

WOODLYN CROSSING BOARD of DIRECTORS

April 24, 2024

Board Meeting via Zoom

Members present: Howard Gottlieb, Charles Narod,
Tim Handley, Craig Block, Arthur Krauss, Brad Lare, Esq.

The April 24, 2024, WCHOA Board Meeting was held via Zoom at 6:30 pm, prior to the Public HOA Meeting, also held via zoom, at 7 pm.

Board Meeting

Meeting called to order at 6:32 pm. The focus of this meeting was to review the budget, delinquencies, open issues, and prepare for the public HOA Meeting at 7 pm.

Executive Session:

The Board reviewed and discussed the March 2024 "Delinquent List" as prepared by Zinman & Company.

Aging schedule

The Board previously reviewed and last month's aging schedule/delinquent list, which was \$106,121.72, and the current aging schedule/delinquent list (March 31, 2024) is at \$104,599.97. The most recent dues are due on May 1, 2024. The Board encourages all residents to contact the Association office should they have a specific issue with payment and need to make payment arrangements.

The Board previously reviewed the April 1, 2023 - March 31, 2024, Budget & Balance sheets as prepared by Zinman & Co. and all is in order. The current Budget for April 1, 2024 – March 31, 2025, was previously approved and approximately 3 weeks into this fiscal year.

The Board reviewed and discussed the Investments, RBC statement 03/01/24-04/31/24.

HOA Management Company Meeting

Howard is meeting with Peggy, Paul, and representatives from a potential HOA Management company.

Back up for Administrator

The Board will investigate hiring an assistant/back up form Peggy as an Assistant Administrator.

Pool

Maintenance Manager was requesting to purchase 2 pool tables to replace aging and broken pool tables from last year. The Board approved this purchase.

Wells Fargo account/RBC investments

Arthur made a motion to change the names on the Well Fargo account, Chuck seconded, all approved. Arthur advised the Board that he has been in contact with our financial advisor at RBC Investments.

Snow Contract:

The Board authorized the approved of the snow removal contract with CJO Design.

Public HOA Meeting – 7pm

The Woodlyn Crossing HOA Public Meeting was called to order on April 24, 2024, at 7 pm.

Association Manager

Richard Kassoway, Association Manager, stepped down on March 31, 2024, following the end of the fiscal year after 45 + years of service to Woodlyn Crossing. The Board, employees, and residents of Woodlyn Crossing would like to thank Richard for his years of service and dedication to Woodlyn Crossing as one of the best "self-managed" homeowners associations in Pennsylvania. THANK YOU!

Association Manager/HOA Management Companies

With the exit of Richard Kassoway as the Association Manager, the Board has begun to explore options for an Association Manager to include meeting with HOA Management Companies and individuals to take over those responsibilities.

Budget for April 2024 – March 2025

The Budget for the April 2024-March 2025 fiscal year was passed in the March 2024 Board Meeting. At that meeting, the Board reviewed the proposed April 1, 2024, through March 31, 2025, budget, made adjustments as discussed, and approved the amended budget.

Upcoming Projects for this year:

The Board discussed the upcoming potential capital improvement projects for the coming year:

- Drainage related work on the tennis courts
- Culvert work in Hunter's Knoll
- Manhole cover repair
- Soil Stabilization/Erosion control
- Sealcoating/repair
- Tree removal/insect treatment
- Tennis court repair – completed to include 2 new tennis court nets going in this week and a 2nd pickle ball court going in soon.

The Board voted to increase the HOA dues from \$100 a month/\$1200 a year to \$116.67 a month or \$1400 a year.

Dues Increase History

The Board does not take the increase of dues lightly, however the expenses of operating and maintaining an aging development like ours has increased significantly over time. In light of that, the Board wanted to share the historical dues increases from April 2001 through April 2024, so that you can see that in the last 23 years how the dues have increased.

