

# MINUTES

## Silver Woods CA Monthly Board Meeting

January 9, 2024

6:30pm – 7:30pm Clubhouse and teleconference

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### Housekeeping

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- Call to order. Fourteen homeowner attendees in person. Thirty-seven homeowners virtually.
- Roll call: Present were Marc Bognar, Laura Giorgianni, Diane Seeger, and Cal Hargett. Attending virtually is Tabitha Hammerstone. Absent is Trish Scott.
- Approval of December 5, 2023, minutes. Laura motioned, Cal seconded, all approved. Motion carried.

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### Committee Reports

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#### 1. Board Committee Reports:

##### a. (Marc Bognar): Inspections and Premier:

- i. Inspections good. Tweak with monthly dues and are now corrected. Looking to roll out an enhancement to a control feature to allow use of mobile phone and key fobs.

##### b. (Trish Scott): Pool/Clubhouse/Welcoming Committee:

- i. 12/22/23 The fire extinguishers in the club house were checked and tagged.
- ii. 12/29/2023 Margie and I of the welcoming committee welcomed Fritz's.
- iii. 1/10/24 Ocean Waves will remove the wreath.
- iv. Crawl Space repair report (Joe Giorgianni): As discussed previously, crawl space repair is needed (mold, condensate from air condition drips in, humidity, etc.). Three bids received and we are using Seaside Crawlspace (remove insulation, remediation of mold, raise and clean sump pumps, repair water issues, new dehumidifier, ventilation system for dehumidifier, two- and six-month inspections). Their bid was the middle of the three, but they did not recommend putting a vapor barrier over the cement as there should be one under it and it would trap moisture between the two. Matt Sanders asked if the clubhouse was under warranty. Marc replied that we are unsure as the company who did the work were unreachable. The company is out of the crawlspace business. The developer will pay 50% of the cost. Len Jansen asked if the 100-quart dehumidifier that was being installed was large enough. Patricia Healy asked if the money would come out of the reserves and Laura responded no, that this expense was budgeted. Laura made a motion to engage Seaside to do the work contingent upon confirming the humidifier is the right size. Cal seconded. Further discussion Len verified via Aprilaire website that 100 quart is a good size. Board approved. Motion passed.

##### c. (Laura Giorgianni): Ponds/Envirotech/BrightView:

- i. Envirotech service our ponds this month as they do each month. They check water quality, remove debris, and make sure all is well. The monogrids are installed on all three ponds. On the large pond (pond 3) I noticed the monofilament is in the water in the middle of the pond. This could be from the high-water levels currently. They are supposed to come tighten up the monofilament. As mentioned in a prior email, the

developer has purchased fountains for the two ponds without fountains. They are on order and Envirotech is waiting for delivery. The fountains will be installed to make sure all is working properly and then pulled for winter storage just as we do for the existing fountain. The fountains will go back to the ponds in March or early April.

- d. (Laura Giorgianni): Finance/ Investment: **See finance section below.**
- e. (Cal Hargett): Landscaping and Grounds:
  - i. Landscaping RFP report: Committee (Cal Joe Seeger, Connie McGraw, Laura, and Marc) secured three quotes and are checking references and interviewing bidders. 2023 contract with Bright View has been cancelled and a new 2024 bid will be discussed. *In process.*
- f. (Diane Seeger): Social/Decorating Committees:
  - i. Decorating committee: Denise Stock (Chair), Susan Fox-McNany, and Ann Magliola.
  - ii. Social committee: Joe Seeger (Chair), Denise Stock, Barbara Bognar, Ann Magliola, and Karen Marks. The committee is tasked with reviewing survey feedback and recommending both internal (happy hours, parties) activities and external events. More to come. The committee is still accepting volunteers.
- g. Management Report: (Tabitha Hammerstone, Property Manager, PCAM):
  - i. Five completed and one pending ARC applications.
  - ii. The inspection schedule has been adjusted to monthly instead of bi-weekly due to slower seasonal activity. Bi-weekly inspections will resume closer to spring/summer.
  - iii. HOA dues in a delinquent status total \$1,010.50

