

Advisory Board Meeting Minutes

Green Valley Estates Trust

March 21, 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 Bryan, Dave Mattes, Mike Kowalick, Robin Brooks, Steve Wagner, Megan Engler, and James Testerman

Absentee Board Members: Jeff Orner, Erik Saar, Chris Taylor and Peter Champagne. Members that did not attend were emailed the Agenda and other handouts.

Items discussed:

1. Cash Balance as of March 19th was \$55,023.21. All past due 2018 bills have been paid in full to Sal's Landscaping. There is a small bill for snow removal that is being paid this month to Sal's.
2. Prior Year Maintenance Fees. We still have 10 people that have not paid their past due prior year fees, \$2,220.22, plus court fees that are due from the home owners, \$1,373.57. Total amount unpaid is \$3,593.79. NAI sent out 44 letters with copies of complaints to be filed as a last ditch effort to collect funds in December. We had a large response to that mailing. After that collection effort, NAI filed Civil Complaints with the Magisterial District for the last remaining unpaid accounts. In total the Trust paid out \$1,583.75 in court fees of which we have collected \$210.18.

We have 6 remaining accounts that we received judgement against, two of which have paid their bill in full since the judgement was issued along with the court fees. The remaining 5 accounts, the Trust paid to have the Constable hand-deliver complaints to their homes as the certified letters sent by the Magisterial District were never accepted by the home owner. Of these 5, one home owner has paid in full. The remaining 4 had a court date of March 18th. We received judgement against 3 of these home owners and the 4th has decided to defend themselves against the charges against them. Once we have all the judgements, NAI will file liens against the properties with the local prothonotary's office. Fees will then be collected when the home is sold. This will conclude our collections efforts for the 2015-2018 past due fees.

It was also discussed at the meeting that NAI will send out one more letter to those that we received judgement against as a last ditch effort to collect the fees due. If they don't reply we will file a lien against the home owner.

3. 2019 Maintenance Fees. We have collected \$67,950 as of March 21st of the fees billed in mid-January. This is approximately 75% of the \$90,000 billed. We have \$22,050 as of March 21st outstanding in uncollected 2019 maintenance fees. Money continues to come in every day. We sent out past due invoices/statements on March 19th. Since that mailing on the 19th, we have received another \$1,200 in payments.
4. Two bids have been obtained for paving of the entire walkway and the parking lot at Pacific Ave. Ronnie Folk Paving revised their bids as follows \$41,600 for the walkways and \$14,900 for the parking lot on Pacific Ave. Sloan Paving provided a bid of \$36,000 for the walkways and \$12,500 for the parking lot on Pacific Ave. Both contractors are reputable and Danielle has used both to do work on the Commercial side of our business. Pricing is to saw cut joints with existing paved areas, excavate the entire area, and remove all unacceptable base materials and vegetation. Supply all 2A modified stone as necessary to create a minimum 4" base. Fine grade stone base and compact with a vibratory roller. Place a minimum of 2" of compacted ID2 wearing asphalt and apply hot tar sealer to all joints with existing asphalt. Paths are to be 6 feet wide.

The board agreed that we should use Sloan Paving for the work. Danielle will obtain a certificate of insurance naming the Trust as an additional insured before the work is done. It was also decided that we should do the work before we issue a special assessment. There were several questions that came about which Danielle will be looking into and reporting back to the Board with the answers.

Do we need the parking lot? It was decided that we still need that parking lot. If we keep it stone, we have issues with the stone piling up at the end of the parking lot when we get heavy rains. Parking Lot will be done as part of this project

Can we get a lower, discounted price if we do both the parking lot and the walkway at the same time?

Shouldn't all the base materials and vegetation be removed, opposed to what was stated in the bid "remove all unacceptable base materials and vegetation."

Areas that are already paved, will they be expanded to 6 feet? If not they should be, which will most likely change the bid price.

When can we get this done?

5. Playground Signage is ordered stating the hours are "DAWN to DUSK". When ready they will be added to all playgrounds by our staff. Some playgrounds do not have the signage and others don't have the hourly signage. We will be adding signage to those that are lacking.
6. Trust Attorney. Fred Reigle, the attorney for the Trust passed away last summer. The Trust has found a new attorney. An engagement letter has been signed by one of the

Trustees with Gene Orlando. We are waiting for Fred Grande, the other Trustee, to sign the letter.