Dues and Quarterly Assessments	Quarterly Dues	Yearly Dues
April 2024 to present	\$ 350.00	\$ 1,400.00
March 2023 to 2024	\$ 300.00	\$ 1,200.00
April 2021 to 2023	\$ 285.00	\$ 1,140.00
April 2016 to 2021	\$ 260.00	\$ 1,040.00
April 2010 to 2016	\$ 235.00	\$ 940.00
April 2007 to 2010	\$ 200.00	\$ 800.00
April 2005 to 2007	\$ 180.00	\$ 720.00
April 2001 to 2005	\$ 165.00	\$ 660.00

2024 Pool Season

- The Woodlyn Crossing Maintenance Staff is beginning to prepare for the upcoming pool season.
- An AED was purchased for the upcoming season.
- The on-site pool manager will be Kaleigh Johnson, a resident of Woodlyn Crossing.
- The printer for Pool Photo ID Passes will be installed the week of May 6th.
- New residents are asked to email the office (woodlynoff@aol.com) to discuss & schedule appointments for the photo passes. Evening office hours will be sent out via a Constant Contact.
- To get a pool pass you must prove residency with a photo id and fill out a RESIDENT INFORMATION CARD. You can obtain a resident information card at the office. Pool passes for NEW residents are free. To obtain a pass you must prove residency in Woodlyn Crossing for each member of your household. Each member of the household must be present for the id photo.
- Some forms of proof include a driver's license, a school transcript with an address, birth certificates for children with their parent's id, or Passport/immigration papers.
- RETURNING RESIDENTS: Each Woodlyn Crossing resident will be able to use their pool passes from previous years.

Replacement pool passes are free until June 14th, 2024, and after that date there will be a \$5 charge per card. Please take the time to look for your pool pass and store it in a safe place for use throughout the year and the following years.

- The plan is to fill the pool at least 2 weeks prior to the opening date to stabilize the pool.

Investments

Arthur is working on transferring the operating checking account into the names of Howard and Chuck. The investment accounts have been transferred into Arthur's names and our investments, which are relatively stable, have been reviewed by Arthur.

ACC

Dan Johnson has joined the Architectural Control Committee (ACC) to assist the Board with ACC items/issues.

Resident questions/comments

Floor opens to residents. To allow for as many comments as we can, we ask that you limit remarks to 5 minutes or less. Only those individuals current in their dues and obligations to the Association will be recognized.

Questions & Comments from Resident's

Michael Gummel, 711 Bridgeview Road – asked a question regarding the budget related to the amount of revenue compared to the projected budgeted expenses. Chuck responded that the current budget is \$584,250, and \$624k of that is potential revenue from dues. A breakdown of the budget is available at the office. The Board explained that the Budget contains our potential expenses are for the upcoming season, although not realized, but projected for the expenses that we are aware of at the time that the Budget is constructed. However, there are additional expenses that may need to be incurred, which may not be budgeted for, if situations arise. Gummel also asked if the Board considered having a reserve study completed. The Board will continue to discuss and investigate having a reserve study done.

Matt Dianora, 512 Leon Circle – How does the residents go about putting toward a referendum on issues. Howard stated that the by-laws are how we are governed, and the Board votes on issues of concern. If a resident would like the Board to consider changing a rule, the resident(s) should bring those issues or concerns to the Board's attention. Certain rules and regulations can be changed from time to time. Matt asked if the residents can vote on a referendum to require board members to be residents of the HOA. Howard advised the current rule is that only owners of properties in Woodlyn Crossing can be Board Members.

Mary Brody, 832 Green Ridge Circle - asked where Howard's primary residence is, to which Howard responded that his primary residence is on Valley Stream Circle. Howard stated that he is in the development 3-4-5 days a week.

Brian Stuart, 736 Bridgeview Road, stated that there is a resident who may be interested in being the manager of the HOA, Dan Johnson is his name, and he may be a good person to be a manager. The Board advised that we are still looking into possibilities of an individual or a HOA Management Company replacing the Association Administrator.

