

# MINUTES

## Silver Woods CA Monthly Board Meeting

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*February 10, 2026*

*6:30-7:30pm Clubhouse*

*24 — Homeowners attended*

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### Housekeeping

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- Call to order (6:31 PM) - Marc Bognar (presiding), Len Janssen, Trish Hanks, Mary Doran Brown, Cal Hargett, Tabitha Hammerstone from PCAM.
  - Approval of January 13, 2026, minutes. Marc made a motion to approve, Trish seconded the motion, and the rest of the BOD approved. Motion carried.
  - Meeting Etiquette Guidelines: Marc reminded the group that etiquette guidelines from the previous meeting were still in place.
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### Committee Reports

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#### 1. Board Committee Reports:

##### a. (Marc Bognar): **ARC and Premier:**

- i. ARC: One ARC request – no issues.
- ii. Premier: Continue to work operationally.

##### b. (Trish Hanks): **Finance/Investment**

- i. PKS, an outside firm, is currently preparing our 2025 taxes
- ii. PKS also conducted a financial review in 2024, they will also conduct a review in 2025 most likely after-tax season and then a complete audit in 2026. Basically, a three-year process of review, review, then audit. This process will be repeated for the following 3 years unless otherwise noted. As soon as any results or findings are reported it will be shared with the Board and community at large.
- iii. We had an operating surplus of \$7411 in 2025. These funds will be applied to our Operating Reserve account.
- iv. Laura Giorgianni suggested that instead of a financial review of 2025 that it be an audit since Premier had so many billing problems. Len explained that since our books are maintained on a cash basis, an audit would not pick up where Premier failed to bill properly. Marc explained that the new board was scheduling a meeting with Premier to resolve the lingering billing issues from last year and if we could not get it resolved and get

comfortable that they could sustain it going forward, we would go out to RFP.

c. (Mary Doran Brown): **Clubhouse**

- i. Mary introduced herself and thanked Trish Scott for her four years of volunteer service to the Clubhouse and the Pool.
- ii. Moving forward with the expansion of the community more of the workload of the clubhouse care will need to be outsourced (e.g. increased the scope of cleaning services for the clubhouse)
- iii. Still need volunteers for the clubhouse committee. Marc recruited two – Doug Schoenbeck and Steve DePrince. Mary will organize a meeting to kick-start the clubhouse committee and determine how best to divide up the tasks of the clubhouse coordinator. Mary will serve as Clubhouse liaison.

iv. **Fitness Room**

1. In December 2025 we signed a contract with a company to service our fitness equipment two times per year
2. We just completed the first review
3. There were a few recommendations which will update you when we have the full report
  - a. Overall, a few of our machines are at or near the end of their useful life
  - b. The good news is that one bike and the two ellipticals are in good working order
  - c. One treadmill is currently out of service and the other needs repairs – total cost for repair of both machines is just shy of \$2500
  - d. The bike closest to the weights is functional but needs repair. Parts for the repair are not available.
  - e. The total gym is not serviced by RMS. It is my understanding that it is a donated piece of equipment. RMS technician stated that this is a liability and should be removed.
  - f. Fitness room windows need shades to prevent sun damage to the machines.
4. A homeowner requested coat hooks be added to the fitness room.
5. **Board Motion:** A motion was made by Mary that the board purchase 2 new treadmill machines of a similar quality rather than incur repair expenses since the equipment is nearing the end of their expected useful life. Motioned second by Trish.
  - a. Discussion was held regarding the cost of new treadmills. Board share quotes from two sources: RMS fitness at \$15,480 and Johnson's Fitness Buy-One/Get One Half Off at \$8948.50.

- b. Marc explained that both had warranties on parts, console, and labor. Johnson's treadmills are a current model of the treadmills currently in the fitness room. The RMS quote was for higher end treadmills.
  - c. In response to a homeowner question, Marc explained that each treadmill needs its own dedicated outlet and circuit.
  - d. Votes for - 4; votes against - 0 Motion carried.
6. **Board Motion:** A motion was made by Mary that the community association maintenance team arrange the installation of blinds in the fitness center to prevent sun damage to the exercise equipment. Motion second by Trish.
- a. Board suggested that perhaps nine pull down shades at about \$20 each could be purchased and installed.
  - b. Concern by homeowners was raised about durability and appearance.
  - c. Marc suggested that the maintenance committee use best judgement to select appropriate shades.
  - d. Len requested that Mary gather information on window sizes and more information regarding quality and price to be presented at the next meeting.
  - e. A decision was made to *table this motion* until the next meeting to allow Mary time to suggest the blinds and cost to purchase.
7. **Board Motion:** A motion was made by Mary that the community association maintenance team arrange the installation of coat hooks in the fitness room. Motion second by Trish.
- a. Many homeowners expressed that there are hooks in the bathrooms, as well as a place to hang coats in the main room closet. Many felt there was no place for additional hooks and/or that it would be unsightly.
  - b. Votes for - 2; votes against - 2 Motion FAILED to pass.
- d. (Len Janssen): **Maintenance/Ponds/Pool:**
- i. Pond - Grate for pond 3 ordered
  - ii. Maintenance -
    - 1. 01/15/26 Key fob access to pickleball and the rear pool gate was installed by Vector Security.
    - 2. 01/24/26 Noticed the new backflow preventer and valves on the clubhouse irrigation. Also, the control box was plugged in and set to "On". Turned it off & unplugged it.
    - 3. 01/26/26 cleared snow & ice from the little pool. Cycled both pumps to extract remaining water. Many broken zip-ties. Can't fix it until the ice melts off the privacy screen (Fixed on 02/03).

