

The Glen at Tamiment POA
Board of Directors Meeting
March 8, 2020

In Attendance: Joe Bellantoni (via telephone), Cindy Toscano, Adam Johnson, Roman Shevorykin, and Tiffine Parrett.

A. Johnson called the meeting to order at 10:09 AM.

A motion to approve the minutes of the February 17, 2020 meeting was made by A. Johnson and the motion was 2nd by R. Shevorykin . The motion passed unanimously.

Presidents Report - J. Bellantoni

It is with the saddest regret that we announce the death of Sam Phillips at age 77, a long time Glen resident and Glen Board member. We give our sincerest condolences to his wife Marguerite and family for which no words can heal their loss. In Sam's honor, the Glen's American Flag will fly half mast, below the summit of the pole, for the next few days. Sam has given his all to make the Glen community a better place to live and even during his last days, participated in Board meetings via conference calls from his hospital bed. That is truly dedication to the end and a person to be saluted.

A moment of silence for Sam.

John K. Buck as Chief of Security has left our employ for other opportunities. However, we are proud to say that our own Officer Jen Hoover who has been an employee of the Glen for many years will assume that open position as Captain of Security. We wish her much luck and good fortune in her new position. She never disappoints regardless of how difficult the task is. Her attitude is to just get the task done for the betterment of our community.

Zavada and Associates were to start our 2019 Annual Audit Review, however it appears to be delayed and we are verifying when it will begin.

Financial Report - R. Shevorykin

On the income side, our January numbers reflect \$307,000 in outstanding 2020 maintenance dues however we collected \$3,000 towards previous years dues. Our expenses for January were in line with prior year's and expectations. When examining the interest rate earned by our accounts, it looks like we can improve the current rates. R. Shevorykin will have a proposal to maximize our rates for the next board meeting. After the February financials come in, we will have a better gauge of where we stand as the accounts with late fees and interest charged in error will be adjusted.

A motion to send all financials directly to the treasurer for preparation of monthly reports was made by A. Johnson and the motion was 2nd by C. Toscano. The motion passed unanimously.

Security - A. Johnson

Our new Captain of security will be preparing the weekly schedule and sending it to the property manager while also keeping the entire board abreast of the schedule and other issues. The board is looking forward to the improved communication and transparency this will provide. The cost of our security department in terms of our annual budget is substantial and we need to start seeing a value for the money we are spending and accountability. Overtime will be the exception and not the rule except in the case of emergencies. T. Parrett said that First Alarm has a report that can be run to show us the number of vehicles that come through the gate currently. Our current gate and software systems do not have the ability to reconcile the number of times the gate arm goes up versus the number of passes issued by the guard house. The board wants the officers at the guard house to provide an accounting of every vehicle including license plate, driver, and vehicle information, for every vehicle entering through the visitors lane every single time. We are looking to Captain Hoover for the development of that policy and for uniform enforcement of it across all shifts and we are confident that she will succeed in this. R. Shevorykin asked if we can look into replacing the access card software in the guard house with an excel spreadsheet. The patrol officers need some method to continuously record and document incidents as we expect them to report problems and issue citations. The issue of dogs being let off leash was discussed with the clear understanding that all instances with eyewitness testimony will be cited.

Property Managers Report - T. Parrett

The quotes received for providing a mailbox overhead cover was very high. The new mailbox units have been reassigned so many residents will find that their new box is in a different location than their old one. All new keys and locations can be obtained by the residents at the Bushkill Post Office. The new units are of a much more durable material and should last for half a century or more. T. Parrett will get quotes from contractors to put a drainage slope around the mailbox area to eliminate ice buildup. Once this is done, the snow plowing contractor will be responsible for shoveling snow past the drain and be accountable for complying with that, which the property manager will monitor.

The recycling area became slippery during the recent icy periods so Meglino was directed to spread gravel to even the surface area out. That area continues to present challenges to the community with illegal dumping and uneven surfaces. Our contract with Waste Management allows us to eliminate the second recycling container with no penalty however the first container is under contract and there would be a penalty if cancelled early. Other communities in the township are not offering recycling even though there is a township ordinance. We will continue to investigate if there are repercussions for removing the recycling area.

C. Toscano stated that Lehman Township has greatly expanded their cleanup days to include Fridays almost every week beginning May 1st. A. Johnson raised the point that some of our residents still need a means to haul their items over there and we should look into having a cleanup day here in the community, possibly with a special dumpster onsite for the purpose of bulk item disposal. He also suggested creating an area for bulk item disposal here in our

garbage area that a “junk man” could regularly pick up and dispose of properly. The concern is how we could effectively prevent the area from becoming a mess. Regulating a bulk onsite dumpster would present similar concerns with potential hazardous waste items being placed inside that would result in a fine to the Glen.

