

# WOODLYN CROSSING BOARD of DIRECTORS BOARD MEETING

May 21, 2025

Held in person-

**Members Present:** Tim Handley, Craig Block, and Brian Stuart.

**Managers Present:** Charles Narod (outgoing Co-Manager), Dan Johnson (incoming Co-Manager) & Paul Heljenek (Co-Manager)

**Counsel Present:** Brad Lare, Esq.,

- ❖ This meeting was held in person and called to order at 6:54 pm.
- ❖ The Board had several items to review and approve.
  - The HOA at Woodlyn Crossing held an election on April 28 and April 29 as Howard Gottlieb's Board position was up and Brian Stuart requested to run for this seat. On April 30, 2025, Woodlyn Crossing announced that Brian Stuart won the election. The Board would like to thank Howard Gottlieb for his many years of service to Woodlyn Crossing, including numerous years as the Board President. The Board looks forward to working with Howard during this transition period. The Board also looks forward to Brian's fresh involvement in the Association.
  - The Board received notice on or about May 1, 2025, that Chuck Narod is looking to resign from his position as Co-Manager of the Woodlyn Crossing Homeowners Association. The Board accepts this resignation and thanks Chuck for seeing us through the transition in the last year and stepping in after the resignation of Richard Kassoway as Association Manager.
  - The Board received notice on May 1, 2025, that Dan Johnson is resigning from the Board and requested to take over the duties held by Chuck Narod as Association Co-Manager. Tim made a motion to hire Dan as the Association Co-Manager, Craig seconded, all approved. The Board voted to approve Dan as the Association Co-Manager. The Board looks forward to working with Dan in this new position and thanks Dan for his duties as a Board Member over the last year.
  - The Board voted to appoint Chuck Narod back to the Board to replace the Board spot vacated by Dan Johnson's resignation. Craig made a motion to appoint Chuck to the vacant Board seat, which was Dan's seat, Tim seconded, Brian voted no. Based on this vote, Chuck is now on the Board.
  - On May 4, 2025, Woodlyn Crossing Administrator Peggy Serafino submitted her resignation to the Board effective May 23, 2025, to retire. The Board thanks Peggy for 10+ years of service to the residents of Woodlyn Crossing and wishes her a happy and healthy retirement.
    - The Board would like Dan to pursue the hiring of a replacement for Peggy.
    - Helen Mary works in the office still, but another person is needed.
  - On May 19, 2025, Arthur Krauss resigned from the Board as he sold his residence in Woodlyn Crossing and is retiring out of state. The Board wishes to thank Arthur for his over 50 years as a resident of Woodlyn Crossing, his years of service on the Board to the residents of Woodlyn Crossing, and wishes him a happy and healthy retirement.
  - The Board is soliciting interest from residents to fill the position on the Board vacated by Arthur's resignation. Upon review of the candidates the Board will make a vote.
    - It has come to the Board's attention that Jason Harmon of Bridgeview Road has expressed interest in filling one of the vacancies. The Board is interested in speaking with Jason.
    - It has also come to the Board's attention that Sheryl Kimmelman of Woodbridge Court North would be interested in a Board position. The Board is interested in speaking with Sheryl.
    - The Board will also consider other candidates should they show an interest.

➤ Upon selection of a complete Board, the following positions will be voted upon:

1. Chairman
2. Vice Chairman
3. Treasurer
4. Secretary
5. Board Member at Large

\*\*\* it should be noted that all Board Members have full votes on all decisions affecting the association, regardless of their Title on the Board.

\*\*\*Additionally, some Board Members serve on Committees such as the ACC, and some Board Members conduct exterior resident inspections for those individuals looking to sell their house in order to obtain a re-sale certificate and to set up Escrows, etc. Some Board Members also meet with new residents to conduct an orientation to go over the rules of the association.

➤ Brad Lare attended the Board meeting and went through his May 2025, Legal Report in detail. The Board reviewed all pending litigation with Brad as discussed above.

➤ The Board reviewed and discussed the aging schedule, which was at \$126,286.15 as of April 30, 2025. Recent Dues were scheduled to be paid in May 2025. As of May 16, 2025, the aging schedule was at \$149,368.65 because dues were set to be paid on May 1, 2025 and several residents are delinquent. 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 reviewed and discussed the April 2025 Budget & Balance (dated 5/16/2025) sheets as prepared by Zinman & Co. All appears to be in order a month and a half into this fiscal year. Dan will contact Ziman to see when the accounting records are most complete, i.e., at the end of the month, and then the Board can meet shortly thereafter. The Board is therefore considering changing the regular Board Meeting dates to accommodate this.

➤ **Financial review:**

➤ Arthur previously reviewed and advised the Board on our Investments, his analysis, RBC statement 4/01/25-4/30/25, bank accounts, etc. While Arthur could not be at this meeting in his transition off the Board, Arthur advised he looked at the RBC statement and all appears to be in order. Arthur noted many times, we are invested in quality, fixed income products that are providing a very good return given our responsibilities as fiduciaries. Even though the market values fluctuate the reality is that, since our assets will all pay at face value at maturity, or if called, there is very little market risk.

