

# MINUTES

## Silver Woods CA Monthly Board Meeting

May 14, 2024

6:30pm – 7:30pm Clubhouse

### Housekeeping

- Call to order. Nineteen homeowner attendees in person.
- Roll call: Present were Marc Bognar, Cal Hargett, Laura Giorgianni, and Trish Scott. Tabitha Hammerstone from Premier Property Management. Absent- Diane Seeger, Trudy Hargett took minutes.
- Approval of April 9, 2024, minutes. Laura motioned, Cal seconded, all approved. Motion carried.

### Committee Reports

- a. **Board Committee Reports:** (Cal Hargett): Landscaping/Grounds, Maintenance:
  - i. Landscaping: Bay Country is making progress learning our community and has been responsive with addressing concerns. Lawn mowing will continue each Wednesday, weather permitting. Engaged them to trim low overhanging branches, vegetation, and remove debris along the white fence on Beaver Dam Rd. Our second of five lawn treatment services is scheduled for May 20<sup>th</sup>. As a reminder, please keep pets off the grass for two hours after treatment.
  - ii. Grounds: In general, most of the new trees seem to be doing fine. It has been noted that some of the species are not looking very well, probably due to lack of watering. Marc addressed this issue with the developer who installed the trees.
  - iii. Maintenance: The irrigation in front of clubhouse and parking lot side is not operational and in need of repairs. Thornton has agreed to repair the irrigation based on Joe Giorgianni's scope of work.
- b. (Marc Bognar): Inspections and Premier:
  - i. Inspections: A few homeowners needed power washing and have been notified. Some have already complied.
  - ii. Premier: continues to do a good job.
- c. (Trish Scott): Pool/Clubhouse/Welcoming/Amenities Committees:
  - i. Amenities progress report: The Amenities committee held its final meeting and the following recommendations will be forwarded to the Board for future discussion.
    - To sell the current ADA chair. If the purchase of a chair is needed, the cost will be more than \$7000 dollars. Board will make decision at future meeting.
    - To purchase three pool signs at the cost of up to \$200.00, listing hours of operation and age restrictions. Motion made by Trish seconded by Laura. All approved. **Complete.**
    - To purchase eight chaise lounges at the cost of \$4392 which is the discounted price. Trish made a motion, Cal seconded. All approved. **Complete.**
    - Clubhouse building proposal deferred as a future topic with no further discussion at this time.

- No further discussion of a dog park that was suggested by one member of the committee due to space issues.
- No further discussion about long term maintenance of the trails or no further discussion about fitness equipment as proposed by one member of the committee
- ii. Clubhouse: Bike seat replaced May 1.
- iii. Pool: Coastline prepping the pool to open May 25. There are a few issues with regard to pool covers being incorrectly put away for the season. Trish will reach out to Coastline.
- iv. Welcome: Welcome to the Burns family.
- d. (Laura Giorgianni): Ponds/Envirotech:
  - i. Ponds: Envirotech continues to service our ponds per their contract.
  - ii. Fountains: The fountains have been running well in all three ponds. After much research, it was determined that the fountains need to run 12 hours per day to maintain effective aeration. Homeowners near pond three will be contacted soon to establish hours for the fountain to run that will accommodate everyone as best as possible. Laura has contacted Envirotech and was told the aeration team will come out the week of 5/13 to see if there is slack in the cable which would allow them to move the fountain east on the pond so more homeowners can see it and to reduce noise and mist to several adjoining homeowners. If moving it is not possible, it is very costly to get a longer cable. The current 400' of cable on the pond three fountain cost \$7447, so the Board will not purchase a longer cable due to the high cost. Homeowners expressed concerns regarding the noise of the fountains, the hours the fountain runs, and spray on homeowner's back porches. Laura also received a list of possible nozzles that could be used on that fountain to change the spray pattern. The nozzles range in price from \$50-400. She will contact Envirotech again to see if they have information about the noise levels of the different spray patterns. Several homeowners present expressed their concerns about the fountains running during daylight hours. Several other homeowners would like to see the fountain run longer. Board will follow up with homeowners facing pond when information is gathered. **Action item.**
- e. (Laura Giorgianni): Finance/ Investment: **See finance section below.**
- f. (Diane Seeger): Social/Decorating Committees: Joe Seeger reporting for Diane.
  - i. Social committee: Kentucky Derby party held May 4. On June 1, Velna and *Making Memories* will play at the pool party opening. Potential events: Shorebirds game is June 27. RSVPs are due May 17. At this time there are 30 people attending. **An updated event schedule is posted in the clubhouse and was posted on the SW Facebook page.**
  - ii. Decorating committee: No report.
- g. Management Report: (Tabitha Hammerstone, Property Manager, PCAM): 4/1-4/30, 2024.
  - i. ARCs: 1 Submitted for review, 2 Approved
  - ii. Inspections: Moving to bi -weekly closer to summer.
  - iii. Delinquencies: 0-30 days: \$492.96, more than 30 days \$18.52, more than 60 days \$93.52, more than 90 days 135.66, totaling \$740.66

- **Open Discussion of Homeowner Concerns:**

- a. Question about outside shower at pool – that was not approved by the board.
- b. People are coming through the neighborhood to look at the townhomes. Will the Beazer sign be moved to the construction entrance once it is complete? Marc said that is something that can be discussed with Beazer in the future.

