

MINUTES

Silver Woods CA Quarterly Board Meeting

March 12, 2024

6:30pm – 7:30pm via Zoom

Housekeeping

- Call to order. Marc Bognar, Cal Hargett, Laura Giorgianni, Diane Seeger, Trish Scott, Tabitha Hammerstone, PCAM. Approximately 31 attendees by Zoom.
- Approval of February 13, 2024, minutes. Laura made a motion to approve, Diane seconded the motion and the rest of the BOD approved. Motion carried.
- Meeting Etiquette Guidelines: Marc reminded attendees to review attached Roberts Rule of Order that were sent with the meeting email.

Committee Reports

1. Board Committee Reports:

- a. (Marc Bognar): Inspections and Premier:
 - i. Inspections: Monthly inspections during winter season. As Spring gets closer, Marc reminded homeowners to remember to schedule a cleaning to remove mold/mildew growing on outside of their home.
 - ii. Premier: All is well.
- b. (Trish Scott): Pool/Clubhouse/Welcoming Committee:
 - i. Sandra Magera, Jim Medina, Joe and Laura Giorgianni, and Bill Rasnake have agreed to be on the amenities committee. Sandra has also agreed to be on the welcome committee. There has not been any committee meeting so far due to members being on vacation. As soon as everyone is back in town, we will set up a meeting.
- c. (Laura Giorgianni): Ponds/Envirotech/BrightView:
 - i. Envirotech should be removing the monogrid the week of 3/18 and installing the fountain in pond one that was stored for the winter the same week.
 - ii. After the rain on March 2, Laura noticed some muddy water draining out of the new outflow pipe in the swale next to the clubhouse which traveled the length of the swale along Old Forge. Laura sent photos of this to Envirotech and Sussex Conservation District (SCD) to see if this is acceptable. SCD came out and instructed the construction crew to remedy the situation by installing landscaping material and hay bales.
- d. (Laura Giorgianni): Finance/ Investment: **See finance section below.**
- e. (Cal Hargett): Landscaping/ Grounds/Maintenance:
 - i. Len Eaton, Account Mgr., Bay Country Landscaping: Introduced himself and provided a brief description of the company and their commitment to customer service. He stressed sticking to schedule/same day of week weather permitting (currently planned for Wednesdays). They plan to work on common area mulch on 3/19. First week of April will apply turf treatment. They will also do a PGR application which is a growth regulator to places that are difficult to trim such as behind air conditioning units, drain

spouts, along fencing. Homeowners who would like to opt out of lawn treatments and/or mowing should email the Board immediately. Applications will include grub control. Diane asked if the applications were safe for pets. Len instructed that homeowners should wait a few hours before allowing pets to walk on lawn.

f. (Marc Bogner): Maintenance Report:

- i. Clubhouse energy assessment completed and slight leakage found. Recommendation is to encapsulate the crawl space, which is scheduled for 3/18 and to weatherstrip the clubhouse double doors. Do not anticipate the clubhouse will be closed during encapsulation.
- ii. Clubhouse closet reconfiguration and pool house storage solutions are in the planning stage. Recommendation to be presented to the Board. See new business.
- iii. Pool deck crack fixed at no cost. A slight outline may be noticed when temperatures are less than 50 degrees, which is normal.
- iv. Faulty sensors on clubhouse door replaced.
- v. Maintenance committee will be reviewing different types of fountain electrical panel enclosures for ponds 2 and 3 and make a recommendation to the Board. Trees were installed today as screening for the panels on Pond 2 (Luzerne) and Pond 3 (Old Forge), so we will evaluate if other screening is still needed.
- vi. No trespassing signs will be installed on the walking trails when weather permits.

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

- i. Social committee: Friday, March 15- St. Patrick's Day Happy Hour, 5:00 pm at the clubhouse. Next up is the Kentucky Derby party on Saturday, May 4, 5:00 pm at the clubhouse.
- ii. Decorating committee: Saint Patrick's Day decorating complete.

