Advisory Board Meeting Minutes

Green Valley Estates Trust

November 4, 2026

Location: Keystone PAM Office 875 Berkshire Blvd Suite 102, Wyomissing, Pa - Tonight's meeting was through ZOOM Video conferencing.

Keystone Commercial Attendees: Kress Schwartz; Danielle Denis

Advisory Board Attendees: Peter Champagne, Jeff Orner, David Hinkle, Jeff Bryan, Marie Beougher and Jon Schlotzhauer.

Absentee Board Members: Chris Taylor, Sal Sottosanti, Michael Schmidt, Steve Wagner, Brian Szczawinski, Matthew Campbell and James Testerman. Members that did not attend will be emailed the minutes and other handouts.

Advisory Board Updates:

New Members:
Brian Szczawinksi – Phase 2
Matthew Campbell – Phase 10

Resigning Members:
Jon Schlotzhauer – Phase 11 (moved from the development)

Items discussed:

1. The Trust's Role:
    - Beneficial Trust, not a corporation, nor does it have members
    - Trust is allowed to hire someone to manage the day-to-day operations of the Trust. Keystone PAM hired as the manager of the Trust by the Trustees
    - Trust is an organization and has real property – Land owned by the Trust; common areas, soccer fields, open land, etc. all owned by the Trust.
    - Common areas are there for the benefit of the residents in Green Valley
    - An HOA has members that are Homeowners, Trust does not have members. Green Valley is a Trust NOT an HOA.
    - Trust consists of Trustees:
        - Fidelity Bank formerly Hamilton Bank
        - Grande Family
    - Misconception that the common area is owned by the homeowners. Common areas are owned exclusively by the Trust. Homeowners pay dues to the Trust for common area expenditures. The money then transfers to the Trust to use at their discretion. Homeowners are beneficiaries to what is provided by the Trust.

2. Cash Balance – as of October 31, 2026, the cash balance is $222,452

3. Maintenance Fees – 2026.
    - Fees are $200 per year; $175 at the discount rate; $225 if late.
    - We billed $120,000 at the $200 rate and we received a large response during the discount period. We have collected $104,775 after discount to date for 2026 fees as of October 31st, 2026. Most of the payments we received were at the discount rate.
    - There are approximately 11 homeowners that have not paid their 2026 fees as of October 31st, 2026. Notices went out in October to homeowners who have not paid, letting them know that this is their last chance to pay 2026 dues before they are sent to the DJ for processing. Homeowners are responding. Twenty-Six (26) letters went out October 10th, as of today, we're down to 11 homeowners owing. Homeowners have till Dec 1st to pay 2026 fees.

4. Prior Year Maintenance Fees.
    - There is approximately $900 in outstanding prior year fees to be collected, three (3) homeowners still need to pay prior year fees. Any homeowners who have not paid for 2025 had civil complaints filed with the District Justice. Once a judgement is filed with the DJ, these homeowners will have a lien placed on their property.

5. Budget 2027 and fees: Suggest lowering fees to $175 per year. Budget can support this. Most Advisory Board Members supported this. The board supports lowering the fee because the cash balance is $222,452, which can cover the current year's net loss and future needs.

    - Discount - $150
    - Flat - $175
    - Late - $200

6. Review of 2026 Expenses.

7. Real Estate Taxes for 2026 have been received and paid in full at the discount rate. Real Estate Taxes paid for 2026 were $1,374. This includes both County and School Taxes.

8. Projects completed for 2026.

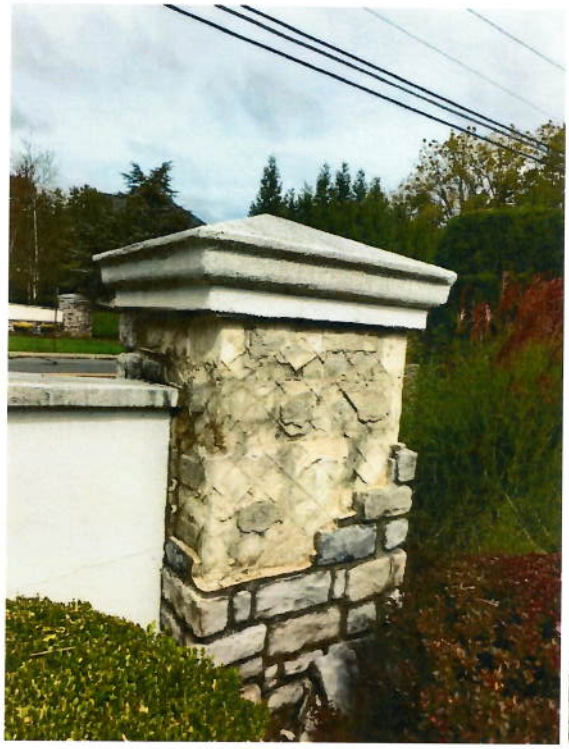
    - Replacement Fence at the basketball court off Green Valley Rd. Fence was replaced in August of 2026 by Promax Fence. A 6-foot-tall black chain link fence was installed; old fence was demoed and disposed of. Cost: $6,012



