentioned during the meeting. She also passed on a few comments

she heard about moving the meeting to a different month as many are on vacation during the summer. Rob asked that we all think about a time of year or month that would possibly be better, and suggestions for us to make it easier to make a quorum. Kathy suggested we post a poll in the upcoming newsletter and maybe on facebook to see what would get people to attend the meeting.

- Speed Bump update – Adam has no update. He has been focused on the Leslie Lane area project. Matt asked about any permits we may need to install speed bumps. Adam plans to ask the township when he goes to discuss the permits and requested engineer designs for the replacement and placement of our entrance signs.
- Status of Leslie Lane Fencing/Security/Paving – Adam reported that the fencing is complete at the Leslie Lane basketball courts, and extended pool area as well as the additional angled pieces by the gate at the clubhouse pool. The access controls, cameras and lights will be installed in late September at the Leslie Lane basketball courts. The parking lot and new drive isle area is all paved. The new parking area is intended to make the bus stop safer for the children.
- Status of Leslie Lane Pool - Adam obtained the permits, but there are still some suggested changes on approved plans that are being reviewed.
- Rules/Policy/Procedures Project – Heather stated that the bylaw changes from the annual meeting have not yet been updated, but that she will be working with Colleen to get them updated.
- Legal Review: Property Bundling pending – Rob doesn't think anything will happen with this. He reviewed the story about the original declarant lots and after thorough research, there isn't anything we can really do in this situation. Adam asked about the possibility of bundling lots that are buildable with lots that are not. Rob said they would need to be re-subdivided at the owner's cost. It isn't a simple process, but it is possible. Jessica asked about the No Trespassing signs posted on her properties and why they have our name and address on them and if that somehow opens up any liability to us. No one knew the answer, so Jessica said she will try to find out. This agenda item can stay on the agenda for one more month to see if we can get an answer about the signs.
- Status of Call Center – Rob has no update on this matter.
- Other old business?- None

DIRECTORS' & COMMITTEE REPORTS

1. Communications & Marketing - Colleen stated that newsletter vendor ads will begin to be solicited in the beginning of October. Vendor forms are on the website for anyone interested. If anyone has ideas for articles, please submit ASAP. Looking to print by Thanksgiving, to be sent in January. A quote for folding, labeling, and stamping will also be requested.
2. Recreation - Julie spoke of how quick summer went by and the upcoming Paint night which is a fall sunflower painting on Thursday, September 29th at 5:30pm at a cost of \$35 to be given to the instructor the day of.
3. Pools - Seth let us know that the kiddie pool at the clubhouse is still leaking and that it must be the skimmers that are the cause. He got a quote from Strand for \$6,388 to replace. We already rebuilt one filter on the big pool at the beginning of the season, but sediment has been found in the skimmers. We may need to rebuild the other filter. The pool is open for use through September 25th and will be closed by Strand on September 27th. Adam suggested a pressure test on the kiddie pool, but apparently one was already done. Matt requested an itemized estimate on the work to fix the kiddie pools leak issue. *Adam motioned to approve a spend not to exceed \$1,000 to replace the walls and fingers on the filter before the season closes with funds to come from the Repair & Replace Maintenance budget and the maintenance staff budget in the event of an overage, Rob 2nd. Motion passed unanimously.* John will order the parts.
4. Maintenance - John spoke of normal routine maintenance, including cleaning the clubhouse & bathrooms, grass cutting and weed whacking in all common areas, the field on 903, as well as along all development roads, setup and clean up from rentals, cleaning up trash around the development, taking all trash to the transfer station, and cleaning and testing the pools. Approximately 4-5 dump truck loads of topsoil were delivered to the Leslie Lane pool area and was spread, graded between the pool fence and the basketball courts and in front of the parking area. The area was raked, seeded, and covered with hay. The grass is starting to grow in. Potholes were filled in the Porter Dr section

and the planter boxes were stained in front of the clubhouse. Several bags of trash were picked up at the entrance of Yellow Run Rd, which the state police are investigating. Several boards to the picnic tables at the clubhouse pool were painted and replaced. The stop sign at the intersection of Wolf Dr and Coldspring Dr was repaired and re-set. Weed killer was sprayed around the perimeter of the fencing at both the clubhouse and Leslie Lane basketball courts.

5. Asset & Project Management - Michael not present.
6. Compliance & Controls – Heather didn't have any updates, but asked about a homeowner that drives their golf cart on the concrete slab to get his mail. Rob said it isn't the best idea and suggested signs stating "no motorized vehicles." Trish asked about common areas including grassy areas. It was mentioned that if you wouldn't drive your car there, do not drive any other motorized vehicles there.
7. Building & Planning - Katherine reported 8 permits issued; 1 tree cutting, 2 yard sales, 1 concrete patio, 2 fence, 1 pre-fab garage, and 1 new home construction. 5 permits were not needed.
8. Roads - Adam spoke about the asphalt work earlier in the meeting. Some potholes need patching before the winter. Adam also reminded John to keep track of maintenance done to roads on the map. Rob reminded all that budget season is coming up and to start looking into the needs of each department.
9. Enforcement - Adam reported 1 warning issued for tree removal without a permit and 1 investigate conditions with no citations to report.
10. Operations - Collections update - Adam ran an analysis on all properties improved and unimproved with more than 1 year of back debt resulting in approximately 100 properties. The first round of filings going to the lawyer for review are the improved lots. Round 2 will be the unimproved lots, and there is a lot of activity going on with lots that are less than 1 year in back debt.

NEW BUSINESS

1. Motion to Remove 3 Trees - *John motioned to remove 3 trees in the Yellow Run section by Ron Hemerly totalling \$900 to be taken from the Roads & Tree Trimming budget category, Heather 2nd. Motion passed unanimously.*
2. Correspondence - A Thank You card was received from the family of Robert Lee. Property Owner, Maria Schwartz, wrote in an appeal to a citation she received from a deed restriction violation she received. She had a shed placed on her property and there was no primary home yet on the property. The shed has since been removed but the contents remain on the premises with a tarp covering. Discussion ensued about the situation with different ideas of execution. *Heather motioned to not accept the appeal and to let the citation stand, Adam 2nd. Motion passed unanimously.*
3. Other new business- None

Meeting Adjourned - Motion: Dawn - 2nd: Heather at 10:32pm