

**Silver Woods Community Association
Quarterly Meeting**

Location:

Zoom Meeting

Date / Time:

June 22, 2021 / 7:00 – 8:00 pm

Attendees:

- Silver Woods Board
 - Laura Giorgianni (President)
 - Dave Burrows (Vice President)
 - Diane DeVoe (Treasurer)
 - Lisa Besack (Secretary)
 - Joe Douglass (At-Large Member)
- 45 Homeowners / residents
- Excel Property Management
 - Greg Burnshaw (Property Manager)

Meeting Agenda:

<i>Item</i>	<i>Topic</i>	<i>Presenter / Discussion Leader</i>
1	New Property Manager	Laura Giorgianni
2	Board email address	Laura Giorgianni
3	Review of financials	Diane DeVoe
4	New development status	Laura Giorgianni / Dave Baldo
5	Update: road / sidewalk repairs	Dave Baldo
6	Open discussion	Laura Giorgianni

Meeting Minutes:

Laura Giorgianni (President) – opened meeting at 7:02 pm once all Zoom attendees were admitted and kicked off with housekeeping items then agenda Topics 1 and 2.

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Housekeeping (L. Giorgianni):

- Zoom protocol
 - Reminder to unmute line to ask questions or add comments
 - Request to ask questions verbally or, if asking through Zoom chat feature, hold until end

New Property Manager (L. Giorgianni):

- Laura:
 - Notified attendees that Marc Sharp left Excel Property Management
 - Introduced Greg Burnshaw as new Property Manager who actually was the Excel contact for Silver Woods prior to Marc
 - Informed homeowners that they can reach out to Greg directly with any questions or concerns by contacting him via phone or email or in person as he routinely drives through the neighborhood

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Board email address (L. Giorgianni):

- Laura explained:
 - board members are moving away from using their personal email addresses for Silver Woods business
 - effective July 1, 2021, all email inquiries to the board should be sent to silverwoodsinfo@mediacombb.net
 - inquiries submitted through the Silver Woods website (www.silverwoodsov.com) are configured to go to this email address as well
 - inquiries sent to the personal email addresses of board members may go unanswered

L. Giorgianni – turned meeting over to D. DeVoe for agenda Topic 3.

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Review of financials (D. DeVoe):

- Diane noted that the financial reporting distributed to homeowners for review during the quarterly meeting was for the first five months of the year ending May 31, 2021.
- Diane shared her computer screen through the Zoom meeting and directed attendees to the:
 - Profit & Loss Statement noting that the:
 - \$5,600 Revenue item for Initial Contribution represents the initial dues received from homeowners with homes located in the new cul-de-sac at the end of Luzerne Drive
 - \$400 variance between actual Clubhouse / Pool / Entrance Expenses and budgeted amounts are mostly due to timing and should correct by year end
 - actual grounds expenses are favorable by approximately \$2,000 compared to budgeted amounts for these items
 - annual budget of \$5,000 for legal fees is available if needed now or in the future
 - anticipated annual expenses of just over \$71,000 currently showing positive balance of \$4,000 some of which is due to timing and will even out by year end
 - Balance Sheet noting that the:
 - information included on two Balance Sheets last year (one for operating activities and one for reserves) is combined into one Balance Sheet this year
 - Operating-Cash of approximately \$76,000 is available for day to day expenses of association and funding of any new amenities in the community
 - Reserve-Cash of approximately \$21,000 is available for future obligations to fix capital assets (ex. problem with the pool requiring repair)
 - Accounts Receivable of approximately \$13,000 includes about \$9,000 from Bob Thornton and about \$4,000 from homeowners with overdue balances
 - board is in the process of getting a Reserve Study completed and the report generated from that study will tell us what reserves we should have on hand

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**Homeowner Q:** Anything to account for dues on undeveloped lots?

**Answer:** D. DeVoe explained that owners of undeveloped lots pay \$7 a month until a home is built.

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- Diane confirmed there were no additional questions at the time and suggested attendees email any questions that may come up later to her directly or to the Silver Woods email address.

