

The Woodlands

Meeting Minutes

Date: January 11, 2010

Location: 104 Sycamore Drive

Time: 7PM

Attendees: Mike & Mary Omelczenko, Mary-Ellen Weikel, Rich Weakland, Sal LaMantia, Charlie Aber, Glenn Van Gieson, Kieran Lavin

General:

- Mike Omelczenko started the meeting by thanking all involved with the Board of Directors. Mike stated that he had heard of a member or members that feel unappreciated and wanted to be sure that everyone knows that their work and input are appreciated.
- Mike started a discussion about brainstorming ideas to try to bring the community together. Some ideas tossed around and discussed include:
 - Toys for Tots. One important key aspect we all agreed on was that this should be done outside of the Holiday season so as to avoid competing with so many other “drives” during the holidays
 - Food drive
 - Clothing drive
 - Mary-Ellen Weikel reminisced that, as a child, a couple in her community always hosted a barbeque at the first snowfall of the year. We also discussed doing something in the spring or autumn instead.
 - Rich Weakland suggested a “Winter Blah’s” party at the end of January as a form of continuation of the Holiday spirit.
 - Sal LaMantia suggested organizing a community day at a local diner to get families from the community together to meet each other.
 - We also discussed getting a local fire department and Santa to pass out Christmas presents provided by the parents.
- Mike and Rich confirmed that signs have been posted at Basin #3. Rich will continue to monitor traffic in and out of the basin.
- The Board welcomed Glenn Van Gieson as a Board Member at-large. The Board shared with Glenn what is expected of a Board member and, after a brief discuss, Sal LaMantia motioned that Glenn become a Board member and Charlie Aber seconded.
- Glenn Van Gieson will investigate with the courthouse what is involved with filing judgements and liens in the hopes that we may be able to do this ourselves and eliminate some unnecessary additional fees from NEPA.
- At the end of the meeting, Mike delegated some workload. He requested the following:

- Mary-Ellen will coordinate and update the community bulletin portion of the website. The goings-on in and around our community along with the calendar. She will provide Kieran Lavin with the information to be updated on the website.
- Kieran Lavin will continue with updating and maintaining the website.
- Sal LaMantia will continue with monitoring the finances of the community.
- Mary Omelczenko will handle advertising.

Vendors:

- Mike reminded everyone that we will need volunteers to clean the front entryway in the spring in order to save some money and hopefully bring some of the community together.
- We need to investigate having the township clean the culvert at Cranberry Road/Main Entrance.
- Mike reported that he had investigated having speed bumps installed throughout the community to control speeding but that this would prevent problems for snow plows and that the township would probably not allow speed bumps as there are not any throughout the township and the roads belong to them.

NEPA:

- Mike and Sal reported on their meeting with Rose, Jody, and Marilyn from NEPA on 12/23/09:
 - Tom Wilkins stuck his head into the meeting only briefly not to greet Mike and Sal but to request information from one of his employees present.
 - Signature cards have been completed for the bank accounts. Going forward, all checks will require two signatures; Tom Wilkins and either Mike or Sal.
 - Twice a month Rose/Marilyn will prepare checks for signature, as discussed, with proper backup and invoices for Mike or Sal's review and signature.
 - Rose will continue to send Sal (and now Mike) the payables on a weekly basis. **(this has not been happening since their meeting on 12/23)**
 - The only restricted bank account is the Capital Improvement account. As has been discussed previously, the money in this account can only be used for Capital Improvements.
 - When a home is sold, there are \$325 in fees; \$80 which goes to the community (representing one year's worth of dues) and \$245 which goes to NEPA and is their fee. NEPA states that they are liable for the information on the resale certificate and that the community is not entitled to any portion of their \$245 fee (I will look for my resale certificate to see how complicated it is and what information it includes). We will revisit

whether or not we are entitled to collect a portion of this additional fee which NEPA is collecting.

