

WELCOME



Annual Meeting

May 18, 2024



OPENING REMARKS:

- Welcome
- Guidelines for the meeting
- Review Agenda
- Explain Historical Data Slides

President: Robert Renode

Agenda:

- ▶ Approve previous year's minutes
- ▶ Summary of accomplishments
- ▶ Directors Reports
 - ▶ Communications & Marketing
 - ▶ Recreation
 - ▶ Maintenance
 - ▶ Building & Planning
 - ▶ Enforcement
 - ▶ Pools
 - ▶ Roads
- ▶ Association Financial Details
- ▶ New Business
 - ▶ Board Elections
 - ▶ Election of Officers
 - ▶ Bylaw Changes
- ▶ Q&A Session (Public Comment)
- ▶ Meeting Adjourns
- ▶ Historical Data Slides

President: Robert Renode



Minutes of the previous meeting July 2023

- ▶ Questions/comments
- ▶ Move to approve
- ▶ Vote

Secretary: Jessica Knoll

Summary of Accomplishments 2019~2024

- Leslie Lane pool to be complete and open this season
- New commercial playground installed at the clubhouse
- New basketball & tennis courts with new paving and striping
- Access control & surveillance systems are complete at all common elements
- The clubhouse is nearly all remodeled
- All Fencing will have been replaced by the end of this year
- All new pool furnishings, tables, chairs and sun-shades are being provided this year
- Development entrance signage has all been replaced
- PFSPOA Logo and rebranding are all complete, including enforcement vehicle
- Mail box area (Leslie Lane) to be relocated this summer – eliminating access and water issues
- Other mailbox areas were repaved and lighting was recently added
- Relocated bus stops for child safety
- Significant road work throughout all areas of the association
- Robust debt collection program, including executing court filings & Liens

- Work noted above is valued at approximately \$700,000, funded by:
 - Collection efforts
 - Capital Improvements
 - Eliminating lifeguards
 - Reducing enforcement services
 - Increasing dues



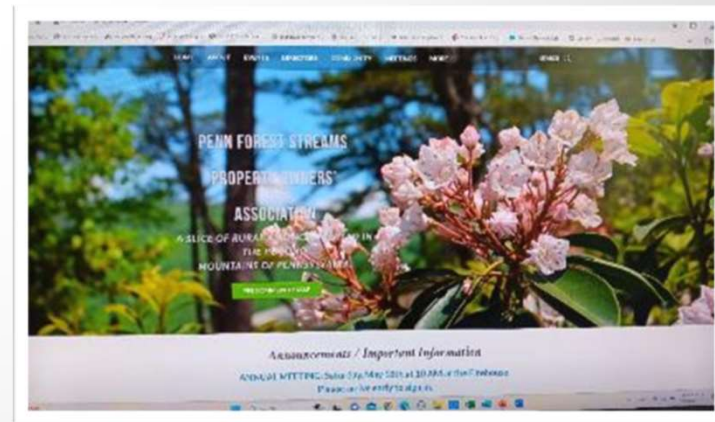
DIRECTORS' REPORTS

COMMUNICATIONS & MARKETING

Newsletter

Website

Marketing Plans



DIRECTOR: Colleen Rini

Recreation

Last year's
events



2023-24 Events:

Yard Sale-Sept 9

Halloween Party-Oct 28

Trick 'r Treat-Oct 31

Breakfast with Santa-Dec 2

Adult Christmas Party-Dec 2

Wine & Cheese-Feb 9

St. Pat's Party-March 8

Plant Curious Workshop-March 10

Pictures With the Easter Bunny-March 23

Painting Parties-Oct 26. Nov 30, Feb 8,
March 14

DIRECTOR: Julie Renode

Recreation

Planned events



2024 Planned Events:

Yard Sale-June 1, Sept 7

End of Summer Party-Aug 21

Halloween Party-Oct 26

Trick 'r Treat-Oct 31

Veteran's Day Lunch-Nov 11

Breakfast with Santa-Dec 7

Adult Christmas Party-Dec 7

Wine & Cheese Event-Feb 8

St. Pat's Party-March 14

Genealogy Workshop-date TBA

Painting Parties-usually held monthly

Note: Open for suggestions for additional events. Dates subject to change.