Design and Review - A. Johnson

A. Johnson is now coordinating with D. Kovalenko as part of the committee. The issue was raised again that there are several CCR violations in the community that need to be addressed, including the number of cars that our regulations allow on a property which is clearly stated to be a maximum of 3 on any lot. The intent of this regulation is not to penalize or prevent residents from having company or gatherings. Rather it is to address those homes that are not in compliance as a regular occurrence, not due to a gathering or party. An email blast will be sent out immediately to let the community know that we will be enforcing this CCR requirement and that all residents not in compliance must do so or contact the office within ten days. Residents are free to contact the property manager with any concerns regarding these regulations.

With springtime approaching, T. Parrett asked for clarification on the regulation requiring lots to be kept in good condition, specifically what the definition of “natural landscape” means. Our CCRs do not say that a tree falling in a front yard and laying there is acceptable. Our guidelines say that lots must be kept tidy and blend into the natural setting of the community. Security will take clear pictures of any landscape violations and Design and Review will make the determination if there is any doubt. We will communicate the guidelines to all residents and let them know we will be expecting security to enforce these guidelines evenly and not selectively. Trees naturally grow upright so downed trees on a front yard are not acceptable. The office will also send out a monthly list of current permits to both the board and security staff.

Homeowner Suggestions - C. Toscano

Can we have a community spring cleanup event with a dumpster? A. Johnson suggested a bulk item enclosure for residents so that we can monitor for potential hazardous material. The board will look into creating this area by the garbage area. J. Bellantoni suggested a 40 yd dumpster that gets dropped off on Friday, monitored by security for a set time period, and then picked up on Monday morning. T. Parrett will look into pricing on this and we will finalize this at the next meeting

Can we organize a community yard sale? We could organize it similar to how we do Halloween now. T. Parrett can send out an email blast requesting interested residents to sign up. Then if there is enough interest, a date can be set with addresses of those participating compiled into a list and given to the gate for buyers and browsers alike to have.

Can we purchase a hot tub for the pool area? Our concern is that it would not be feasible unless it was a built in hot tub. The other issue is the maintenance of not only the water quality but the temperature mandate for commercial use. It was noted that residents can apply for a permit to have one on their own property. We want to raise the standard of the current amenities we have in place first, and can revisit this idea at a later date.

Can we budget for and recruit community volunteers to create a legitimate beach area at the big lake? There seems to be a lot of support for this in the community. Our current liability coverage would protect us and Wolfington from any issues. We have to keep in mind that Eagle Point also has access to that area. We do have recorded easements for our residents, including one off of Brandyshire. R. Shevorykin will spearhead a community to look into developing a feasibility plan.

Can we offer an after school hangout area that includes video games, air hockey table, and/or similar? It would have to be a scheduled activity with RSVP and adult volunteer supervision and likely a dedicated guest wifi access. The staff would not be acting as childcare and residents would have to sign up in advance for this activity which conceivably could be held once a week depending on interest. This suggestion is tabled for now.

Policies, Procedures, and Employee Duties

We are starting the process of hiring certified lifeguards. Our current security officers will be attending recertification class for CPR/AED/First Aid. We will ask our new captain to start looking at the SOP manual and policies for the security department. She will start sending the security schedule weekly right away and we look forward to the first of her monthly reports at our next meeting. T. Parrett will provide our Captain with all historical documentation regarding policies and procedures. C. Toscano will provide her with neighboring community SOP if she wants them.

The board has been looking for the office staff to provide their individual daily routine and job duties since January. Our expectation is that each of them have the ability to back up the others duties in case of absenteeism or a prolonged time off. We want both to be able to cover each other's responsibilities. A situation arose where a homeowner needed an access card to be activated and the office couldn't fulfill the request due to planned personal time of a staff member. We want everyone to be comfortable with handling all matters and if there are steps we need to take to that end, we need to know. This requires complete transparency of the essential duties each staff handles to enable continuity of services. We expect documentation.

Major Contract Renewals- A. Johnson

Meglino's contract is up in September this year so we will start the process of soliciting proposals for the landscaping, snowplowing, and maintenance. One item that we are looking to change is the responsibility for cleaning the pool and testing the water. We are looking into having a lead lifeguard obtain certification and take over these tasks. We have two proposals so far for redoing the community roads and are waiting for the third. The asphalt plants should be opening at the beginning of next month and the parking lot work will begin.

Exercise Room - R. Shevorykin

We are going to start replacing the equipment in the exercise room and are exploring bundled options. We are also investigating expanding or moving the exercise area. R. Shevorykin is getting pricing and will update the board at the next meeting.

A motion to formally close the meeting was made by C. Toscano; the motion was 2nd by R. Shevorykin. Meeting adjourned at 12:54 pm.

Respectfully submitted by,

Cindy Toscano
Secretary
Glen at Tamiment Board of Directors