

Minutes

Executive SILVERWOODS CA

DATE	November 11, 2025
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TIME	6:30PM In-Person
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MEETING CALLED TO ORDER BY	Marc Bognar
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IN ATTENDANCE

Marc Bognar; Laura Giorgianni; Cal Hargett; Patricia Scott; Len Janssen

Meeting was In person with 25 Homeowners in attendance.

APPROVAL OF MINUTES

The Minutes from August were reviewed and approved with no dissent

BOARD

Marc reminded members of the Meeting etiquette guidelines

REPORTS

Committee Reports:

- Inspection & Premier – Marc
 - o Inspections will revert to once per month for the winter.
 - o No changes to report
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- Pool/Clubhouse/Welcome – Trish
 - Trish suggested that we change the smoking rule to 40 feet away from the clubhouse
 - The new wreath hanging date will be this weekend, weather permitting.
- Maintenance/Ponds - Len:
 - o Ponds
 - Pond 3 Pump tripped a breaker earlier this month. We will watch it to ensure it's not an electrical equipment problem
 - Pumps will be pulled for winter storage prior to Thanksgiving
 - o Maintenance
 - Nothing to report other than area to west of clubhouse continues to flood as it is still mis-graded.
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- Finance/Investments - Laura

o Financials:

- For the month of October, 18 townhomes settled, resulting in \$14,400 in initial assessment income and assessment income was approximately \$6,000 above budget due to townhome completions. Year to date, our income is \$80,945 above budget.

1. On the expense side, budget lines discussed throughout the year continue to trend above budget include legal at \$13,916, Management Contract at \$2,582, mowing of the townhomes at \$6,500.

- Budget:

1. First, I would like to say that these notes will be sent out with the budget so all can review at your leisure. I am going through them now to see if there are any questions from those present at the meeting.
2. When homeowners are reviewing the budget to approve, there are items that should be highlighted to help explain how the budget was developed.
3. First, in reviewing the year end projection column for 2025, there are projects that are expected to be completed by the end of the year and paid for with money from either operating or reserves as noted:
 - From Reserves for the Community Association, \$4950 to repair the fence behind Thornton Drive.
 - From Operating Account, there are three expenses as follows:
 - \$14,000 to have key fob access to the rear pool gate and the pickleball courts. This requires trenching and running electrical service. This will also allow for a security camera to be installed on the pickleball courts in the future.
 - \$39,000 to pave 5 entrances to the walking trails throughout the community.
 - \$4,000 for a financial review of our 2024 accounting if it is approved at the November meeting.
 - These expenses combined with all other expenses for 2025 result in a negative position for the operating account at the end of the year. This negative amount will be covered from our operating reserve account and will be approximately \$3800.
4. In the 2026 budget column, the completion of a number townhomes in 2026 has been taken into account to anticipate added income throughout the year. Additionally, some initial assessments for the townhomes have been added to the income. Currently, there are 58 townhomes with Certificates of Occupancy which results in the full assessment amounts being paid. Next year I am estimating 44 additional units will be completed. This number has a direct impact on both our income and expenses for 2026.
5. The expenses for 2026 include the following budgeted items from the Operating Account:
6. A financial review in 2026 for our 2025 accounting.
7. Increased Property Management Fees due to the increase in the number of homes being serviced.
8. Fountain electric has been increased to anticipate taking over the electric bill for the two new pond fountains near the clubhouse.
9. A new budget line has been added to pay for the water to irrigate along Pittston and Wyoming Avenues.
10. The landscaping contract expense is increased account for 24 cuts in 2026 versus the 20 cuts contracted in 2025. When comparing the projected year of landscaping for the single family homes to the 2026 budget, it appears to be decreasing, but when the townhomes mowing is added together with the single family homes the increase will be realized.
11. Clubhouse Maintenance includes \$7500 for a security camera upgrade and installation of a shower for pool users near the pool.
12. Pickleball & Bocce Courts includes \$9700 to purchase sound dampening for the pickleball courts, signage for the courts, and benches and other needed items for the Bocce Courts.
13. Walking Trail Maintenance has \$12,000 budgeted to perform maintenance work on the trails.
14. From the reserve account, \$15,000 is budgeted for replacement or repair of the split rail fence on Beaver Dam Road.

15. 2026 Assessments for the Community Association will be \$122.92 per month which is a decrease of \$18.59 per month. The 2026 Assessment for Property Owners Association will be \$110.36/quarter which is a decrease of \$15.94/quarter.

Motion was made to approve budget, seconded and passed unanimously.

- Landscaping/Social – Cal
 - Contract is currently completed
 - Social
 - Upcoming events
 - Friendsgiving – 11/16
 - Holiday Party – 12/15 5:00 pm
 - Xmas Stroll – 12/13 6:00 pm
- Property Manager Report – Tabitha

Tabitha was not present so no report this month

Old Business

- Beaver Dam Road fence Repairs
 - Marc Made a Motion to award contract of \$14,000 to First State Fence for replacement of the east side of Thornton fence with a new wooden 2 slat fence After much discussion Cal seconded and the motion passed unanimously.
- Operating Reserve Resolution
- Discussion of this was tabled until the December meeting
- Walking Path Paving Update
 - Marc made a motion to approve spending \$39,000 on paving approx. 150” on 5 entrances to the walking trails.
 - Ater discussion, this motion was modified to include all 6 trail entrances for no more than \$45,000
 - This motion was seconded and passed unanimously.
- Verizon Update
 - Verizon is still on track to complete infrastructure installation by end of December, weather permitting.
 - After that, homeowners will be notified when to contact Verizon for installation.

