

Advisory Board Emergency Meeting Minutes

Green Valley Estates Trust

September 11, 2023

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; Danielle Denis

Advisory Board Attendees: Jeff Orner, David Hinkle, David Spillerman, Jeff Bryan, Peter Champagne, Sal Sottosanti, Chris Taylor, John Jolls, Dave Mattes, Nikki Roman-Cruz and Marie Beougher.

Absentee Board Members: Steve Wagner, James Testerman, and Michael Schmidt. Members that did not attend were emailed the agenda and other handouts.

Items discussed:

1. Emergency Board Meeting to discuss vandalism and the future of the pavilion at the Pacific Avenue Playground.
 - Repairs/replacements are needed to the posts at the pavilion. Posts are deteriorating in some areas.
 - Bids are attached for the work. Bids are from:
 - Blatt Construction, \$15,993 to place wood posts and footers.
 - CGs Contracting \$29,440, to replace wooden posts with steel support posts and new footers.
 - Total replacement of the pavilion and the addition of solar cameras, Bachman's Roofing \$56,026.
 - Total removal of the pavilion, \$6,500.
 - Have we reached out to the police? Several homeowners have reached out to the Police. Police were notified.
 - Have a survey, put link on Facebook, on the Green Valley website, and email to the homeowners.
 - Remove the gate off Green Valley Rd. at the basketball court. Remove the gate and replace it with fencing so kids can't just park on the side of the road and use the basketball court.
 - Should we install a security system?
 - Do families use the pavilion?
 - What is the current cash situation as of August 31? \$190,000 is available in the checking account.
 - Make the pavilion new, put in solar, and put in electricity for lights.

- If solar lights are put in, electricity will need to be installed, who monitors the security system and/or cameras, put in motion lights.
- Put in lights along the trail, solar not that bright, very dim.
- Fence in the area; only the homeowners will have access. Unsightly, who allows access. Give out access codes. Who gives out the codes and what is to say that the code is not given to others outside the community.
- Send a message to the homeowners.
- Take pictures with the cameras and post the offenders pictures on social media.
- Put trail cameras in the trees.
- Offenders are kids wearing masks. Blowing up firecrackers at the bridge, trash cans, other areas. Very destructive. A ladder was found hidden by the bridge in the wooded area. Wrenches and other tools found. Happening Friday, Saturday and Sunday nights during school, all week long when kids are out of school.
- Order trail cams, air tag each one.
- Write up survey questions:
 - Is anyone using the pavilion?
 - Does it present any value to the property?
 - Remove or replace?
 - No increase in yearly dues.
- Nikki Roman-Cruz volunteered to set up a survey, send link to Danielle to post on the website and send emails. Nikki to post on Facebook till 9/15. Give a week for comments and review at the next Board Meeting.



Project #: 81310 Date: 09/06/2023
Report #: 87409
Submitted To: Keystone Property & Asset Management
Attn: Danielle Denis
875 Berkshire Blvd, Suite 102
Wyomissing, PA 19610
Job Site: Green Valley Estates - Pavilion
Pacific Avenue
Sinking Spring, PA 19608
Contact Information: (610) 370-8518 (O), (610) 587-6265 (M)
(610) 779-1400 (O)
ddenis@keystonepam.com Municipality: Lower Heidelberg

COMMERCIAL PROPOSAL AND CONTRACT FOR WORK

BELOW IS THE PRELIMINARY WORK SPECIFICATIONS TO BE COMPLETED AT THE ABOVE JOB SITE:

Pavilion

Remove and dispose of existing structure, including piers
Supply and install new flush-mount 36" deep concrete piers
Supply and install 6" x 6" steel powder coated posts - Color: TBD
Supply and install triple 2" x 10" beams all 4 sided
Supply and install truss system on 2' centers with hurricane clips
Supply and install 2" x 4" bracing and 2" x 6" rake and face boards
Supply and install 7/16" OSB roof and gable sheeting
Supply and install house wrap in gables
Install new ice and water shield in valleys, all penetrations and flashing areas
Install new aluminum oversize Drip Edge along entire roof perimeter: (Color: TBD)
Install new GAF Felt Buster underlayment over remaining surface of roof
Install new GAF Pro Start starter strip shingles along entire roof perimeter
Install new GAF HDZ Architectural Shingles w/ Layerlock Technology shingles using (6) 1.25" roofing nails per shingle to obtain maximum wind warranty. The Industries 1st no max wind speed limitation warranty: (Color: TBD)
Install new GAF Snow Country ridge vent system along peak(s) of roof, hand-nailed, using 3" roofing nails
Install new GAF Seal a Ridge cap shingles across peak(s), hand-nailed using 3" roofing nails (Color: match roof)
Install new j-channel and starter strips as needed (Color: _____)
Install new corner boards (Color: _____)
Install new light boxes (Color: _____)
Install CertainTeed MainStreet double four vinyl siding (Color: _____)
Supply and install vinyl ceiling and trims - Color: White
All trash and debris cleaned up and removed from job site, gutters cleaned, magnetic sweep for nails, all asphalt based product and aluminum removed will be 100% recycled
Bachman's Limited 20 Year transferable Workmanship Warranty GAF System Plus Limited Lifetime Warranty (50 yr. Non-Prorated, 100% Coverage on Material Defects)

***Price includes drawings**

Proposed Cost: **\$46,639.00**

OPTION

Supply and install solar panel kit for security cameras
Supply and install (4) security cameras

Proposed Cost: **\$9,387.00**

*Terms and conditions of proposal are located on backside or the following page of this estimate

Shannon - 484-250-8199

Contractor
Initials

Homeowner
Initials




610-678-8004 | Fax: 610-670-7151 | 36 S. Elm St. Wernersville, Pa 19565
BachmansRoofing.com | PA 005647 | NJ HIC #13VH05911300


Authorized Signature _____
jake_esser

Representative Name: Shaugnon Laviere
Title: Senior Manager
Cell Phone Number: (484) 256-8199 (M)
Email: s.laviere@bachmansroofing.com

Customer Signature of Acceptance _____

Print Name: _____
Title: _____
Date: _____


Contractor Initials _____
Homeowner Initials _____

TERMS AND CONDITIONS OF PROPOSAL AND CONTRACT

PAYMENT:

Standard Payment Procedure: 10% to schedule (+ special order materials) at contract signing, 50% at start date, balance at completion. Billing will be adjusted for progress payment requests for extended contracts.

Effective April 1st, 2023, a 3% surcharge will be added to all credit card transactions. This surcharge will be added to each individual credit card transaction and will be based on the transaction amount.

A service charge of 1½% per month (18% per year) on all past due amounts.

After a time-frame of 10 days this estimate will be deemed terminated.

If there is an increase in the actual cost of the labor or materials charged to Bachman's Roofing, in excess of 2% subsequent to making this Agreement, the price set forth in this Agreement shall be increased without the need for a written change order or amendment to the contract to reflect the price increase and additional direct cost to Bachman's Roofing. Bachman's Roofing will submit written documentation of the increased charges to the Prime Contractor/Owner upon request.

EXCLUSIONS:

Possible rotten or weakened lumber replacement.

Possible removal & disposal of additional layers of roofing materials

Dish/Satellites: We will remove the device, and reinstall it. A call to the service provider may be required. Charges for such services are not included in the proposal cost.

We are not responsible for nail pops and/or cracks in drywall.

Please remove items from walls & ceilings to avoid vibration damage.

Force Majeure: The parties to this Agreement are excused from performance and shall not be liable for any delay in performance or non-performance, in whole or in part, caused by the occurrence of any event or contingency beyond the control of the parties including, but not limited to, work stoppages, fires, civil disobedience, riots, rebellions, natural disasters, acts of God, epidemics, pandemics and acts of war or terrorism. Each party so affected shall promptly give written notice to the other parties and shall use its best efforts to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended for the duration of such force majeure event. In the event of any such excused delay, the time for performance shall be extended for a period equal to the time lost by reason of the delay.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be done only upon a written change order. The costs will become an extra charge over and above the estimate. This is to include, but is not limited to, hidden damages that are uncovered during the course of the job and additional work required by local building inspectors. All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material price increases, or additional labor and materials which may be required should unforeseen problems arise after the work has started. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation must be done in writing. In the event it is necessary for us to take legal action to collect any unpaid balance due and owing, you, the Buyer, agree that you will pay all costs of collection including attorney's fees and costs.


