

MINUTES

Silver Woods CA Quarterly Board Meeting

September 10, 2024
6:30pm – 7:30pm via Zoom

Housekeeping

- Call to order. Marc Bognar, Cal Hargett, Laura Giorgianni, Diane Seeger, and Tabitha Hammerstone, PCAM. Absent: Trish Scott. Approximately thirty-one attendees by Zoom.
- Approval of August 13, 2024, minutes. Cal made a motion to approve, Diane seconded the motion, and the rest of the BOD approved. Motion carried.
- Meeting Etiquette Guidelines: Marc reminded attendees to review attached Roberts Rule of Order that were sent with the meeting email.

Committee Reports

- **Board Committee Reports:**
 - a. ((Cal Hargett): Landscaping/ Grounds/Maintenance:
 - i. Landscaping: Lawn company continues to do a respectable job. Issues have been addressed in a timely manner and most homeowners have expressed positive feedback. The mowing schedule will continue on Wednesdays, weather permitting. The next cut will be 9/12. All homeowners should have received a flyer from Bay Country offering aeration and overseeding service. If interested, service will be managed directly between the homeowner and Bay Country. The next scheduled lawn treatment service will be Thursday, September 12th.
 - *Joe Giorgianni asked questions about the optimal aeration and overseeding service. He wanted to know the type of seed being used by Bay Country. Tall fescue and rye grass were mentioned. Is rye grass annual or perennial? Broadcast or seed splitter. Cal responded broadcast seed with a spreader. Cal reminded Joe that the contract was between the homeowner and Bay Country, so the homeowner should contact Bay Country. Joe was concerned that when the lawn is cut and when the grass is high, that clippings are left on the lawn and kills grass. He said this can be fixed if they go over the lawn twice. Marc advised Cal to collaborate offline with Joe. **Action item.***
 - b. (Marc Bognar): Inspections and Premier:
 - i. Inspections: We have a repeat violation with a homeowner that results in a fine being issued and we also have an ongoing issue with a homeowner that will be discussed in closed session at the end of this meeting.

- ii. Premier: All is good with Premier. Their contract is up for automatic renewal soon for 2025. The automatic renewal has a two percent increase and \$15/per new home/month as added. Marc supports renewal and motioned to renew, Cal seconded, Board approved. Motion carried.
 - iii. Election: Candidate Solicitation/Election Process: Elections will be coming up for 3 Board seats. Marc's and Diane's terms end at the end of this year as well as the seat Cal was appointed to fill when a previous Board member resigned. At the present time, Marc is considering running again for a second and last 2-year term as he is a believer in term limits. Marc asked all homeowners to consider running for a Board position to help our community navigate the next two years. Marc requested that Tabitha prepare candidate nomination packets to distribute to the community and would like to discuss deadlines for nominations. Diane mentioned that she would not be running for another term. **Action item.**
- (Trish Scott): Pool/Clubhouse/Welcoming Committee: (Marc reporting for Trish)
 - i. Trish met with Kim Wigman of Old Forge and Mr. and Mrs. Morell of Luzerne to welcome them to the community.
 - ii. Trish requests six volunteers to help with thorough cleaning of the pool furniture after the pool closes. She will be using a cleaning product which consists of one cup of bleach and castile soap and a soft bristle brush. Volunteers will need to be comfortable working with the cleaning products. Volunteers will work in shifts over three days if needed. After they are cleaned and dry they will be stacked under the pavilion before being shrink -wrapped or covered with a tarp and stored for winter months. Please contact Trish if you have any questions or if you can help trishmccott49@gmail.com or 410-251-3531.
- *Len Jansen asked about the date. Marc mentioned that Trish will notify interested homeowners when details are worked out since the pool closing date has not yet been set.*
 - b. (Laura Giorgianni): Ponds/Envirotech:
 - i. Envirotech: On 9/3 Envirotech performed scheduled maintenance of all swales, including treating all invasive vegetation in targeted areas. On 9/9 Envirotech checked the water quality, removed trash and debris, treated invasive vegetation, checked for algae, and checked for any deficiencies. This afternoon Laura noticed the fountain in pond one was not running so she sent an email to Envirotech to find out what was going on.
 - c. (Laura Giorgianni): Finance/ Investment: **See finance section below.**
 - i. (Diane Seeger): Social/Decorating Committees:
 - ii. Social committee: 9/13 Night Swim, 9/30 Golf Tournament. The committee is working to offer flu shots and awaiting a call back from Beebe.
- *Joe G advised that we still need more golfers as we have twenty-nine now and we would like to have forty.*
 - iii. Decorating committee: No report.

