

Advisory Board Meeting Minutes

Green Valley Estates Trust

June 19, 2018

Location: NAI Keystone Office 875 Berkshire Blvd Suite 102, Wyomissing, Pa

Keystone Commercial Attendees: Steve Willems and Danielle Smith

Advisory Board Attendees: Jeff Orner, Erik Saar, Sal Sottosanti, Ron Bieber, Jeff Bryan, Peter Champagne, Christopher Taylor

Absentee Board Members: Dave Mattes, Mike Kowalick, Robin Brooks, Steve Wagner, and Megan Engler. Members that did not attend were emailed the Agenda and other handouts.

Items discussed:

1. Cash Balance as of June 19th is \$23,161. Payable still due and owing to Sal's Landscaping for prior year invoices is \$10,000. All 2018 bills for Sal's Landscaping are up to date and nothing is past due. We could pay him off right now with the funds we have but we are going to keep the money available to pay for all of the larger projects, like tree cutting, sinkholes, etc. that need to be done now. We should have him paid off by the end of the 2018, if not sooner. As of June 21, 2018, a check was cut to pay the remaining past due balance to Sal's Landscaping. Any prior amounts due to Sal's Landscaping are now all paid in full.
2. 2018 Maintenance Fee. We have collected to date, \$64,500. This is approximately 71% of the \$90,000 billed. The initial billing for 2018 was mailed out in early May. Second mailing was sent out two weeks ago, payments are still being received. There is still \$25,500 in outstanding bills for 2018.
3. Prior Year Maintenance Fees. We still have about 56 people that have not paid, approximately \$10,700. We have sent out three mailings to collect funds. The next step is to turn these over to the Trustee to handle. We collected \$121,774 in prior year fees since October 2017. This amount due include credits that we gave homeowners for those that provided proof of payment for prior years. Past due homeowners had till June 15th to pay these fees. At the time of our April Meeting we were showing \$25,904 in past due fees, we now have approximately \$10,700 still past due. It was suggested to find out what a collection agency would cost to collect these past due bills. Collection Agencies will take a portion of the funds collected.
4. We are having an issue with vandalism at the Pacific Ave common areas. The new soccer net was cut within a month of install. We have repaired the net the best we can. We are going to wait till next year to replace this net. The bench that was fixed in April

was broken again. We will repair this as there is a sharp edge on the end. A few new basketball nets were damaged. Staff will see if they can repair them, otherwise they will also be replaced. We used metal basketball nets thinking they would be more durable, we are going to look into the cloth nets. It was also discovered this morning that someone or something is poking holes in the interior roof of the pavilion. It was described by our maintenance staff that it looks like someone is sitting at the tables and throwing things up at the roof putting small holes in the vinyl siding material.

The suggestion was made to put up cameras and signs stating that the grounds are under video surveillance. NAI will look into pricing for these cameras. The suggestion was also made to add more signs listing the times of playground use. The signs currently list 9 am till 10 pm. The suggestion was made to change those times to 9 am to dusk. NAI will get pricing for new signs and the addition of additional signs. The suggestion was also made to have Spring Township police monitor the playground areas and tell them our curfew. NAI will reach out to Spring Township Police.

5. Items that have been completed to date:

Painting of the swing sets and basketball poles at all playgrounds

Elevating of the trees

Brush hog clean up along the paths on either side of the path

Clean up of the retention pond on Connecticut Ave

Removal of vines on the bridge at the Pacific Ave walkway to Connecticut Ave

Replacement of soccer nets

Addition of pads on the poles of the soccer nets

Basketball nets were replaced where needed, more need replacing

Benches were repaired where needed

Picnic tables and metal benches were lightly sanded down to remove mold, possibility of painting in the future

Playground grade mulch was installed in May

Boards were replaced around the playground areas on Grande Ave

Swings were checked to make sure all chains and fasteners are secure

Toddler swing replaced at the Grande Ave playground

Painting of the railings at the Bridge on the pathway that leads from Pacific Ave to Connecticut Ave

Painting of the see-saw, bike rack, and basketball pole at the Pacific Ave Playground will be completed this week (6/18)

Fence and gate were repaired at Green Valley Road

6. Items that still need addressing:

Sinkhole at Pacific Ave Retention Pond – schedule to be repaired this week (6/18)

Sinkhole at Pacific Ave Walkway – scheduled to be repaired this week (6/18)

Sinkhole at North Carolina Retention Pond – scheduled to be repaired this week (6/18)

Walkway paths need to be cleaned up and filled in, in certain areas temporarily till we can get the paths paved. NAI's next project is to work on getting bids for this work. Maybe in 2019 we can get this work done. It depends on how large the expense is to do the entire path.

