

MINUTES

Silver Woods CA Quarterly Board Meeting

September 5, 2023

6:30pm – 7:30pm via Zoom

Housekeeping

- Call to order. Approximately 33 attendees by Zoom.
- Approval of August 1, 2023, minutes. Diane made a motion to approve, Trish seconded the motion and the rest of the BOD approved.
- Meeting Etiquette Guidelines: Margie reminded attendees to review attached Roberts Rule of Order that were sent with the meeting email.

Committee Reports

1. Board Committee Reports:
 - a. (Margie Beatty): Inspection notices: No violations issues and no courtesy notices pending.
 - b. (Trish Scott): Pool/Clubhouse:
 - i. Trish recommended that the Board approve her ordering additional pool furniture this year as there is an 8–12-week turnaround time. Laura suggested we wait until the plans for the pavilion are solidified so that we have a better idea of our needs and so that we do not have to find storage for the additional pieces in the middle of the off season. Trish recommending ordering umbrellas now as there are tables without them. The Board asked for additional information before approving.
 - ii. Pool remaining open is a week-to-week decision and will be communicated to homeowners on a weekly basis.
 - c. (Marc Bognar): Premier/BrightView: No issues with Premier. We continue to have performance issues with Brightview. The Board will discuss this topic in an Executive Session after the quarterly meeting and report back to the homeowners.
 - d. (Laura Giorgianni): Ponds/Envirotech: No issues.
 - e. (Laura Giorgianni): Finance: See below.
 - f. Management Report: (Tabitha Hammerstone, Property Manager, PCAM):
 - i. Clubhouse Rental Procedure: Those wanting to reserve the clubhouse will now use Vantaca to do so. If scheduling conflicts arise, community events will take precedence over individual events. Tabitha will send out instructions to homeowners. **Action item.**
 - ii. Key Fob Audit: Please get back to Premier with the requested information regarding key fobs. As mentioned at the August meeting, key fobs that are not used will be deactivated unless they are assigned to current homeowners.
2. Open Discussion of Homeowner Concerns:
 - a. Eric West: concern about the move of a streetlight from his property at the corner of Brenda/Thornton. Since Eric lives on Brenda Lane, this issue falls under the POA. Eric was directed to speak with Steve Maternick.

- b. Ron Hope: Complained that the mulch trail has weeds and trees growing from it. The Board has asked Bright View to spray the more accessible areas of the trails that are on a punch list from the town but hasn't yet.
 - i. The Planning and Zoning department sent the developer a letter telling him that he needs to act on the trails and bridges that were identified in May 2023. The Ombudsman engagement was to seek agreement for expenses incurred by the community that should have been paid for by the developer. The developer is refusing to pay and mediate with the Board. The Ombudsman office does not have legal recourse and the community is at the mercy of the developer who continues to be uncooperative.
- c. Tom Villa: Is asking if a change/modification can be made to the 2016 plan. The plan has been approved. However, the developer is not allowed to pour a foundation until the walking trails are complete.
 - i. Tom asked about the common area conservation pilot and whether we could plant ground cover, like micro clover, which would look better than the current weeds and bald spots. Tom will send information to the Board to consider his request.
 - ii. Valerie asked about trees that are near her property that were on the tree survey. No response has been received from the developer regarding vulnerable trees that were identified as part of the tree survey.

Old Business

1. Investment Policy Charter & Resolution: The initial resolution presented in the August 2023 meeting has been updated and emailed with meeting documents. Marc made a motion to approve, Laura seconded and the Board approved. The results/output of the investment committee will be reported as part of the financials.
2. Pop-up drains: Marc and Laura are working with homeowners whose pop-up drain drains into common areas.
3. Exterior shutter color permit-by-rule was emailed with meeting documents: Standard colors on this list DO NOT require an ARC application. However, if you want to paint shutters a different color, then you need to complete an ARC application. Marc made a motion to accept, Laura seconded and the Board approved except for Margie who opposed. Sandra Magera said the color of her shutters is called, "deep maroon," so the Board will review Sandra's information and consider amending the permit by rule to include this color.
4. Solar panel permit-by-rule was emailed with the meeting documents: Marc reviewed attachment requirements and mentioned that critter guards are required. Marc made a motion to approve; Trish seconded. This permit by rule **does not apply to the POA**. During discussion on the motion Wayne Bogovich requested two additional conditions to be added (installation must be performed by a qualified contractor and that no exposed wiring or conduit is allowed). The document will be amended to include Wayne's comments Marc made motion to amend, Diane seconded and the Board approved.
5. PKS audit August 30th meeting follow-up: Marc and Laura met with PKS and they recommended a review or a full audit after the close of the 2023 fiscal year. A decision was made to engage PKS in 2024 to provide them with a full year of financials to review. This topic was tabled until the December meeting.
6. Tree removal future action: Marc and Laura had a call with our attorney who suggested we consider the trees labeled "red" (very vulnerable) to be taken down. Currently, the arborist's report only identifies one such tree. Marc recommended we secure estimates and act. Laura will contact a

contractor to obtain an estimate. This tree is located behind 5 Favata. Marc will send out link to survey.