L. Giorgianni – transitioned to agenda Topics 4 and 5.

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Presenter / Discussion Leader change (L. Giorgianni):

- Dave Baldo was unable to join the Zoom meeting due to technical difficulties.
- Laura commented that she had spoken with Dave Baldo prior to the meeting and, in his absence, would provide updates for agenda Topics 4 and 5.

New development status (L. Giorgianni):

- Laura explained that:
 - Bob Thornton (developer) submitted a request for a text amendment to reduce the requirement for commercial space from 40% down to 25% for the mixed use planned community (MxPC).
 - Town Council for Ocean View reviewed Bob Thornton’s request but will read through it again at the July 13, 2021 meeting scheduled to begin at 7:00 pm (refer to www.oceanviewde.gov for agenda when available) and, assuming no questions arise that cannot be answered at the meeting, council will vote on Bob’s request.
 - There is a presumption that, if Bob Thornton’s request is submitted for a vote, it will be approved by council because the change would also benefit development of another nearby community.
 - If the commercial space requirement is reduced to 25%, the two parcels (A and B) west of Pittston Avenue will become viable to be built as all residential.
 - Bob Thornton notified Dave Baldo that he is working with an engineer on a design that would result in construction of 135-175 total units on Parcels A and B which would look like Bishops Landing with a combination of single family homes and townhomes, each with its own garage.
 - Bob Thornton would need to produce concept drawings and go through 4 – 5 steps to be authorized to begin work on the new development.
 - Although Bob Thornton is aware that the current Silver Woods community feels strongly about the use of our limited capacity amenities by homeowners in the new development, he notified Dave Baldo that the governing documents are written to allow this and that is the way it will be.
 - As a community, we can try to challenge Bob Thornton’s position regarding the new development’s use of our existing and limited amenities but, if the provisions exist in the Governing Documents we all signed as part of the Silver Woods home buying process, we may have no recourse.
 - Dave Baldo notified Laura that he is still trying to get Bob Thornton to give the community additional property behind the pool which would, at least, provide the option of adding supplemental amenities and storage space.

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Update: road / sidewalk repairs (L. Giorgianni):

- Laura explained that:
 - The two missing pieces of sidewalk – one to the left as you enter the Luzerne Drive cul-de-sac and a larger stretch in front of the empty lot towards the back of Old Forge Drive – will be completed this summer.
 - Bob Thornton notified Dave Baldo that the sidewalk repairs and road paving will be completed this year. The information shared at the quarterly meeting in March was provided by Ken Cimino but, at this point, Bob Thornton needs to work with the Town of Ocean View on several items before the repairs and paving can be completed.
 - Dave Baldo notified Laura that he will continue to remain in contact with Bob Thornton and will provide updates to our community as they become available.

Two items of general interest to all homeowners (L. Giorgianni):

- 10' variance
 - Laura noted that recent construction in common areas has caused issues on individual lots, such as sprinkler heads getting run over.
 - Laura raised these concerns to Ken Cimino who explained that the Town of Ocean View has the right to access and work in a 10' variance area on all 4 sides of every property.
 - Workers will attempt to work around or carefully move anything in that 10' variance that is in the way but, if anything happens in that area such as something getting damaged or broken, the cost to replace or repair is the homeowner's responsibility.
- As built drawing:
 - The 10' variance area will be marked on each lot's "as built drawing".
 - The town prefers that you obtain the "as built drawing" for your lot from the Town of Ocean View prior to doing any work on your property so you will have the most current and accurate information available.

L. Giorgianni – transitioned to agenda Topic 6.

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Open discussion (L. Giorgianni / All):

Homeowner Q: Regarding the committee formed at the last meeting to identify concerns about the new development, after volunteering to participate, was unable to make the first meeting and received no updates. What is the status?

Answer: L. Giorgianni explained that the committee met once, discussed what they would like to see for Silver Woods and the other communities but decided it would be best to survey the community to get more ideas.

Homeowner response: Mary Jane Volk volunteered to compile the survey and does have experience working with survey tools such as SurveyMonkey.

Answer: L. Giorgianni will forward information from the committee meeting to Mary Jane.

Homeowner Q: Any information on walking trails? When Bob comes up with his proposal, is there any way to determine occupancy limits for current amenities?