7. Slide –NAI reached out to the original contractor that the Trust originally purchased the playground equipment from, George Ely Associates Inc, out of Carlisle, Pa. The cost of a 360 degree slide with hardware is \$5,697.50 which includes delivery fees. The cost of a straight slide with hardware is \$2,161.34 which includes delivery fees. Danielle has spoken with Ely Associates and they state that our maintenance staff can easily install the slide which will save additional costs for installation. Danielle is also researching other slides with other companies.

The board agreed that we should spend roughly \$1,000 on a straight slide. There are other companies out there where we can buy just the slide for approximately \$800 - \$1,200 depending on the type of slide. Danielle is researching to make sure we get the appropriate slide that will fit out equipment. Once determined a slide will be ordered and installed by our maintenance staff.

8. Suggestion was made to remove the bench at Pacific Ave that needed repair. It just keeps getting broken for some reason. Also some home owners mentioned to our staff about relocating this bench to a different area as its facing home owner's properties. We are looking at getting better benches to replace this one as well as add some others. We are looking at composite benches. It was also mentioned to add an area on the path that juts out a bit to put and secure the new benches. There was also the suggestion of getting some type of sponsorship for the benches.
9. The board asked that we provide them with a list of fees that were collected for each year. A list will be compiled and provided to the Board ONLY.
10. There was a suggestion made to contact the Township to inquire whose responsibility it is to spray for mosquitos and black flies as we are most likely going to have an issue this year with all the water that is pooling right now due to heavy rains, etc.
11. It was agreed upon by the Board and NAI that we would not issue a special assessment at this time for the parking lot paving. NAI will wait till summer and see what our budget is like and revisit with the Board on a special assessment mid-summer. Sal's Landscaping offered to hold off on billing for 2019 for his services and then bill us in 2020 for this 2019 work. A decision was not made on this at this time.
12. Suggestion was made to put game cameras out in strategic areas to help eliminate some of the vandalism that is happening around the common areas. One of the Board members is looking into the camera and will provide information to Danielle.
13. A report that there is damage to a storm pipe near the North Carolina Ave area. It is damaged and pulled up. Pipe may need to be welded. NAI staff will look at this and get bids to repair this.

14. We have received calls from two different home owners regarding swales that are flooding their properties due to improper pitch, etc. Properties are located on Hill Terrace Drive and Kentucky Ave. Swales are part of the Trust to maintain. Our maintenance staff has been looking into these two areas and will determine what needs to be done to address this. NAI is also looking at getting bids from various contractors to do the needed fix to the swales. Swales are full of silt and need to be graded properly.
15. County Real Estate Taxes have been received and paid in full for the 2019 year. Taxes for the County were \$318.05. The next taxes to be paid are the 2019 School Taxes in July, which should be approximately \$619 unless they increase.
16. Rotating of Advisory Board members was discussed. We will keep the current people that are on the Board now for another year. We would like to have half the Board stay on the board after the 2 year period and the other half represented by new volunteers. If we get new volunteers, for a particular phase then the current member can stay on board. There will be one member per phase and only one member per household. NAI is going to start inviting people to the next meeting that have expressed interest in joining the Board in the past.
17. Phase lists and maps are now active on the website.
18. December 31, 2018 Financials have been added to the website. February 2019 Financials were handed out to the Board at this meeting as well. February Financials will not be posted on the website, only year-end financials.
19. Mike Kowalick walked the path last week and informed Danielle of trash along the path, broken gate at Green Valley Road, and that the trash needs to be emptied at the Pavilion. Thanks Mike, you beat our staff out there! Our staff went around the sight on March 19th to remove trash. The gate will be repaired by our staff. While the staff was out they encountered home owners. Homeowners asked that the bench at Pacific Ave be relocated. This bench is broken and needs repair. My suggestion is to remove the bench totally since it keeps getting broken. We are looking into purchasing composite benches to replace the bench on Pacific as well as placing others throughout the common areas where needed.
20. NAI is going to look into cementing either side of the bridge that is near the pavilion at Pacific Ave. Every time we have a torrential rain the sides end up getting washed out and we keep filling it in. NAI doesn't want to have this paved and then have it washed out again.
21. Now that we have gotten collections caught up the question was asked about violation enforcement. Are we going to start enforcing violations? Vans, boats, RVs, etc. parked where they shouldn't be. Will notices be sent out? A violation was mentioned regarding a home owner at Fairwood and Connecticut Ave, where the fence is over the pipeline. NAI will need to investigate this and send out a violation letter.