

# MINUTES

## Silver Woods CA Board Meeting

April 11, 2023

6:30pm

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### In Attendance

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Margie Beatty, Marc Bogner, Laura Giorgianni, Diane Seeger, Trish Scott, Tabitha Hammerstone

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### Housekeeping

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- Call to order.
- Approval of March minutes: approved.

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### Committee and Property Management Reports

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#### 1. Board Committee Reports:

- Margie:** By the end of the month, homeowners will receive notices that their home should be power washed if it was noted in an inspection. Trish asked Margie to advertise yard sale to get more involvement. Laura mentioned dates are duplicative or missing from SW website calendar and Vantaca. Marc will investigate linking Premier and SW calendars. Margie will send Tabitha dates from SW calendar to add to Vantaca.
- Trish:** Pool and clubhouse action items complete (except for fireplace repair). Coastline will be here 4/11 to check pool filters and complete initial pool start up. Marc suggested we ask Ocean Waves power washer if they will offer discounts to homeowners.
- Diane/Laura:** Ponds- Homeowner made a complaint about grass on swale north of Luzerne near the clubhouse parking lot which was remedied by Envirotech today. Envirotech will look at the areas where wildflower seeds were planted last season and did not grow. If necessary, the seeds will be replanted at no cost to us.
- Laura:** Laura spoke to Genny from Premier who advised transferring 50k from the operating account to the operating reserve account. Premier recommends that we keep three months of operating reserve. The operating reserve account can be used for overages in our annual expenses (such as major snowstorm or for unplanned purchases). A motion was made and passed to accept this transfer. Premier's collection policy- 15-30-60-day notices. 15- and 30-day notices are sent to homeowners via their billing preference. The 60- day notice is sent via regular and certified mail and comes with a charge to the homeowner. Laura will research more to ensure compliance with our governing documents and DUCIOA.
- Marc:** Premier continues to do a good job for the community. Marc asked Margie to reiterate to homeowners which issues they should be calling Premier about as they are calling Premier about issues that should be addressed by others (i.e.: landscaping, postal service). Homeowners are still having trouble accessing the BrightView portal and should email Scott directly. Unfortunately, the transition to BrightView has not gone well. The initial fertilizer treatment resulted in many complaints of damage to lawns due to the spraying not being shut off when stopped or making turns. Marc has escalated these complaints to BrightView's branch manager.

If the service continues to be poor and/or the issues do not get resolved, the Board will consider further action.

- f. **Tabitha:** MaryBeth McCusker sent Tabitha her communications/photos that she previously sent to the developer who promised to resolve her tree issue but has never done so. Tabitha updated documents for Ombudsman. Should have materials ready by the end of the week.

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## Old Business

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1. Move Bench: *in process.*
2. Medical Training: Mary Jane Volk is coordinating. *In process*
3. **Committee Charters:** Margie distributed sample charters to the Board from which they can use to draft respective committee charters. The charters have been assigned as follows: social committee (Margie), SWARC (Marc), Building/Maintenance (Laura), Code of Conduct (Diane/Trish). Charters should be sent to respective Board members by April 25 for review at the May 2<sup>nd</sup> monthly meeting. **Action item.**
4. **Fine Schedule:** Marc and Margie drafted versions and Margie will merge them and send them out to the Board by April 25 for the May 2 meeting. **Action item.**

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## New Business

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1. **Tree survey/issues:** Laura received an estimate of \$800 from Coastal Plant Care to conduct a follow-up tree survey to review the trees listed on the initial survey and to determine if anything has changed and to see if additional trees should be added. A motion was made and approved with an estimated time of June. **Action item.**
2. **Quarterly meeting follow-up:** Marc confirmed that the town of Ocean View allows contractors to work on Saturdays. There was discussion that construction activity for new builds is more disruptive than existing homeowner modification projects. There are more visitors and younger children in the community on the weekends and holidays. As a result, SWCA will continue to enforce our current guidelines of no work allowed on weekends and holidays for new builds only. SWCA does not specify working hours for projects at existing homes, homeowners comply with the town of Ocean View's hours for that. **Complete.**
3. **Walking paths:** Ken Cimino and the town engineer are visiting the community next week to view walking trails to create a punch list for the developer of issues that need to be fixed. **No action by SWCA.**
4. **SWCA April newsletter content:** Kentucky Derby party, power washing reminder, yard sale reminder, BrightView/Premier call differentiation, clubhouse painting reminder May 4-5, clubhouse power washing reminder May 3. **Action item.**
5. **Social committee survey:** The social committee will be sending a survey to the community to solicit feedback on what they would like to see and how we can increase participation. **No action by SWCA.**
6. **SWARC application fee:** Board was told by Premier that we were unable to change the \$50 fee as it is published schedule A. Board asked Tabitha to go back and ask Premier if we can amend schedule A to two levels based on cost of project. Margie asked if we need to draft additional "permit by rule" for painted doors or for smaller projects. This question will be sent to SWARC to opine. **Action item.**
7. **INSF/Stop payment fees:** Several homeowners have requested and be granted CA fee refunds due to the technical transition from Excel to Premier. YTD refunds have been provided to three homeowners at a total cost of just over \$200. Board had decided that homeowners get one opportunity for fee consideration/ one-time fee forgiveness. **Complete.**

8. **Clubhouse fob turnover for home resell:** In the event of a home sale, sellers should give their fob to the new homeowner at settlement. Fobs go with home, not people. It was discussed that Premier would add a fob turnover receipt to the resale package and it would be managed by the buyers and sellers at closing? **Action Item.**
9. **Welcoming committee:** One of our new homeowners asked about a welcoming committee. Tabitha informed the Board that she/Premier emails a welcome letter and other helpful information to new homeowners. As past-President, Laura sent a welcome letter with SW website URL directing them to the FAQ page and the "I live in Silver Woods" Facebook page; Tabitha will add this information to her letter. There was discussion about formalizing a welcome committee and Margie and Trish agreed to work on this idea. **Action items.**

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### Budget/ Financial Information

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N/A

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### Action Items: In Process

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1. Move Bench: *in process.*
2. Medical Training: Mary Jane Volk is coordinating. *in process*

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### Action Items: Pending

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1. Committee Reports: committee chairs will address action items for their respective committees.
2. OB3: Committee Charters.
3. OB4: Fine schedule.
4. NB 1: Tree survey.
5. NB 4: Newsletter.
6. NB 6: SWARC application fee.
7. NB 8: Fob turnover receipt.
8. NB 9: Welcome committee.

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### Next Meeting

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May 2, 6:30 pm., SWCA Monthly Meeting, Clubhouse

June 6, 6:30 pm., SWCA, Monthly Meeting, Clubhouse

No July SWCA Monthly Meeting

June 20, 6:30 pm., Q2 SWCA Meeting, Zoom

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### Meeting Documents

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Agenda

Sample Charters

March 17, 2022, copy of the letter to the developer.