Advisory Board Meeting Agenda

Green Valley Estate Common Area Trust 6/29/88

October 20, 2021

1. Cash Balance – as of September 31, 2021, the cash balance is $77,657.18.

2. Maintenance Fee 2021.

* Fees remain the same for 2021 at $225.
* We billed $135,000 at the $225 rate and we received a large response during the discount period. We have collected $118,987.50 after the $25 discount to date for 2021 Fees. Approximately 542 homeowners paid at discount.
* There are approximately 12 homeowners that still need to pay the 2021.
* As of September 31, 2021, we have $3,050 in outstanding uncollected 2021 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 2021, after that a civil complaint will be filed with the District Justice. Of these 12 homeowners, one is on payment plan which should be paid by the end of October and the other filed Bankruptcy.

3. We have 3 homeowners that were charged late fees and have not paid them. How should we address this, letters were sent and ignored. We won’t be filing with the DJ for $25 non-payment.

4. Prior Year Maintenance Fees.

* We still have $2,464.58 that have not paid their past due prior year fees; this includes 2015 – 2020. NAI has filed liens against 3 of the 5 homeowners with the local prothonotary’s office. Two home owners that liens were filed against, have paid their fees in full and we have collected all court filing fees from them.
* NAI filed with the District Justice for homeowners still owning both 2019 and 2020 fees in May 2021. We did get some collections in from this filing. One homeowner recently paid $558 in prior year fees bringing down the prior year balance down to less than $2,000.
* There are two remaining complaints that came back dismissed without prejudice, due to the fact that the address we have come back undeliverable.
* We have one address that belongs to an Estate with past due fees of $1,121.11. We are looking to see if we can file a lien so that funds are collected when the home is finally sold.

5. We had an issue with one the homeowners that we filed a complaint against. He threatened Danielle physical harm. A report was filed with the Wyomissing Police Department. The decision was made to have an attorney collect his past due fees of $558. We did collect these prior year fees. Said homeowner still owes for 2021, $250. A letter went out in early October from the Attorney to collect these fees, if not collected another complaint will be filed for 2021 fees. Legal fees incurred for this were $809.00

6. County Real Estate Taxes have been received and paid in full for the 2021 year. Taxes for the County were $330. The School Taxes were received and paid in full $667. Total taxes paid for the 2021 year were $997.

7. Projects for 2021:

* Baseball Backstop fence repaired $677
* Pickle Ball Stripping to tennis court $395
* Basket Ball Hoops and Nets $197
* Green Valley Rd/Grande Blvd signage completed $2,100
* Lacrosse Nets purchased (10/1)- $983 - installed 10/11
* Pet Waste Stations (2) - purchased (10/1) - $283 - installed 10/11
* Seal coat, crack fill and stripe all basketball courts - $4,085 - to be performed
* Repairs to the bridge at Pacific Ave with a more permanent fix -$ 41,500 - yes/no - now or Spring?
* Repairs to asphalt – approx. $14,000 – looking for another bid
* Fence Repairs – Green Valley Rd Playground - price TBD

8. Events Policies and Enforcement. No response from Board. Status - open

9. 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 in order 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.

10. 2022 Budget Discussion and approval

11. 2022 Fees – will the fee schedule remain the same?

* $200 – December 1 – February 28th
* $225 – March 1 – May 31st
* $250 – June 1st

12. Macadam at the bridge on the trail off near the Pavilion sustained some damage from the storm. Pictures attached to the agenda email. I have asked Barwis Construction to look at this to determine what can be done with a more long-term fix. The cost to remove the existing damaged macadam, install a 24” concrete curb with a 6” reveal on the upstream side, backfill the upstream curb and sidewalk with stone, install concrete sidewalk with no curb on the downstream side, install R4 rip rap on geotextile fabric along the new sidewalk 3 feet wide on each side and repairs to the landscape from the trucks. Cost is $41,500. This cost is significant, so I am looking for another bid for this work. Any thoughts on this type of repair?

The other option is to just level out the stone and put a macadam path back on either side of the bridge, also repair and other macadam that buckled along the path. Price came in at $14,000 looking for another bid.

13. Fence at the Pacific Ave playground near the homes is starting to show wear and tear. Tree limbs are pushing through. Gates need repairs and possible replacement. Working on getting pricing for replacement of the fence as well as repairs to the fence and gates.

14. Request has been made by several home owners that live next to the parking lot off of Pacific Ave. Requesting a light to be installed due to the amount of kids that hang out along the trails and back in the woods. Township police are also recommending it. Pricing to get a light installed will be obtained

15. Repairs are needed to the posts at the pavilion. Posts are deteriorating in some areas.

16. Request made for lower fees for senior citizens