- d. (Tabitha Hammerstone, Property Manager, PCAM): May Management Report:
- i. SWARC: 0 submitted, 9 projects in progress.
 - ii. Inspections: Continue bi-weekly by Tabitha and Marc. No open violations.
 - iii. Real Estate: No homes sold in August.
 - iv. Delinquencies: 0-30 days \$173.57, more than 30 days - \$0, 60+ days \$7 total \$180.57

Open Discussion

- No comments.

Old Business & Pending/In-Process Items

1. **OB #3: Pool area shed** (Joe G). Joe submitted cost quotes to the Board for discussion and Board approval to add a shed to the pool areas to hold additional seasonal decorations, bocce ball and cornhole equipment. The three shed quotes were similar with prices ranging from \$5905 (Pine Ridge Barns), \$6015 (Woodland Sheds), and \$5079 (Backyard Escapes). Joe recommended Backyard Escapes and is seeking approval for \$5500-\$6000. Joe would like to add interior “tech shield” that keeps humidity and heat out of the interior of the shed. Also need to build shelving and a ramp bringing the estimate to \$6000. It will take 4-5 weeks for delivery. Jim Medina asked about electricity and Joe said that would be added later. Marc asked Joe if the estimate included permits which it does not. Joe will check into that issue. Diane made a motion to approve assuming all three companies have acceptable ratings and Laura seconded. Joe said that he looked at the three companies and there were no bad reviews. Board approved motion carried.
2. **Clubhouse Closet**: Bruce Rose and Joe G will pick up materials for the closet reconfiguration which was approved in a prior meeting. *In process.*
3. Baby pool: *pending.*
4. May 2024: Open Discussion/Additional streetlights (Marc): *pending.*
5. OB #4: Pop up drains. *In process.*

Budget/ Financial Information

Financials (CA):

Premier has negotiated with Alliance Bank (where our money is held) for all money market accounts under their management to receive 4% interest.

The preliminary income statement for August shows that most lines on income and expense sides are in line with budget with the exception of the following:

1. We had \$3866.08 in Miscellaneous Income for the sale of the ADA Chair on eBay. The chair was sold for \$4500 with \$633.92 in eBay transaction fees.
2. Fountain Electric – Budget was set for one fountain. The negative variance on this line will continue to grow as we have three fountains now. The current YTD variance is \$1600.
3. Clubhouse maintenance has a positive variance of \$3300 YTD partially due to the developer paying for half of the work done on the crawlspace in March. This budget line includes the purchase of a storage shed for the expanded pool deck, which should be happening soon.
4. Large negative variance against the pool furniture line (\$6453) for the purchase of additional pool furniture this year and there was no budgeted amount for this line.

2025 Budget:

Beginning work on the 2025 budget. The following contracts will need to be renewed for this budget:

- Coastline – Pool Service
- Insurance
- Airmasters – HVAC
- Seaside – Crawlspace Dehumidifier maintenance to maintain warranty on new dehumidifier
- Vector – Clubhouse security and access
- Envirotech

Tabitha and Laura are getting this information.

PKS Audit: Awaiting the audit results. Tabitha said it should be ready in approximately two weeks.

Reserve Study:

1. Laura advised that our current reserve study was performed in September of 2021 and typically performed every three years. She questioned whether one should be done now since there is money set aside or should it wait until 2025? Marc recommended we put the topic on the October agenda and Tabitha is getting quotes for the reserve study.

Action item.

*Marc has stated that it is important that a preliminary draft budget be presented to the Board at the next meeting and a final proposed budget for Board consideration at the November meeting. The Board must adopt a budget before the community votes on it in December as part of the elections. **Action item.***

Investments (CA): No Report

Premier Report: August 1-31, 2024

- Account Balances
 - Operating - \$34,263.65
 - Operating Reserve - \$62,047
 - Amenities LTR - \$57,887.19
 - CA LTR - \$21,318.47
 - Amenities LTR CDs - \$20,679.33
 - CA LTR CD - \$10,338.96
 - Operating Reserve CDs - \$20,679.33
 - Total - \$227,214.64