New business.

- Discuss Nominations & Annual Election Prep
 - 2 seats up for election in November.
 - Be on the lookout for information and voting process.
 - If you would like to be considered, please let Premier or a board member know. There was a request sent out for nominations.
 - You can nominate yourself

Open Discussion – Homeowner Concerns.

Pickelball courts can be opened immediately.

There has been no progress on additional lights on Old Forge near Luzerne

Adjournment

SILVER WOODS 2026 BUDGET FOR RATIFICATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET 2025 \$141.50/Month	10/31/25 YEAR TO DATE ACTUAL	2025 YEAR END PROJECTION	BUDGET - 2026 CA ASS \$122.92/Month POA Ass \$110.36/Qtr
OPERATING INCOME					
6000	Assessment - Operating (CA)	\$ 168,469	\$ 177,592	\$ 217,592	\$ 251,297
6001	Assessment - Operating (POA)	\$ 11,013	\$ 11,013	\$ 11,013	\$ 9,800
8010	Late Fees	\$ -	\$ 676	\$ 676	\$ -
6015	Initial Assessment	\$ -	\$ 41,600	\$ 46,400	\$ 17,600
6017	Collection Fee Income	\$ -	\$ 40	\$ 40	\$ -
6026	Misc Income	\$ -	\$ 642	\$ 642	\$ -
6028	Key Card/Fobs	\$ -	\$ 525	\$ 675	\$ -
6030	Operating Earned Interest	\$ -	\$ 9	\$ 12	\$ -
6099	Clubhouse Rental Income	\$ -	\$ 250	\$ 250	\$ -
TOTAL INCOME		\$ 179,483	\$ 232,347	\$ 277,300	\$ 278,697
OPERATING EXPENSES					
<i>General & Administrative</i>					
7000	Accounting (Tax Prep.)	\$ 725	\$ 751	\$ 751	\$ 770
7005	Audit	\$ -	\$ -	\$ 4,000	\$ 4,000
7010	Legal	\$ 5,020	\$ 18,516	\$ 20,662	\$ 6,000
7015	Taxes, Permits, Fees	\$ 50	\$ 366	\$ 366	\$ 375
7030	Office Expense	\$ 750	\$ 2,082	\$ 2,182	\$ 1,200
7500	Management Contract	\$ 22,727	\$ 21,521	\$ 27,412	\$ 39,798
7505	Management Misc. Non-Contract	\$ -	\$ 30	\$ 30	\$ -
TOTAL GENERAL & ADMINISTRATIVE		\$ 29,272	\$ 43,266	\$ 55,403	\$ 52,143
<i>Utilities</i>					
8000	Electric - Street Lights	\$ 2,601	\$ 2,081	\$ 2,497	\$ 2,571
8015	Electric - Fountain	\$ 6,999	\$ 5,596	\$ 7,156	\$ 9,723
	Irrigation Common Areas	\$ -	\$ -	\$ -	\$ 2,700
TOTAL UTILITIES		\$ 9,600	\$ 7,676	\$ 9,652	\$ 14,994
<i>Grounds</i>					
9000	Landscaping Contract - Common Areas	\$ 15,865	\$ 9,736	\$ 17,055	\$ 21,371
9005	Landscaping Non-Contract	\$ -	\$ 1,526	\$ 40,526	\$ -
9020	Landscaping - Trees	\$ -	\$ -	\$ -	\$ -
9100	Landscaping Contract - Residential (SF Lots)	\$ 58,430	\$ 42,240	\$ 69,909	\$ 63,206
9105	Landscaping Contract - Townhomes	\$ -	\$ 6,500	\$ 10,175	\$ 31,700
9300	Storm Water Management (SWM) Contract	\$ 12,389	\$ 7,320	\$ 9,803	\$ 11,803
TOTAL GROUNDS		\$ 86,683	\$ 67,322	\$ 147,467	\$ 128,080
<i>Shared Expenses</i>					
9900	Clubhouse Insurance	\$ 6,052	\$ 4,326	\$ 5,826	\$ 6,200
9905	Clubhouse Electric	\$ 3,509	\$ 2,739	\$ 3,239	\$ 3,336
9910	Entrance Electric	\$ 384	\$ 379	\$ 407	\$ 419
9915	Clubhouse Gas/Water	\$ 1,419	\$ 879	\$ 917	\$ 1,509
9920	Clubhouse WiFi & Cable	\$ 3,600	\$ 4,371	\$ 5,271	\$ 2,920
9921	Shared Taxes, Permits, Fees	\$ 3,624	\$ 2,750	\$ 2,750	\$ 2,750
9925	Clubhouse Cleaning	\$ 4,930	\$ 4,350	\$ 4,930	\$ 4,785