Restriping of the basketball and tennis courts. NAI currently has a bid of \$950 to do all courts at once.

Spraying of the parking lot at Pacific Ave, walking path and playgrounds. Work has been approved for All Green to spray these areas – cost of \$800 annually. NAI will notify all homeowners of this work as they need to stay off the path for two hours till the treatment dries. NAI will do a blast email to all homeowners, list a notice on the website, and Erik will also put a notice out on Facebook for the Community

Removal of the weeds along the fence at the Pacific Ave Playground – will be sprayed

7. On Friday, June 8th, Danielle toured the property with Sal and went over the whole path and around other areas to see what exactly needed to be done. Paths were in desperate need of removal of weeds, brush and debris. Trees needed a good tree trimming. Retention ponds needed some work as well as vines needed to be removed from the bridge on the walking path by Pacific Ave. Stone on the path needs to be cleaned up and the addition of more stone for a temporary fix. Paths need to be sprayed for weeds. Another sinkhole was found at the retention pond off of North Carolina Ave. A few of the trees at the Grande Blvd Playground were topped by accident. There was a misunderstanding as to what was to be done. Sal has guaranteed that these trees will grow back, if they do not he will replace them.
8. NAI is still working on finding out who is collecting the trash for the common areas. Danielle was in touch with Waste Management on Friday, June 15th as they service all the residents of Green Valley. They didn't think that they were responsible for the common areas. There were going to research the issue and get back to us. They still haven't answered our calls. The trash cans at Pacific Ave area all full at this point. Sal offered for this one time to empty the containers into his dumpsters so they aren't full. Danielle reached out to the Township on Tuesday, June 19th. They stated that the containers need to be curb side in order for them to be picked up by Waste Management. The cans at the other playgrounds are being picked up because they are curb side. We need to figure out how we are going to get the cans to the curb at the Pacific Ave playground to be picked up by Waste Management. Danielle is contact Waste Management to get 3 extra trash cans. Staff will swap out the cans every Friday and put

the full cans at the curb of the Pacific Ave parking lot each week for pick up Monday morning.

9. There are signs at the playground in certain areas that list the times of usage. Danielle made the suggestion to get more signs and place them in other areas of the playgrounds as some homeowners are calling and complaining about the playground use late at night, loud music, etc. I suggested the homeowner to call the police for noise issues, especially after dusk. The suggestion was to change the time from 9am – 10pm to 9am to dusk. We also need to update the Green Valley Estates sign at the corner of Grande Blvd. It was also suggested that we get signage for speed issues. Speed limit signs are placed throughout the Development, it was mentioned that maybe the Trust would pay for “My Kids Live Here” signs that could be moved around every few weeks. Another suggestion was made to add speed tables. We would have to reach out to the Township to petition the addition of speed tables or speed bumps as they are Township Roads. It was also suggested that the Township spend more time in the development to monitor speed limits.
10. A request was made to remove the construction sign that is located near Faust Rd. NAI will be removing this sign
11. The slide will not be replaced in 2018. NAI will work on getting prices to replace that slide so it can be included in the 2019 budget.
12. The trust paid \$3,200 in past due real estate taxes on the common areas that were going to Tax Claim for 2016 and 2017. NAI paid those in May. These bills were not part of the 2018 budget.
13. Danielle is working on getting bids for the 2019 budget.
14. It was suggested that a reminder go on the website as to what the covenant rules are for items stored on driveways, trailers, campers, boats etc. NAI will be adding a notice on the website
15. It was suggested that when we put the minutes on the website to also include pictures of the work that was completed to date in a special projects section. NAI will add this to the website.
16. It was questioned as to what the policy was for the use of the playgrounds by outside sports teams. The soccer field is being used by organized teams. What is the policy? Are they allowed to use it? Do we need to get a license agreement from them? Steve explained that we are talking with our insurance agent as to what can be done. Would a license agreement work for this? NAI is waiting on an answer from the insurance agent. A suggestion was made to add signs stating that the recreational areas and fields are for “resident and their guests only”, suggestion was also made to add, “if you aren’t a resident, please contact NAI for usage”.