DIRECTOR: Julie Renode

MAINTAINENCE

Staffing



Routine
Maintenance



Larger
Projects



DIRECTOR: John Wolset

Building & Planning

Summary Report

Permits Issued by Category and Count

JULY 2023-APRIL 2024	
Lot Clearing	10
New home construction	8
Garage	1
Pole Building	2
Garage Addition	2
Shed	5
Deck	2
Patio	2
Fence	3
Yard Sale	2
Tree Removal (living)	6
TOTAL ISSUED	43
PERMITS NOT NEEDED	
Trees (dead, hazardous, etc.)	18

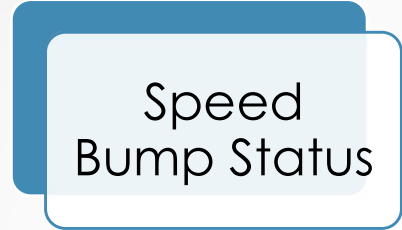
DIRECTOR: Katherine Plebani



Enforcement



Yearly
Report

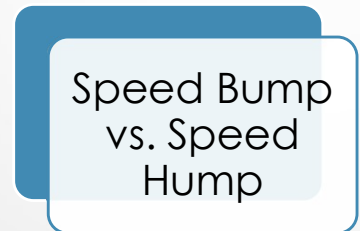


Speed
Bump Status

Enforcement – Historical Slides



Security vs.
Enforcement



Speed Bump
vs. Speed
Hump

DIRECTOR: Adam Kochanski

Enforcement – Yearly Report

Yearly Report & Update

Staffing:

The enforcement employee has been authorized to work up to 15 hours per week.

Maintenance staff members have been heavily engaged in all investigations and surveillance review efforts.

Citations	
Category	Count
No Bldg Permit (Structure)	7
No Zoning Permit (IE: Shed)	1
No Lot Clearing Permit	7
Dog off Leash	8
Unattractive Nuisance	6
Deed Restriction Violations	5
Misc R&R Violations	8
Traffic / Vehicle Violations	3
TOTAL:	45

51 last year

Incident Report	
Category	Count
Assists	7
Ambulance	
Theft	
Investigated Conditions	2
Investigated Persons	4
Fire	
Alarm	
Missing Persons	
Animals	3
Vandalism	1
Personal Injury	
Burglary	
Bicycle	
Motor Vehicle Incident	
TOTAL:	17

13 last year

Enforcement – Speed Bumps

Status:

Speed recording devices were purchased.

The devices have provided data to support implementing speed bumps.

Speed bumps will be installed on Drakes Drive within the next week.

Other areas of noted speed concerns are being evaluated for implementing speed bumps.



