

**HICKORY HILLS PROPERTY OWNERS ASSOCIATION
BOARD MEETING
SATURDAY, JANUARY 7, 2023
9:00 AM**

MINUTES

CALL TO ORDER Board President Sherry Sentiwany called the December Board Meeting to order on Saturday, January 7, at 9:00 AM.

RECORDING ANNOUNCEMENT This meeting is being voice recorded by the HHPOA for quality assurance. Chris Reppert is video recording the meeting and is broadcasting the meeting on Zoom. Dennis Kramer is recording.

ROLL CALL Sherry Sentiwany, President – Present
Joe Catrone, Vice President – Present
Luke McHugh, Board Secretary – Present
Red Navarro, Treasurer – Present
Brittany Ladner – Present
Tim Robinson - Present
Chip Foglia – Present via Zoom

A majority of the Board is present therefore, we have a quorum.

INVITED SPEAKER, Alice Horton, Honest Abe (HHPOA Accountant) Ms. Horton presented her background of providing accounting and tax services since 1975. She is not a certified public account (CPA). However, if her work requires CPA certification, she has relationships with CPA's who have checked her work in the past and can certify her work, if needed. Since she is not a CPA, her billing rates are less than a CPA. Ms. Horton reviewed and tidied-up HHPOA books and bank records from April 2022 thru October 2022, to get the records as clean as possible, based on information available. This information was shared with membership at the November 2022 Board Meeting. Along the way Ms. Horton found problems, that could be attributed to poor bookkeeping or other reasons, that are undetermined at this time. Ms. Horton provided the HHPOA with "Not to Exceed" fee estimates for her services to begin audits of the two fiscal years prior to April 2022. If Ms. Horton's audits find that a deeper forensic audit is warranted, she will advise the HHPOA and then the Board can decide to authorize more thorough investigations into historical financial records. If Ms. Horton finds evidence of suspicious activity, she will notify the Board so that appropriate action can be taken.

Ms. Horton also assisted the Board in establishing a budget for HHPOA FY 2023, based upon the income and expense information available from April 2022 through October 2022 (7 months). Budgeted expenses were extended out to what they would be over a 12 month period and, if agreed upon by the board, reasonably adjusted either up or down. The budget was distributed. The total budget for FY 2023 is \$455K. There is no dues increase for 2023. L. McHugh added that the bridge will be discussed later.

L. McHugh motioned to accept budget as presented. Second by B. Ladner. All in favor. None opposed. Budget is accepted.

APPROVAL OF MINUTES Motion to approve the May Board Meeting Minutes by S. Sentiwany. Second by J. Catrone. All in favor. None opposed. The minutes are accepted.

Motion to approve the December Board Meeting Minutes by S. Sentiwany. Second by J. Catrone. All in favor. None opposed. The minutes are accepted.

RESIGNATIONS Joe "Chip" Foglia resigned from the Board. President Sentiwany read his resignation letter dated January 5, 2023. Motion to accept by Sherry Sentiwany. Second by Joe Catrone. All in favor. None opposed. The motion is approved. Chip cited medical reasons for resigning.

PRESIDENT'S REPORT S. Sentiwany said we discovered that the recycling bill had not been paid for six months. Our accounts with our trash hauler for both recycling and trash are current. We are aware of several problems with trash and recycling. Some people throw trash in the recycling. We also have a problem with illegal dumping, especially from contractors. We have cameras at the trash dumpster. We don't have access to those cameras. Tim Robinson we'll talk more about that and other trash issues in his report.

We had a frightening and tragic situation several days ago. There was a homicide. The suspect, who was on the loose for several hours, was apprehended the next day. The situation was tense. As a courtesy, we did our best to inform the community through social media, even though the HHPOA is not obligated to perform this service. Brittany Ladner will be looking into the viability of some type of emergency notification system for Hickory Hills, because not everyone is on social media. The website is a good place for information. We are creating a new website for HHPOA information and relevant documents because we do not have control of the current website.

We had an incident recently where a homeowner felt threatened buy a black pickup truck following close behind. This person saw the license plate and the incident is being reported to the police. However, instead of calling the police directly when the incident happened, this person called the HHPOA. Do not call the HHPOA for emergencies. Do not call the HHPOA for Township issues. We will put a document together that states when you should contact the HHPOA, Foster Township, or emergency services such as police, fire, ambulance.

Board members need to have background checks completed by February 1, 2023.

We are not raising dues for the 2023 fiscal year. They will remain at \$650 for developed lot and \$300 for an undeveloped lot.