- As part of their meeting, Mike and Sal requested a list of sales in the community. NEPA provided a list of 13 sales dating back to late 2006. There is only \$240 in our Capital Improvement account and Sal requested information regarding the 13 resales and where the money went.
- NEPA does not have Peachtree data for prior tax returns. Rose will continue looking for this data.
- Rose and Marilyn insist that there are no additional boxes in their office related to the Woodlands but they will check their storage facility in Moscow, PA.
- NEPA could not find prior year tax returns but insist that the Board has nothing to worry about because “the IRS doesn’t go after associations” Mike and Sal requested NEPA go back and find prior year tax returns.
- NEPA will investigate whether or not website advertising is taxable and get back to the Board.
- NEPA has elected **NOT** to advertise on www.woodlands-cranberry.com
- Rose will investigate providing Sal with read-only access to NEPA’s financial program.
- NEPA has agreed to hold off on sending the annual dues invoices until mid-January as had been previously requested at our November, 2009 meeting.
- The Board needs to compile a monthly checklist of services that we are expecting NEPA to be providing to us.
- On the financial ledger, Sal and Mary-Ellen noticed that NEPA charged us for copies of bylaws and other documents (\$87) for our annual meeting even though the Board specifically told Marilyn **NO COPIES** at our 9/28/09 meeting.

Financials:

- Sal confirmed that Kevin S. will do the community’s tax return for year 2009.
- The Board will investigate the costs of having an independent audit of our books at some time down the road.

Vendors:

- Mike suggested that we stick with PPL for the front lighting and revisit the matter in 6 months. Rich stated that he has gone with Dominion because they guarantee 10% savings over PPL and that he can switch back to PPL at any time without fee or penalty. We will monitor and compare costs over the coming months.
 - Mike submitted insurance information to NEPA for renewal for the director’s insurance.
 - Mike also requested from NEPA a copy of the director’s insurance so that we could scan and upload to the secure portion of the website.
-

Old Business (as discussed 12/14/09):

- Mike Omelczenko suggested that for the Board's protection as well as that of NEPA, a third party audit should be conducted annually. The Board should solicit bids from outside companies which are not related to Wilkins/NEPA in any way.
- The Board discussed the fact that, at our 11/9/09 meeting in NEPA's office, we discussed with NEPA not sending out statements until after January 1. Despite this discussion, NEPA had mailings ready and sent them out to the community immediately after the budget was approved. We reviewed 11/9/09 meeting minutes and this was not addressed. At our next meeting in NEPA's office, the Board will **not** approve meeting minutes from 11/9/09 until this issue is addressed properly.
- The box which was given to us by NEPA has Peachtree software discs but does not contain data. We need this data from NEPA to investigate what, if any, tax returns were performed.
- Per the Board's contract with NEPA, they owe the performance of an annual tax return. NEPA states that they have no knowledge of past tax returns. Mike and Sal will follow up with Marilyn and Rose when they meet.
- Mike and Sal will follow up with Marilyn and Rose regarding tax return information and what has been done as well as what is owed to the Board by NEPA.
- The Board discussed opening up meetings to the general public. We agreed to discuss more in-depth at our January meeting but the general consensus is that a quarterly open meeting would be a good idea.

(as discussed 11/23/09):

- As part of Mike and Sal's meeting with NEPA, they will request:
 - ~~Bank statements from the inception of these accounts and not just the previous year.~~
 - Invoices and accounting for what each check over the past year was written (preferably in digital format).
 - ~~A signature card for the remaining Board Members to sign as a form of waiver/release in order to review the community's contract with NEPA.~~
 - All Woodlands information (insurance policies, bank statements, etc) needs to be updated so that Mike Omelczenko is the contact person.
 - ~~Cross reference of lot # and address so that we will know which house each lot # associates with.~~
 - NEPA should investigate if we would be eligible for a discount if we pay recurring bills on a bi-monthly, quarterly, or annual basis.