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Answer:

L. Giorgianni explained that:

- she has received no further updates regarding the walking trails since the one provided at the last meeting which was that Bob Thornton was trying to figure out what the new development would look like in order to determine requirements for the walking trails
- occupancy for the clubhouse is 146 and she will look up numbers she previously calculated for the pool

Homeowner Q: Seconds the question regarding occupancy limit and has hydroseeding question – should homeowner’s water the areas where the hydroseeding was done?

Answer: L. Giorgianni explained that there are no wells or other way to water the common areas where the hydroseeding was done and, in the fall if those areas are not 70% stabilized, they will be hydroseeded again but, if you live near one of those common areas and would like to water it, you can.

Homeowner Q: Are they done with the hydroseeding?

Answer: Per L. Giorgianni, they are still working to finish hydroseeding the common area on Luzerne Drive and along the long skinny pond behind Luzerne. Due to the summer heat, hydroseeding work on all other areas will be completed in the fall.

Homeowner Q: Is all of the grading finished? Still getting ponding behind house on Old Forge Drive.

Answer: Per L. Giorgianni, she and others will walk the community again the fall and make note of areas that still need to be stabilized.

Homeowner statement: Should consider planting something in the common areas, other than flowers, that requires less water.

Answer: Per L. Giorgianni, that will probably wait until after developer turnover because the community does not own the common areas yet but suggested the Landscape Planning Committee may have thought about this.

Answer: Per J. Douglass, there are two landscape committees. The Landscape Planning Committee is considering other enhancements for common areas, such as benches, but the Landscape Maintenance Committee determines what to plant and may consider lower maintenance alternatives in the future.

Homeowner Q: Any updates regarding development of the area east of Pittston?

Answer: L. Giorgianni stated that she has heard nothing about developing that area.

Homeowner Q: Any information regarding fountains in the ponds?

Answer: L. Giorgianni explained that the ponds need to have electric first and Bob Thornton is responsible for that. Once the electricity is there, the community will discuss whether it wants to spend approximately \$30,000 for fountain installation as well as owning the ongoing utility and maintenance expense.

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Homeowner Q: Any information to share regarding the Ocean View sign that was in front of the clubhouse recently?

Answer: L. Giorgianni explained that the clubhouse was not built in the correct spot. It should have been closer to the street and the back edge is too close to the property line. Bob Thornton applied for a variance and the sign was a Town of Ocean View Public Hearing notice for the meeting where his request was considered. He may have been approved since he owns the property behind the clubhouse and pool.

Homeowner Q: When will the hydroseeding be done in the common area on the Luzerne cul-de-sac?

Answer: Per L. Giorgianni, there are two common areas on the Luzerne Drive cul-de-sac that need to be hydroseeded and that should get done in the fall.

Homeowner Q: In addition to the missing sidewalk, there is a part of the sidewalk that is sticking up on the Luzerne Drive cul-de-sac. Any idea when that will be fixed?

Answer: L. Giorgianni stated that the sidewalk should be fixed as part of the turnover repairs but she will see if they can fix the part of the sidewalk that is sticking up when they pour the new concrete for the missing areas of the sidewalk.

L. Giorgianni – after confirming there were no additional questions, adjourned Silver Woods Community Association Quarterly Meeting at 7:44 pm.

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Open Items:

- Board:
 - Capital improvement options for community consideration
- Bob Thornton (carried over from quarterly meeting held September 26, 2020):
 - Transition process requiring sign off from various city / county agencies
 - Deed additional property beyond pool to the Silver Woods community
 - Finalize and open walking trails

Action Items:

- HOA Board
 - Send information to Mary Jane Volk in preparation for community survey regarding impacts of new development on existing community and suggestions for working with Bob Thornton on potential solutions
 - Compile occupancy limit information for current amenity spaces
 - Walk the community in the fall and make note of areas still requiring stabilization prior to developer turnover
 - Draft and distribute meeting minutes
- Community:
 - Mary Jane Volk to work on developing and administering community survey
 - Interested homeowners may water common areas that have been hydroseeded
- Excel Property Management:
 - Dave Baldo will remain in contact with Bob Thornton regarding developer turnover and plans for new development and will continue to provide updates to the board