

## **Advisory Board Meeting Minutes**

### **Green Valley Estates Trust**

**April 21, 2021**

**Location:** NAI Keystone 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, Sal Sottosanti, John Jolls, James Testerman, Chris Taylor, Nikki Roman-Cruz, David Spillerman, David Hinkle and Marie Beougher.

**Absentee Board Members:** Megan Engler, Jeff Bryan, Verne Bausher, and Mike Schmidt. Members that did not attend were emailed the Agenda and other handouts.

#### **Items discussed:**

1. Cash Balance as of March 31, 2021 is \$116,224.27.
2. Prior Year Maintenance Fees. The Trust still has \$3,478.78 in uncollected prior year fees, this includes 2015-2020. 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. NAI has sent out letters in mid-March to try and collect these fees, the next step is to file with the District Justice to collect these past due fees. 2019 Fees were not pursued with the District Justice due to COVID. We will be filing for both 2019 and 2020 fees in May. 133 Park Place Drive was sold at Sherri's sale early 2020. We lost \$727 in past due fees from this as PA law wipes out all the past due fees. New homeowner paid dues for 2020 and 2021 once we discovered the sale.
3. 2021 Maintenance Fees. As discussed at the last Board Meeting the fees remained the same for 2021 at \$225. A discount of \$25 was offered if the payment was postmarked by February 28, 2021. Invoicing for the 2021 fee went out December 1, 2021. We billed \$135,000 at the \$225 rate and we received a large response during the discount period. We have collected \$114,388 to date for 2021 Fees. Approximately 542 homeowners paid at discount. There are approximately 32 homeowners that still need to pay for 2021. As of March 31, 2021, we have \$7,225 in outstanding uncollected 2021 maintenance fees. As a result of the letter that was sent out, as of April 21<sup>st</sup>, 2021 uncollected fees are now \$5,875. Letters were mailed out mid-March asking that payments be made no later than May 31<sup>st</sup>, after that date a \$25 late fee will be applied to their account if not paid in full.

4. County Real Estate Taxes have been received and paid in full for the 2021 year. Taxes for the County were \$330.11. The School Taxes will be approximately \$633 and will be paid in July of this year at discount.
5. Changing of Advisory Board Members. We have three new board members, David Spillerman (phase 7), Nikki Roman-Cruz (phase 10) and Marie Beougher (phase 3). Erik and Darcie Saar have decided to step down from the Board. We do have another member for that phase, Steve Wagner remains on the Board. Danielle will be sending out an email blast to phases 9A and 11 looking for new members for the next meeting. The Board member for phase 11 continues to not attend meetings, so we are looking for a new member to represent that phase. Sal Sottosanti asked if we wanted him to step down, since we have another member for that phase. Board members asked that he stay on the Board and backed him. He provides good representation and knowledge of the Development.
6. December 31, 2020 Year End Financials are on the website, [www.greenvalleyberks.com](http://www.greenvalleyberks.com)
7. Projects for 2021:
  - Installation of 5 cement benches by Sal's landscaping; placement discussed at the meeting. Two benches will be placed at the Hill Terrace Playground by the basketball nets, possibly at the tenant court. Other places to be determined.
  - Painting of Pickleball lines at the Valley Circle tennis court – late April, early May
  - David Hinkle volunteered to walk the common areas and make a report on all the benches that we currently have, including damage. David provided a thorough report that will be shared on the website with these minutes.
    - Replacement of soccer nets at Pacific Ave and Hill Terrace are needed and will be done this Spring/Summer.
    - Replacement of metal chain basketball nets at Hill Terrace. Chains are in disrepair, rims are rusty. New rims and cloth nets were ordered and will be install this Spring/Summer.
    - Replacement of metal basketball nets at the Grande Blvd playground will be done this Spring/Summer.
    - Refurbishment of the metal benches at Grande Blvd will occur this Spring/Summer.
    - Repairs are needed to the baseball backstop at Pacific Ave. NAI staff looking to see if they can repair, pole is missing at the bottom of the fence, causing the chain link fence to curl up. If needed NAI will obtain a fence company to repair the area.

- Repairs to the existing cement/wooden benches at Pacific Ave will be done this Spring/Summer. Wood is rotting and needs replacing. Looking at replacing with a composite material.
  - Use the existing spare cement holders to make a new bench and place at the baseball backstop to provide a few of the entire field. Bench will be made with composite material as well.
  - Repairs to the fabric around the swings at the Grande Blvd playground. Fabric is showing through the mulch. Sal will inspect and repair/remove.
  - Replacement of the top layer of wood at the swing sets at the Grande Blvd playground is needed. Wood is starting to buckle, splinter, etc.
  - Painting of poles on the basketball courts will be performed this year as needed.
  - Pricing will be obtained to sealcoat and stripe the basketball courts, work to be performed soon.
8. Events Policy and Enforcement – (presented by Kress). Kress is working on a document to provide to the Board for their approval. Document will be emailed to the Board in May to review and add changes to.
- Keep policy simple
  - Not enforceable; can call the police for trespassing once we put a document in place
  - Need a rental agent to collect the funds for the Trust
  - How many people should we allow to use the Pavilion? 25-50 people max
  - Require Port-a-Potty rental, obtained by the group/individual using the Pavilion
  - Keep dry, do not allow alcohol
  - Once a policy is drafted and accepted add to website for homeowners to use
  - Add signage to the pavilion stating that the Pavilion is being used for the day/reserved
  - Liability insurance
  - NO outside groups – limited to the use of the homeowners and their guests only.
9. Suggestions:
- Community Gardening Space – Board voted NO. Everyone has their own yard.
  - Add a Pavilion to Hill Terrace. This was tabled at this time. Pricing is expensive, concrete pad needed, picnic tables, etc.