

Directors' Meeting Minutes **SEPTEMBER 2020**

September 17, 2020 / 7:00 PM / Virtual Meeting Only (Zoom)

<https://us02web.zoom.us/j/88001719200?pwd=dEE1aElxWIFIYW9iM2ZKR3pwMlBndz09>

Meeting ID: 880 0171 9200

Passcode: 331425

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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, Kathy Plebani. Directors Not Present: Carrie Strohl**
- Greeting - **Rob welcomed everyone and thanked them for attending. He informed everyone that we have had a nice show of homeowners since we have gone to virtual meetings, and we hope to continue that even after we go back to in-person meetings.**
- Firewise Guest Speaker - **Rob introduced Wesley Keller from Firewise on the phone. PFS is the longest running member of Firewise in Carbon County and he thinks either #1 or #2 in all of the commonwealth! Firewise is no longer giving grants, he is trying to spread education and help developments create new Emergency Action Plans. He informed us of how to find problem areas 5 ft around your home where embers would fall in a fire situation (where leaves and snowflakes fall.) He said they can come in and teach "Fire Safe Landscaping" and homeowners can ask for inspections. He is hoping to use us as a guinea pig for a new program they are creating to develop new Emergency Action Plans. He would need a few people who are willing to give some time. Anna asked about the sign out front for Firewise and he clarified that he is not actually part of Firewise, he is a forest fire specialist who works for the commonwealth trying to help developments with fire education and to obtain 3rd party grants. He did not feel we would likely receive any grants. They typically go to the most compliant and highest volunteering applicants. It would also need to be a separate non-profit with its own board, but how it was done in NJ is a fire safety coalition with different members from different developments.**
- Public Comment - **Bill Terrano sent an email asking about a current financial situation of the development. The one that was sent in the newsletter over the summer had financials from last November. Typically, we would see them at the annual meeting, but since we didn't have one, we should find a way to get that info out to the homeowners. Dawn reminded him that we read them every month. Rob will make sure statements get out. Ken Repsher asked how much it costs for us to be a member of Firewise, and if we made any changes to the bylaws. Firewise does not cost anything, and we did not change any bylaws. Rob reminded everyone that Rules and Regulations were updated, but we can not change bylaws without it being voted on by the members at a called upon meeting of the members. Leslie Stapelton asked how many lots have not yet paid their dues. Under 200 accounts have back dues including this year's dues. 94 are only behind this year's dues. Most are due to COVID but a lot are on payment plans. Leslie asked if we could publish the list of names who are behind. Unfortunately, we can only post numbers, no names due to personal information protection laws. We have been working with back debt accounts to get them on payment plans before we spend the expense of filing in court. But we are very close to filing for the accounts that are not getting on payment plans. Tim Koch mentioned that he can not find the draft minutes from the August meeting on our website. Colleen walked him through where to find them. He also added that he purchased the lot next door and would like to find out**

how he can be sure that the resale cert funds as well as any other funds were credited to us from NEPA. Rob told him that he can either call the office and she will check to assure him or he will be able to see it reflected next month in our totals.

- Reading of the Minutes (August 2020) - **Jessica K. motioned to waive the reading of the minutes and to approve the minutes as presented, Dawn 2nd. Motion Passes 8 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 8 Yes - 1 Abstention.**

OLD BUSINESS

- Electronic Votes since last meeting
 - **Rules and Regulations Updates Passed with 9 yes - 1 abstention**
 - **Access Control Package Print Spend Passed with 9 Yes - 1 abstention**
- Phone system in the office Rob/Dawn - **deferred until back in the office, but will be done by the time we get back in the office.**
- Call service - **deferred until back in the office, but hoping to solve by mid-October before winter and snow sets in.**
- NEPA update - **Rob - Not much to update on. NEPA has had some turnover due to COVID which has resulted in some growing pains. We have been working closely with them and Tom and Rob are meeting via phone on Monday with a virtual meeting to follow. Will continue to update monthly.**
- Access Card update - **Adam - Access Controls have been installed at the clubhouse and the pool. We are struggling with fence installation due to COVID and material shortages at the courts. Access will be implemented soon. A document packet will be distributed with the cards. Pool is closed for the season and the clubhouse is still closed to residents due to COVID but we will be setting up packets over the next 2 weeks. We will schedule appointments for homeowners, are trying to work on an electronic signature system, and will be able to mail back and forth for non-residents. Communication will go out shortly on how and when we will execute. Every member will get a card. If not in good standing, their card will not have access to amenities. Adam is also looking into pricing to get Leslie Lane pool access and the courts over there as well for next year. Ken Repsher asked why we aren't allowed to use the clubhouse. Rob answered that due to the fact that we are a small facility with multiple departments working, we have a big load of sanitizing that would need to take place to stay in compliance with CDC and Governor Wolf's regulations. We don't have enough staff to stay on top of it all. We are trying to get the clubhouse open asap, as well as the office. Physical in-office hours will be coming shortly, by appointment in the clubhouse at first. Of course we have been and are still available by appointment in the pavilion.**
- Other old business? **Adam - Update on a past citation from 18 Engler for a building permit- They were unable to get a permit from the township due to the current status of the build, so they will need to pay their citation.**

DIRECTORS' & COMMITTEE REPORTS

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

1. Communications - **Colleen - Newsletter is getting started for the winter issue. Starting to look for vendors to place ads, so spread the word.**
2. Recreation - **Julie - No new updates, still waiting to be able to hold events. Some suggestions were discussed for things we can do for Halloween and/or Trick-or-Treating, but it was decided that it is best not to organize anything as an association, but if homeowners do something on their own, that is fine.**