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

- i. SWARC: one application has been approved for 30 Old Forge Drive.
- ii. Inspections continue to be done monthly by Tabitha and Marc.
- iii. Real Estate: one property sold.
- iv. Delinquencies:
 1. 0-30 Days \$216.51
 2. Over 30 days \$141.49
 3. Over 60 days \$141.50
 4. Over 90 days \$586
 5. Total \$1,085.50

Open Discussion

- Jeff Walters asked about the swale on the North side of Luzerne and what is the status. Nothing yet. Marc explained that we have followed up with the engineer and town several times.

Old Business

1. Common area tree planting (Marc): Completed today, March 12. Marc thanked the Board for their numerous hours of work on this project and Diane Seeger and Connie McGraw for monitoring project during his absence.

- a. Jim Medina appreciated the work done to beautify the neighborhood.
 - b. Ken Stein had a few concerns with bobcat “tearing up lawns and trails.” Marc said they were working on rectifying areas today.
2. Fountain status-(~~Laura~~): The electrical panels for the two new fountains in ponds two & three have still not been supplied with power. The maintenance committee has been tasked with reviewing the different types of enclosures that would eventually surround these panels or just letting the wood structures weather naturally to blend in with the surrounding woods. Planting tall arborvitaes or a similar evergreen is also an option that would provide a natural look to the area. No work can be started until Delaware Electric Coop provides the power line to the panel.

Budget/ Financial Information

Financials (CA):

Preliminary numbers for the end of February show our income is \$910 higher than budgeted, with \$800 being an initial assessment from the sale of a home. On the expense side, using the preliminary numbers for the end of February, things are tracking well, except for some timing on invoices resulting in some variances.

1. Balances (Tabitha Hammerstone):
 - a. Operating \$ 34,254.82
 - b. Operating Reserve \$61,969.07
 - c. Amenities LTR \$49,570.70
 - d. CA LTR \$17,306.44
 - e. Escrow %0.71
 - f. Amenities LTR CDs \$20,172.63
 - g. CA LTR CDs \$10,087.17
 - h. Operating Reserve CDs \$20,172.63

Investments (CA):

As discussed, and approved, in the February meeting the excess income from 2023 has been transferred to the Operating Reserve account and the Long-Term Reserve Amenities account.

New Business

1. Golf Outing (Marc):
 - a. Name change: Email from Anita McIntyre requesting the removal of Matt’s name.
 - b. Self-funding if charitable event: Originally an exception was made to include a charitable event that supports, “First Tee.” Now that the event is not in Matt’s name, need to decide if the Board will commit funds or if it can be self-funded. Jimmy Medina is comfortable with the event being self-funded. Joe Giorgianni said that the event will be coordinated by, First Tee, and will be renamed, “Silver Woods Annual Golf Outing.” First Tee will organize the outing as a self-funding event with no funds expected from Silver Woods. If a decision is made to hold an event at the clubhouse after golfing, it will be treated as a monthly happy hour managed as such. Date is September 23, 2024.
 - c. Marc made a motion to change the name of the golf outing to, “Silver Woods Annual Golf Outing” as a fully self-funded charitable event and to table the discussion of the social committee involvement, Diane seconded the motion, Board approved. Motion passes.

2. Closet Reconfiguration: Joe Giorgianni presented a preliminary drawing of the re-sign and pricing. More work to be done and then Joe will present final draft of plan. **Action Plan**

