

## **Advisory Board Meeting Minutes**

### **Green Valley Estates Trust**

**October 15, 2019**

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

**Keystone Commercial Attendees:** Steve Willems and Danielle Smith

**Advisory Board Attendees:** Sal Sottosanti, Jeff Orner, Jeff Bryan, David Hinkle, Steve Wagner

**Absentee Board Members:** Erik and Darcie Saar, Chris Taylor, James Testerman, Robin Brooks, Dave Mattes, Megan Engler and Peter Champagne. Members that did not attend were emailed the Agenda and other handouts. Mike Kowalick and Ron Bieber have both resigned from the Board.

#### **Items discussed:**

1. Cash Balance as of September 30, 2019 was \$3,414.76. We didn't raise the fee for 2019 nor did we do the special assessment. We've gotten a lot done in 2019, now we should raise the fee to start building up a reserve.
2. Prior Year Maintenance Fees. We still have 5 people that have not paid their past due prior year fees, \$1,386.00, plus court fees that are due from the home owners. NAI has filed liens against 3 of the 5 homeowners with the local prothonotary's office. Fees will then be collected when the home is sold. This will conclude the collection efforts for the 2015-2018 past due fees.
3. 2019 Maintenance Fees. We have collected \$86,368.51 as of September 30th of the fees billed in mid-January. This is approximately 95% of the \$90,000 billed. We have \$3,900 as of September 30th outstanding in uncollected 2019 maintenance fees. Any home owners with unpaid 2019 fees will be getting a complaint filed against them with the DJ.
4. Items that were completed in 2019 to date:
  - Paving of the common area walkway is completed
  - Paving of the parking lot is completed
  - Fence repair to the Grande Blvd playground off of Green Valley Road
  - Repair of the blown out bridge near the Pavilion due to water
  - Dawn to Dusk signage placed around common area playgrounds
  - No smoking signs placed around common areas
  - Trimming of trees between homes at Grande Ave and North Carolina
  - Removal of dead trees

- Repair of swales/storm sewer drainage off Kentucky Ave and Hill Terrace

5. Slide – On hold till 2020

6. County Real Estate Taxes have been received and paid in full for the 2019 year. Taxes for the County were \$318.05. The 2019 School Taxes were paid in July, which was \$633.07.

7. Changing of Advisory Board Members. Two Board members have stepped down, Mike Kowalick and Ron Bieber both from the same phase. We will send out an email/letter to home owners in this phase to get new volunteers for the board. Dave Hinkle has joined the Board, representing Phase 9B.

8. Repairs need to be made to the benches through the common area. Option is to either buy new benches or we purchase wood and repair the benches we currently have. Replacement of the benches is NOT included in the budget for 2020. Pricing for new benches ranges from \$470-1200 per bench. WE would also need to include pricing for installation of cement pads to secure the benches to. Pricing for cement pads is approximately \$3,000 - \$4,000 depending on how many benches we install.

- Possibility of 3-4 benches; can someone sponsor these benches? NAI will look into getting sponsors.

9. The Green Valley sign located at the corner of Green Valley Road and Grande Blvd needs repair work or replacement. The fence the sign is attached to needs painting and repairs as well. The estimate for this work is approximately \$4,000. This number is NOT included in the 2020 budget.

10. Pricing was obtained from Express Lawn Care for the landscaping. Pricing was \$34,874 compared to Sal's Landscaping at \$31,755.30 for the same services. Bid was for mowing, mulching, fertilization, and weed maintenance. Snow removal through Express would be \$45 per hour plus the cost of rock salt (\$15 per bag) or calcium chloride (\$28 per bag). We will continue using Sal's Landscaping as the lawn care provider.

- Weeds in the retention pond by the tennis court. Weeds coming up through the new walkway. Sal to address the high grasses as well as the weed coming through the walkway. Add to the contract the maintaining of these grasses
- Weeds around the railing of the bridge near the pavilion. Add maintaining of the weeds around and near the bridge to the landscaping contract. Sal to address the weeds growing around the railing

11. Review of the 2019 expenses.

12. Review and adoption of the 2020 Budget. Board voted to raise the fee to \$225. NAI will send out bills mid-December of 2019 with a letter explaining the fee increase is needed to develop a reserve. Also a discount of \$25 will be given to the homeowner if they pay their fee IN FULL by February 29, 2020. A letter will be drafted and sent to the Board for approval before the letter is sent out to the homeowners.
13. Few sinkholes within the common area playground located off of Pacific. Sal's Landscaping to fill in these holes with flow-able fill.
14. Request has been made to replace the playground swings with rubber coated chains. This will be done in the spring of 2020.
15. Issues with Pods on driveways – can the board send out a letter? Commercial vehicles on street overnight. How do we enforce? NAI will send out letters to these home owners and copy the Township on for enforcement.
16. Above ground pools not allowed. If you review the covenants the earlier phases allow above ground pools, meaning there is no mention of them in the covenants. Later phases do NOT allow above ground pools.