➤ Chuck, Paul, and likely Dan are in a position to advise as to the status of the physical plant and the upcoming pool season as these are the primary areas that usually warrant board discussion regarding expenditures.

➤ Arthur further advised that he will be more than happy to assist whomever the board designates with the financial transition and will work closely with that individual or individuals to make that happen.

➤ **Update of Declarations and Covenants**

- Reidenbach's law firm returned their Letter of Engagement on February 7, 2025, for a retainer to update and include verbiage for the DECLARATION of RESTRICTIONS and COVENANTS. They are working on the review and update of the DECLARATION of RESTRICTIONS and COVENANTS, Resale Certificate, etc. Dan will ask for an estimated completion date of this project.

➤ **CO-Managers Report (Chuck (outgoing), Dan (incoming), and Paul Jr.)**

➤ **Mailboxes**

- Some of the mailboxes in the cluster box are leaking and some mail is getting wet. Paul met with the mailman regarding any issues. It may be caulk or a gasket, which we will continue to evaluate. Paul will continue to look into this.

➤ **Ziman**

- On May 20, 2025, Dan Johnson emailed Mark Zinman from the Accounting company that represents our Association and inquired about a meeting to discuss an electronic payment solution for dues. Dan would like someone on the Board to authorize a meeting where we would be discussing possible services for the homeowner's association and would be happy to meet with their blessing. The Board has authorized Ziman to communicate with Dan and members of the Board regarding any issues related to our accounts including electronic payment. Chuck will let Zinman know that he can communicate with Dan regarding any aspect of the Association's finances.
- Dan will look into setting up a Venmo account for Pool Passes, Guest fees, etc.
- Dan will also work with Zinman on Venmo for Permits, ACC, and dumpster fees.

➤ **Ponds:**

- Tigress/Black Lagoon for treatments 2025 season.
- Hydro Rake Update – start in the upper Pond sometime soon.
- All the Above is going to do the stonework to catch Pond residue.

➤ **Orientations**

- Dan will take over the orientations to be done in person, Chuck will be a backup, and Brian can be another resource, as needed.

➤ **Electric Bill**

- The Contracted Electris rate ran out with Constellation electric. Constellation renewal documentation shows a recent signature from Richard Kassoway based on the previous contracts. Dan reached out to Richard. Apparently, years ago Richard set up a multi-site deal with PJP through Constellation. As of June, the association will be paying 10 cents per kilowatt. It appears to still remain beneficial for Woodlyn Crossing to continue on with this 3-year contract.
- Woodlyn Crossing is only paying for the electric we use, which is cheaper than if we shopped around. Based on the above, we will most likely stay with this agreement.

➤ **Tree Budget update**

- We used some of the tree budget and are about to use more money for additional needed tree work.
- Based on our regular tree maintenance, we have luckily not had any trees fall with the recent storms.

➤ **EV Chargers**

- The Board is still evaluating the potential of having 2 EV chargers installed in the pool area.
- Our out of pocket could be about \$28-\$30 thousand for the installation.
- The Board will continue to evaluate this.

➤ **Dirt Bikes, Gas scooters, ATVs etc.**

- The Board has seen an increase in the illegal use of Dirt Bikes, Gas scooters, ATVs etc. in this development. These bikes are not allowed in the development, on our roads, on township roads, etc. Some of these Dirt Bikes, Gas scooters, ATVs are being ridden by people who reside in our development, and some are being ridden by people who do not reside in our development.
- When caught, and you live in here, the homeowner will be fined, and the Police may be called.
- When caught, and you do not live in here, the Police will likely be called and charges may be filed.

➤ **Pool:**

- Rowan Sexton and Kaleigh Johnson are managing the pool this year.
- All of the guards are set for this upcoming season.
- The office and Paul have set up the suppliers for testing, scheduling, and deliveries.
- The plan is to open the pool on Saturday March 24, 2025, for the Memorial Day weekend. The pool will have limited hours until school is out.

➤ **Rental Properties**

- The Board is looking into revisiting the rules regarding rental properties in Woodlyn Crossing. Renters continue to have to go through orientation.

❖ **As a reminder for residents-Board Elections:**

Election protocols: Any individual (must be an owner and not a renter) wishing to run for a spot on the WCHOA Board will need to have their petition with the required signatures into the WCHOA office by March 31, of year due up. If an individual has submitted a petition for a position on the Board, with the required number of signatures, an election will be held in the end of April 2025 (exact dates and times to be determined later).

**Board Seats Tenure:**

Dan's replacement - seat due up 2026

Arthur's replacement - seat due up 2027

Craig – seat due up in 2028

Tim- seat due up in 2029

Brian – seat due up in 2030

❖ **Adjournment**

- Chuck made a motion to adjourn, Craig seconded, all in favor. Meeting adjourned at 9:34 pm.