

## **Advisory Board Meeting Minutes**

### **Green Valley Estates Trust**

**October 12, 2022**

**Location:** Keystone PAM Office 875 Berkshire Blvd Suite 102, Wyomissing, Pa - tonight's meeting was through ZOOM Video conferencing due to the current COVID-19 situation.

**Keystone Commercial Attendees:** Kress Schwartz; Danielle Denis

**Advisory Board Attendees:** Peter Champagne, Jeff Orner, David Hinkle, Dave Mattes, Michael Schmidt, Nikki Roman-Cruz, and Marie Beougher.

**Absentee Board Members:** Jeff Bryan, James Testerman, Sal Sottosanti, Chris Taylor, Steve Wagner, John Jolls, and David Spillerman. Members that did not attend were emailed the agenda and other handouts.

#### **Items discussed:**

1. Cash Balance – as of September 30, 2022, the cash balance is \$135,518.04. Just for comparison the balance at the beginning of 2022 was \$128,301.73
2. Maintenance Fee 2022.
  - Fees remained the same for 2022 at \$225.
  - We billed \$134,775.00 at the \$225 rate and we received a large response during the discount period. We have collected \$118,565.00 after the \$25 discount to date for 2022 Fees. Approximately 534 homeowners paid at discount.
  - There are approximately 17 homeowners that still need to pay the 2022.
  - As of September 31, 2022, we have \$3,500 in outstanding uncollected 2022 maintenance fees. Late fees were added to non-payers as of June 1. Fees due for non-payers are now \$250.
  - Letters will be mailed out in November giving these homeowners one last chance to pay for 2022, after that a civil complaint will be filed with the District Justice. One of these is for an Estate that is in probate, which we will probably never receive the funds for. Should we stop accruing charges on this account?
3. Prior Year Maintenance Fees.
  - We have \$1,845.56 that have not paid their past due prior year fees; this includes 2015 – 2021. One of these Homeowners is the Estate account with \$1,121 owing in prior fees. The remainder is 1 homeowner that owes legal fees from collection efforts and another homeowner that owes 2021 fees.
4. County Real Estate Taxes have been received and paid in full for the 2022 year. Taxes for the County were \$347. The School Taxes were received and paid in full \$691. Total taxes paid for the 2021 year were \$1,038.

5. Projects for 2022:

- Solar Light installed at Pacific Avenue parking lot - \$688
- Lacrosse Nets and goals purchased for the Pacific Ave Playground - \$885
- Seal coat, crack fill and stripe all basketball courts - \$4,520
- Repairs to the bridge at Pacific Ave with a more permanent fix -\$ 6,000
- Repairs/Replacement to the Railroad Ties around the playground equipment at the Grande Blvd Playground – Waiting for pricing from Sal's Landscaping
- Repairs to the Pavilion posts at the Pacific Ave Playground – quote to do the work is \$16,000; working on other bids for this work. Work most likely will be performed in the Spring of 2023
- Green Valley Road Gate into the basketball area repaired by Keystone Staff

6. There is an issue at a few homes on Hill Terrace regarding the retention pond overflowing into their yards, which only happens when we have an overabundance of rain. We have asked two different contractors what the fix would be to correct this and both contractors have said to leave it alone.

What we would need to do is pull the approved land development plan for the subdivision where the basin is and then get the basin surveyed to see that the grading is in accordance with the plan. Contractors have mentioned that perhaps there has been settlement that caused the spillway or berm to be lower than what was designed or perhaps it was never built properly in the first place. If either of these is the case we could make corrections, provided the corrections will even help the situation. Possibility of raising the berm or spillway if they are lower than the design grades.

Other than finding anything that may be or not be in accordance with the approved land development plans, the contractor doesn't see a lot of room for improvement without extensive engineering township approvals, etc. That means engineered basin that was designed and went through the land development process; and any changes should go back through the township and perhaps conservation for approval and would need to be designed by an engineering firm to alleviate liability.

Only other option that the contractor has is to add some storm sewer inlets in the path of the water to catch any overflow before it passes between the 2 houses in question. This would need to be designed and submitted to the township for approvals, etc.

Board Member David Hinkle checked the storm sewer inlets for obvious blockages, none were found.

This item will now be tabled as there has been no leakage into the homes.

7. 2023 Budget Discussion and approval – 2023 Budget Approved – At April's meeting Board will discuss putting funds aside in a reserve.

8. 2023 Fees – Fees for 2023 will remain the same

- \$200 – December 1 – February 28<sup>th</sup>
- \$225 – March 1 – May 31<sup>st</sup>
- \$250 – June 1<sup>st</sup>

9. Note being added to the 2023 Fee letter regarding Pet Waste pickup. This continues to be an issue and has been reported by several homeowners.

10. Issues/items to address:

- Replacement of equipment at the Grande Blvd Playground – high/dangerous for toddlers; add equipment for disabled children; swing for older children and adults with disabilities – This item was tabled till Spring. In the Spring we will look at adding possible new rails to the areas, painting of basketball posts, padding for basketball posts, and possible new equipment for toddlers.
  - Since this meeting Sal reached out regarding removing the rails since they are so destroyed, trip hazard for children. Leave the areas without the rails, edge and keep them trimmed
- Tennis Court seal coating and re-striping - \$3,020 – Tennis court was restriped in a prior year, not needed at this time.
- Setting up a Reserve Account for the future – to be discussed in April at the next Board meeting
- Possibility of adding more boulders to the Green Valley Rd side of the bridge to help stop the water overflow
- Pavilion – Estimates for replacing of deteriorating posts is being obtained. Work will be performed in early Spring.