- c. Will there be another stone-type entrance into the community by Pittson Road? We do not have information.
- d. Updated Contact list question –Premier enters new homeowners’ names and addresses into the portal after settlement. Please check that this information is correct and complete.
- e. Why can’t we have zoom meetings? Problems with Mediacom Wi-Fi in clubhouse. Solution to internet issues may be to hardwire the clubhouse.
- f. Old Business: Resolution to improvements to closet was presented after review. Motion to approve up to \$1,200.00 by Laura and 2<sup>nd</sup> by Cal, approved.
- g. Karen reported that there are dark areas of neighborhood, specifically in the Old Forge area near the swale. Can we have more streetlights? Marc will follow up with the utility (DEC).  
**Action item.**
- h. New Clubhouse sign – the sign will state that the fire department capacity for the clubhouse is 84 people per Fire Department. It will also note refer to Silver Woods website for rental rules.

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## Old Business

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1. 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. Motion to approve for up to \$1200 for closet reconfiguration. Laura motioned, Cal seconded, Board approved. **Complete.**
2. Pool Area Shed (Cal): Discussed in April meeting. **Pending.**
3. Pop Up Drains effecting common areas (Laura/Marc): Discussed at meetings in 2023 and 2024. **Pending.**
4. ADA Chair for Pool (Trish): Discussed at the April meeting. **Pending.**
5. Rental rules discussion (Marc): Documentation discussed regarding proposed written formalized rental rules to ensure that renters meet our standard requirements. The Board discussed the rules and solicited input from the residents attending the meeting, who overwhelmingly supported the rules. Marc made a motion to approve the Rental rules as written with minor typographical corrections. Seconded by Laura, all approved. **Complete.**

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## New Business

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1. Clubhouse signage (Trish): See detail under Committee Reports. **Complete.**
2. No solicitation sign was approved last year and one will be purchased and will be placed by the entrance of the neighborhood. **Complete.**

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## Budget/ Financial Information

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### Finance Report/ Investment Report:

#### Financial Summary:

On the expense side, looking at year-to-date figures, things are tracking as expected. A few areas. where we are under budget or over budget include:

- the electric for the fountain in pond one being \$300 under budget as the fountain has not been running during the winter months and the electric was level loaded in the budget. This will change in the immediate future as we now have the three fountains to pay for which were not in the 2024 budget.

- Landscaping non-contract line \$800 under budget as we have not done any such work year to date. Future work in against this line will include trimming trees to the east side of the entrance so the mowers can work in this area, maintenance of the walking trails and maintenance of the tree beds.
- SWM line is \$1150 under budget mostly due to the timing of invoices coming in.

Clubhouse related expenses are tracking as expected year-to-date with a few notes as follows:

- The water bill is \$350 lower than budget due to most of our water usage is in the summer and fall months.
- Clubhouse maintenance is \$1050 under budget due to the costs associated with the crawlspace work. This will level out in the coming months as these expenses will be level loaded for the year.
- Clubhouse landscaping is \$200 over budget as our Bay Country charges more for servicing this area that our previous contractor. That being said, they do provide better service in this area including weeding the beds every two weeks. This variance will continue to grow throughout the year.

#### PKS Audit:

We have retained PKS to perform the full audit of our 2023 books as discussed in the last meeting. The estimated fee for this service is \$6500. Once we receive the audit results, they will be made available to the community for review.

#### Investment Committee:

The investment committee met on 4/14 to discuss our current positions with our CD's. We have several 7-month CD's coming due in July and are considering options for reinvesting this money. Lisa Ford, one of the committee members, has a few things to bring to the board for their consideration.

Lisa explained that Alliance Bank, where are CDs are at this time and is used by Premier, has competitive rates for their CD's. The committee is looking for investment options for the 7-month CD's that are coming due and is wondering if the Board would be approve using other brick and mortar banks or even online banks for future investments. Marc and Cal both felt as long as the banks are FDIC insured it should be fine.

#### Account Balances: from Premier: 4/1/24-4/30/24

Account Balances:

Operating: \$40,068.51

Operating Reserve: \$61,994.89

Amenities LTR: \$50,821.09

CA LTR: \$18,095.65

Escrow: \$0.71

Amenities LTR CDs: \$20,340.98

CA LTR CD: \$10,172.18

Operating Reserve CDs: \$20,340.98

Total: \$221,834.99

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#### Action Items Pending/ In Process

1. OB #3: Pool area shed. *In process*
2. OB #4: Pop up drains. *In process*

3. OB #5: ADA chair for pool. *In process.*

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### New Action Items

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1. Committee Report/Pond 3 fountain (Laura).
2. Open Discussion/Additional streetlights (Marc).

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### Adjournment of Open Session/Next Meeting

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Quarterly Meeting: June 11, 2024, 6:30pm, via Zoom.

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### Meeting Documents

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Agenda

Roberts Rule of Etiquette

Rental Rules