

Advisory Board Meeting Minutes

Green Valley Estates Trust

October 20, 2021

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 and Danielle Denis

Advisory Board Attendees: Dave Mattes, Peter Champagne, Jeff Orner, John Jolls, James Testerman, Chris Taylor, David Spillerman, David Hinkle, Jeff Bryan, Verne Bausher Mike Schmidt and Marie Beougher.

Absentee Board Members: Sal Sottosanti and Nikki Roman-Cruz, Members that did not attend were emailed the agenda and other handouts.

Items discussed:

1. Cash Balance as of September 30, 2021, is \$77,657.18.
2. Prior Year Maintenance Fees.
 - We still have \$2,464.58 that have not paid their past due prior year fees; this includes 2015 – 2020. Keystone PAM has filed liens against 3 of the 5 homeowners with the local prothonotary's office. Two homeowners that liens were filed against, have paid their fees in full and we have collected all court filing fees from them.
 - Keystone PAM filed with the District Justice for homeowners still owing 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, since 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.

3. 2021 Maintenance Fees.

- 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.
 - Three homeowners were charged late fees and have not paid them. We won't be filing with the District Justice for these fees as they are only \$25. Board voted to remove these charges from the homeowner's accounts. Keystone PAM's accounting office will remove the charges.
4. We had an issue with one of 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 by Keystone PAM to have an attorney collect these past due fees of \$558. We did collect these prior year fees. Said homeowner at the time still owed for 2021, \$250. A letter went out from the Attorney in October to collect these fees. Homeowner has since paid his 2021 fees. The Board elected to have a letter sent to the homeowner requesting that they pay the legal fees the Trust incurred for this collection action. Legal fees incurred were \$809.
5. Suggestion was made by the Board to add a note in the letter stating that if fees become past due and legal collection is needed to be obtained, that the homeowner at fault will need to pay for all legal fees related to these collection efforts.
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
 - Basketball 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
 - Additional Pet Waste Stations and signage was ordered (10/21) to be installed as soon as they are delivered
 - Seal coat, crack fill and stripe all basketball courts - \$4,085 – Contractor has shut down seal coating for the year. Work to be performed in Spring 2022
 - Repairs to the bridge at Pacific Ave with a more permanent fix -\$ 41,500 – More pricing and fix ideas are being obtained. Board will vote on the fix once additional pricing is obtained. Pushing to have this work performed in 2021
 - Repairs to asphalt in lieu of the costly concrete fix to the bridge path – approx. \$14,000 – looking for another bid
 - Fence Repairs – Green Valley Rd Playground - price TBD
8. Events Policy and Enforcement – Board asked to have the policy resent out in order to review for the next meeting in April
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 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 asked that this be investigated further. Determine if the spillway drain is not clogged and is working properly. Also see if there is any help that can be obtained through the Township or suggestions as to how to handle this work.

10. Note to be added to the 2022 Fee letter regarding picking up pet waste.
11. 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

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.

Board asked that other bids be obtained since it so significant.

George H Longenecker was given as another contractor to get pricing from. Danielle will make a few calls this week yet to obtain another bid. GHL was called 10/21/2021 – Ben will look at the job but will not be able to get the work done till Spring as he is booked through the remainder of the year. He will work on pricing for this work however.

Board will vote on work once another bid is obtained in hopes to get this work performed before year end.

12. 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. Keystone PAM Staff to repair gates
13. Request has been made by several homeowners that live next to the parking lot off Pacific Ave. Requesting a light to be installed due to the number 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. Suggestions were made to have the light attached to one of the two homes that are along side of the parking lot but then the question arises, who pays for the electric for that light. Danielle reaching out to PP&L to see if there are any options as to being able to tie it to the streetlights.

14. Repairs will be need to the posts at the Pavilion. Posts are deteriorating in some areas.

15. Request made to have weeding/spraying done to the walkway path. Weeds growing up through the path and along side of the path. Weeds should be back at least 3 feet from the path.

Tree also growing in the tennis court fence. Keystone PAM staff to address.

16. 2022 Budget – Approved

- Fees for 2022 to remain the same and billed as 2021:
 - \$200 December 1 – February 28th
 - \$225 March 1 – May 31st
 - \$250 June 1st