## 2. Open Discussion of Homeowner Concerns:

- a. Marc mentioned that before we started open discussions that he wanted to report that the town has agreed to collaborate with the developer to switch the street trees that are oaks with maples, which many homeowners were concerned about. He also mentioned the Board was able to get the developer to agree to cut down five medium risk dead trees in common areas that homeowners were concerned about and are located behind Len Jansen, Ron Butz, Mary Beth McCusker, Bill Lackey, and Rich Newson homes.
- b. Sandra Magera asking about inspections and Tabitha briefly reviewed high-level items which are listed in the reports.
- c. Joy Merski asked about common area maintenance. Marc reminded homeowners that common area maintenance falls under the domain of the developer as common areas are not owned until turnover occurs.
- d. Margie Beatty-Hawkins commented that the recent election was close and looking at by-laws we can have up to seven Board positions. She asked the Board to consider adding another Board position to provide an opportunity to the homeowner who lost by one vote to serve on the Board. It was mentioned that in the future, the townhome phase, commercial district, and assisted living phase will have some of the seven positions allocated to represent their homeowners. Marc agreed to investigate the action needed to add another position and report back. **Action item.**
- e. Matt Sanders stated that Ken Cimino told him that the town of Ocean View “owns” 3.5 feet of property into a homeowner’s front yard “right of way.” Matt asks why homeowners need to incur the costs to maintain this area or to be forced to plant a tree. Laura responded that town code mandates care and maintenance is at the expense of the homeowner. The town stated they

will be responsible for trimming the trees and fixing damage to the sidewalks caused by tree roots.

- f. Connie McGraw asked if there is an ETA for the several trees marked on Luzerne to be taken down as part of the townhome development. No ETA yet.
- g. Dave Stock reported that he replaced the bulbs in lanterns on the stone walls at the entrance to make the area brighter. He will be taking down Christmas lights this weekend and will consider additional lighting if needed. He stated the Christmas lights are not the correct answer for long term lighting; they will grow into the bushes and there are extension cords on the ground.
- h. MaryBeth Powers asked about adding more streetlamps to brighten streets. Marc responded that there is balance between more lights and homeowner concern regarding light shining in their homes. DEC recommended the current number.
- i. Ron Wiesnewski asked if we were aware of when Pittson Avenue will be finished as some GPS apps direct people down Pittson Ave. instead of Thornton. It is thought that once the sales office opens, the road will need to be paved, perhaps late spring.
- j. MaryBeth McCusker thanked the Board for their work getting the moderate trees cut down, trying the virtual meeting method, and for considering the addition of another Board position.
- k. Norma Marques questioned if the area behind her and Medina's homes would be used to house machinery and supplies. Ken Cimino originally had stated they would have the developer move the fenced area, but then advised that this was not a long-term situation and it would not be moved.
- l. Joy Merski asked if anyone knows the base price of townhomes? Laura and Marc said they heard the starting price to be \$500k.
- m. Glen Eklund asked if the fountains scheduled to be installed in ponds two and three were already purchased. Marc responded that the developer has already purchased the equipment and is not willing to make a change. The Board is not aware of specific placement or time for installation. Marc advised that the Board would work with Envirotech to install the control panel boxes in a favorable place and have the timers set to what works best for those around the pond.
- n. Jimmy Medina asked if we budgeted for cost to run fountains which we will when appropriate.
- o. MaryBeth Powers asked about the status of 90-foot bridge in pond three. Marc reminded everyone that there would only be a small bridge built to connect walking trail. The large bridge has been eliminated.

