

WELCOME



Annual Meeting

July 15, 2023



OPENING REMARKS:

- Welcome
- Guidelines for the meeting
- Review Agenda
- Explain Historical Data Slides

President: Robert Renode

Agenda:

- ▶ Approve previous year's minutes
- ▶ Directors Reports
 - ▶ Asset & Project Management
 - ▶ Compliance & Controls
 - ▶ Communications & Marketing
 - ▶ Recreation
 - ▶ Maintenance
 - ▶ Building & Planning
 - ▶ Enforcement
 - ▶ Roads
 - ▶ Pools
- ▶ Summary of accomplishments
- ▶ Association Financial Details
- ▶ New Business
 - ▶ Board Elections
 - ▶ Election of Officers
 - ▶ ByLaw Changes
- ▶ Q&A Session (Public Comment)
- ▶ Meeting Adjourns
- ▶ Historical Data Slides

President: Robert Renode



Minutes of the previous meeting July 2022

- ➡ Questions/comments
- ➡ Move to approve
- ➡ Vote

Secretary: Jessica Knoll



DIRECTORS' REPORTS

COMPLIANCE & CONTROLS

RULES & REGULATIONS

Rules & Regs
available on
PFS website

Process for
rule change

Updated
Fees

DIRECTOR: OPEN



Asset & Project Management



Define Process &
Methodology

Implement
Tracking
Database

Implement
Reporting Process
to Board and
Members

DIRECTOR: OPEN

COMMUNICATIONS & MARKETING

Signage
Implementation

Website and
Newsletter

Marketing Plans



DIRECTOR: Colleen Rini

Recreation

Last year's events



2022-23 Events:

- Yoga-Every Wednesday at 5:30 PM
- Community Yard Sale-Sept 10
- Halloween Party-Oct 29
- Trick or Treat-Oct 31
- Breakfast with Santa-Dec 4
- Adult Christmas Party-Dec 2
- Wine & Cheese-Feb 10
- St. Pat's Party-March 17
- Easter Bunny/Egg Hunt/Scavenger Hunt-April 17
- Yard Sale-June 3
- Painting Parties (usually held monthly)

DIRECTOR: Julie Renode

Recreation

Planned events



2023 Planned Events:

- Summer Party-Aug 24
- Yard Sale-Sept 8
- Halloween Party-Oct 28
- Trick or Treat-Oct 31
- Veteran's Lunch-Nov 11
- Breakfast with Santa-Dec 2
- Adult Christmas Party-Dec 2
- Painting Parties-Sept 7, Oct 5, Nov 2, Dec 7

Note: Open for suggestions for additional events. Dates subject to change.

DIRECTOR: Julie Renode

MAINTENANCE

Staffing

Routine
Maintenance

Larger
Projects



DIRECTOR: John Wolset

Represented by Matt Sulock

Building & Planning

Summary Report

Permits Issued by Category and Count

July 2022-23	
Concrete Patio	1
Deck Installation	3
Fence Installation	5
Garage Construction	3
New Home Construction	9
New Shed	7
Tree Removal	19
Yard Sale	3
TOTAL ISSUED	50

DIRECTOR: Katherine Plebani



Enforcement

Yearly
Report

Speed
Bump Status

Enforcement – Historical Slides

Security vs.
Enforcement

Speed Bump
vs. Speed
Hump

DIRECTOR: Adam Kochanski

Enforcement – Yearly Report

Yearly Report & Update

Staffing:

The enforcement employee has been authorized to work up to 15 hours per week.

When operations allow, maintenance employees can supplement enforcement to provide additional services.

Citations	
Category	Count
911 Signs	9
No Bldg Permit (Structure)	2
No Zoning Permit (IE: Shed)	3
No Lot Clearing Permit	10
No Call to Report Burning	2
Dog off Leash	6
Unattractive Nuisance	12
Deed Restriction Violations	3
Traffic / Vehicle Violations	4
TOTAL:	51

79 last year

Incident Report	
Category	Count
Assists	
Ambulance	
Theft	
Investigated Conditions	9
Investigated Persons	
Fire	
Alarm	
Missing Persons	
Animals	3
Vandalism	1
Personal Injury	
Burglary	
Bicycle	
Motor Vehicle Incident	
TOTAL:	13

17 last year

Enforcement – Speed Bumps

Status:

Speed recording devices are being purchased.

The devices will provide recorded measurables for a before and after comparison.

Speed bumps will be installed this summer, hopefully during road work.

Locations will be confirmed following the recording and review of current traffic data.





