

Advisory Board Meeting Minutes

Green Valley Estates Trust

April 28, 2023

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, David Spillerman, Sal Sottosanti, Chris Taylor, John Jolls, Jeff Bryan, and Marie Beougher.

Absentee Board Members: James Testerman, Steve Wagner, Dave Mattes, Michael Schmidt, and Nikki Roman-Cruz. Members that did not attend were emailed the agenda and other handouts.

Items discussed:

1. Cash Balance – as of March 31, 2023, the cash balance is \$215,645.51. It's time to start putting some of these funds into a Money Market account for a reserve for Capital Expenditures. It was asked what type of an account? Suggestions were made – Vanguard with a 4% yield, Thompkins Vist. Danielle is doing research on what type of account will be best so that if funds are needed, they can be gotten easily. Also need to determine how much of these funds should be put in the reserve account.

2. Maintenance Fee 2023.

- Fees remained the same for 2023 at \$225.
- We billed \$135,000 at the \$225 rate and we received a large response during the discount period. We have collected \$110,950 after the \$25 discount to date for 2023 Fees.
- There are approximately 50 homeowners that still need to pay the 2023.
- As of March 31, 2023, we have \$11,105 in outstanding uncollected 2023 maintenance fees. Late fees were added to non-payers as of June 1. Fees due for non-payers are now \$250. Reminder notices will be going in May.
- Letters will be mailed in July notifying the unpaid accounts that a civil complaint will be filed with the District Justice.

3. Prior Year Maintenance Fees.

- We have \$4,346 that have not paid their past due prior year fees; this includes 2015 – 2022.

4. County Real Estate Taxes have been received and paid in full for the 2023 year. Taxes for the County were \$347. The School Taxes are approximately \$700 and will be paid in the discount period once received.

5. Projects for 2023:

- Repair/Replace the posts at the pavilion.
- Possible placement of camera(s) at the pavilion; type to be determined.
- Possible placement of lights at the pavilion and parking area – locations and pricing to be determined.
- Possible installation of electricity to the pavilion for camera usage.
- Possible upgrade to some of the playground equipment – to be determined at a later date.
- Placement of cement benches by Sal's Landscaping; Sal to work with David Hinkle on placement.

6. Repairs/replacements are needed to the posts at the pavilion. Posts are deteriorating in some areas. All posts need to be replaced. Bids are attached for the work. Bids are from Blatt Construction, \$15,993 to place wood posts and footers. CGs Contracting \$29,440, to replace wooden posts with steel support posts and new footers.



- Discussions were made regarding the graffiti at the pavilion, on the pavilion area and other areas. Nets are being cut, pet waste bags are being tied through the common area on trees, shrubs, etc. The Board discussed adding cameras and lights. Danielle reminded the Board that there is no electricity to the pavilion.

Suggestions were made to have wireless, battery operated, and/or solar cameras installed.

- Suggestions were made to install Ring Cameras, trail cameras, etc. Research will be done to determine what type of camera is best to be used.
- Wireless cameras would need to be connected to an adjacent homeowner's wireless, with the homeowner's approval or a suggestion was made to get a wireless hub.
- Danielle mentioned to the Board that there is still an issue with the parking lot and lighting; complaints that the solar light is not enough. The board suggested putting in an LED spot and tying it to one of the homeowner's electric, upon homeowner's approval. The suggestion was then made to pay the homeowner a fee for use of their electricity.
- The board is now looking at getting a new price for adding electricity to the pavilion for cameras, installing a utility meter either at the utility pole by the parking lot or at the pavilion, upgrading the posts, installing lights and adding a LED spotlight to the pole where the solar light is. The addition of motion lights or dusk to dawn lights was a suggestion as well. Sal offered to get a bid from his contractor. Danielle will work on getting her bids upgraded from the two contractors that bid the original pavilion project to include the addition of electricity, lights and cameras.
- The goal is to get this project underway by mid to late summer. Once approved and the project completed, the addition of signs will be added to the common areas giving notice that the area is under video surveillance.

7. Suggestion was made for a Dog Park. Dog park was vetoed, large liability issue. Dog parks are available for use in other areas of the Township.

8. Homeowner reached out regarding unleashed dogs and attacks. We've added links to the website regarding PA and local leash laws as well as reminding homeowners to have their pets leashed.

9. Placement of cement benches; Sal requested a Board Member to assist with location placement of the benches. Dave Hinkle volunteered to assist Sal with bench location placement. Benches to be placed early summer.

10. Homeowner on Pacific requesting a better light than solar light at the parking lot. This is being considered as part of the pavilion project mentioned above.

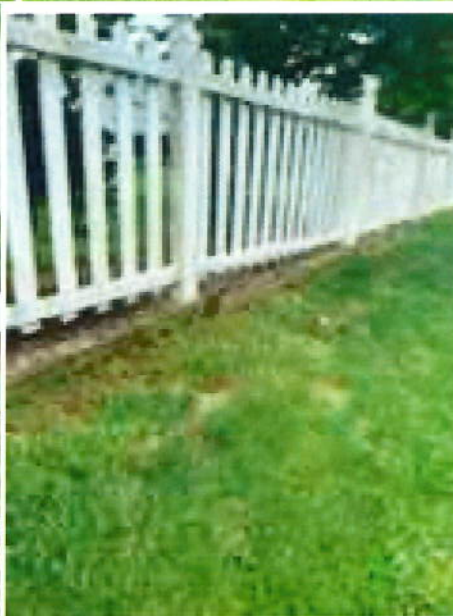
11. Yard waste along the walking path. Letters are being sent to the home along the walking path and common areas. NO yard waste should be dumped in the common areas of development. See photos.