Action Items

1. Closet Reconfiguration. NB2: (Joe Giorgianni)

Next Meeting

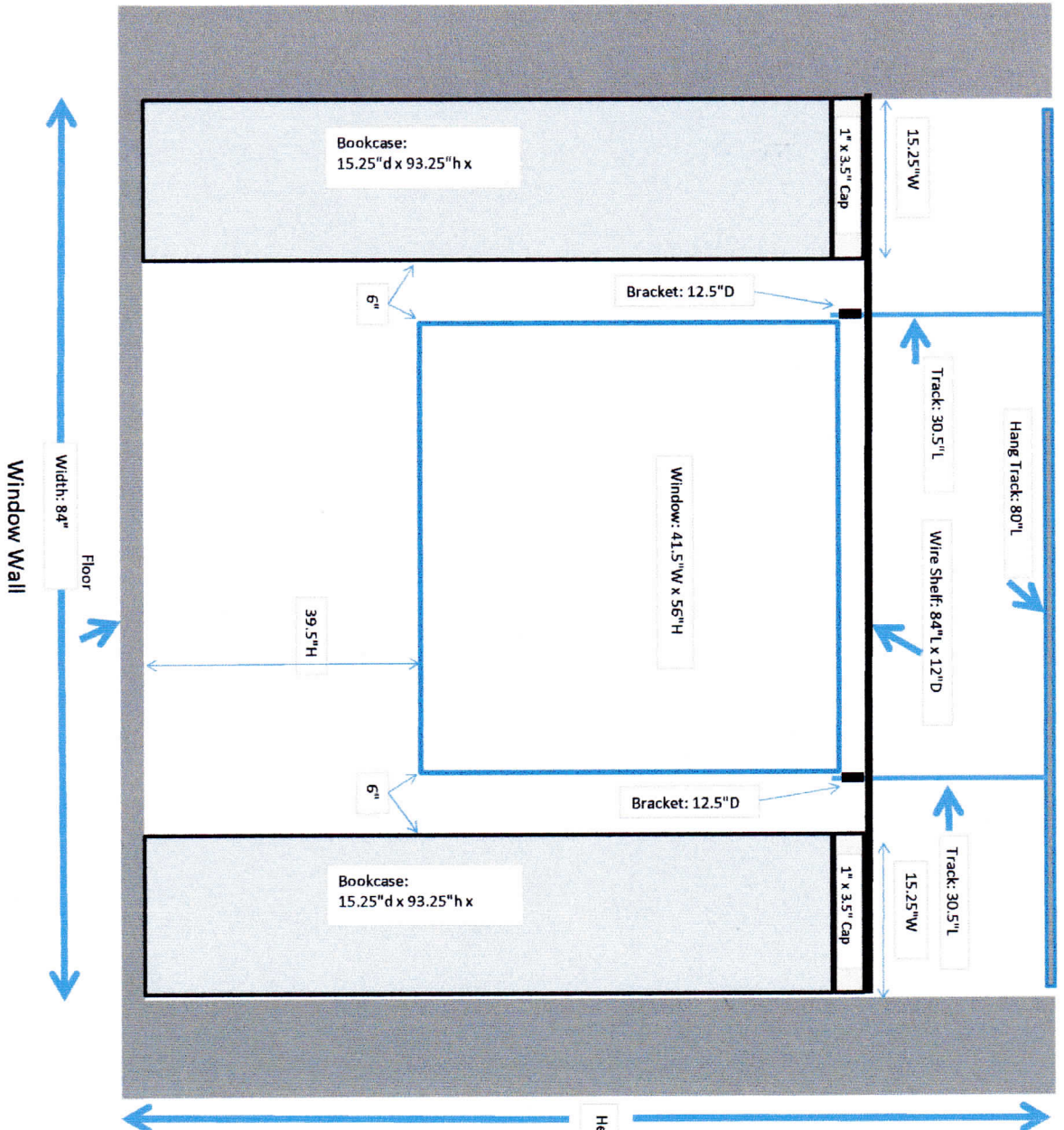
April 9, 6:30pm, at the clubhouse. **Please be prompt.**