3. Pools - Anna - Strand came and closed/winterized the clubhouse pool. A huge thank you to all the attendants and maintenance for all they did to help this year. Adam jumped in to thank Anna for all she did. Anna mentioned that a lot of the residents are looking forward to using the access cards. Anna has been keeping in touch with the Department of Health re: the chemicals in the pool and keeping them regulated next year. Rob threw out one last HUGE thank you to everyone including Kathy who helped this year with all the different aspects of running the pool and getting access controls up and running
4. Maintenance - John - **Performed Routine Maintenance:** cleaned clubhouse, pool, bathrooms, cutting grass & brush, bringing garbage to transfer station. Brush cutting was done at Porter Dr and also the entrance at Yellow Run. Replaced clutch housing on old Husqvarna weed wacker. Removed men's room urinal & rebuilt and replaced all plumbing & seals on top and bottom of the unit and reinstalled. Repaired clubhouse bulletin board make-up and installed new bottom support, cleaned and painted wood. Installed hand sanitizers at tennis courts and pavilion. Basement wall heater was replaced by Frantz Electric Sept 2nd. Drain pipes at the north end of Wild Creek were opened and dug out by Redline Excavating. Debris was removed and hauled away on Monday, Sept 14th.
5. Rules & Regulations - Rob - Rules and Regulations have been approved and updated on our website. We do have the rules & regulations position as well as the road master position open.
6. Roads - no update, position available
7. Building & Planning - Adam - 5 building permits issued, 2 garages, 2 sheds, 1 deck. 2 yard sale permits issued
8. Public Safety - Adam - 2 Citations: 1 Building a shed, 1 Stop sign. 4 incident reports: 1 assist (mail key), 2 Investigate Conditions (loud music, unruly people), 1 Investigate Person (no movement in house for weeks, sent in a wellness check, resident had passed)
9. Operations - Collections update - Rob - We updated on collections earlier in the meeting, We do have some human error GL issues that are being fixed. We will try to have a page to show collections activity each month.

NEW BUSINESS

1. Capital Improvements: Leslie Lane Pool and Fall Brush/Tree Trimming and Removal- **Leslie Lane pool was kept closed this year due to COVID-19 as well as needing repairs and having to get vendors in to assess the repairs and get quotes. We have various issues with the pool, concrete outskirts of the pool, plus a bunch of our skimmers need to be repaired. We are still waiting on a quote, but funds will need to come out of the Capital Improvements fund. Tree brush trim & removal will also need to come from Capital Improvements. John motioned to hire Ron Hemerly to do agreed upon work noted in the contract we wrote up for tree trimming and removal for up to \$34,000 with funds to deplete our firewise fund and the remaining funds to come from Capital Improvement, Dawn 2nd. Discussion questioned funds in the capital improvement fund and that we might need an assessment. Adam also asked what our timeline is from Ron Hemerly. We don't have a timeline currently. He also asked if we have an "out" if they don't do quality work. John said they have a video of what they do. Adam suggested we have them do a prorated mile stretch of supervised (by either maintenance, security, or board members) work to start off. John suggested we meet with Ron Hemerly and discuss what we are looking for and what is in the contract that we drafted. Rob Lee asked that we notify the homeowners about this. Rob explained that we have to send out a 30 day letter to all property owners before we can spend money from the Capital Improvement fund. *Motion Passes 8 Yes - 1 Abstention.***
2. Kick-off for Budget Planning for 2020-21 -Wednesday, September 23 or Thursday, October 1 - **First budget meeting of the year will be October 1st, at 6:30pm via zoom. We will notify via bulletin boards and email with agenda. We will be adding reserves for repairs/tree removal/pools, etc. We need to plan for future expenditures.**
3. Violations/Citations - none

4. Speakers - **none**
5. Motions for supplies - **none**
6. Correspondence - **none**
7. Other new business - **Kathy Plebani brought up speeding concerns on Drakes Dr from Cold Spring to CrossRun. Says it has gotten worse over the last few weeks. Rob asked about any stop sign opportunities there may be along that stretch. Adam said he does have complaints about the area and puts security there, but it hasn't been helping. If they see security, they slow down. But security can't always be there. He is willing to hear anyones ideas. Tom Kervick suggested we go up to 25 mph? Would that even help? Or would that cause people to just go 10+ more than what they are doing? Essentially speed bumps need to be revisited. They might be our only option. Bill reminded of years back when PFS looked into speed bumps that the FD & Rescue teams were against it. If someone hits a speed bump on a bike or ATV in the dark, they could be thrown in the woods, get hurt, and not be found. We could be held liable. Adam said we should not be liable since they are driving of their own free will. Kathy mentioned a bunch of other developments that have speed bumps. Homeowner, James Beck noted that certain stock vehicles have a hard time going over some of the speed bumps and that the speed humps would be much better. We should look into these again. Rob asked John to look into needing a stop sign at Cold Spring and Wolf. We have 2 directions with a stop sign but not the 3rd. He believes we have a spare in the garage. Tom will look into getting more info from law enforcement and Doyle Heffley on getting mobile speed enforcers and if we can get the ones with the pictures of license plates, what we can legally enforce, and what kind of training and calibrating needs to be done to use them. Tim Koch said that he believes a good company for those speed enforcers is Houston-Radar. He then asked about an email he received from NEPA about a ComWeb link to access his account. Dawn confirmed that it was in fact NEPA that sent the email. It seems they changed services. Rob asked that we follow up with them for more info on that.**

Meeting Adjourned - Motion: Dawn - 2nd: Julie at 9:44pm