Roads - 2023 Update

Completed Work
2022

Planned Work
2023

Example Photos

Roads – Historical Slides

General
Information & 2020
Evaluation

Recommendations

Detail Examples

Maintenance
Program

DIRECTOR: Adam Kochanski

Roads – Completed Work 2022

Completed work last pave season:

Repair Cracks and resurface basketball and tennis court area

Line stripe the NEW parking area at this common element

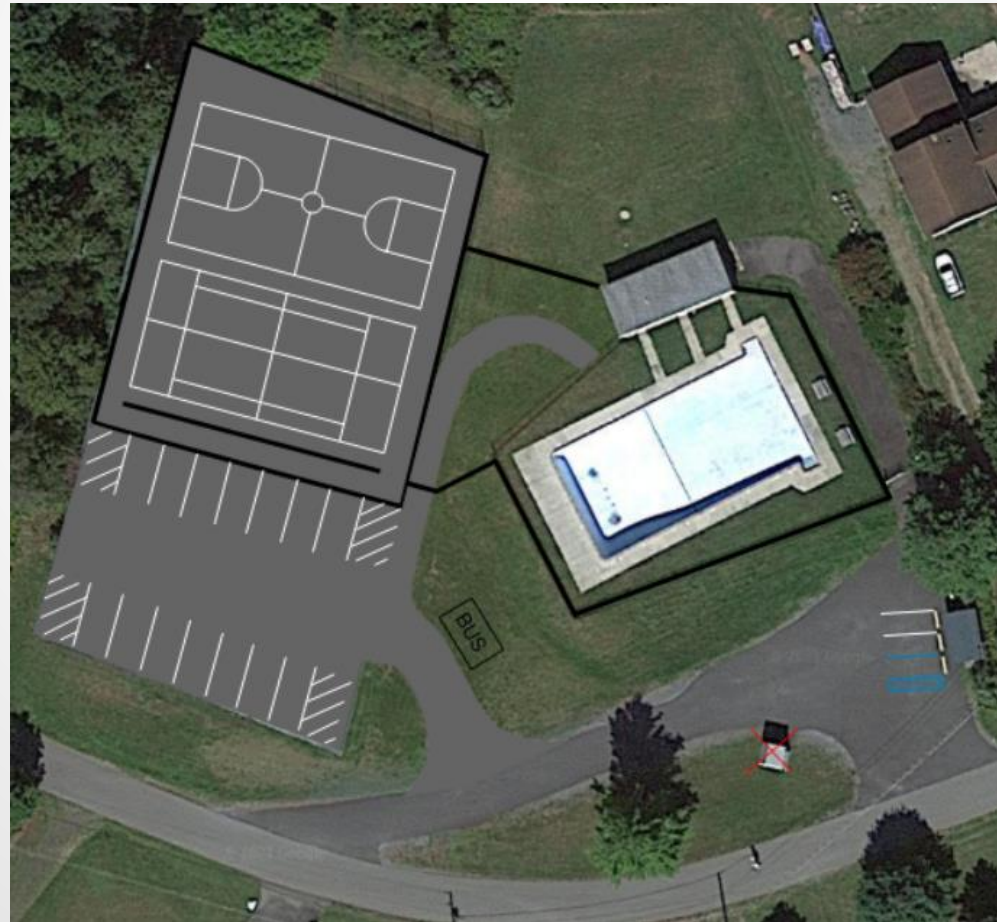
**A new access driveway will complete connection to the existing

