Woodledge Village Community Association, Inc.

Board of Directors Meeting

April 1, 2023

Present were Jim Marsh, Kevin Kelly, Sue DeSanti, Tom Ryan, Brian Armbuster. Absent were Richard Dioguardi, and Joe Burke.

Since we had to cancel the March meeting twice due to the weather we need to approve the October 2022 minutes.

Motion to accept the minutes of the October 2022 meeting was made by Sue, and Kevin seconded this motion.

**Correspondences**: Received a request for a donation from Lackawaxen EMS. Sue made the motion to give them $25.00 like last year. Brian seconded this motion.

Received a letter from Lori Armbuster regarding the barking dog on Sunday February 26, 2023 at 9:30 at night. There were many other complaints regarding that. The dog warden was called and said they do not have a noise ordinance and referred it back to the Association. This was discussed in Executive session and a letter will be mailed out. Sue made the motion and Kevin seconded the motion.

**Office Manager: Marie** Mailed out 28 friendly reminders/20 paid

Mailed out 54 delinquent letters/27 paid.

Turned over 27 accounts to our collection agency on December 8, 2022/ 9 paid.

Mailed out 9 letters for reimbursement for the collection agency as stated in the Rules & Regulations/only 6 paid.

Mailed out 4 letters for people on the payment plan that has missed payments after added the late charge and finance charge I informed them of their new balance which is due in full by April 15, 2023

We can no longer get parts for our copy machine since the company moved out of the country. I found one company Quill who would special order the toner so I purchased 2 of each color which was a total of 8 toners. I contacted the company and explained the situation and they were willing to take them back and issue us a credit for a little over $500.00.

We need to get a replacement and I suggested we lease one so everything is covered under contract. Sue made the motion and Kevin seconded this motion.

The office desk is over 20+ years old and is falling apart a few Board members in the last few years tried to repair not now it is time to replace it. Desk are expensive I was thing of getting a desk for the front and a computer stand for the side. I will purchase it from Quill since we have a credit to cover most of the cost. Sue made a motion to purchase a new desk for the office and Brian seconded the motion.

I was informed by QuickBooks that as of May 23, 2023 they will not be supporting our payroll. We have to update but I do not want to go to QuickBooks online for a number of reasons. I discussed this with the Board. First I have to learn a new program and this is a bad time since I have to do the budget for the Board for the May meeting, the newsletter and the Dues & Cares invoice mailing which has to be postmarked by June 1, 2023. So now we need to update. Besides wanting over $2000.00 + we have to pay $8.00 per month for every employee. I have been checking into other software programs but after check with our Communities that are using QuickBooks on line. I have to update to Windows 11 and have our computer checked out to see if it can handled all this update since our computer was purchased in 2015. John Carmano said he could help me with the new program if I decide to go with QuickBooks on line.

Sue made a motion to get this done and Jim seconded the motion.

**Finance and Revenue: Sue**

QuickBooks balances in accounts as of March 31, 2023, Due & Care $ 54,324.36, Money Market $ 71,232.02, Special Assessment $ 40,729.00, Capital Improvement $ 21,101.34,Reserve Study CD $72,314.34 and Petty Cash is $ 133.74 which does not include interest since today is the first.

The Board and the public have a copy of the Profit & Loss, Balance Sheet and Revenue & Expenses reports.

We advertised last year for a certified accountant and receive no respond. Sue made the motion to accept William Owens Company to do our financial books next year and Jim seconded this motion in the amount of $ 5,250.00.

**Building and Construction:**  **Kevin** – One house is being finished up and 2 houses starting to be built. There is no septic on the property next to the house being built.

**Roads: Kevin-** We advertised for the Landscaping last year and no reply. A motion was made by Kevin and seconded by Sue to just contact JML instead of wasting on advertising to see if he is interested.

We received requesting for paving Birchwood Court, Juniper Court and Cedar Court. Kevin stated they will get stone.

Stone will be placed on all 3 culverts.

Ponderosa will get some paving. Need a price for this Warner Paving.

Kevin stated the pathway to the pool will also be paved. Need a price from Warner paving.