POOLS

Clubhouse
Pool




Leslie Lane
Pool



General



DIRECTOR: Seth Napoli



Roads - 2024 Update

Completed Work
2023

Planned Work
2024

Upcoming
Unfunded Road
Repairs

Roads – Historical Slides

General
Information & 2020
Evaluation

Recommendations

Detail Examples

Maintenance
Program

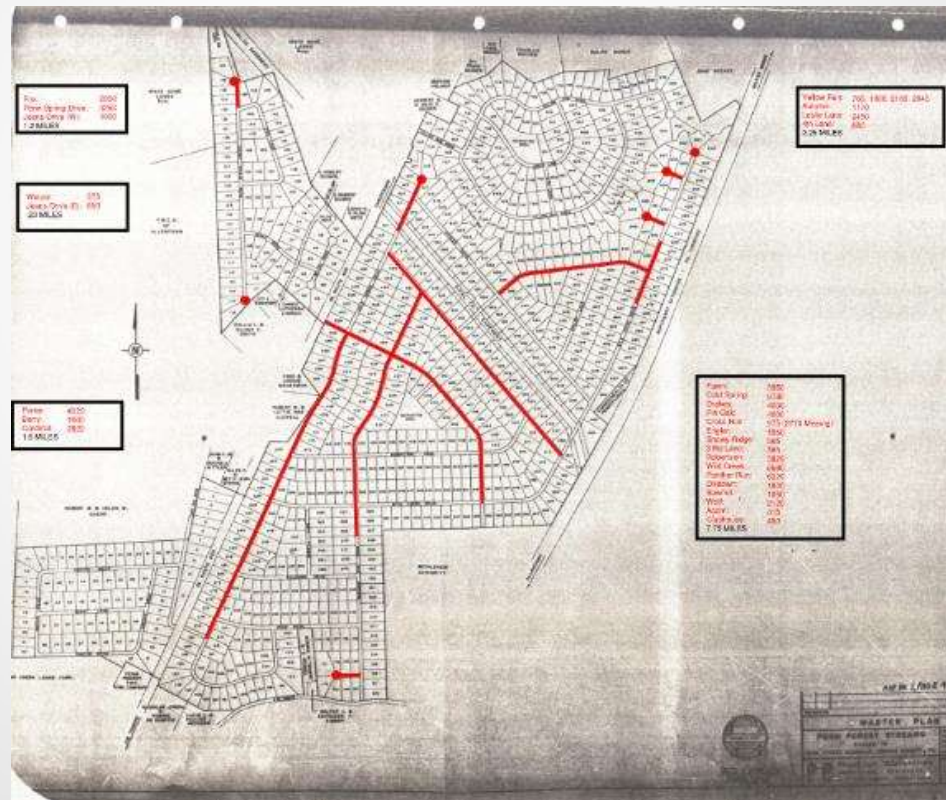
DIRECTOR: Adam Kochanski

Roads

Unfunded Repair Needs:

Cold Spring, Fawn, Pin Oak, Panther, Cross Run, Wild Creek, Penn Spring etc.

Current approximate value: \$720,000.00





Association Financial Details

- ▶ 2023-2024 Budget Performance overview
- ▶ Collections activity & Performance
- ▶ Putting it In Perspective

Treasurer: Dawn Wolset

2023-2024 Budget Performance overview

2023-2024

- We closed the fiscal year at 91% of our Dues Income Goal
- We closed the fiscal year at 217% of our Back Debt Collection Income Goal
- We closed the fiscal year at 91% of our Other Assessment Income Goal

2023-2024 Financial Performance	Budget	Actual	Variance
Annuals Dues FP - 2023-2024	\$ 420,900.00	\$ 383,625.28	\$ (37,274.72)
2022 & Prior Assessments	\$ 51,500.00	\$ 111,662.31	\$ 60,162.31
Other Assessment - Roads	\$ 18,300.00	\$ 16,575.00	\$ (1,725.00)
Projected non-payment	\$ (66,125.00)	\$ (37,274.72)	\$ 28,850.28
Total	\$ 424,575.00	\$ 511,862.59	\$ 87,287.59

2024-2025

- 1 month into the fiscal year, current data is not aggregated yet
- Data to be presented within the monthly board meetings

TREASURER: Dawn Wolset

Collections Activity Through 5/16/24

1

Current Standing for Annual Meeting

Year	2024-2025
TOTAL MEMBERS:	732
Zero Balance	546
Payment Plans	17
Default Payment Plans	-2
Delinquent - In Process	115
Delinquent - W/ Judgement	30
Delinquent - W/ Lien	26
Good Standing	563
Percent good standing	77%

2

Collections Overview

Fiscal Year	Budgeted Back Debt Collections	Actual Back Debt Collected
2019-2020	\$8,100.00	\$24,592.54
2020-2021	\$10,000.00	\$53,768.69
2021-2022	\$38,000.00	\$113,052.70
2022-2023	\$50,000.00	\$74,117.88
2023-2024	\$51,500.00	\$111,662.31
Total:		\$377,194.12

3

Payment Plans

FY	Debtors	Monthly	Annual	Next 5 Years
Current year	15	\$1,174.44	\$17,616.60	\$88,083.00

4

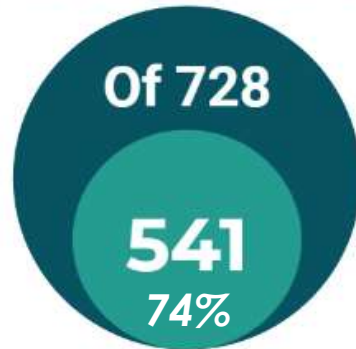
Conclusions:

- Collected **\$377,194.12** in back debt revenue since Q2 2019
- **173** members currently **delinquent**
- **77%** of members are in good standing and climbing
- 30 judgements are secured
- 26 Liens are perfected
- All Current year debtors will be filed on in short order