Contractor
Initials

Homeowner
Initials



Wernersville, PA 19565

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HO: Estimate

Date	Estimate #
4/25/2023	2384

Client:
Senior Property & Asset Management C/O Danielle Denis 875 Berkshire Boulevard Wyomissing, PA 19610

Location:
Green Valley Estates Pavilion

Quantity	Description	Rate	Amount
	Temporarily prop and shore existing Pavilion roof to remove existing wood posts	2,650.00	2,650.00
8	Remove existing 16" piers and excavate for new 18" piers	650.00	5,200.00
	Hauling/Disposal	650.00	650.00
8	Place new 18" piers - 6" below existing slab	300.00	2,400.00
	Furnish and install eight (8) steel support posts to include baseplates	13,240.00	13,240.00
	HSS 6"x6"x1/4" posts		
	12"x12"x3/8" baseplates		
	HSS 6"x6"x1/4" gusset members		
	Anchor Bolts		
	Two (2) mobilizations		
	Shop painting		
8	6" Exterior concrete - Infill around new steel columns	200.00	1,600.00
	Repair soffit and fascia as needed	3,200.00	3,200.00
	Lawn repair	500.00	500.00
	Excludes: Permit cost and fees		
	Optional adds:		
	Approval Drawings: \$200.00		
	• Engineering: \$800.00		
	• Powder Coating: \$1000.00		
	Notes:		
	This estimate is only good at this price for 60 days from the date noted above. After 60 days, price is subject to change due to increasing costs of materials.		
Total:			\$29,440.00

*Estimate must be signed & returned.

* A 5% non-refundable deposit is required to get project put on schedule (Will be deducted from balance)

*By signing this estimate, Customer/Contractor agrees to these payment terms, items and/or conditions listed above.

*Changes or additional work will be charged accordingly.

*Payment terms are as follows: Half of the remaining balance is due on the first day of the work being performed. The remainder of the balance is due upon completion of the job. Accounts not paid within 30 days of the date of invoice are subject to an annual finance charge of 24%.

*Client shall be responsible for all collection or legal fees necessitated by lateness or default in payment.

*The Official Registration of CG's Contracting, LLC can be obtained from the Pennsylvania Office of the Attorney General, Bureau of Consumer Protection, by calling toll free within Pennsylvania at 1-888-520-6680. Registration does not imply endorsement.

Signature: _____

Date: _____

CG's Contracting - 32 Sawmill Road - Wernersville, PA 19565 - PA Contractor Number PA029061

Phone:(610) 451-2866 - Email:chad@cgscontracting.com

**Blatt Construction Inc.**

8 Tube Drive
Reading, PA 19605
Office: 610.916.9828 Fax: 610.916.1040

EV

Customer: Keystone Property & Asset Management
875 Berkshire Boulevard
Suite 102
Wyomissing PA 19610

Proposal

Job Location	Estimator	Terms	Deposit	Job Number	Date
Green valley estates.	Blatt, Tim	Net 30	None	222370	9/30/22

Brief Work Description

pavilion repair.

Scope of Work *-replace as same*

Place temp supports at each column
Remove Existing posts and concrete
Install new concrete pad footings
Install new wood posts
Replace post wrap.

Note: The price is a fixed price based on the above defined scope of work. All materials to be supplied as specified. All work will be completed in workmanlike manner according to standard practices. All work will be completed following OSHA regulations. Price based on appropriate site access and normal working conditions. Price based on work being completed during dayshift hours Monday through Friday unless specifically stated otherwise. Price excludes permits, engineering fees and architectural fees unless specifically stated otherwise. An interest rate of 1 1/2% may be charged on all outstanding invoices not paid within the terms stated above. This proposal may be withdrawn if not accepted within 30 days.

Subtotal: \$15,992.50
Sales Tax: \$0.00
Lump Sum Total: **\$15,992.50**

*stay same
4/21/2023*