Add an asphalt walk path from the parking area to the pool

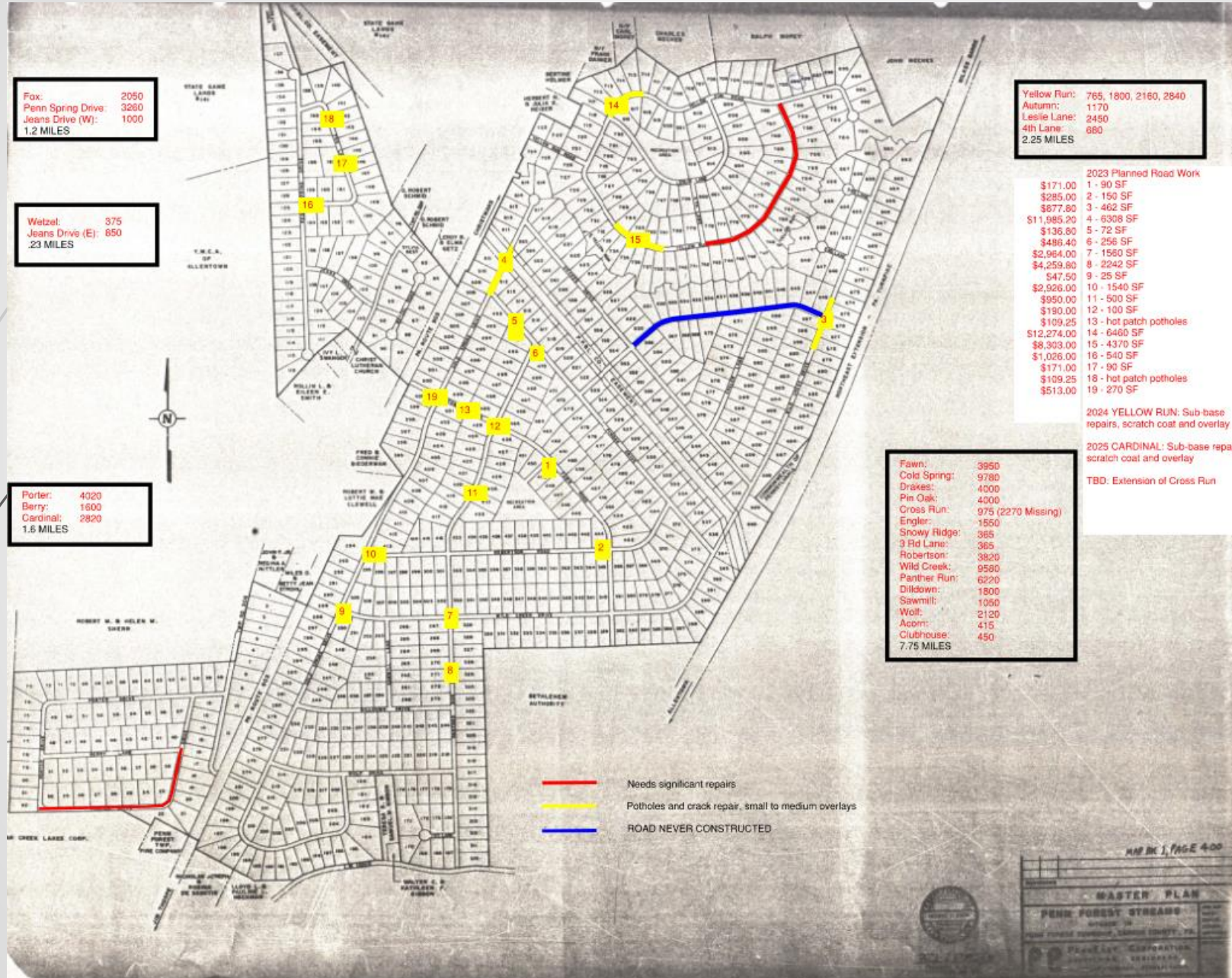
Adjust the bus stop and pattern away from mailboxes

Address the standing water issue at the mailbox area

Cold patch potholes prior to winter



Roads – Planned Work 2023



www.pfspoa.org

Scroll down on the home page to:

2023 Planned Road Repairs

**Contact the office if your area of concern is not documented and we will try to add those repairs if budget allows.

Roads – Photos (Example)



Photo 1 (Fawn Rd & Clubhouse intersection)



Photo 2 (Fawn Rd & Robertson intersection)

POOLS

Status of
PFS Pools

Access/Safety

Maintenance



DIRECTOR: Seth Napoli



Summary of Accomplishments

- Robust debt collection program, including executing court filings
- New basketball & tennis courts with new paving and striping
- Relocated bus stops for child safety
- New playground installed at the clubhouse
- PFSPOA Logo and rebranding are all complete
- Development entrance signage has all been replaced
- Enforcement vehicle has been striped, lettered and branded with PFS LOGO
- Access control systems are complete at all common elements
- All Fencing will be repaired and/or replaced by the end of this year
- The clubhouse is nearly all remodeled
- Mail box area (Leslie Lane) to be relocated – eliminating access and water issues
- Leslie Lane pool permitting and engineering plans are updated to eliminate newly added cost
 - Work still scheduled to be complete this season

- We want to continue working together
- We have big problems to solve and want to partner with the members
- Please view the partial list above for some of what we have accomplished



Association Financial Details



- 2022-2023 and Current Year Budget Performance overview
- Collections activity & Performance
- Putting it In Perspective

Treasurer: Dawn Wolset

2022-2023 and Current Year Budget Performance overview

Current Year

- We are currently at 83% of our Dues Income Goal
- We are currently at 65% of our Back Debt Collection Income Goal
- We are currently at 83% of our Other Assessment Income Goal
- We are only \$95,000 away from meeting the projected income goal for operational funding
- Non-payment projection will be far less than anticipated