Meeting Documents

Agenda

Meeting Etiquette

Closet preliminary draft



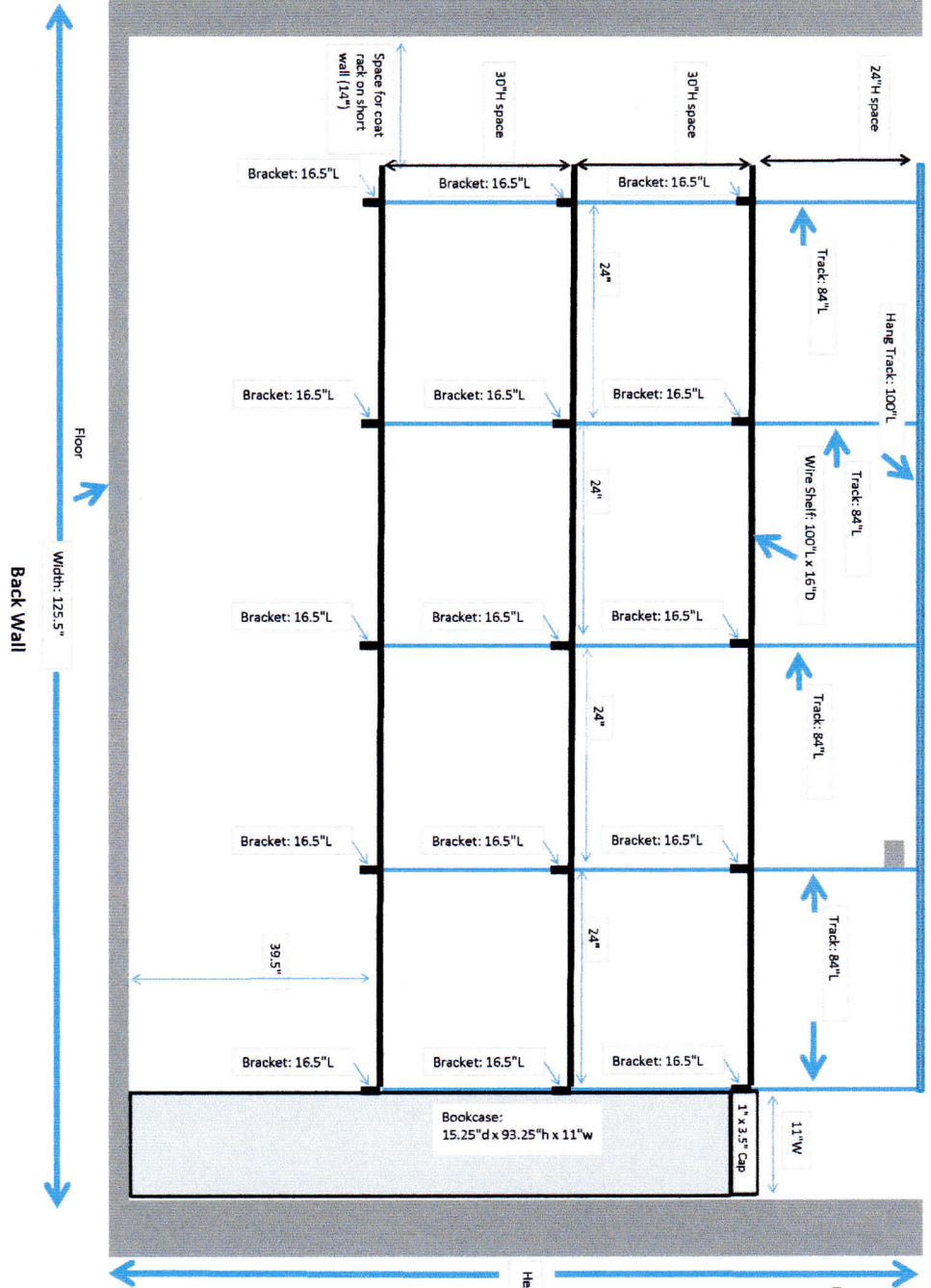
Legend: cell = 3"x3"
7' = 28 cells

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".