Putting It In Perspective

DUES/ROADS INCOME

2018



Properties Current
Dec 2018

Budget is Based on

605

Properties Current

Penn Forest Streams POA 2019-2020 PROPO

Year End Owner Standing Data

2024

Year	2023-2024	2022-2023	2021-2022
TOTAL MEMBERS:	732	732	732
Zero Balance	660	639	621
Payment Plans	15	22	20
Default Payment Plans	-2	-8	-2
Delinquent - In Process	2	71	91
Delinquent - W/ Judgement	31	NA	NA
Delinquent - W/ Lien	26	NA	NA
Good Standing	672	661	641
% good standing	92%	90%	88%



New Business



BOARD ELECTIONS

- ▶ NAMES OF NOMINEES

- ▶ Dawn Wolset
- ▶ Jessica Knoll
- ▶ Julie Renode
- ▶ Adam Kochanski
- ▶ Matt Sulock
- ▶ Danielle Wojcik
- ▶ Robin Wright

- ▶ NOMINATIONS FROM THE FLOOR



ELECTION OF OFFICERS

- ▶ PRESIDENT: Robert Renode
- ▶ VICE PRESIDENT: Matt Sulock
- ▶ TREASURER: Dawn Wolset
- ▶ SECRETARY: Jessica Knoll



Bylaw Language Motion

Motion: To replace the current bylaw in section 6.3 to the recommended bylaw change to enable the sale of non-common element property through board vote while still requiring alignment with title 68 for any sale of property deemed or controlled property

Current Bylaw:

6.3. Real Property

“6.3.1. No real property owned or hereafter acquired by the association shall hereafter be mortgaged, sold, transferred, or otherwise encumbered without the affirmative vote of a majority of the members in good standing, voting in person at any annual or special meeting called for the purpose of acting thereon.”

Recommended bylaw change:

6.3. Real Property

6.3.1. Real property owned or subsequently acquired by the Association that is designated as a common facility or a controlled facility, shall not be mortgaged, sold, transferred, or otherwise encumbered without the affirmative vote in accordance with the Uniformed Planned Community Act title 68.

6.3.2. Notwithstanding the above, the Board retains the authority to purchase and sell plotted vacant units obtained from members or existing declarants that is not designated or intended to become a common facility or controlled facility. Such transactions may be executed by a Board vote without requiring a majority vote of the members. The proceeds from these transactions shall be exclusively used to fund the Association's reserves or to address approved operational budget shortfalls.



Bylaw Language Change Rationale

The proposed amendment to our bylaws regarding real property transactions is designed to enhance the Association's financial flexibility and stewardship. By enabling the Board to manage the sale and purchase of non-common property, this change allows for more dynamic financial management. Specifically, it grants the Board the authority to act swiftly in acquiring or disposing of properties not intended for communal use, with the express purpose of bolstering our reserves or addressing budgetary shortfalls. This strategic approach not only streamlines decision-making processes but also directly contributes to the financial health and sustainability of our community, ensuring we can meet our collective needs and obligations without undue delay or complication.



Q & A Session (Public Comment)

THANK YOU FOR
ATTENDING!





Historical Data Slides

Title 68 Financial Planning Requirements

Title 68 Excerpts

§ 5307. Upkeep of planned community.

(a) General rule.--Except to the extent provided by the declaration, subsection (b) or section 5312 (relating to insurance), the association is responsible for maintenance, repair and replacement of the common elements, and each unit owner is responsible for maintenance, repair and replacement of his unit. Each unit owner shall afford to the association and the other unit owners and to their agents or employees access through the unit reasonably necessary for those purposes. If damage is inflicted on the common elements or on any unit through which access is taken, the unit owner responsible for the damage or the association if it is responsible is liable for the prompt repair of the damage.

***In other words, we cannot allow deteriorated or damaged assets to go unrepaired. PROMPT action is required and if funding is not readily available, a special assessment must be executed for this specific repair.

§ 5313. Surplus funds.

