

MINUTES

Silver Woods CA Monthly Board Meeting

April 9, 2024

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

Zoom participation listen only option

Housekeeping

- Call to order. Seventeen homeowner attendees in person. Twelve homeowners virtually.
- Roll call: Present were Marc Bognar, Cal Hargett, Laura Giorgianni, Diane Seeger, and Trish Scott. Tabitha Hammerstone and Cheri Ann from Premier Property Management.
- Approval of March 12, 2024, minutes. Laura motioned, Cal seconded, all approved. Motion carried.

Committee Reports

- **Board Committee Reports:**
 - a. (Cal Hargett): Landscaping/Grounds, Maintenance:
 - i. Landscaping: We have been in constant communication with Len Eaton, of Bay Country (SW new landscaping company). He has been responsive so far and is responsive in successfully servicing our community. Rain has put a damper in our start up but cutting service should start Wednesday and the lawn treatments as soon as practical. Will advise when we know. Homeowner OPT Out requests were due several weeks ago and the list was finalized with Bay Country. Would like to acknowledge Connie McGraw for her efforts on the Landscaping Committee. Homeowners who failed to meet the deadline for lawn treatment or mowing (mid-March) and have subsequently notified the Board, should put a sign up on their lawn until they get on the schedule. Common areas are also scheduled for Wednesday.
 - ii. Maintenance: See Old Business.
 - b. (Marc Bognar): Inspections and Premier:
 - i. Inspections: Monthly inspections recognized the need for power washing on some homes. Due by the end of April.
 - ii. Premier: continues to do a good job.
 - c. (Trish Scott): Pool/Clubhouse/Welcoming/Amenities Committees:
 - i. Amenities progress report: The committee of seven homeowners met on March 23 to discuss the following actions:
 1. Purchasing a more permanent ADA chair for the pool deck, prices to be obtained with the plan to sell the current portable ADA chair.
 2. Purchasing of two additional signs to be placed on the gates with pool hours, trash rules and the need to close umbrellas after use.
 3. Determining the type of pool furniture would be best suited for the extended pool deck.
 4. The need for a second shed on the deck to hold equipment for the pickleball court, bocce court, and corn hole boards.

5. The need to add to the existing clubhouse building in the future.
 6. The possibility of using the funds slated for the pickleball court towards a second pool.
 7. The addition of a dog park.
 8. The long-term maintenance of the walking trails and adding fitness equipment around the walking trail in the future.
- ii. Clubhouse: Fitness equipment checked on April 2 by Fitness Machine.
 - iii. Pool: Pool will open May 25.
 - iv. Welcome: Joines family on Thornton Avenue.
- d. (Laura Giorgianni): Ponds/Envirotech:
- i. Monogrids have been removed from all ponds and pond one fountain has been installed (Pond 1). Monday 4/8 Envirotech will remove the floating risers from the outflows on ponds one & three. There will be a hauling fee of \$75 to get rid of the PVC. Also on Monday, Envirotech will check to see if the orifice on the Pond 2 outflow is blocked as reported by a homeowner. Envirotech checked and the flow is working now.
 - ii. Fountains: Developer has been notified by the Town that he is out of compliance with ponds, so he is rectifying the issue tomorrow.
- e. (Laura Giorgianni): Finance/ Investment: **See finance section below.**
- f. (Diane Seeger): Social/Decorating Committees:
- i. Social committee: Kentucky Derby party scheduled for May 4. Reminder posted on bulletin board in kitchen and will be sent via email. Games will be played (Horse Race, Left-Right-Center). On June 1, Velna and *Making Memories* will play at the pool party opening. Potential events: **Shorebirds game is June 17. RSVPs are due May 17.**
 - ii. Decorating committee: Spring decorating complete. Thank you, Denise, and team.
- g. Management Report: (Tabitha Hammerstone, Property Manager, PCAM): 2/1-3/31, 2024.
- i. ARCs: 1 Voided, 2 Approved, 3 Total.
 - ii. Inspections: Inspections continue to be done monthly until requested by the Board to go back to biweekly. Remember to start looking for dirt and mildew on the exterior of your home.
 - iii. Real Estate: three homes resold.
 - iv. Delinquencies: 0-30 days = \$191.90. More than 30 days = \$216.50. More than 60 days = \$141.49. More than 90 days = \$227.50. Total = \$777.39