2023 - Current Financial Performance	Budget	Actual	Variance
Annuals Dues FP - 2023-2024	\$ 420,900.00	\$ 349,911.91	\$ (70,988.09)
2022 & Prior Assessments	\$ 51,500.00	\$ 33,643.84	\$ (17,856.16)
Other Assessment - Reserve (Roads)	\$ 18,300.00	\$ 15,125.00	\$ (3,175.00)
Projected non-payment	\$ (66,125.00)	\$ (69,000.00)	\$ (2,875.00)
Total	\$ 424,575.00	\$ 329,680.75	\$ (94,894.25)

2022-2023 Financial Performance	Budget	Actual	Variance
Annuals Dues FP - 2022-2023	\$ 401,500.00	\$ 343,853.78	\$ (57,646.22)
2021 & Prior Assessments	\$ 50,000.00	\$ 74,117.88	\$ 24,117.88
Other Assessment - Collection Filings	\$ 18,250.00	\$ 15,550.00	\$ (2,700.00)
Projected non-payment	\$ (63,250.00)	\$ (66,000.00)	\$ (2,750.00)
Total	\$ 406,500.00	\$ 367,521.66	\$ (38,978.34)

2022-2023

- Operational expenses were based on \$406,500.00 collected
- Income Collected was \$433,521.66
- Large projects continued through planning and execution based on financial performance

TREASURER: Dawn Wolset

Collections Activity (through 7/14/23 UPDATE)

1

Current Standing for Annual Meeting			
Year	2023-2024	2022-2023	2021-2022
TOTAL MEMBERS:	732	730	728
Delinquent Members	120	125	145
Payment Plans	18	22	20
Zero Balance	598	576	562
Default Payment Plans	-4	8	2
Good Standing	612	590	580
Percent good standing	84%	81%	80%

2

Collections Overview		
Fiscal Year	Budgeted Back Debt Collections	Actual Back Debt Collected
2019-2020	\$8,100.00	\$24,592.54
2020-2021	\$10,000.00	\$53,768.69
2021-2022	\$38,000.00	\$113,052.70
2022-2023	\$50,000.00	\$74,117.88
2023-2024	\$51,500.00	\$33,643.84
Total:		\$299,175.65

3

FY	Payment Plan			
	Debtors	Monthly	Annual	Next 5 Years
2020-2021	14	\$815.25	\$9,783.00	\$48,915.00
2021-2022	6	\$428.87	\$5,146.44	\$25,732.20
2022-2023	2	\$245.83	\$2,949.96	\$14,749.80
2023-2024	0	\$0.00	\$0.00	\$0.00
Total	22	\$1,489.95	\$17,879.40	\$89,397.00

4

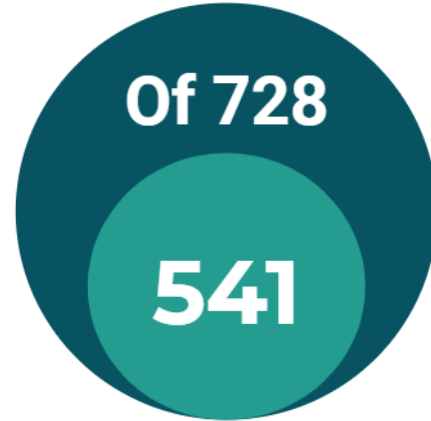
Conclusions:

- Collected **\$299,175.65** in back debt revenue since Q2 2019
- **120** members currently **delinquent**
- **84%** of members are in good standing and climbing
- 86 Court filings have been processed on outstanding accounts
- All Current year debtors will be filed on in short order
- Additional funds will be required to perfect Liens on Judgement accounts

Putting It In Perspective

DUES/ROADS INCOME

2018



Properties Current
Dec 2018

Budget is Based on

605

Properties Current

Penn Forest Streams POA 2019-2020

Year End Good Standing Data				2023
Year	2023-2024	2022-2023	2021-2022	
TOTAL MEMBERS:	732	732	732	
Delinquent Members	TBD	71	91	
Payment Plans	TBD	22	20	
Zero Balance	TBD	639	621	
Default Payment Plans	TBD	-8	-2	
Good Standing	TBD	661	641	
% good standing	%	90%	88%	



ByLaw Language Review

Dues & Assessments, Other Assessments & Special Assessments

2.3. Dues 2.3.1. Each member shall pay to the association the amount of **dues and other assessments** which shall be applied on a per lot basis, on or before April 1st of each calendar year, as designated by the Board of Directors. **Any special assessment is due within 30 days of receipt.** **No increase in annual dues or assessments shall exceed twenty-five (\$25.00) dollars each in one calendar year.** Any increase beyond this amount must be submitted to the General Membership for approval.



