

Advisory Board Meeting Minutes

Green Valley Estates Trust

October 19, 2020

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, Jeff Bryan, Verne Bausher, Sal Sottosanti, John Jolls, James Testerman, Chris Taylor and Mike Schmidt.

Absentee Board Members: Megan Engler, David Hinkle, Erik and Darcie Saar and Steve Wagner. Members that did not attend were emailed the Agenda and other handouts.

Items discussed:

1. Cash Balance as of September 30, 2020 was \$38,515.49.
2. Prior Year Maintenance Fees. We still have approximately \$2,465.47 in past due fees that have not been paid; this includes 2015-2019. 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. Another round of letters went out in July to try and collect these fees. We got a few payments but not many. Our next step is to file with the District Justice to attempt to collect any past due fees. After that liens will be filed against these homeowners who have not paid as well as our 2020 past due homeowners.
3. 2020 Maintenance Fees. We billed \$135,000 at the \$225 rate and we received a large response during the discount period. Approximately 514 homeowners paid in the discount period. We have collected \$131,370 to date for the 2020 fees. There are 18 homeowners that still need to pay the 2020 fee of which two homeowners owe \$25 for payment of the incorrect amount billed after the deadline. As of September 30th, 2020, we have \$3,500 in outstanding uncollected 2020 maintenance fees. Our next step is to file with the District Justice to collect the 2020 fees. Members asked if we could add a late fee to the account for non-payers. Late fees of \$25 will now be added to non-payers account if the account is not paid by June 1 of each year. A \$25 late fee is being added to all the accounts that have past due fees as of October 2020, another set up statements will be sent out to these homeowners.
4. All Real Estate Taxes have been received and paid in full for the 2020 year at discount. Taxes for the County were \$330. The 2020 School Taxes were \$633.

5. 2021 Budget was discussed. Fees will remain the same for the 2021 year, in order to build up a reserve fund. Fees will be billed in December of 2020 offering a discount if paid by February 28, 2021. We will offer the same discount of \$25. Fees can be paid at the flat amount of \$225 during March 1, 2021 – May 31, 2021. Starting on June 1, 2021 a late fee of \$25 will be added to the account for non-payers. No major projects were projected for the 2021 year. However, since we are building up a reserve of funds, it was asked that we start thinking about replacing of playground equipment once we build up a large enough fund.
6. We lost a Board Member for Phase 3. A blast email will be sent out to this phase as well as phase 10 to solicit new board members.
7. Projects for 2020:
 - New rubber coated chains/swings were placed throughout all the playgrounds. It was cheaper to replace the entire swing than to buy the swing chain itself.
 - Board approved procurement of 5-6 concrete benches. Color of the cement was selected. Order will be placed this month. Sal's team and the NAI Maintenance Staff will help install these new benches once we receive them.
 - Sign at the corner of Green Valley Road and Grand Blvd – is scheduled for replacement and refurbishment yet this year.
 - New Slide was installed late September.
 - Replacement of soccer nets and pads was done this summer
 - Replacement of torn basketball nets were done this summer
 - New Railings were installed at the Park Place Playground spillway
 - Railroad Ties at the Hill Terrace Playground are in bad shape, tripping hazard and need replacement. Cost of replacement is \$3,645. These will be replaced this year yet.
 - Stripping for pickle ball will be done at the tennis court this year
 - Issue with the water basin behind the homes on Hill Terrace, specifically at 4179 Hill Terrace and their neighbors. Water overflowing into their land. NAI staff is looking into this matter and what our options are to correct this.
8. Events Policy and Enforcement – Issues with use of the soccer ground and basketball courts for practice by teams, both at the Park Place Playground and the Hill Terrace Playground. The Board agreed that we need to come up with some type of policy for the use of these fields. A separate meeting will need to be held to go over this. Kress will be getting together a document for the Board Members to review. A meeting to be

scheduled once a document is drafted and the Board has time to review. Kress did some research on other communities and their policies:

- Establish a limit of 25-30 people – limits amount of exposure
- Insurance policy – Certificates of insurance must be obtained from organizations, schools, etc. using the fields for practices
- \$25-100 security deposit
- Keep social calendar for use of fields/courts – member of the Board would need to manage this calendar
- For sports events require at least 1 player and a coach be a resident for use of the fields/courts. For social events require at least 1 resident be part of the group requesting use of the field.
- Doesn't get voted on, simply have use of the field
- For social events – some type of waiver needs to be signed- hold harmless, use of fields, etc. at your own risk
- Residents would get the field usage first.

9. Little Cacoosing Creek Restoration – There was a Zoom Meeting with the Berks County Conservation District on September 16th that Kress attended on the Board's behalf. The Conservation District is looking at correcting issues with the creek on the opposite side of Green Valley Road near Green Valley West. BCCD received a grant to do work on this creek. Below are highlights from that meeting:

- Creek is compromised – pollution and clean up/PH issues
- Area of clean up is Gaul Rd and Green Valley Rd
- Removal of vegetation around the creek bed
- Fix the banks of the creek and excavation all around the banks
- Would attract people to walk and people would potentially cross the street to walk around the Green Valley paths
- BCCD would like the wetland area to be more of a wetland
- Project will most likely happen in 2021. Right now, they are just obtaining public information

10. Question was raised if our bank accepts Zelle for payment of fees. NAI will research this.