

Association Meeting Minutes for the Woods POA

Minutes for meeting of the Woods POA Board Members only, Kunkletown, PA, held at Donna Zimmerman's home at 9:00 am on April 20th, 2024.

I. Meeting Details

Meeting communicated via text/email to the entire board.

Officer roll call took place at 9:00 AM
Board members present are as follows:

Donna Zimmerman, President
Martin Green, VP
Santiago Riveron
Crystal Stevens
Eli Weinstock

II. Attendees

- Board Members listed above.

III. Call to Order

- Meeting start time 9:00 AM
- No previous meeting minutes to approve.

IV. Reports

- No reports were reviewed

V. Old Business

- NA.

VI. New Business

- Board Roles and assignments –
 - Donna Zimmerman, President (DZ)
 - Martin Green, VP (MG)
 - Santiago Riveron (SR)
 - Crystal Stevens – Treasurer (CS)
 - Eli Weinstock (EW)
- Newsletter to update the community on updated board, board priorities & development of a community website. CS suggested a postcard and she will coordinate. EW will assist with the verbiage. Draft will be sent to board for input.
- Delinquent dues action plan - we have around 20+ homeowners who haven't paid. (5 which are 2022 & 2023 past due, remaining haven't paid anything for 2024) Action: MG will confirm delinquent status / actions for the 5. CS will send out reminder bills to homeowners who haven't paid any 2024 dues.
- Discussion on proceeding (or not) with a 3rd party management company. At the last meeting, the vote passed to consider hiring a management company. We will need to decide on the next steps. Kirsten had received a bid, but that agency has ghosted us apparently. Perhaps there are others we can / should consider. I know the work SR, Olga L and DZ did with an agency was promising but I think they are pricey. NOTE: if we decide to pick a management company, they will be responsible for vendor bids so the bids we do now will need to be time specific. Also, they would most likely have tools for a website. They could be a good source for the bylaw process. MG has another property management contact whom he will reach out to, to set up a meeting with the board. DZ will reach out to MRH Enterprises to set up a meeting with the board.

- Review vendor bids
 - Landscaping – MG updated on recommendation for Ground Control Property Management. The vendor had best price and insurance.
 - Website - 2 have 2 bids both were higher than the budget will accommodate. MG has reserved the website name through WIX which will cost \$30/month. Agreed to start with a simple website until the budget and time supports. Will research adding a credit card processing through the website using the Wells Fargo HOA account.
 - CPA - We need one specifically around income taxes. Kirsten may be able to join us for this discussion. Do not have any bids yet. Action: DZ to look into.
- Bylaws - I've reached out to a few neighbors about being part of the committee to pull together Bylaws that actually make sense. As a board we should agree on their role and a plan. I had spoken to someone in the neighborhood who is part of another board working on their bylaws. She suggested we start with guidance from the lawyer. I've reached out to Kirsten to get an introduction / email.
 - Question for community about short term rentals. Poke Township just approved short term rentals with proper filings. Not included in Declaration / Bylaws. Discussed what the board's action should be. Decided that this is a matter left to the community to vote on. (needed clarification as to whether this was an amendable rule or requires a community yes/no vote).
- Signage needs - probably some quick fixes here. Especially around the basins. These areas are attracting kids to play in the areas. This could be a risk to us. However, we may be able to minimize our risks (we can't watch the area 24/7) by putting up NO TRESSPASSING signs. Action: CS will research signs.
- Thoughts / plan on auditing the builder's POA spending. This may take some time but may be worth exploring.
- HOA mailbox rental due – decided on extending for 6 month. Looking into whether we can get a mailbox assigned to HOA using the mailboxes at parking lot.
- Property Taxes for common area's outstanding from 2022 through 2024. Action: need to touch base with Kirsten past president for status and next steps. DZ to follow up.
- Discussion about Calendar:
 - Community meeting – discussed setting a date and place. Tentative June 29th place - suggested reaching out to the Davis's to use Willie Mae's place or the American Legion which has accommodated the community in the past. DZ to reach out to Davis's.
 - Setting up timing for 2025 budget development and communication– tbd

VII. Open Comment

- N/A

VIII. Adjournment

- Meeting adjourned at 11:00 AM