Jason Harmon, 745 Bridgeview Road – Can you share an outline of the difference between a HOA Management Company as opposed to an individual. The Board advised that we want to keep the staff and be self-managed and may decide to go with an individual as opposed to a management company. We are reviewing all options to replace the Association Administrator.

Brian Stuart, 736 Bridgeview Road - How can a management company do a better job than a resident, as it may cost more money with a management company? Howard discussed that we have not decided to go one way or another.

Paula Coyle, 132 Woodbridge Court South – Paula would like to have a conversation with someone on the Board regarding some details on a variety of issues. The financial statements are difficult to understand and make sense of. Arthur is working with the Accounting Firm, and they are working to change the way they are preparing the financial statements. Howard will call Paula to follow-up with her questions/concerns she may have. In terms of our insurances, some of our insurance costs, budget vs actual, seem off when they should be fairly easy to accurately forecast. Arthur responded that she is correct, and the numbers do not reflect the greater consistency and Arthur is working with the accountant to correct the way they are presented. The numbers reflect timing of bills vs cost of insurance year over year. Arthur agrees with Paula and is working to correct those issues in how the insurance costs are reflected in the budget. Arthur will work on getting a restatement or

actuals on insurances out to Paula and the Association. Has what has been planned vs budgeted been spent, Howard discussed that some items are budgeted, and never spent, and other items are not budgeted, but necessitate expenses.

Richard Shoen, 840 Green Ridge Circle – he has been here over 30 years and thinks the Board and the Association has done a great job in the past. He is speaking on behalf of 842 and 838, regarding some flat dead trees behind their houses on Association property. There may have been an issue with the ground freezing enough for the trucks to come through, but our tree people will be back within an appropriate time. Howard asked Shoen to email him and he will look into it further. There may have been an issue with the ground not freezing enough to have the tree service cut down those trees.

Jennifer Esposito, 761 Bridgeview Road– second what Mr. Shoen said with regards to thanking the Board Members. Feels like we need to clean up some of our accounting and should look inside to hiring an individual as opposed to a management company. Asking for dues to be increased prior to knowing exactly what some projects costs, concerned her. Esposito also asked if Board Members are now being paid for some services that they used to do as a member of the Board. Chuck advised that he is not being paid for his Board duties or his ACC duties, he is now getting paid for assisting with the office duties and looking for violations/following up on approvals after ACC approved work had been completed. Howard advised that Chuck gets paid from the permitting fees that we pay a homeowner when submitting an ACC request.

Carol Price, 38 Woodbridge Court North – lived here since 1976 and her trash can were on her front patio, and she was issued a fine for violations for not being in compliance, prior to being issued a warning.

Michael Gummel, 711 Bridgeview Road – would like to make a motion for all Public HOA Meetings to be via Zoom. Howard advised that he can not make a motion. Gummel asked if Robert’s Rules applied to this Public HOA Meeting and Howard stated that he would look into that. The Board will consider future meetings in person, if a number of residents voiced a preference for that.

Mary Brody, 832 Green Ridge Circle – also familiar with Robert’s Rules, and would like to second Michael’s motion, to have these meetings in person.

Matt Dianora, 512 Leon Circle – would also like to agree with Michael Gummel and Mary Brody to have our Public HOA Meetings in person. Matt also asked why are we so conservative with our investments, Arthur responded that he has been an officer or Board member of many non-profits associations, and all maintain a conservative investment approach on those Boards. Chuck stated that several years back the Board decided on which types of investments the Board should make. We do not necessarily hold everything to maturity.

Jason Harmon, 745 Bridgeview Road – still not clear what the clear considerations are for in-house vs a management company. Howard considers the experience and knowledge before vetting candidates, both individuals as well as HOA Management Companies.

The Fall 2024 Meeting will be a hybrid meeting, in person and via Zoom.

Chuck made a motion, Craig seconded, all in favor. The meeting adjourned at 8:29 pm

TH
4/24/2024