- **Open Discussion of Homeowner Concerns:**

- a. Bill Rasnake: Spin bike in gym is minimally used. Bill would like the Board to consider switching it for an Elliptical, which he feels will be of more use. Also, Bill asked the Board to expand the gym if/when the decision is made to expand the clubhouse. This suggestion will be added to the list of ideas for long-term planning. Bill said the radio sound system works inconsistently. Wondering why the radio does not broadcast through TV. Joe Giorgianni advised to use the TV to play music as it is the same as the radio unit.
- b. Bill was told that three trees would be planted in the common area next to his yard as part of the "street tree" project, but the landscaping company did not plant them. Marc advised that the crews did not follow the plan like they should have and that they ran out of trees. Val Rasnake asked if she could assume the cost and plant the trees. Marc said the Board will discuss and advise. **Action item.**

- c. Bill is concerned that walking trails need to be improved and wonders if it will be done prior to building the townhouses. Marc advised that our walking trails need to be approved by the Town, which will be done prior to the first foundation being poured.
- d. Bill is concerned that there will not be enough space at the pool for the additional planned townhomes and that the money designated to the pickleball court should be re-purposed for another pool. Marc reiterated that the Board worked hard to get the Developer to add a pool for the Townhome phase and the best we could do is pickleball and bocce ball courts. Laura advised that the Board will be part of the sign-off process on the construction of the amenities.
- e. Alan Dellinger asked if we could get the community fence (Beaver Dam Rd) improved as it is worn and dingy. Joe G. advised that he maintains it as best he can. Marc said he would speak with Beazer about it. Potential costs would involve both the CA and Brenda Lane POA.

Old Business

1. Crawlspace Encapsulation Project Update (Cal/Joe G.): The crawlspace encapsulation project was completed on 3/19. Follow up inspection by Seaside performed on 04/08/24. **Complete.**
2. Clubhouse Closet Reconfiguration: (Cal/ Joe G.): The maintenance committee is looking for funding approval for the design presented last month. The cost is approximately \$1000.00. Marc asked Joe to circulate diagram to Board and topic moved to May agenda. **In process.**
3. Pool Area Shed (Cal): An initial estimate (\$20K) was received for a combined design with the existing pump house. The committee is pursuing other options for a standalone shed. **In process.**
4. Pop Up Drains effecting common areas (Laura/Marc): As discussed previously, some homes have added pop-ups which drain onto common areas and cause drainage issues to common areas. Marc and Laura will revisit this issue with homeowners who need to remediate issue. **In process.**
5. ADA Chair for Pool (Trish): **In process.**

New Business

1. Discussion on developing and formalizing clear rental rules: Marc advised we would like to put together more formalized rental rules to ensure that renters meet our standard requirements. Val asked how rentals are monitored. At this point, there are no rules in place, other than a 6-month minimum rental period, but when there are, the Townhouse phase will be required to follow them as their governance falls under the SWCA. Marc will lead committee to develop these rules. There may be a future issue for this phase as Beazer has reportedly lost buyers due to the six- month rental rules. **Action item.**

Budget/ Financial Information

Finance Report/ Investment Report:

Financial Summary: Preliminary numbers for the end of March show our income is \$2100 higher than budgeted, with the majority of this overage being from initial assessments of the sale of a home and the lot on the Luzerne cul-de-sac. On the expense side, using the preliminary numbers for the end of March, things are tracking fairly well, with the exception being related to timing of invoices and budget spread for the year. The crawlspace work has been paid for so a negative variance appears for shared expenses related to the clubhouse due to the maintenance budget being spread across 2024.