Any amounts accumulated from assessments for limited common expenses and income from the operation of limited common elements to which those limited common expenses pertain in excess of the amount required for actual limited common expenses and reserves for future limited common expenses shall be credited to each unit assessed for a share of those limited common expenses in proportion to the share of those limited common expenses so assessed. These credits shall be applied, unless the declaration provides otherwise, to the next monthly assessments of limited common expenses against that unit under the current fiscal year's budget and thereafter until exhausted. Any amounts accumulated from assessments for general common expenses and income from the operation of the common elements, other than limited common elements with regard to which limited common expenses are assessed, in excess of the amount required for actual general common expenses and reserves for future general common expenses shall be credited to each unit in accordance with that unit's interests in common elements. These credits shall be applied, unless the declaration provides otherwise, to the next monthly assessments of general common expenses against the unit under the current fiscal year's budget and thereafter until exhausted.

§ 5314. Assessments for common expenses.

(a) General rule.--Until the association makes a common expense assessment, the declarant shall pay all the expenses of the planned community. After any assessment has been made by the association, assessments shall be made at least annually, based on a budget adopted at least annually by the association. The budgets of the association shall segregate limited common expenses from general common expenses if and to the extent appropriate.

This slide will be included each year for reference of those seeing it for the first time

Roads – General Information

General Information (what we know):

Roads were paved in the early 1990's
The installing company is no longer in business
There are 13.5 miles of road in the association (27 miles of shoulder)
Road width is between 16' and 18' on average
Subbase stone / Pave thickness and Asphalt mix design are not documented
Research & findings – Largely based on the recall of those who were here during construction
Roads were created by logging, stripping topsoil and grading
Some smaller tree stumps were not pulled out, larger ones were removed
Subbase material and modified stone was the structure prior to pave
Soft spots and potholes were largely repaired by volunteers and maintenance
Some areas of initial asphalt pave only received $\frac{3}{4}$ " of asphalt

2020 Evaluation:

Complaints and conditions drove a comprehensive review of this asset
Each area of the association was mapped to document condition and quality
Some failing roads have been repaired throughout the past 30 years
Many roads are still the original pavement
Many roads have surface depressions, not "Pot Holes" (though potholes are also documented)
Surface depressions are the result of decayed tree stumps under the road
Alligator cracking is prevalent and caused by soft or high moisture subgrade
Edge cracking and breakaways are documented throughout, cause – no shoulder stone
Cold joint cracking / separation is pervasive, cause – no sealing / maintenance program

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Roads - Recommendations

Recommendations:

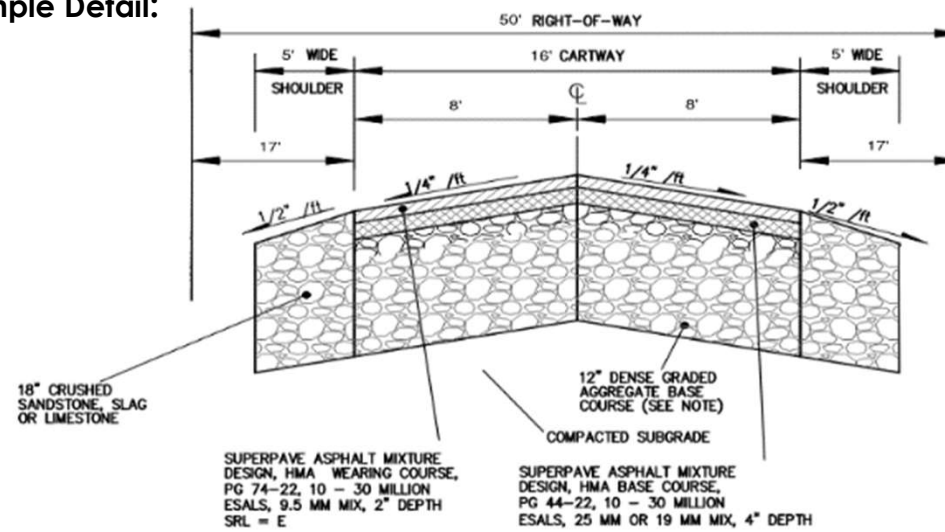
- Engage a geotechnical/civil engineer to perform core samples
 - Core samples should be taken at multiple places of the association
 - Core samples should be deep enough to show stone and dirt subsurface profile
- Draft a detail / cross section of what was installed
- Perform a traffic study for vehicular travel (trip counts) across association roadways
- Based on subgrade & traffic study, design the optimum pave solution for moving forward
 - Design solution should consider cost (complete remove and replace is not feasible)
 - Pave design should state the Asphalt mix design requirements
- Assemble repair & resurfacing details IE:
 - Surface depressions (temporary cold patch until complete resurfacing is planned)
 - Potholes (Square cut, remove, base pave, seal until complete resurfacing is planned)
 - Cracks (grind, remove debris, fill with sealant)
 - Alligator crack / pave failures (mill out, repair subgrade, key in pave, seal / topcoat)
- Assemble a maintenance plan to include:**
 - Yearly depression and pothole repair
 - Yearly crack seal
 - Scheduled seal coat
 - Shoulder stone remediation
 - Pavement resurfacing once end of life is reached on all asphalt

