

MINUTES

Silver Woods CA Monthly Board Meeting

February 13, 2004

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

Housekeeping

- Call to order. Nine homeowner attendees in person. Sixteen homeowners virtually.
- Roll call: Present were Marc Bognar, Laura Giorgianni, Diane Seeger, and Trish Scott. Tabitha Hammerstone from Premier Property Management attending virtually. Absent: Cal Hargett.
- Approval of January 9, 2023, minutes. Laura motioned, Trish seconded, all approved. Motion carried.

Committee Reports

- **Board Committee Reports:**
 - a. (Marc Bognar): Inspections and Premier:
 - i. Inspections are conducted monthly during off season. A couple of violations, but nothing substantial.
 - ii. Premier continues to do a good job. No issues with them.
 - b. (Trish Scott): Pool/Clubhouse/Welcoming Committee:
 - i. Amenities progress report: The pool deck has been expanded and the fence has been put back in place with a gate to ensure access to future amenities. This expansion adds an estimated 2300 square feet to the pool deck.
 - ii. Clubhouse trash service: There has been a request for trash service at the clubhouse. The cost is \$73.00 every three months. There has also been a request for a recycling bin and small trash can to be placed on the pool deck. The cost for a 19-gallon recycle bin at Lowes is \$12.98, the cost for a 32-gallon trash can with a lid is \$24.98 at Lowes & 32-gallon trash bags are \$25.59 per 100 which should last through the summer. Discussion by attendees focused on trash can locations, how to prevent homeowners from using the clubhouse trash to dispose of home waste, how many homeowners were asking for this service and if we are discussing it for just one request, and who would empty the trash.*
 - iii. Outside shower for pool: Trish requested approval to install an outdoor shower to eliminate the sand in the pool after a complaint from a resident. This shower would be a basic shower head at head level and foot level. If approved, she will obtain quotes for discussion. Discussion from attendees focused on whether we need the shower. Joe Giorgianni said if we need a shower because of the sand in the pool, part of the issue is that the pool company was not vacuuming the pool often enough and he was disappointed with the vacuuming of the pool. Discussion continued to use of the hoses to remove sand prior to entering the pool, putting showers in a bathroom, finding a location for a shower outside as well as needing a platform and a dry well.*
 - iv. Pool furniture: With the addition of the pool deck expansion Trish has obtained a quote for additional chaise lounges. The cost would be \$549.00 per chaise lounge which is a reduction of \$325 per chaise lounge. She recommends purchasing ten at the cost of

\$5490.00. A 60% deposit of \$3290.00 is required when ordering. The estimated delivery date at this time is 8-12 weeks and can be stored with our December 2023 order by Tyndalls until May when we need them.

*Trish will form a committee to review and plan needs related to amenities and make a recommendation to the Board. **Action item.**

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

- i. Ponds: Envirotech was here on February 7, servicing ponds one and two. They serviced the ponds for a variety of things including, but not limited to water quality, removed organic and inorganic materials, and checked for any deficiencies, algae, and invasive vegetation. They also performed a pond weed preventative treatment to minimize growth of vegetation on the bottom of the pond.
- ii. Snow removal contract: 2024 contract signed with the new landscaping contractor, Bay Country.
- iii. Fountain status: The panels have been installed. We are waiting for the developer to sign paperwork to be submitted to DEC for the inspection. Laura would like to ask the maintenance committee to look at actions and costs that would buffer these panels from view to the neighboring homeowners. These recommendations would be presented to the Board for action. Ron Wisneski mentioned installing an architectural enclosure that would blend in with the surroundings to make it more aesthetically pleasing. Board agreed to having the maintenance committee review and provide the Board with a recommendation. **Action item.**

d. (Laura Giorgianni): Finance/ Investment: **See finance section below.**

e. (Cal Hargett – read by Marc from notes provided by Cal): Landscaping and Grounds:

- i. Landscaping RFP: The committee interviewed several lawn service providers over the past several months and after careful consideration awarded the contract to Bay Country Landscaping. Thanks go out to Connie McGraw, Joe Seeger, Cal, Marc, and Laura.

f. (Diane Seeger): Social/Decorating Committees:

- i. Social committee: An email of planned activities was sent out to the SW Facebook page. Additional events are still being planned and will be communicated as finalized. Thanks go out to the social committee, Joe Seeger, Denise Stock, Ann Magliola, Barbara Bognar, and Karen Marks for the fun Super Bowl party. There was a lot of food, fun, and friendship.
- ii. Decorating committee: Valentine decorating complete.

g. Management Report: (Tabitha Hammerstone, Property Manager, PCAM):

- i. One ARC submitted and approved. Five completed.
- ii. Account balances: **See finance.**
- iii. Delinquencies: \$549.47, 3-30 days. \$283, 60+ days. \$586, 90+ days. Total: \$1418.47.