New Business




BOARD ELECTIONS

- ▶ NAMES OF NOMINEES
 - ▶ Robert Renode

- ▶ NOMINATIONS FROM THE FLOOR



ELECTION OF OFFICERS

- PRESIDENT: Robert Renode
 - VICE PRESIDENT: Matt Sulock
 - TREASURER: Dawn Wolset
 - SECRETARY: Jessica Knoll
- 



BYLAW CHANGES

3.1. Annual Meetings 3.1.1. The annual meeting of the membership shall take place during the month of July at such time and place as designated by the board of directors.

Change:

3.1. Annual Meetings 3.1.1. The annual meeting of the membership shall take place during the **first 6 months of the fiscal year and** at such time and place as designated by the board of directors.

Rationale: We struggle at times to get a quorum, and also hold a single meeting of the members once a year typically. With that, we would like this board and future boards to have the freedom and ability to align the best time of the fiscal year for said meeting of the members.

Motion:

Remove the phrase “month of July” from section 3.1 and replace it with **“first 6 months of the fiscal year and”**



BYLAW CHANGES

4.8.1 All members of the PFS POA board of directors serve at the pleasure of the Penn Forest Streams property owners. In order to anchor the members of the board to the spirit and principles of the community, each board member is required to (a) sign the “PFS POA Board of Directors Code of Conduct” (referred to as “The Code” hereafter) and (b) adhere to the “The Code” at all times. In addition, members of the board are required to sign a Nondisclosure Agreement (ND Agreement) and an Acknowledgement of Receipt for Employee Handbook. Failure to adhere to the “The Code”, ND Agreement and/or policies outlined in the Employee Handbook will be governed by the PFS discipline policies and/or procedures and/or the PFS by-laws for “Removal from Office”. **“The Code”** will:



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Rationale: This passage’s intent is in reference to the code AND the additional controlled documents and the by-law passage should accurately reflect that.

Motion:

Change the phrase “The Code” to “These Documents in section 4.8.1



Q & A Session (Public Comment)

THANK YOU FOR
ATTENDING!





Historical Data Slides

Title 68 Financial Planning Requirements

Title 68 Excerpts

§ 5307. Upkeep of planned community.

(a) General rule.—Except to the extent provided by the declaration, subsection (b) or section 5312 (relating to insurance), **the association is responsible for maintenance, repair and replacement of the common elements**, and each unit owner is responsible for maintenance, repair and replacement of his unit. Each unit owner shall afford to the association and the other unit owners and to their agents or employees access through the unit reasonably necessary for those purposes. **If damage is inflicted on the common elements or on any unit through which access is taken, the unit owner responsible for the damage or the association if it is responsible is liable for the prompt repair of the damage.**

*****In other words, we cannot allow deteriorated or damaged assets to go unrepaired. PROMPT action is required and if funding is not readily available, a special assessment must be executed for this specific repair.**

§ 5313. Surplus funds.

Any amounts accumulated from assessments for limited common expenses and income from the operation of limited common elements to which those limited common expenses pertain in **excess of the amount required for actual limited common expenses and reserves for future limited common expenses shall be credited to each unit assessed for a share of those limited common expenses in proportion to the share of those limited common expenses so assessed.** These credits shall be applied, unless the declaration provides otherwise, to the next monthly assessments of limited common expenses against that unit under the current fiscal year's budget and thereafter until exhausted. Any amounts accumulated from assessments for general common expenses and income from the operation of the common elements, other than limited common elements with regard to which limited common expenses are assessed, in excess of the amount required for actual general common expenses and reserves for future general common expenses shall be credited to each unit in accordance with that unit's interests in common elements. These credits shall be applied, unless the declaration provides otherwise, to the next monthly assessments of general common expenses against the unit under the current fiscal year's budget and thereafter until exhausted.

§ 5314. Assessments for common expenses.