9930	Clubhouse Maintenance	\$ 3,000	\$ 1,675	\$ 15,675	\$ 9,500
9931	Pest Control/Termite Contract	\$ 560	\$ 450	\$ 560	\$ 560
9932	HVAC Service Contract	\$ 300	\$ 1,994	\$ 1,994	\$ 300
9933	Gym Maintenance Contract	\$ 424	\$ 812	\$ 812	\$ 500
9934	Crawl Space Contract	\$ 375	\$ -	\$ 190	\$ 190
9935	Clubhouse Supplies	\$ 400	\$ 565	\$ 565	\$ 550
9936	Social Committee Expense	\$ -	\$ 545	\$ 545	\$ 400
9937	Gym Equipment	\$ -	\$ 5,385	\$ 5,385	\$ -
9938	Pickleball & Bocce Courts	\$ -	\$ 482	\$ 882	\$ 9,700
9940	Clubhouse Access System	\$ 3,100	\$ 4,618	\$ 5,112	\$ 2,964
9945	Clubhouse Landscaping	\$ 4,212	\$ 2,766	\$ 3,878	\$ 4,560
9950	Entrance Landscaping	\$ 2,367	\$ 1,660	\$ 2,327	\$ 2,565
9955	Pool Maintenance	\$ 10,971	\$ 10,971	\$ 10,971	\$ 11,808
9956	Pool Maintenance (non-contract)	\$ 500	\$ 1,859	\$ 1,859	\$ 3,300
9960	Pool Supplies	\$ -	\$ -	\$ -	\$ -
9970	Pool Furniture	\$ -	\$ 3,994	\$ 3,994	\$ 2,663
9980	Snow Removal	\$ -	\$ 3,518	\$ 3,518	\$ -
	Walking Trail Maintenance	\$ -	\$ -	\$ -	\$ 12,000
TOTAL SHARED EXPENSES		\$ 49,728	\$ 61,087	\$ 81,606	\$ 83,479
TOTAL OPERATING EXPENSES		\$ 175,283	\$ 179,351	\$ 294,128	\$ 278,697
OPERATING SURPLUS/DEFICIT		\$ 4,200	\$ 52,996	\$ (16,828)	\$ (0)
YEAR BEGINNING BALANCE		\$ 13,040	\$ 13,040	\$ 13,040	\$ -
YEAR END BALANCE		\$ 17,240	\$ 66,035	\$ (3,788)	\$ (0)
NOTES: Deficit amount for end of year will be covered by Operating Reserves.					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION							
LONG TERM RESERVE (LTR) BUDGET								
LONG TERM RESERVE INCOME								
6100 Assessment - LTR (CA) Common/Ponds	\$	9,508	\$	9,110	\$	11,292	\$	12,023
6115 Interest Income LTR CA	\$	1,050	\$	1,029	\$	1,304	\$	1,000
6120 Interest Income LTR Amenities	\$	-	\$	2,396	\$	3,021	\$	2,500
6205 Assessment LTR Amenities	\$	18,870	\$	17,555	\$	21,087	\$	22,878
Allocation from 2024 Operating Surplus	\$	-	\$	-	\$	-	\$	-
TOTAL INCOME LTR AMENITIES	\$	29,428	\$	30,089	\$	36,704	\$	38,401
LONG TERM RESERVE EXPENSES								
12099 LTR Shared Expense	\$	-	\$	4,200	\$	4,200	\$	15,000
12900 LTR Shared Expense	\$	-	\$	345	\$	5,295	\$	-
TOTAL LONG TERM RESERVE EXPENSES	\$	-	\$	4,545	\$	9,495	\$	15,000
LONG TERM RESERVE SURPLUS/DEFICIT								
LONG TERM RESERVE SURPLUS/DEFICIT	\$	29,428	\$	25,544	\$	27,209	\$	23,401
YEAR BEGINNING BALANCE	\$	122,796	\$	122,796	\$	122,796	\$	150,005
YEAR END BALANCE	\$	152,224	\$	148,340	\$	150,005	\$	173,406

OPERATING RESERVE BUDGET

OPERATING RESERVE INCOME								
Operating Reserve Allocation FROM Operating	\$	-	\$	-	\$	-	\$	-
6040 Interest Income	\$	1,000	\$	1,906	\$	2,286	\$	2,000
TOTAL OPERATING RESERVE INCOME	\$	1,000	\$	1,906	\$	2,286	\$	2,000
OPERATING RESERVE EXPENSES								
Operating Reserve Allocation TO Operating	\$	-	\$	-	\$	(3,788)	\$	-
TOTAL OPERATING RESERVE EXPENSES	\$	-	\$	-	\$	(3,788)	\$	-
OPERATING RESERVE SURPLUS/DEFICIT	\$	1,000	\$	1,906	\$	(1,502)	\$	2,000
YEAR BEGINNING BALANCE/YE PROJECTION	\$	81,959	\$	72,993	\$	72,993	\$	71,491
YEAR END BALANCE	\$	82,959	\$	74,899	\$	71,491	\$	73,491