- **Open Discussion of Homeowner Concerns:**

- (Board President moved the order to cover Old Business first since it may answer a lot of questions for the Open Discussion)
- Joe Giorgianni: Ruppert Fence installed the fence around the pool and the gate was in the wrong location. Joe Giorgianni called Ruppert and they advised him that they did not have a drawing. Joe brought a copy to the workers and they moved the gate per the plan. Joe Giorgianni would like a contact name for the additional amenities so that he can monitor progress to ensure standards are

met. Marc stated that Bryan, Bryan & Bryan is the general contractor. The new gate is currently zip tied closed until it can be wired for fob access.

- Joe Giorgianni advised that Vector is coming Thursday to fix the door contacts for one of the back doors in the clubhouse.
- Len Jansen asked if we are still planning to upgrade key fob process. Marc mentioned that we are still hoping to upgrade to a system where we can use our phone instead of a physical fob, but that we are still getting information about the capability and accountability of the system.

Old Business

1. Community tree update (Marc):

- a. Street Trees: The original landscaping plan called for 600+ trees to be planted in common areas and “right of ways” throughout the community. Street tree planning: Ocean View Planning & Zoning has determined that no street trees will be planted due to the locations and required setoffs for underground utilities.
- b. Common Area Trees and Shrubs: The Board walked the neighborhood with the tree contractor after receiving feedback from impacted homeowners and recommended adjustments to the 2016 approved common area plan to reduce trees where it impacted homeowner views and move them to other areas that were neglected on the plan and had room for trees. The number of shrubs were reduced primarily due to concerns about ongoing maintenance costs and were moved to primarily mark walking trails adjacent to homeowner’s properties in various spots around the community. Recommendation approved by landscaper and Ocean View Planning & Zoning and planting will start in March.
- c. Ken Stein asked about the height of the trees. Marc explained both species of the taller oak trees were eliminated. Only trees to be planted are Maples and Zelkovas, along with bushes. The maples and zelkovas are still large trees, but smaller than the originally planned oaks. Approximately 140 trees were eliminated from the original plan after adding trees to common areas.
- d. Nick Schauman asked about trees planted around the ponds. Marc said that no trees are planned for areas of high embankments; however, in areas that support a tree, they will be planted where they do not significantly impact homeowner’s pond views.
- e. Ron Wisneski asked about landscaping restrictions in our by-laws. Marc and Diane explained that there are no restrictions in our by-laws, but there has been past communication asking homeowners to be considerate of landscaping so it does not negatively affect neighbors.
- f. Connie McGraw asked if the excess trees will be planted behind Luzerne and the new development. Marc confirmed that trees will be planted as a buffer. The town has asked the developer to add a third row of approximately 50 trees as an additional buffer (beyond the planned 57 trees) behind the homes on northern Luzerne that will abut the townhouse phase.

2. Update on common area medium risk trees (Marc): All but one of the five trees were taken down this week and the developer is paying for this to be done. The contractor ended up cutting down additional trees that were dead at no cost.

3. Marc also mentioned that the developer is paying half the cost of the crawlspace repair and that we may be able to get grants to reduce our remaining cost of the crawlspace repair due to energy efficiency improvements. Joe Giorgianni mentioned that the clubhouse needs to be closed from 12:30-3:00pm on February 20th for the energy efficiency evaluation.