PKS Audit: In 2023 we discussed engaging PKS & Company to perform an audit of our books and agreed we would hire them but did not vote to spend the money on the services. There were several levels of service that PKS could do based on the output we are wanting. The three levels are:

1. Audit – yields the highest level of assurance that financial statements are free of material misstatement and have utilized the Generally Accepted Account Principles (GAAP). This involves testing selected transactions by examining support documents and completing physical inspections and observations. This would cost between \$5500-\$5750.
2. Review – provides a level of accountability and transparency but is a limited level of assurance that there are no material modifications that should be made to the financial statements. This would cost approximately \$4000.
3. Compilation – provides most basic service CPA's offer when reviewing financial statements by reading financial statements and considering whether they are in an appropriate form and free from obvious errors. With this level of service, the CPA cannot express any degree of assurance on the financial statements or an opinion on them. This would cost approximately \$2500. Delaware law dictates that a full audit needs to be done every three years. Our last audit was done in 2021.

The above services would be for the 2023 calendar year. Laura made a motion to engage PKS to audit 2023 records. Marc seconded the motion. Board approved. Motion passed.

Investments: The investment committee will be meeting this weekend to review our position with CD's that were approved last year. There are several 7-month CD's that will be coming due in July that the committee will discuss what to do with these funds and present to the board next month.

Account Balances: from Premier: 2/1/24-3/31/24

Operating \$37,298.78
Operating Reserve \$61,982.19
Amenities LTR \$49,576.98
CA LTR \$17,308.62
Escrow \$0.71
Amenities LTR CDs \$ 20,253.83
CA LTR CD \$10,128.17
Operating Reserve CDs \$20,253.83
Total \$216,803.11

Action Items Pending/ In Process

1. Marc asked Tabitha if she could investigate other communities that have an ADA pool chair installed and let us know of a contact. Tabitha advised that no other community uses these chairs due to the need to train homeowners to use them. **Complete.**
2. OB #2: Clubhouse closet reconfiguration. *In process.*
3. OB #3: Pool area shed. *In process*
4. OB #4: Pop up drains. *In process*
5. OB #5: ADA chair for pool. *In process*