Pave repairs should have the oversight of a geotechnical engineer / field technician to protect the members from poor subcontractor workmanship.

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Roads – Detail Examples

Example Detail:



TYPICAL STREET CROSS SECTION

Note: There is no current design standard for the road structure or planned repairs, a design and detail manual must be created moving forward.

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Roads – Maintenance Program

Maintenance Program:

Crack repair / Pothole repair / Seal coating
 ***These are the critical components to extending road

longevity

We interviewed the **Gorman Group and Aztec Asphalt Technology** (who merged for this effort) to plan this program

They have a proprietary product and system for sealcoating that will nearly double the lifespan of our roads

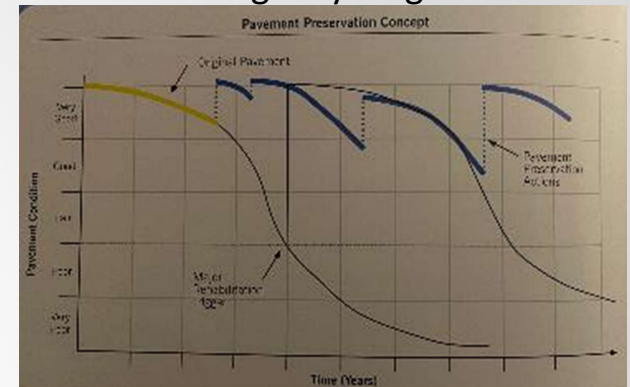
***If applied every 4-5 years

The sealer is water and plant based, environmentally friendly and can be driven on the same day. This product is becoming more broadly used due to its accelerated cure time.

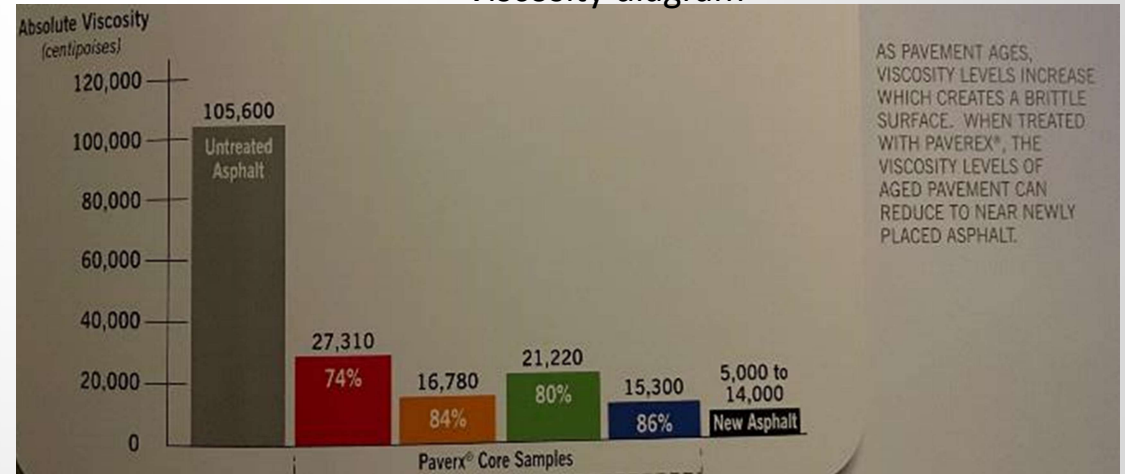
This product is guaranteed to align the viscosity of old asphalt more closely to newly placed asphalt and is literally proven to work. They prove the results by taking core samples of the application before and after. The results should match the diagrams on this slide, or they will reapply the application for free.



