

Woodledge Village Community Association, Inc.  
Board of Directors Meeting  
March 13, 2019

Present were Jim Marsh, Kristi Laurensen, Sue DeSanti, Tom Ryan, Richard Dioguardi, and Malissa Kapschull. Kevin Kelly, Caroline Lodewyks, Cathy De Groat, Shannon Guinard and Larry DeLaRue were absent.

Motion to accept the October 2018 minutes (last meeting) was made by Sue, and 2<sup>nd</sup> by Rich.

**Correspondences: Kristi**

Received request for donations from, Lackawaxen EMS, Lackawaxen Fire Commission, Hawley Fire Company and The Wallenpaupack Water shed.

A motion was made by Tom and 2<sup>nd</sup> by Kristi to give Lackawaxen EMS \$25.00, Lackawaxen Fire Commission \$ 25.00 since we already gave them \$ 50.00 and

Hawley Fire Company \$ 50.00. Tom made a motion to decline a donation to Wallenpaupack Watershed and Rich 2<sup>nd</sup> that motion.

A request from Salvation Army was made to set up a table in the spring for the Community to bring down their donations.

Rich made a motion and 2<sup>nd</sup> by Kristi

to allow them to set up tables, as long as they do not solicit door to door. A letter will go out to them stating it was approved but no solicitation.

Tom and Donna Ruchalski sent us two \$ 500.00 checks. One towards the treatment of the Lilly Pads and the other was for the Basketball court.

A thank you letter will go out to them for their generous donation.

Received emails from: Diane Livingston about the hole by the mailboxes parking lot. This was taken care of.

Marianne Vassallo about the dog running loose. That was taken care of.

Tom and Linda Glavin thanking us for the Welcome Basket.

Laura De Young thanking the Board for the road work done on Birchwood Court.

Received an email regarding the use of our name for another company which we did not give permission for.

Also received Spam mails from spyware software develop Phillip Barr, and Lucy Fan and Christina Simmons.

**Office Manager: Marie**

Mailed out letters for:

Friendly reminders 28 letters, 15 paid.

Collection agency letters 25 letters 4 paid total of 25 accounts went to collection agency all together.

Payment plan letters were 9, 4 caught up with 5 still delinquent. Payment Plan people still on plan is 27.

Past due accounts were 4 suggesting a payment plan no reply sent to collection agency.

In repository Pike has 54 Wayne has 14. From repository 3 lots were sold and are back on the books.

Our write Offs were:

2018 Steinberg for \$ 4711.38 purchased from Sherriff sale. We can only go back 6 months

2019 Future Dream \$ 659.11, Ann Barradas \$ 1,018.07, Israel Gonzales \$ 643.73, George Irish \$ 510.54,

Veronica Galvan \$ 1,624.20, Cormac Mc Aleer \$ 325.92, Goodwill \$ 871.02

for a total of \$5,652.59 all went into repository. Sue made a motion for the write offs and Tom 2<sup>nd</sup> it.

**Finance and Revenue: Sue**

Balance in accounts as of February 28, 2019, Due & Care \$ 85,282.20, Money Market \$15,767.84, Special Assessment \$ 53,896.39, Capital Improvement \$ 25,840.29 and

Petty Cash is \$ 44.66. The Board and public have a copy of the Profit and Loss vs the budget, Balance sheet and Revenue & Expenditure reports.

There was 1 Liens placed.

Marie is working on the Reserve Study which that money will come out of Dues and Care in June 2019.

After a discussion on money a motion was made Sue and 2<sup>nd</sup> by Tom for Marie to make the necessary transfers between accounts as needed:

From Special Assessment to Dues & Care for the Paving \$34,749.00, Now

From Capital Improvement to Dues & Care:

Tall Timbers (Tigue) \$ 4,000.00 Trees cut for Video Surveillance cameras. Now

A. Jones electric \$1, 630.00 for electric for camera, Now

Integrated Technologies, Inc. for Video Surveillance system, \$ 9,930.00 when finished.

Hook Well for new well \$ 8,155.00 when finished.

We are tabling the Reserve Study money transfer till next month's meeting.

Marie will be working on the 2019-2020 Budget for the board. Any large expenditure the board plans on she needs to know for the budget.

**Roads: Jim:** Some paving was done and pot holes were filled by Warner construction.

**Building and Construction: Jim** Nothing to report.

**Trees: Rich** Electric pole broke on Covered Bridge, PPL replaced the pole. Trees are across the stream, by the spillway. We need permission to cut them.

**Lake and Dam: Jim**

We receive a proposal regarding the sediment which was \$ 17,125.00. A letter was mailed to Tom Ruchalski in regards to this.