New Action Items

1. OD/b: Decision on trees for common area. (Board)
2. NB/#1: Develop formalized rental rules. (Marc)

Adjournment of Open Session/Next Meeting

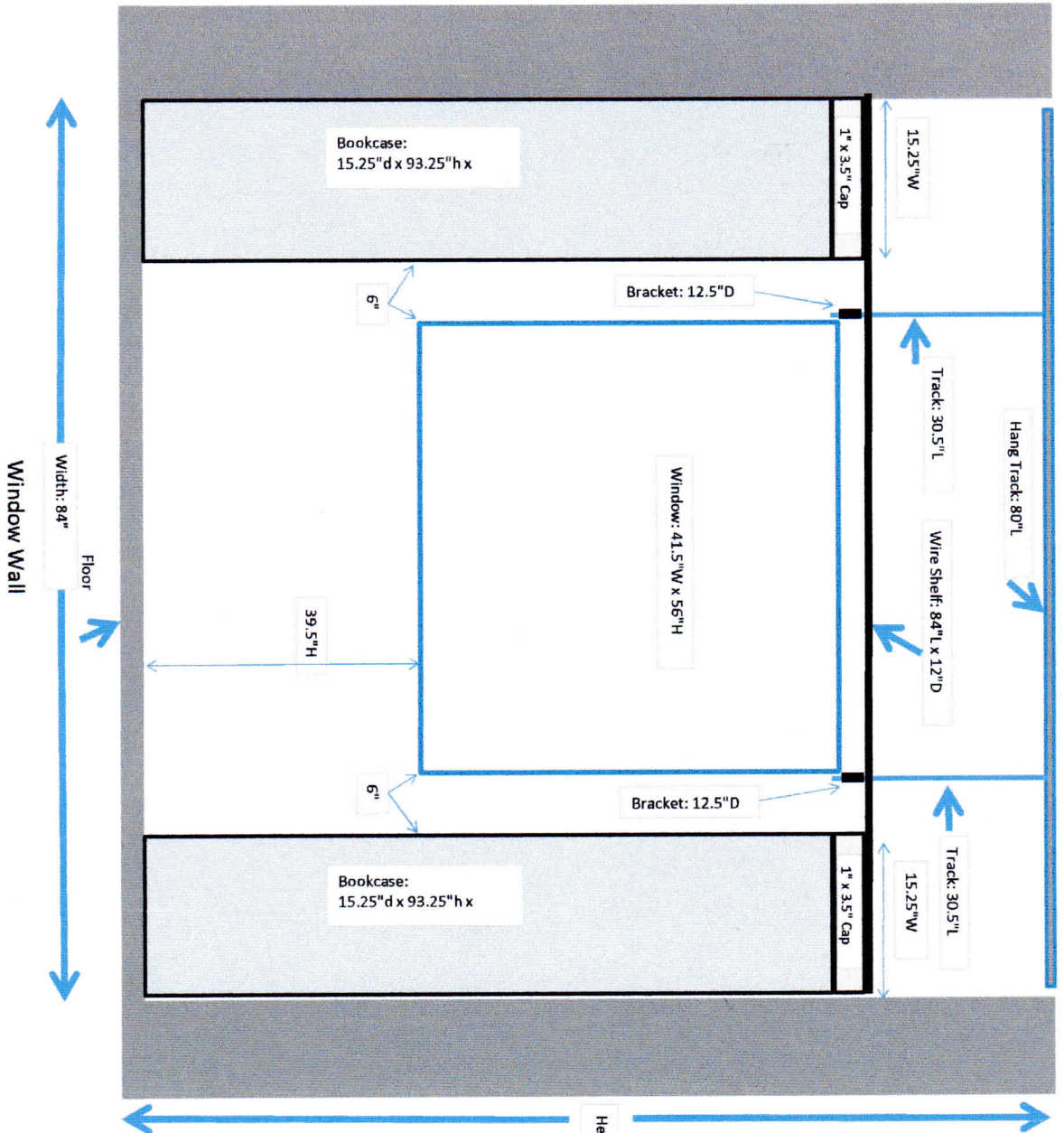
Monthly Meeting: May 14, 2024, 6:30pm, Clubhouse.