(a) General rule.—Until the association makes a common expense assessment, the declarant shall pay all the expenses of the planned community. After any assessment has been made by the association, **assessments shall be made at least annually, based on a budget adopted at least annually by the association. The budgets of the association shall segregate limited common expenses from general common expenses if and to the extent appropriate.**

This slide will be included each year for reference of those seeing it for the first time

Roads – General Information

General Information (what we know):

Roads were paved in the early 1990's
The installing company is no longer in business
There are 13.5 miles of road in the association (27 miles of shoulder)
Road width is between 16' and 18' on average
Subbase stone / Pave thickness and Asphalt mix design are not documented
Research & findings – Largely based on the recall of those who were here during construction
Roads were created by logging, stripping topsoil and grading
Some smaller tree stumps were not pulled out, larger ones were removed
Subbase material and modified stone was the structure prior to pave
Soft spots and potholes were largely repaired by volunteers and maintenance

2020 Evaluation:

Complaints and conditions drove a comprehensive review of this asset
Each area of the association was mapped to document condition and quality
Some failing roads have been repaired throughout the past 30 years
Many roads are still the original pavement
Many roads have surface depressions, not “Pot Holes” (though potholes are also documented)
Surface depressions are the result of decayed tree stumps under the road
Alligator cracking is prevalent and caused by soft or high moisture subgrade
Edge cracking and breakaways are documented throughout, cause – no shoulder stone
Cold joint cracking / separation is pervasive, cause – no sealing / maintenance program

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Roads - Recommendations

Recommendations:

- Engage a geotechnical/civil engineer to perform core samples
 - Core samples should be taken at multiple places of the association
 - Core samples should be deep enough to show stone and dirt subsurface profile
- Draft a detail / cross section of what was installed
- Perform a traffic study for vehicular travel (trip counts) across association roadways
- Based on subgrade & traffic study, design the optimum pave solution for moving forward
 - Design solution should consider cost (complete remove and replace is not feasible)
 - Pave design should state the Asphalt mix design requirements
- Assemble repair & resurfacing details IE:
 - Surface depressions (temporary cold patch until complete resurfacing is planned)
 - Potholes (Square cut, remove, base pave, seal until complete resurfacing is planned)
 - Cracks (grind, remove debris, fill with sealant)
 - Alligator crack / pave failures (mill out, repair subgrade, key in pave, seal / topcoat)

Assemble a maintenance plan to include:

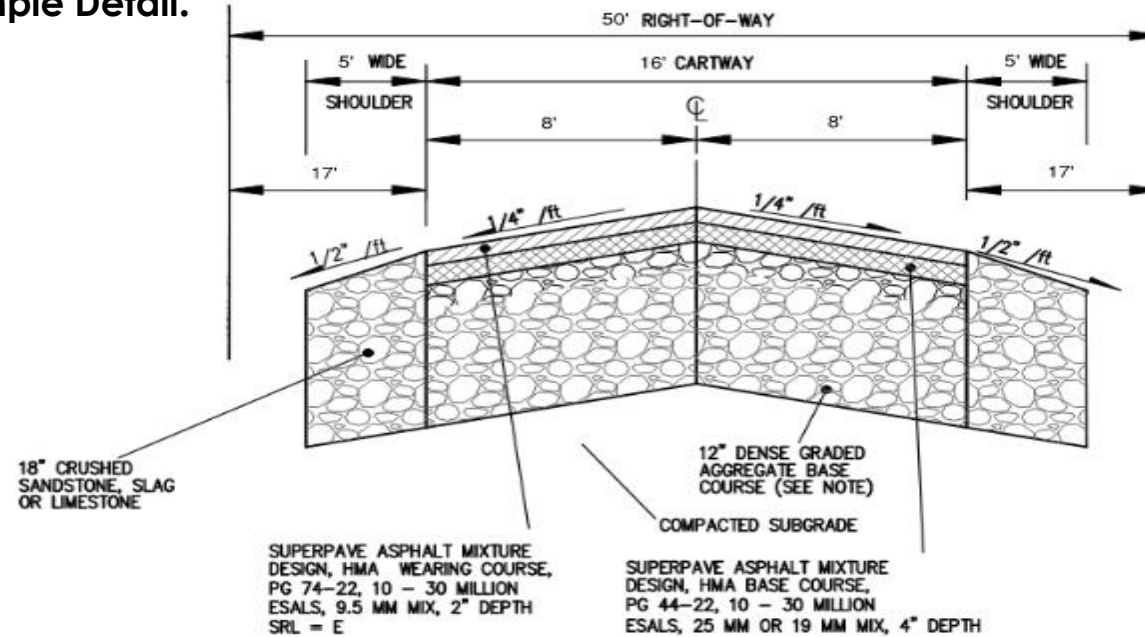
- Yearly depression and pothole repair
- Yearly crack seal
- Scheduled seal coat
- Shoulder stone remediation
- Pavement resurfacing once end of life is reached on all asphalt

Pave repairs should have the oversight of a geotechnical engineer / field technician to protect the members from poor subcontractor workmanship.