12. Community Yard Sale is scheduled for May 13th, 7 am -??? Rain or Shine.





13. Homeowner on Pacific Ave reached out regarding his fence being hit by the lawnmowers. Homeowners' residence is located on Pacific Ave by the retention pond. The fence is damaged, most likely by the mowers. We've looked into getting a portion of the fence replaced but that fencing type is not available and discontinued. The homeowner is refusing to pay dues until the issue is addressed. Sal's Landscaping has volunteered to take care of this issue, ASAP. Sal also said he would speak to his workers to not mow close to homeowner's fence lines.





Wernersville, PA 19565

Where "Quality" is Affordable

www.cgscontracting.com

HO: Estimate

| Date | Estimate # |
|-----------|------------|
| 4/25/2023 | 2384 |

| |
|---|
| Client: |
| Senior Property & Asset Management C/O Danielle Denis 875 Berkshire Boulevard Wyomissing, PA 19610 |

| |
|-------------------------------|
| Location: |
| Green Valley Estates Pavilion |

| Quantity | Description | Rate | Amount |
|---------------|---|-----------|-------------|
| | Temporarily prop and shore existing Pavilion roof to remove existing wood posts | 2,650.00 | 2,650.00 |
| 8 | Remove existing 16" piers and excavate for new 18" piers | 650.00 | 5,200.00 |
| | Hauling/Disposal | 650.00 | 650.00 |
| 8 | Place new 18" piers - 6" below existing slab | 300.00 | 2,400.00 |
| | Furnish and install eight (8) steel support posts to include baseplates | 13,240.00 | 13,240.00 |
| | HSS 6"x6"x1/4" posts | | |
| | 12"x12"x3/8" baseplates | | |
| | HSS 6"x6"x1/4" gusset members | | |
| | Anchor Bolts | | |
| | Two (2) mobilizations | | |
| | Shop painting | | |
| 8 | 6" Exterior concrete - Infill around new steel columns | 200.00 | 1,600.00 |
| | Repair soffit and fascia as needed | 3,200.00 | 3,200.00 |
| | Lawn repair | 500.00 | 500.00 |
| | Excludes: Permit cost and fees | | |
| | Optional adds: | | |
| | Approval Drawings: \$200.00 | | |
| | • Engineering: \$800.00 | | |
| | • Powder Coating: \$1000.00 | | |
| | Notes: | | |
| | This estimate is only good at this price for 60 days from the date noted above. After 60 days, price is subject to change due to increasing costs of materials. | | |
| Total: | | | \$29,440.00 |

*Estimate must be signed & returned.

* A 5% non-refundable deposit is required to get project put on schedule (Will be deducted from balance)

*By signing this estimate, Customer/Contractor agrees to these payment terms, items and/or conditions listed above.

*Changes or additional work will be charged accordingly.

*Payment terms are as follows: Half of the remaining balance is due on the first day of the work being performed. The remainder of the balance is due upon completion of the job. Accounts not paid within 30 days of the date of invoice are subject to an annual finance charge of 24%.

*Client shall be responsible for all collection or legal fees necessitated by lateness or default in payment.

*The Official Registration of CG'S Contracting, LLC can be obtained from the Pennsylvania Office of the Attorney General, Bureau of Consumer Protection, by calling toll free within Pennsylvania at 1-888-520-6680. Registration does not imply endorsement.

Signature: _____

Date: _____

CG's Contracting - 32 Sawmill Road - Wernersville, PA 19565 - PA Contractor Number PA029061
Phone:(610) 451-2866 - Email:chad@cgscontracting.com

**Blatt Construction Inc.**

8 Tube Drive
Reading, PA 19605
Office: 610.916.9828 Fax: 610.916.1040

Customer: Keystone Property & Asset Management
875 Berkshire Boulevard
Suite 102
Wyomissing PA 19610

Proposal

| Job Location | Estimator | Terms | Deposit | Job Number | Date |
|-----------------------|------------|--------|---------|------------|---------|
| Green valley estates. | Blatt, Tim | Net 30 | None | 222370 | 9/30/22 |

Brief Work Description
pavilion repair.**Scope of Work**

Place temp supports at each column
Remove Existing posts and concrete
Install new concrete pad footings
Install new wood posts
Replace post wrap.

Note: The price is a fixed price based on the above defined scope of work. All materials to be supplied as specified. All work will be completed in workmanlike manner according to standard practices. All work will be completed following OSHA regulations. Price based on appropriate site access and normal working conditions. Price based on work being completed during dayshift hours Monday through Friday unless specifically stated otherwise. Price excludes permits, engineering fees and architectural fees unless specifically stated otherwise. An interest rate of 1 1/2% may be charged on all outstanding invoices not paid within the terms stated above. This proposal may be withdrawn if not accepted within 30 days.

| | |
|------------------------|--------------------|
| Subtotal: | \$15,992.50 |
| Sales Tax: | \$0.00 |
| Lump Sum Total: | \$15,992.50 |

COMMUNITY YARD SALE

GREEN VALLEY ESTATES Saturday • May 13th • 7AM - ??? Rain or Shine

Notify your Family and Friends, its time to gather your unwanted treasures and participate in our annual YARD SALE!

Advertising will be done via the Reading Eagle, the Merchandiser, Craig's List, and signs on Penn Avenue and Faust Road.

If you have any questions please reach out to Dave or Mel Mattes at DavidMattes@remax.net



Call 610-858-3274 to come pick up DONATABLE items.
ONLY 2 Trucks to fill the day of yardsale. Once both trucks are full, items will be donated to local shelters.
Opportunity House, Hope Rescue Mission, and Marys Shelter

SPONSORED BY:



The Dave Mattes Team with
RE/MAX of Reading has again
covered the costs for the yard sale
www.DaveMattesTeam.com