4. Update on CA Board expansion (Marc): Marc spoke to our Board attorney about adding additional positions outside of typical election period. Our by-laws do not allow off-cycle elections. Adding Board seats should be done during the annual election period and can go up to seven. Our attorney cautioned us about adding members and not having enough people to serve. We have three Board members whose terms end at the end of 2024. Sandra Magera asked how much the attorney consultation was to respond to this question. Laura said it cost us \$105.00. Len Jansen asked what the benefit is to the community to add additional members. Is it because of having majority positions for each phase? Marc responded that it was not, but that the question was raised at the prior month's meeting and he committed to researching the process. Monika Goesser said that part of the discussion related to the impact of the new townhome phase on the board representation. Joe Seeger mentioned that additional members could compensate for absent members more easily reach a quorum. Marc mentioned that our documents reserve one Board seat for the new townhouse phase. Homeowners from the townhomes would first preference for that open position. A Board seat is similarly reserved for each phase (commercial and assisted living) with any remaining seats being at-large. Sandra Magera mentioned that additional members may improve continuity for those whose terms end, such as an Assistant Treasurer stepping up for the Treasurer. Diane mentioned that people get elected to the Board, not to a position which may or may not support continuity as positions are not known until after the election.
5. Assessment Collections Fine policy was approved and has been implemented. Joe Giorgianni and Len Jansen asked about delinquency amounts. Diane communicated based on Tabitha's monthly report: Delinquencies: \$549.47, 3-30 days. \$283, 60+ days. \$586, 90+ days. Total: \$1418.47.

New Business

1. Laura mentioned that although we are not required to comply because we are a private pool, we have a pool chair for ADA compliance. The current chair is not user friendly, is heavy and needs special training. Laura questioned whether we should investigate a more streamlined chair that is able to be used without training. Marc asked Tabitha if she could investigate other communities that have an ADA pool chair installed and let us know of a contact. Tabitha mentioned that Millville by the Sea does and she will get information for us.

Action item.

Budget/ Financial Information

Finance Report/ Investment Report:

Account Balances as of January 2024:

- Alliance Operating: \$60,797.63
- Alliance Operating Reserve: \$30,087.86
- Alliance Amenities LTR: \$43,721.92
- Alliance CA LTR: \$16,497.78
- Alliance Escrow: \$0.71
- Alliance Amenities CDs: \$20,086.21
- Alliance CA CD: \$10,043.53
- Alliance Operating Reserve CDs: 20,086.21
- Total: \$201,321.85

The 2023 financials are now final and homeowners may review the balance sheet and income statement on Vantaca under *Documents, Financials, 2023, 12 Financials.pdf*. We ended the year with \$47,275.72 in our operating account. We have \$10,825.78 in prepaid assessments. The difference is \$36,449.94. Laura is asking the Board to approve transferring this money to two of our reserve accounts; \$31,874.94 to our Operating Reserve account and \$4,575.00 to Long Term reserve (LTR) amenities. The operating reserves are used for expenses not covered by our current assessments. In 2024 there are multiple items we may spend money on with our new amenities (more pool furniture, signage, storage shed, fob access to additional pool gate and pickleball courts, just to name a few). The \$4,575.00 for LTR amenities is to make up the money spent from this account for the new salt generator and power supply. The reserve study projected this cost at \$1500 but it ended up at \$6075. Moving this money will fund this reserve account to the recommended balance.

Len Janssen asked if the additional money would be returned to the homeowners. Laura responded that she would prefer it be held to fund the additional expenses associated with the amenity area expansion as mentioned above as well as unexpected expenses to avoid having to do a special assessment. Marc agreed and suggested we evaluate our financial position once we know what these new costs will be and consider whether there is money left over to return at year end. Laura made a motion to move \$31,275.72 to Operating Reserve and \$4575 to Long Term reserve. Diane seconded the motion. Board approved. Motion carried.

Our year-end income shows we collected \$5,676 over budget; \$5600 of this was from homes being sold.

Expenses:

General and Administrative lines are slightly over budget for two main reasons:

- Management service cost above our budgeted amount (more for Premier than Excel)
- \$1175 in unbudgeted legal fees.

Grounds Expense was well under budget due to BrightView & Envirotech:

- BrightView surplus: Their services were less than the budgeted services from Passwaters (2022 mowers) and we received approximately \$9,000 credit against November and December invoices due to the number of cuts being less than the contract.
- Envirotech surplus: Expenses came in \$6600 less than the budget.

Shared Expenses came in slightly over budget due to the deposit for the additional pool furniture (two tables, umbrellas, stands and eight chairs).

Action Items Pending/ In Process

1. Community signage discussion: Complete.

New Action Items

1. Board Committee Report/b./Trish.
2. Board Committee Report/c/iii/Laura.
3. New Business/1/Tabitha.

Adjournment of Open Session/Next Meeting

Monthly Meeting: March 12, 2024, 6:30pm, Clubhouse.

Agenda

Roberts Rule of Etiquette

FINAL