**Trees: Tom/ Rich** - There was 4 tree permits issued. We have a new application for tree cutting because permits were given out but we were not receiving the Contractor permit or certificate of Insurance.

Tom asked that the culverts be done on roads that have 2 houses vs one house. He continues with this is just a though. Kevin replied they will be done last.

**Lake and Dam:** Ecological Solutions send us a proposal at Joe Burke request. A motion was made by Jim and seconded by Brian for Marie to sign the contract for the amount of up to $ 6,925.00 and mail it back with the $500.00 retainer. Jim made a motion and Brian seconded the motion.

John Carmano requested permission for a T shape dock like his neighbors. Kevin will stop by. This would be 15ft out to the Lake. After reviewing the drawing Jim made a motion to allow this but to shorten the length of the dock to 15 ft. due to the platform before it. Brian seconded this motion.

We are looking for fish donations to stock the Lake.

**Clubhouse: Sue**. Something needs to be done about the curtains in the clubhouse. Kevin made a motion to update them either buy new ones or clean up the old one with just new rods and Brian seconded this motion. Sue will take care of this.

As far as cleanup day, it was suggested that everyone clean up their own roads or common area property.

**Hospitality: Sue**- We needed 3 Welcome baskets, Sue dropped off 6.

**Pool: Kevin** A small machine is being ordered for after Easter to finish up the pool repair and then the concrete will be ordered. All pipes were replaced and sides were repaired. The walls need to be painted.

**Maintenance: Kevin** The BBQ shed has a new door. Blubs need to be purchased.

The tennis court will be redone and we will be putting in a pickle board court. This will be paid with Capital improvement money.

After a discussion Kevin made a motion to have A. Spall install the air condition unit in the clubhouse for $ 14,000.00. Tom seconded this motion. This is also a Capital improvement.

**Unfinished Business:** We have two Board members terms that are up and all are running. We also have 3 more people who turned in nominations form as of now. We will have to wait until April 13 to see how this will be handled. Having an election or adding more Board members which will have to be voted on by the Membership if we have an even amount of nominations if not an expense election will have to take place which we did not plan on.

The new Rules & Regulations will not be update since Marie does not have the time to get this done now.

Nomination forms for anyone who would like to be on the Board must have their forms by April 13, 2023.

If you are not planning to be here for the Annual membership meeting on July 3rd we ask you complete a proxy form which will be for adoption the 2023/2024 Budget and the Road Special Assessment which is for the same amount every year and maybe adding more Board members.

Elliott Smith dispute with the transfer amount of the property he sold to us for $1.00. The Board of Directors decided to accept a check in the amount of $49.25 instead of the amount charged by Attorney Magnotta. Tom made that motion and Jim seconded this motion. We will contact Attorney Magnotta regarding the difference.

**New Business:** Audit is completed everything was good. We need be looking to transfer some money from the Dime Bank to another bank because of the FDIC amount. Marie will look into this.

Kevin made a motion to send out 4 complaint letters and Tom seconded this motion. This was discussed in Executive session. One was for the barking dog and 3 were for garbage.

**Public Comment:** Donna R states if the dog is outside, shelter, water and food is need or you can get them on animal cruelty. She also stated the Tennis courts are a mess and the area is to be cleaned. She claims JML does not do anything with the tennis courts and basketball courts. We will check into that since it is in his contract. Donna suggested it should be a dog park. Jim said that is a good idea but who is going to clean it. This will become a pickle board court.

Theresa Hehri on 26 Elderberry Drive wanted to introduce herself.

John Carmaro received his welcome basket.

Elliott Smith wanted to inform every one that his well has showed radon when he had it tested. He felt that the worked hard on the pool and he made a motion to give them $500.00 each. Sue said we never did this before. They do it out of the goodness of their heart. Elliott was informed he cannot make a motion regarding this.

Marie wanted to make everyone aware that Steven Jung had passed away. The viewing is at Hesslings in Honesdale this Wednesday from 10:00am to 1:00 pm then Patty Jung is inviting everyone to come to the clubhouse for a gathering.

Tom made a motion to adjourn and Brian seconded this motion.