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Roads – Detail Examples

Example Detail:



TYPICAL STREET CROSS SECTION

Note: There is no current design standard for the road structure or planned repairs, a design and detail manual must be created moving forward.

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Roads – Maintenance Program

Maintenance Program:

Crack repair / Pothole repair / Seal coating
 ***These are the critical components to extending road

longevity

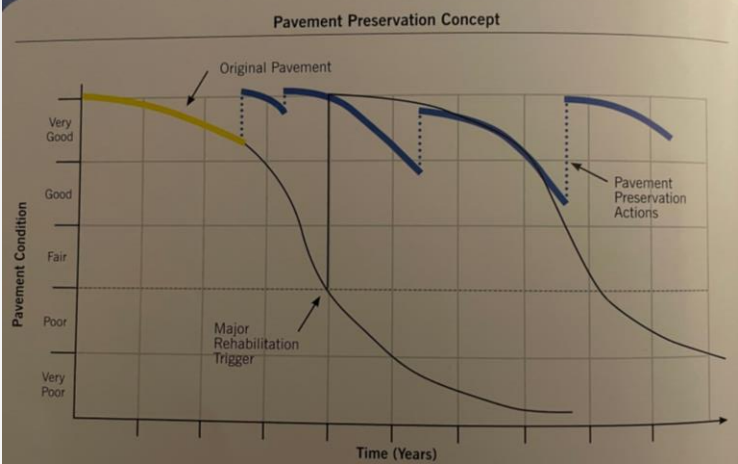
We interviewed the **Gorman Group and Aztec Asphalt Technology** (who merged for this effort) to plan this program

They have a proprietary product and system for sealcoating that will nearly double the lifespan of our roads
 ***If applied every 4-5 years

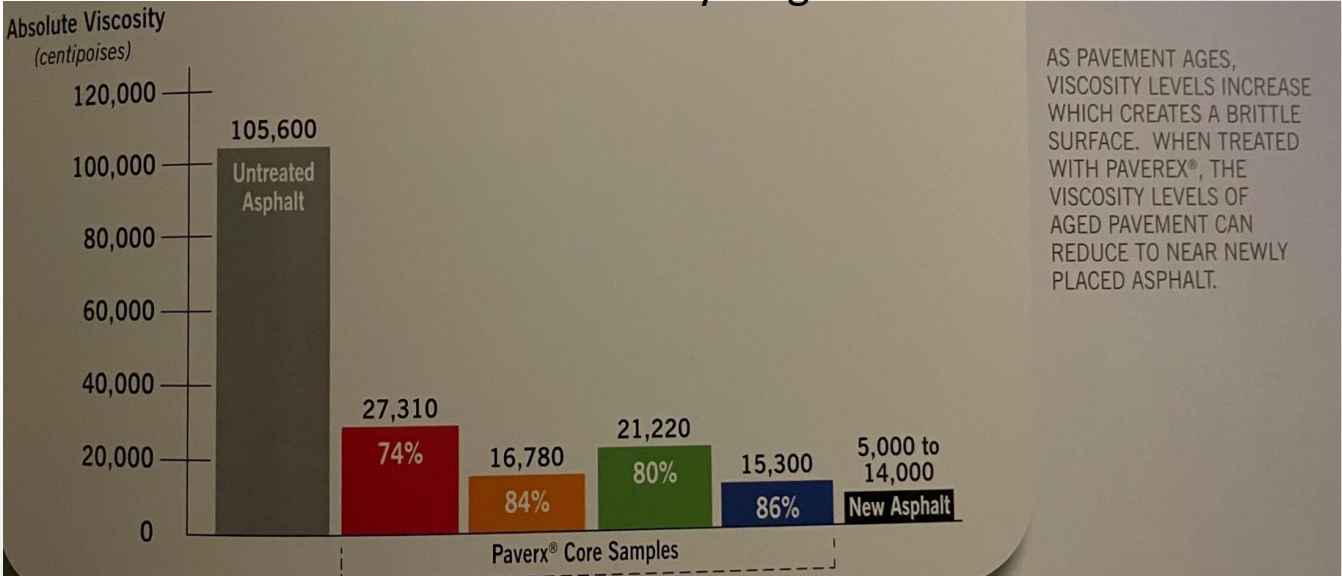
The sealer is water and plant based, environmentally friendly and can be driven on the same day. This product is becoming more broadly used due to its accelerated cure time.

This product is guaranteed to align the viscosity of old asphalt more closely to newly placed asphalt and is literally proven to work. They prove the results by taking core samples of the application before and after. The results should match the diagrams on this slide, or they will reapply the application for free.