Cleared the ice mound on the platform leading to the rear gym door. It was preventing the door from opening.

4. 02/04/26 cleared ice from a 10' area of walkway In front of the Pickleball courts.
  5. Maintenance reported shoveling snow where the contractor did not clear – path behind the pool leading to the pickleball courts and the steps to the side entrance of the clubhouse.
  6. Cal explained that it was an extraordinary snowstorm with last minute arrangement with a contractor to do snow clearing.
  7. Cal to meet with Bay Country to review and update contract to account for all new areas which need clearing in future snowstorms.
- e. (Cal Hargett): **Landscaping/Social/Decorating:**
- i. Landscaping – see “Maintenance” items 6 and 7 above regarding snow removal after recent storm.
  - ii. Social – Joe Seeger reported that the Super Bowl party was held this past weekend. A possible event is scheduled for March 21 – Seacrets Distillery Tour at 5 pm. The announcement is posted on Silver Woods Facebook page.
- f. (Mary Doran Brown): **Welcome:**
- i. Mary reported that Trish Hanks and she are reviewing the current Welcome information (Silver Woods Welcome notice mailed by PCAM and the FAQs on the Silver Woods webpage). The goal is to make sure all the information is current and all relevant information is provided in one spot to make it easier for new homeowners to become familiar with the community.  
  
Mary and Trish expect to have a draft of the welcome information by the next board meeting.
- g. (Tabitha Hammerstone, Property Manager, PCAM): December Management Report
- i. SWARC:  
Approved  
Requested for more information  
Total
  - ii. Inspections: Continue to be done monthly with Marc. No outstanding violations
  - iii. Account Balances:  
Operating Account: \$63,341.08  
Operating Reserves: \$75,245.46  
Long Term Reserve (LTR): \$140,645.86  
Total: \$279,232.40

- iv. Real Estate: Townhomes settled –  
Six (6) townhomes sold: 4 on Gallagher Dr; 1 on Merrick Way; 1 on Lackawanna Ln
- v. Delinquencies: Delinquencies: 0-30 days= \$1,568.15, Over 30 days= \$259, Over 60 days= \$1,478.51, Over 90 days= \$4,527; **Total= \$7,832.66**

Spoke to Finance and the Settlement Coordination Team for an update as most of this is from builders and Developers but I have not received anything. PCAM has a new Board Relations Manager (Wendy) who is working on the finance issues with Silver Woods.

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### Old Business & Pending/In-Process Items

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- 1. Verizon Update
  - a. Verizon was installing cable up until the January 25th snow/ice storm.
  - b. The contract manager hopes to get a crew out again in the next couple of days.
  - c. Infrastructure cable installation is estimated to be completed by the end of February.
  - d. The estimate is that by the end of April, cable will be run to homes to start the process of opening home lines section by section in the community.
- 2. Rental Rules
  - a. Work in progress.
- 3. Strategic Planning Committee
  - a. Marc solicited homeowners to create a core group of volunteers committed to the process and development of the strategic plan. A group of 5 Volunteers were selected. They are: Marty Malarkey (townhomes), Wayne Bogovich, Diane Seeger, Trudy Hargett, Connie Schoenbeck
  - b. A committee charter is required to begin the work. Marc will have a charter for the board to vote on at the next meeting.
  - c. Homeowner questioned the timeline of strategic planning work. Marc explained that the expectations that strategic plan activity will provide information in time to inform 2027 budget formulation. However, there still may need additional time to refine / finalize the plan.

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### New Business

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None

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### Open Discussion

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1. Homeowner questioned if the pond service maintenance contract was renewed. Len explained that the current contract was renewed. They have done a good job and are the only pond maintenance that is all inclusive.
2. Homeowner questioned when the trail paths will be paved. Marc replied that the start of the paths will be paved at the end of March, weather permitting. Once we get the dates from the contractor, we will communicate them. The seal coating of the clubhouse parking lot will be done at the same time.
3. Homeowner reported that there are some hazardous areas at both ends of the bridge on the trail. Marc replied that we would follow-up on this.
4. Homeowner questioned whether additional chairs should be purchased in the event more homeowners attend board meetings. Marc replied that if more people attend, meetings will need to be held in another location as we are out of room to accommodate many more people.
5. Homeowner asked how many homes are in the community and how many are expected. Reply: 111 single family homes, plus 29 on Brenda Lane and 161 planned/completed townhomes.

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### Action Items

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1. Mary to meet with clubhouse committee volunteers to distribute club house responsibilities.
2. Mary to gather information for the maintenance committee on the number and sizes of windows in the gym, as well as information on types and price ranges on shades.
3. Cal to meet with Bay Country to confirm scope of work for snow removal.
4. Mary to draft an updated information sheet/FAQs for new homeowners.
5. Marc to write a community charter to initiate strategic planning committee work. Will have by March meeting.

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### Adjournment

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Meeting adjourned at 7:53

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### Next Meeting

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6:30PM, Tuesday, March 10, 2026 via Zoom.

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### Meeting Documents

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Agenda

Meeting Etiquette