Meeting Documents

Agenda

Roberts Rule of Etiquette

Clubhouse Closet Reconfiguration Project



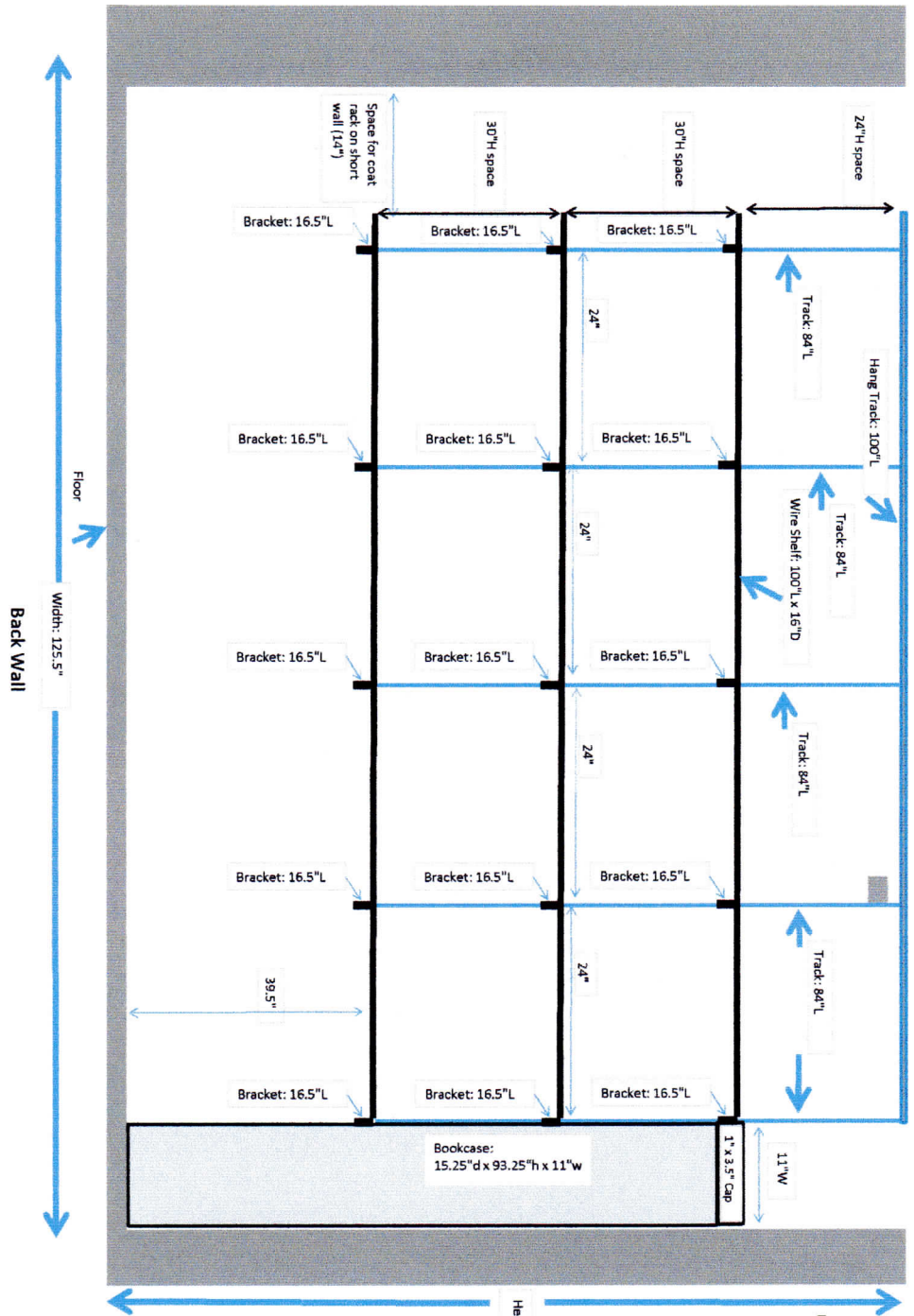
Legend: cell = 3"x3"
7' = 28 cells

Parts:	Count	Unit	Cost
Hang Track (80")	1	\$ 30.00	\$ 30.00
Track (30.4")	2	\$ 10.00	\$ 20.00
Wire Shelf (12"Dx84"L)*	1	\$ 23.00	\$ 23.00
Brackets	2	\$ 7.00	\$ 14.00
Bookcase (IKEA)	2	\$ 64.00	\$ 128.00
			\$ 215.00

* Shelf is 96" and cut to 84"

NOTE: 1" x 3.5" Cap is a square built to raise the height of the bookcase above the window to make room for bracket and shelf.

Height: 123.5"



Legend: cell = 3'x3'
10.5' = 42 cells

Parts:	Count	Unit	Cost
Hang Track (80")	1	\$ 30.00	\$ 30.00
Hang Track (24")	1	\$ 14.00	\$ 14.00
Track (84")	5	\$ 24.00	\$ 120.00
Wire Shelf (16"D x 72"L)	1	\$ 22.00	\$ 22.00
Wire Shelf (16"D x 48"L)	1	\$ 20.00	\$ 20.00
Brackets	15	\$ 10.00	\$ 150.00
			\$ 356.00

Could reduce cost \$10 if go with 96" shelf instead of 100".