New Business

1. **Adding Members to ARC:** Our current ARC members have served over 1 year. When we initially formed the ARC, we discussed the possibility of adding additional non-voting members to learn the process and eventually transition to the ARC. There are four homeowners that have expressed an interest in serving on the ARC; Sandra Magera, Dan McDermott, Connie, and Doug Schoenbeck.. Marc would like the Board to consider adding non-voting members to learn the process. When we started the ARC, we had a challenging time getting volunteers and were fortunate that two of our Board members encouraged their spouses to help out. We are grateful for their service over the past nearly 18 months. We have developed an ARC process that has worked fairly well. Since the ARC reports to the Board, and now that we have additional volunteers, Marc believes it would be ideal if we could plan to rotate out spouses of Board members to provide more transparency and avoid conflicts in the ARC process.. Marc made a motion to add 2-3 non-voting members to the SWARC to learn. Marc made a motion and Diane seconded. Jimmy Medina commented that with the addition of villa homes, we may consider adding more voting members. Joe G said he does not expect many applications from the villas there have been twenty-nine applications in 20 months. Joe G recommends that committee members have a background in construction. Diane mentioned the members should have knowledge of current bylaws and historical decisions of approvals/denials to ensure equity and consistency. Laura questioned whether a change to the charter is needed, and Marc responded that as long as these members are non-voting members, no amendment to the charter is needed. Tabitha confirmed this. Marc will talk to interested members to confirm their interest and report next month. Laura asked if we would ask about background and Marc said a conversation would be had, but that we should remember that a construction background was not a consideration in the current ARC make-up. Marc made a motion and Diane seconded the motion. Board approved. Motion carried. **Action item.**

2. **Rental Changes by Beazer/Thornton:** We were recently surprised to learn that despite promises made by the developer with Beazer executives present in Zoning Board hearings to get us to drop our community opposition to the project, they quietly changed our Declaration to allow for weekly rentals. This is sneaky and underhanded. We have retained an attorney to evaluate our options to get Beazer/Thornton to honor their commitments. We also have a meeting scheduled with Beazer representatives this week to try to resolve this matter without the need to litigate. General comments:
- Laura advised we have sufficient monies in reserves to use for litigation.
 - Diane has no qualms about moving forward with a lawsuit.
 - Cal reminded attendees that there are many examples documented of Beazer and Thornton agreeing to the 1 -year rental agreement.
 - Marc thanked Tabitha for discovering this covert amendment happened.
 - Jimmy supports pursuing lawsuit.
 - Steve Maternick asked if POA was affected. Marc said, no. Steve asked if the change allowed CA homeowners to rent weekly to which Marc responded yes.
 - Marc mentioned that in addition to the rental rule change, the amendment also stated that an 80% vote was needed to change the rental rule back. Marc has a meeting with Beazer this week and our attorney next week.
 - Steve DePrince- appreciates Board efforts and supports suit.
 - Jeff Walters- documentation from zoning meetings. Yes recorded in minutes. The town OV officials are not happy with the situation and have told them.
 - Ann Magliola asked if we could go on social media. Marc said we can go to newspapers, social media and picketing at sales office.
 - Ty Magliola supports.
 - Cal said Coastal Point and local news love covering stories like this.
3. **Clubhouse Parking:** Laura advised that the parking lot would benefit from seal coating it. The current reserve study has seal coating the parking lot at the clubhouse as a maintenance item this year. The parking lot was installed in 2018, and seal coating is recommended 3-5 years after installation. Tabitha has is working on getting quotes to perform this work so it can be discussed at the October meeting. Will add to the October meeting as Tabitha is awaiting a response from one vendor. **Action item.**
4. **Sump Pump:** Joe G discussed estimates that Len Janssen obtained to have the current sump pump drain piped to the swale around the back of the parking lot. Currently, it dumps water in the parking lot which is a hazard in the winter. The lowest estimate was \$1950 from Silvano who has done a lot of work in the community. Len and Joe recommend this estimate. Marc made a motion for \$1950 to extend the sump pump. Ken Stein- asked if we could pump it to the swale on the other side of the building. Len advised two pumps in the building. Laura asked if the irrigation in this area was intact and if they had to work around it. Zacate Services (Silvano)will need business paperwork. Marc motioned; the Board approved. Motion carried.

Executive Session

The Board will meet privately after the September meeting to discuss legal matters.

Action Items

BCRa: Cal to respond to Joe G regarding Bay Country questions.

BCRb: Marc to task Premier with coordinating and sending out election nomination materials to homeowners.

Budget/Finance: Reserve study decision tabled until October.

Budget/Finance: Laura to prepare a draft budget for the October meeting.

NB1: Marc to report back on confirmed SWARC non-voting members.

NB3: Tabled to October meeting; awaiting additional information.

Next Meeting

October 9, 6:30pm, at the clubhouse. **Please be prompt.**

Meeting Documents

Agenda

Meeting Etiquette