

Advisory Board Meeting Minutes

Green Valley Estates Trust

April 21, 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: Steve Willems, Kress Swartz, Brian McCahon and Danielle Denis

Advisory Board Attendees: Erik and Darcie Saar, Dave Mattes, Peter Champagne, Jeff Orner, Jeff Bryan, Steve Wagner, Verne Bausher, John Jolls, and Mike Schmidt. We have three new Board members, John Jolls from phase 4, Michael Schmidt from phase 9A and Verne Bausher from phase 6.

Absentee Board Members: Robin Brooks, Chris Taylor (tried to log in but couldn't get on the call), James Testerman, Megan Engler, Sal Sottosanti, David Hinkle. Members that did not attend were emailed the Agenda and other handouts.

Items discussed:

1. Cash Balance as of March 31, 2020 was \$71,863.45. All past invoices from Sal's Landscaping from 2019 and NAI Keystone Management fees from 2019 were paid in full as of January 2020. Members discussed what they would like the reserve to be. Possibly of 20% of fees collected, a specific dollar amount, and keeping \$10,000 aside each year for the next three years to have a healthy cushion was discussed. The reserve item will be looked again at the next board meeting when we determine next year's budget. Board agreed that the fees should most likely remain the same in the following year to build up the reserve, but this will be determined at the next meeting.
2. Prior Year Maintenance Fees. We still have approximately \$4,255.16 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. NAI has sent out approximately 20 letters in early March to try and collect the past due 2019 fees and any remaining other past due fees. Out of the 20 letters, 7 homeowners have paid their past due fees since the letters went out. NAI is sending out another round of letters in April with a copy of the civil complaint as one last ditch effort to collect the 2019 fees before they file with the Magisterial District.
3. 2020 Maintenance Fees. As discussed at our last meeting in October 2019, fees were increased from \$150 to \$225 with a \$25 discount if the payment was postmarked by February 29, 2020. Invoicing for the 2020 fee increase went out in early December 2019, we billed \$135,000 at the \$225 rate and we received a large response during the discount

period. We have collected \$111,000 to date for 2020 Fees as of March 31. Approximately 522 homeowners paid at discount. As of March 31, there were approximately 49 homeowners that still need to pay the 2020 fees of which four homeowners owe \$25 for payment of the incorrect amount billed after the deadline. As of March 31, 2020, we have \$10,950 in outstanding uncollected 2020 maintenance fees. We mailed out another round of statements/reminder notices in April and money continues to come in. We also put a note on the website if people are having a hard time paying their 2020 fees due to COVID-19 to reach out to our offices to make payment arrangements.

4. County Real Estate Taxes have been received and paid in full for the 2020 year at discount. Taxes for the County were \$330.44. The 2020 School Taxes will be approximately \$633 and will be paid in full at discount in July of 2020.
5. Changing of Advisory Board Members. We have three new board members: John Jolls (Phase 4), Michael Schmidt (Phase 9A) and Verne Bausher (Phase 6). WELCOME! We are still looking for a phase 10 Board member. A blast email was sent out to several phases to get new members. We had a large response to phases 4 and 9A, members were picked on a first come basis.
6. December 31, 2019 year end Financials are now available on the website.
7. Projects for 2020:
 - Rubber coated chains to be placed on all swings throughout the playgrounds. Chains will be ordered but NAI staff will not put on the swings until the COVID-19 stay at home order is lifted
 - Procurement of 3-4 benches where needed most for the playground areas. Cement pads to secure the new benches will be added as well. Sponsorship of the benches will be worked on. Firm pricing for the benches will be emailed out to the board for review once obtained. Dave Mattes would be interested in sponsoring a bench.
 - Sign at the corner of Green Valley Road and Grand Blvd – working on solid pricing to replace the sign and to repair and paint the support structure
 - New Slide
 - Replacement of soccer nets and pads where needed
 - Replacement of basketball nets that are torn
8. Complaint regarding trash in the wetlands on Connecticut Ave. Having Sal's Landscaping clean up the wetlands and to also make sure that they are doing cleanup of these areas on a regular basis.

9. It was brought up that there needs to be more transparency with Board Agenda, budget line items, etc. Board Agenda should be put on the website before board meeting so that homeowners can reach out to their Advisory Board members with members they want to add or need to have addressed. Danielle will continue this practice going forward. Also, it would be helpful to see a breakdown of the budget line items, landscaping, grounds maintenance, etc. Danielle will attach a copy of the proposed expenses, so the new board members have them. These were given out at the October 2019 board meeting. A similar breakdown will be added to the budget when posted on the website, as well as delivered to the homeowners with their 2021 budget letters.
10. Question was raised as to why the caution tape was up around the playgrounds, was it a state mandate? NAI was just following the other local area playgrounds that were putting out caution tape, construction fencing, etc. to limit use of the equipment during the COVID-19 stay at home order.
11. Brought up about the soccer fields being used by outside groups. This has since stopped due to the stay at home order. The Board agreed to re look at this in the fall when field usage should pick up. It was mentioned about putting up a sign to have groups contact the management office if they are interested in using the fields. Groups would have to have sometime of liability insurance and provide proof as well as signing a license agreement. Who would police the soccer fields?
12. Asked to have Sal's landscaping to keep up with the weeds along the pathway by the tennis courts. Can grass be planted and weeds eliminated. Danielle will reach out to Sal.
13. Board agreed that having the Advisory Board Meetings via ZOOM as a good idea and we should continue this going forward instead of going to NAI's office. Meetings will be via conference/video call going forward