A contract was received from Ecological Solutions to treat the Dam and Lilly pads. The cost will be \$ 5570.00 for Lake and treatment for Dam.

We are adding 2 new treatments. We will send the \$500.00 retainer payment. Tom made the motion to approve the proposal and Rich 2<sup>nd</sup> this motion.

**Clubhouse: Kristi**

We had the Halloween and Christmas Party. Santa and crew from Forest Fire Company was a great hit with the kids.

There was 1 rental.

The stove went on fire and it was replaced it with a used one for \$ 295.00 that Kristi made the motion and Mallisa 2<sup>nd</sup> the motion.

The Easter party will be Sunday, April 7<sup>th</sup> at noon.

The Community cleanup date is Sunday April 28<sup>th</sup> at noon.

The fireplace was professionally cleaned.

Sue will make a list of instructions for rentals on how to properly use it.

**Hospitality:**

She mailed out 3 sympathy cards and 1 get well card.

She delivered six baskets. We received a thank you a basket from Tom and Linda Glavin.

Kristi was thanked for the Halloween and Christmas Party.

**Pool: Kristi**

She said Kevin stated the repairs will be completed so we can open Memorial Day weekend. A motion was made by Kristi and 2<sup>nd</sup> by Rich for Marie to fill out and sign the new water testing contract. They want to get paid when the water is tested by we will continue to pay monthly by check.

We need to keep the daily testing log for the chemicals. Phil will be contacted. Kristi said he did not keep the log in the shed. She said that she wanted him to call the office or her when he is going away or not being able to make it a day. We need to be more on top of whoever is taking care of the pool and what they are doing. Marie stated when he goes away his father comes and does the chemicals but he does not vacuum. That was the complaints.

**Website:**

Cathy updated the website a few people had a problem signing on and she took care of it.

**Maintenance:**

We have most of the new security system in place for Phase 1 & 2. Kevin wants to do Phase 3 which is the Main entrance for here, the entrance for the Meadows, The entrance for the Hills and Long Ridge.

Kristi made a motion to contact Attorney Magnotta to see if all the Phases can come out of Capital Improvement and Tom 2<sup>nd</sup> the motion. She would like to know the cost of Phase 3 before we purchase anything.

We have street lights.

Trees were cut down.

The well is going to be installed.

**Unfinished Business:** The problem with County Waste was finally solved. They do not pick up once a month anymore. After a certified complaint letter was mailed we received a fax stating it will cost us \$ 20.00 a month for 4 pick-ups per month. We will not have to pay the \$ 1.00 a month since I will get the bill emailed.

**New Business:**

In July there will be 7 members up for election Jim, Kristi, Tom, Cookie, Shannon, Malissa and Larry. Election forms will be due April 25, 2019. Sue stated that anyone who misses 3 meetings they are automatically off the board. That needs to go in the Rules & Regs. Kristi stated that anyone who wants to be on the board, that they actually want to be here and get involved.

When the June bills go out we will also mail a newsletter and the amendments to the Rules & Regs. Committee people need to submit articles to Marie for the newsletter.

After a discussion on the landscaping the specs were read as: five cuttings on all community roads, starting May and ending September. For the months of May, July and September this must be done the week of the Holiday not the day of the Holiday. We have approximately six miles of roads. The following areas will be cut twice a month, the three main entrances, Woodledge Village, the Hills and the Meadows. The area of the clubhouse, play area, the pool which need to be blow out from the inside of the pool gate, the dam, the marina, the island and the mailboxes. The tennis courts and basketball courts need to be blown out one a month. The office needs to be called when they are coming in. A motion was made by Kristi to advertise for a landscaping with those spec. Tom 2<sup>nd</sup> this motion.

A motion was made by Sue and 2<sup>nd</sup> by Jim to keep our accountant and sign the new proposal for the 2018-2019 Audit. The cost will be \$ 4,200.00 to \$ 4,700.00. In

Addition any other accountant that requires significant research will be billed at an hourly rate of \$75.00 per hour for staff and \$100.00 to \$135.00 per hour for

Certified Public Accountants. This will be taken care of by Marie.

A paper was passed around for the monthly refreshment. Kristi did refreshments today.

Marie is still working on the Reserved Study which needs to go with our financial report. The site inspection needs to be done by the Board.

These policy procedures need to be in the office. This is for the safety of the Board of Director of Woodledge Village Community Association.

After the April 6th meeting we will stay afterward to finish up the Rules and Regs amendments.

Motion to adjourn – Sue, 2<sup>nd</sup> Kristi.