Longevity diagram



Viscosity diagram



The cost of this product would be approximately \$400,000.00 to cover every road in the association.

We would want to phase this application into a 4 year rotational treatment.

Historical data from this organization, based on existing maintenance programs, proves that every \$1 spent saves \$6 ~ \$10 on future repairs.

That is a **HUGE savings** over time which helps to keep the dues down.

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Enforcement Description

Security VS. Enforcement

Act 235 governs entities who operate as a “Security” department / company

“Security” is the key word.

“Enforcement” of rules and regulations by an internal branch of any association or entity is allowed without Act 325 oversight / certification.

PFSPOA standing as a registered “Security” company (per the Act 325 Guidelines)

PFSPOA is NOT (and never has been) a registered “Security” company per the Act 325 Guidelines.

PFSPOA (in my opinion) cannot maintain this certification because it requires specific credentials of the managing personnel (board members) as well as the employees.

PFSPOA board members cannot be expected to, AT ALL TIMES, maintain Act 235 credentials as the volunteers who accept this seated position are always rotating and typically not professionals in the required disciplines.

Scope of our “Enforcement” personnel

Document PFSPOA members' adherence to the Rules and Regulations, deed restrictions and other covenants or governing documents that we accept when purchasing property and becoming PFSPOA members.

Present citations for infractions of the above.

Patrol the association for the purposes of:

- Inspecting properties for mischief, vandalism, suspicious conditions or activities and communicate them with the owners (Protecting our assets)

- Observing each property in search of New Construction activity

- Observing each property in search of adherence to Landscape and Lot clearing conformance

- Observing each property in search of Fire hazards

- Documenting overall adherence to Governing Regulations

- Bearing witness to vehicular or behavioral infractions and document the activity appropriately

- Etc.

Monitor Camera / Recording devices when concerning conditions are prevalent

Act as a regulatory figure when public activities are being held (IE: events, parties etc.)

Hours of Operation & Budget

Budget issues have changed the volume of hours available for use

Previously, staggered and varied shifts were scheduled

Currently, shifts are scheduled for “sunlight” hours – to be able to see items described in sections above

With an expanded budget, more hours would be available for evening shifts and added personnel

PROHIBITED ACTIVITIES of the Enforcement Personnel

Due to lack of credentials, certifications and standing as an officially recognized “Security” department / company, the following activities are prohibited:

- Traffic stops

- Radar use

- Apprehensions

- Engaging in domestic conflict resolution

- Engaging (in any way at all) with ANY individuals who are breaking Federal or State Governed Statutes.

In short, if there is an activity, outside those listed in the rules and regulations that you wish to have either investigated or stopped, CALL 911. That is the entity who governs this activity. Outside of that, Crime Watch is allowed and can be continued but Enforcement will not play a role in this activity for liability reasons (the line gets too easily blurred).

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Enforcement – Speed Bumps

Debate: Speed bumps VS. Speed Humps & Liability

Paraphrasing research and statements over time:

The debate is routinely made and argued:

“We need speed bumps!”

“We need speed humps!”

“We shouldn't add anything due to potential for liability and lawsuits...”

“If we do nothing, are we subjected to potential lawsuits?”

The debate has been presented to our council and insurance company to conclude the following:

In short:

PFSPOA is allowed to install speed bumps

We are responsible to select appropriate applications and style of bump/hump

We should be practical and not excessive in height or other feature that could cause damage

We are responsible for oversight in contractor installation

We are responsible for notifications and signage and paint and maintenance etc.

Notable:

Roads with speedbumps have claimed to show reductions in speeding, accidents and severity

Insurance companies have documented very few attempts at lawsuits related to speedbumps

Liability:

PFSPOA is like any other entity... Anyone can make a claim for any reason (like trips and falls)

Proof of negligence is what would cause us liability

CONCLUSION: If we install them, we have to do it pursuant to industry standard, identify them, notify of them, maintain them etc. And do it well... Lack of budget can't be a reason to neglect maintenance and evaluation of these deterrents.

This is not legal advice, rather a summary of combined thoughts related to the subject. PFSPOA will have to decide on the approach to implement.



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