- Sinkhole repairs and fill in common areas off Connecticut Ave and in the common areas of Pacific Ave and Virginia Ave – Work completed by Sal's Landscaping. Cost: $1,500



- Repairs to the stucco and stone on both signs located at the corner of Green Valley Road and Grande Blvd, also at the corner of Faust Rd and Fairwood Ave. Work done by Stucco & Remediation Solutions. Cost: $6,800







- Disc Golf Project. Presented to the Board in April of 2026 and approved by the Advisory Board to bring to the Trust for approval. The Trust/Trustees approved the project to move forward in early June of 2026. Project was fully supported by Trust funds and no additional or special assessments needed to pay for this project.
- Landscaping and grounds pre-work performed by Sal's Landscaping. Design and configuration by Jeff Orner and Mike Dunkle.
- Each tee has a concrete pad, and each golf basket has a ring of mulch.
- Due to multiple complaints/concerns by the homeowners along the path due to discs being thrown into homeowners' properties, landscaping, trees, etc. and discs being thrown across the walking path, some necessary changes were needed to be made to the course. Holes 3, 4 and 9 were all relocated and moved off the path.

- Board members felt "blind" when defending the project because the final cost was not communicated early enough. The original project was that a few of the Board members, the designer and the landscapers would dig out and pour pads, etc. The project was turned around using machines, additional labor which produced a more professional look to the course once completed.
- Locks on the course equipment should be upgraded, if possible, as they could easily be cut by bolt cutters.

- Questions arose from homeowners regarding the installation of the course:

    - How is this being paid for? Answer: Trust funds paid for this project. No additional funds or special assessments were needed. Dues will not increase due to this project. Dues are being decreased for 2027.

    - What is the total cost of the project, what are the future costs? Answer: Total cost of the project was $38,675, this includes the relocation of holes 3, 4, and 9.

    - Why wasn't there more discussion regarding potential issues and concerns affecting residents and private property. Original course did affect private properties and the walking trail. Answer: When designing the course, it was agreed that no one really thought about the effects that the throwing of the discs would have to properties and landscaping. We agreed that changes needed to be made. Those changes were made.

    - Please do not ever suggest that anything in our neighborhood is "open to the public". Answer: This is not even an option. Common areas are exclusively for the use of the homeowners and their guests.

    - Please do not suggest any more expensive or unnecessary projects that don't belong here. Let's be sure something like this never happens again. What could be next? Now residents are wondering if we can trust this Advisory Board in the future. "Trust when broken, is very difficult to earn back". Answer: The Advisory Board suggested the Disc Golf Course. The Disc Golf Project was presented to the Trust/Trustees. The Trustee's approved the project. The common areas belong to the Trust.

    - Course is ugly and unnecessary. While others feel it's a great addition to the common areas.

    - Board stated that since the course was installed, we are starting to see less vandalism because the kids have something to do. After speaking with some of the kids playing the course, they were happy that it was installed and are thoroughly enjoying it.

- The Disc Golf Course is completed and being used by the residents, though it exceeded the original budget and required layout adjustments due to the proximity to homes and unpredictable play. Some residents complained about proximity to homes, lack of communication on costs and the course itself, and the perceived "unnecessary" nature of the project. The course layout was modified after feedback; concrete pads were reused rather than replaced. Many residents, especially children are embracing the course; some use the Strava app to track activity. In the Spring, the plan is to offer clinics to anyone who is interest in learning about and playing Disc Golf. Multiple Contractors used. Cost: $38,675









9. Airbnb issues from this Summer. The Trust hired Kozloff Stoudt Attorneys at Law to review all the Covenants, Trust Deeds and ancillary items.

    - Covenants do not have any restrictions on short term rentals
    - Trust doesn't have any authority to enforce rules; example make a rule, someone breaks the rule; Trust has no authority/remedy to do anything
    - The Trust will not attempt to ban short-term rentals but is willing to provide a letter of concern to the municipality regarding safety guidelines (e.g., fire ladders, extinguishers, etc.) for rental properties.
    - The Trust can not enforce rental restrictions; any ban would require a Township Ordinance, which may be legally challenged based on PA Supreme Court precedent.
    - Municipality can create an ordinance, but it must go through a legal process.

10. Other items:

    - Repairs of the playground equipment at Pacific Ave are needed; Steppingstones are damaged and beyond repair. Cracked and weathered last fall. Is there availability for replacement parts? Dave Hinkle has researched and was able to find the replacement steppingstones, however there is an issue with removing the Loctite screws. Dave asked that we reach out to the Keystone staff and see if anyone has any experience with removing these screws.





    - There continues to be an issue with the basketball hoops in the cul-de-sac, streets, etc. Township issues. Some homes were notified. Suggested to reach out to Kraft Municipal Group to enforce this code issue.

11. There is no representation of the following phases:
    9A
    11

12. Next Board Meeting will be held in the Spring of 2027.