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## Old Business

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1. Board input on approved fine schedule/complaint policy consolidation: Tabled until future meeting.
2. Report of Landscape RFP: See committee report above.
3. Budget ratification vote:
  - a. Thirty- eight electronic votes submitted to date. Results are thirty-eight in favor and two opposed or a 95% approval rate.
  - b. Call for votes from the floor for homeowners who did not submit a vote electronically yielded no responses.
4. Community tree planting update:
  - a. Members of the Board, Ken Cimino, and the landscapers walked the neighborhood this past Saturday and removed stakes that were illogically placed (near driveways, in front of

transformers) while keeping true to the planned landscape and town code. To the extent that the Board could, most homeowner concerns were addressed.

- b. Marc updated homeowners that the Board has asked Ken Cimino to switch planned oak trees for maple trees as requested by homeowners.
- c. Ron Wiesnewski asked if the extra street trees would go into common areas. Marc reported that the plan accounted for common area trees. The Friday walk pertained to trees planned for homeowner's property. Ninety-nine trees were planned and fifty of those will be reallocated to Luzerne Avenue to enhance the buffer and ten=twelve trees will be reallocated to buffer the areas of Old Forge Drive behind Coad's house.
- d. Connie McGraw asked what happens if trees damage irrigation? Marc and Laura advised that the landscaper have irrigation kits to repair any damage caused during planting. If irrigation damage is not realized until the time when irrigation is turned on, the homeowner should email Board who will contact town to repair the damage. If roots damage irrigation lines, who is responsible? Marc will get clarification. **Action item.**

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## New Business

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1. Laura reported that expansion of pool deck has started and that she is working to get a rendering of the upcoming amenities to post in the clubhouse.

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## Budget/ Financial Information

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Marc reminded attendees that they can find the approved Reserve Study on Vantaca and that this study is the basis on which we budget our reserve fund.

### **Finance Report/ Investment Report:**

The 2023 financials are not final as of this meeting, so the following numbers are approximate: we are ending 2023 \$50,000 in Operating Reserve, \$61,000 in our Amenities Long Term Reserve which covers reserve needs for the clubhouse and pool, and \$25,700 in CA Long Term Reserves which covers our ponds. As discussed at the December meeting, we invested \$50,000 of the reserve money in five CDs of 7 months and 11 months to yield higher returns on our reserve funds. When the December balance sheet is finalized, homeowners will see five new lines on the balance sheet showing these CD's investments.

Again, the 2023 financials are not finalized, but our year end income shows we collected slightly over what was planned, which was entirely due to resales of homes. On the expense side we ended way under budget on landscaping for two reasons: First, the budget was set on Passwaters pricing and Brightview was less expense and second, Brightview gave us credit for part of November and all of December as they only cut nineteen times versus the contracted amount of twenty-four. The shared expense for the operation of the clubhouse and pool are going to fall over budget mostly due to purchasing additional pool furniture, upgrading the security system, painting off exterior trim and pump house doors/foundation.

Once the 2023 numbers are finalized, they will be available for all homeowners to review on Vantaca.

### Collection Policy:

Draft collection policy emailed to homeowners outlining the specifics for paying dues and consequences for not paying dues. Joy Merski Masked to clarify what is covered under the policy. Marc clarified that the policy pertained to any assessments. Joe Giorgianni asked if the policy covered future special assessments and Marc responded that it does. Laura made a motion to approve pending the removal of a fine for re-activating fob and Diane seconded. Board approved. Motion passed. The final policy will be posted on the Silver Woods website.

### Snow Removal Contract Update:

Received a quote to plow the clubhouse parking lot and sidewalks around the clubhouse as well as one side of the sidewalk going towards the Luzerne cul-de-sac. Quote ended up including Brenda Lane (POA). When asking to remove POA, company asked if we could reach out to POA, and if agreed, just split the costs of the two projects. Will discuss with POA. **Action item.**

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### Action Items Pending/ In Process

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1. Community signage discussion: Signs are in process of being posted.

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### New Action Items

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1. Open Discussion, d
2. Old Business, d
3. Finance, snow removal.

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### Adjournment of Open Session/Next Meeting

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Monthly Meeting: February 13, 2023, 6:30pm, Clubhouse.

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### Meeting Documents

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Agenda

Roberts Rule of Etiquette

Compliant Policy