Longevity diagram



Viscosity diagram



AS PAVEMENT AGES, VISCOSITY LEVELS INCREASE WHICH CREATES A BRITTLE SURFACE. WHEN TREATED WITH PAVEX®, THE VISCOSITY LEVELS OF AGED PAVEMENT CAN REDUCE TO NEAR NEWLY PLACED ASPHALT.



The cost of this product would be approximately \$400,000.00 to cover every road in the association.

We would want to phase this application into a 4 year rotational treatment.

Historical data from this organization, based on existing maintenance programs, proves that every \$1 spent saves \$6 ~ \$10 on future repairs.

That is a **HUGE savings** over time which helps to keep the dues down.

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Enforcement Description

Security VS. Enforcement

Act 235 governs entities who operate as a "Security" department / company

"Security" is the key word.

"Enforcement" of rules and regulations by an internal branch of any association or entity is allowed without Act 325 oversight / certification.

PFSPOA standing as a registered "Security" company (per the Act 325 Guidelines)

PFSPOA is NOT (and never has been) a registered "Security" company per the Act 325 Guidelines.

PFSPOA (in my opinion) cannot maintain this certification because it requires specific credentials of the managing personnel (board members) as well as the employees.

PFSPOA board members cannot be expected to, AT ALL TIMES, maintain Act 235 credentials as the volunteers who accept this seated position are always rotating and typically not professionals in the required disciplines.

Scope of our "Enforcement" personnel

Document PFSPOA members' adherence to the Rules and Regulations, deed restrictions and other covenants or governing documents that we accept when purchasing property and becoming PFSPOA members.

Present citations for infractions of the above.

Patrol the association for the purposes of:

- Inspecting properties for mischief, vandalism, suspicious conditions or activities and communicate them with the owners (Protecting our assets)

- Observing each property in search of New Construction activity

- Observing each property in search of adherence to Landscape and Lot clearing conformance

- Observing each property in search of Fire hazards

- Documenting overall adherence to Governing Regulations

- Bearing witness to vehicular or behavioral infractions and document the activity appropriately

- Etc.

Monitor Camera / Recording devices when concerning conditions are prevalent

Act as a regulatory figure when public activities are being held (IE: events, parties etc.)

Hours of Operation & Budget

Budget issues have changed the volume of hours available for use

Previously, staggered and varied shifts were scheduled

Currently, shifts are scheduled for "sunlight" hours – to be able to see items described in sections above

With an expanded budget, more hours would be available for evening shifts and added personnel

PROHIBITED ACTIVITIES of the Enforcement Personnel

Due to lack of credentials, certifications and standing as an officially recognized "Security" department / company, the following activities are prohibited:

- Traffic stops

- Radar use

- Apprehensions

- Engaging in domestic conflict resolution

- Engaging (in any way at all) with ANY individuals who are breaking Federal or State Governed Statutes.

In short, if there is an activity, outside those listed in the rules and regulations that you wish to have either investigated or stopped, CALL 911. That is the entity who governs this activity. Outside of that, Crime Watch is allowed and can be continued but Enforcement will not play a role in this activity for liability reasons (the line gets too easily blurred).

This 2020-2021 slide will be included each year for reference of those seeing it for the first time

Enforcement – Speed Bumps

Debate: Speed bumps VS. Speed Humps & Liability

Paraphrasing research and statements over time:

The debate is routinely made and argued:

- “We need speed bumps!”
- “We need speed humps!”
- “We shouldn’t add anything due to potential for liability and lawsuits...”
- “If we do nothing, are we subjected to potential lawsuits?”

The debate has been presented to our council and insurance company to conclude the following:

In short:

- PFSPOA is allowed to install speed bumps
- We are responsible to select appropriate applications and style of bump/hump
- We should be practical and not excessive in height or other feature that could cause damage
- We are responsible for oversight in contractor installation
- We are responsible for notifications and signage and paint and maintenance etc.

Notable:

- Roads with speedbumps have claimed to show reductions in speeding, accidents and severity
- Insurance companies have documented very few attempts at lawsuits related to speedbumps

Liability:

- PFSPOA is like any other entity... Anyone can make a claim for any reason (like trips and falls)
- Proof of negligence is what would cause us liability

CONCLUSION: If we install them, we have to do it pursuant to industry standard, identify them, notify of them, maintain them etc. And do it well... Lack of budget can't be a reason to neglect maintenance and evaluation of these deterrents.

This is not legal advice, rather a summary of combined thoughts related to the subject. PFSPOA will have to decide on the approach to implement.