Action item.

7. Board input on approved fine schedule/complaint policy consolidation: This topic was tabled until the October meeting.
8. Pool cracks follow up maintenance: Joe Giorgianni of the Maintenance committee recommended waiting until the new amenity work is done in that area, to ensure no further damage occurs. The Board accepted this recommendation.
9. Bridge at Old Forge Drive: No response from the developer on our counteroffer for not building the bridge. The letter Ken Cimino sent to the developer (previously mentioned in 2.b.i.) reminding him he still needed to complete the punch list from May 2023 and to build the two bridges serves as notification that the bridge needs to be built rather than giving the A money instead.
10. Private Property signs: It is within our right to post private property signs and guideline signs at our community entrance, along the walking trails, and by the ponds to minimize liability and to deter unauthorized people from entering the community, fishing in our ponds, or walking on our trails. Laura will get quotes for next meeting for consideration. **Action item.**

New Business

1. 2024 Election Process: Two Board position terms expire at the end of the year. The Board is soliciting candidates to fill these open positions.
2. Margie advised that she will be resigning from the Board and that **Marc will be President.**
3. Marc asked Tabitha to present low-cost software that Premier offers that is used for voting to enable accountability and anonymous voting to make the process more efficient. The cost to SWCA is \$0.49 per address which is less costly than mailing ballots.

Budget/ Financial Information

Balance Sheet Review as of 7/31/23 shows five columns: Operating, Operating Reserve, Reserve, Escrow, Total.

- Operating is the money in our operating account. Operating Reserve is for unexpected overages beyond our budget. Reserves are solely for expenditures in our reserve study. The Escrow amount is a deposit being held for the new build on Old Forge and will be returned when construction is complete if no damage has occurred. The balance sheet appears as expected when compared to the May balance sheet reviewed at the June Quarterly Zoom Meeting.

Income Statement (Statement of Revenues and Expenses) as of 7/31/23:

- YTD Income is on track to budget for the most part. Of the \$5200 above budget, \$3200 is from initial assessments from the sale of homes. The difference is from slight overages in assessments collected to budget, purchase of key fobs, etc.

Expenses:

- General & Administrative - YTD bottom line is negative \$1720. Most of this negative amount is due to Premier's fee being higher than we budgeted because we had used Excel's fee for the budget and, we paid Premier to overlap the month of December with Excel for a smooth transition (we paid Premier in January for December and January services).
- Utilities YTD is tracking ahead of budget by \$487.
- Grounds Expense YTD is tracking \$9759 under budget. This is largely due to BrightView being less expensive than Passwaters. Additionally, Envirotech is behind in sending invoices for their services. This line should track closer to budget by the end of the year.

- We haven't had to pay for snow removal yet this year.

Shared Expenses:

- Clubhouse Insurance - We paid this a lump sum in January so it appears we are over budget. This will straighten out by years end. Next year we will set the budget for a January payment so this overage doesn't appear.
- Clubhouse Cleaning is under budget as the budget was set for weekly cleaning and the cleaning takes place every other week in the off season and weekly while the pool is open. The board will review this schedule when setting the budget for next year.
- In June \$1138 was spent to install a gym camera which also can view the gym door, as well as a firmware upgrade and maintenance on hardware. This expense is against clubhouse maintenance.

Action Items

1. (Tabitha): Email instructions for reserving the clubhouse using Vantaca.
2. (Marc): Post link to tree survey on website.
3. (Laura): Community signs and tree estimate.

Adjournment of Open Session/Next Meeting

October 5, 2023, 6:30pm, at the clubhouse. Please be prompt.

Meeting Documents

Agenda

Roberts Rule of Order Guidelines

Investment policy/charter

Exterior shutter color-permit-by rule

Solar panel permit-by-rule.

Silver Wood Community Association

Solar Panel Permit-by-Rule

September 2023

The purpose of this permit is to avoid the need for individual Silver Woods Architectural Review Committee ("SWARC") applications for installing roof mounted solar panels as described below. In an Owner chooses to install roof mounted solar panels that meet these specifications, an individual SWARC permit will not be required.

Specifications:

- Location – Roof mounted solar panels shall be installed on the portion of the roof that does not face the street or common areas, provided doing so does not significantly increase the cost of the roof mounted system for obtaining solar energy or significantly decrease the system's efficiency or specified performance.
- Critter guards – Should the roof mounted solar panel not be mounted flush to the roof, critter guards are required to discourage animals from nesting under the solar panels.
- Ground mounted solar panels are not permitted.
- Installation contractors may not place any equipment or supplies in common areas or roadways and must maintain the area clean at the end of each day.
- Solar panels must be installed by a contractor experienced in solar installations.
- There shall be no exposed wires.

It is the responsibility of the Owner to comply with all applicable laws and regulations.