

Association Meeting Minutes for the Woods POA

Minutes for meeting of the Woods POA Board Members only, Kunkletown, PA, held at Better Homes and Gardens Real Estate Wilkins & Associates 7164 Route 209, Stroudsburg, PA 18360 at 9:30 am on April 27th, 2024.

I. Meeting Details

Meeting communicated via text to the entire board.

Officer roll call took place at 9:30 AM
Board members present are as follows:

Donna Zimmerman, President
Martin Green, VP
Santiago Riveron, Board Director

Crystal Stevens, Not Present
Eli Weinstock, Not Present

II. Attendees

- Board Members listed above.
- Tom Wilkens, CEO Better Homes and Gardens

III. Call to Order

- Meeting start time 9:30 AM
- No previous meeting minutes to approve.

IV. Reports

- No reports were reviewed

V. Old Business

- NA.

VI. New Business

- Meeting with Tom Wilkens as a possible Property Management Company option for the POA Bylaws/Declarations- reviewed by Tom, he said they were the worst ones he has seen in 40 years in the business.

Tom was informed who the builder was, and his response was that he is aware of issues with the builder.

Currently he has declined to work with us as a Property Management company until we get the bylaws revised. Concerned with excessive calls and no clear direction as to proper action because of the current bylaws.

He recommended a title search on 3 properties, one from each phase of the development.

- Reviewed options for late payments with Tom for delinquent homeowners.
- He suggested we should not let owed dues exceed \$3000 after that it's harder to get payments from homeowners.
- He suggested that we to file liens and have Sheriff tag personal items for sale.
- Although the excel spread sheets are well done he recommended that we transition to TOPS Software for POA accounting and community management.
- Reviewed the POA parcels on the Monroe County Tax Site and provided information on filing as tax exempt. Some of the parcels the POA own are the main roads and we are currently paying taxes on them. He advised that these properties would be classified as amenities properties which are tax exempt
- Tom said he could help us file as tax exempt.
- Recommended 2 lawyer firm who handle HOA community law:

Hoffman Law (Community Association Law). He sees things through from start to finish and doesn't drag things out costing the community excess money. Would be a good choice for the update of the Bylaws. His firm also has a collection agency department

Action: Donna Zimmerman will reach out to both agencies to inquire about rates and services

Jeff Worthington Law – also a strong candidate for handling HOA communities.

- Talked to Jessica Zicker (treasurer) from Birch Hollow Estates. She was setting up her new office at Wilkens and Associates. She has a tax business. Gave Donna her contact information for a possible option for filing taxes. Action: Donna Zimmerman will reach out to set up a meeting.

VII. Open Comment

- N/A

VIII. Adjournment

- Meeting adjourned at 11:45 AM