Motion to accept the President's report by Sherry. Second by T. Robinson. All in favor. None opposed. The presidents report is accepted.

TREASURER REPORT by R. Navarro . We filed for an employee retention refund with the IRS in December. It was determined that we were eligible for approximately \$62,000. The company doing the paperwork charges a 15% fee. We expect to receive a refund for approximately

\$53,000. There is no definitive date of one we will eventually receive the money from the IRS. We hope to receive it by summer.

We are putting together list of individuals that are 90 days in arrears. They will be given 30 days to comply if they don't, liens will be placed on their homes.

Motion to accept the treasurers report by S. Sentiwany. Second by L. McHugh. All in favor. None opposed. treasurers report is accepted.

COMMITTEE REPORTS

Bridge Report by L. McHugh. I spoke with Robert Jevin, PADEP, about the process to submit the permit application for the bridge repair. Once I receive electronic files from Carbon Engineering, I will upload them to the DEP website to get the process started. I will then work with Carbon Engineering to get them under contract to prepare biddable construction documents. Since the bid documents will be very similar to the permit documents already completed, there is not much to do to create them in order to bid the project in the coming months so that the repair can be done this fall.

The engineer submitted an estimate of probable cost of \$50,000. The engineers fees for services through construction are approximately \$15,000. There will be a special assessment of \$150 per developed lot and \$75 per undeveloped lot to have a suitable cash reserve to cover these expenses. The goal for this assessment is to have \$100,000 available just in case the bids come in high, or we have unforeseen conditions that require immediate attention so that the bridge can be repaired properly. Any remaining funds will be used for capital improvements to repair roads, removing speed bumps, and other worthwhile projects. Per UPCA, Mr. Kramer claimed that each lot must share equally in the expense. The board will investigate.

Roads & Maintenance report by T. Robinson. The area around the recycling bin was damaged during a recycling pickup. The trash company informed HHPOA and is working with HHPOA to fix. Greg is fixing potholes on both Holiday and Sunshine. Greg will also put cold patch in some of the potholes on the paved roads when the weather cooperates. The gutter on the bus shelter needs to be repaired. This will be done in the spring. We are changing trash and recycling pickup days, hoping this will alleviate some of the overflow problems we are experiencing on weekends. We may also be looking add increasing the number of pick-up days. There is a leak in the front right tire on the tractor. We will try to repair. If not, a new tire could cost approximately \$700. As a reminder, please breakdown boxes and cardboard to maximize recycling. If we can't get access to all cameras soon, we will look to purchase new security cameras.

Safety & Security No Report.

Judicial report by S. Sentiwany. The Board will run Judicial. Volunteers are needed to serve on the judicial panel when needed. Contact the office to volunteer.

Lake & Pool report by B. Ladner. Thank you to all those who attended the Christmas party. The cookie contest was a blast. Cookie trays were also delivered to homes in the community who I have delivered food to. Thank you to everyone who continues to donate to the community food cabinet. Please do not donate expired food. On Saturday January 28th, we are having a “souper bowl” party. Please come and bring your favorite soup or just come and meet your neighbors.

Architectural Review by L. McHugh. Nothing was submitted for review this month. As a reminder all building construction requires review and approval by the board.

Sherry makes a motion to accept the committee reports. Joe seconds. All approved. None opposed.

APPROVAL OF BILLS FOR PAYMENT Message from S. Sentiwany. This is a problem. Many of our bills are set up for autopay. This makes it difficult to track expenses easily. We are eliminating autopay for any and all bills. We need to get to a point where we have a better handle of monthly expenses, and have bills reviewed and approved for payment at the monthly board meeting.

OPENING OF BIDS, ESTIMATES, OR PROPOSALS, AND AWARDING OF CONTRACTS None

OLD BUSINESS

- By S. Sentiwany...Autumn Mountain and HHPOA are in discussions to achieve amicable closure to the matter. AM requesting reimbursement of their legal expenses. Nothing formally decided. Board feels request is justified. At the time we created the 2023 budget, we did not know that the insurance company would agree to autumn mountains legal expenses. Options to reimburse Autumn Mountain included billing them \$0.00 for the road usage fee for up to the next two years. Our insurance company has agreed to reimburse Autumn Mountain for their legal fees. The road usage fee for AM will initially be set at \$250 per year per house for 2023, with an allowable annual increase of 3% each year. The original 1970s agreement remains in effect along with this amendment being filed with Luzerne County.
- By S. Sentiwany...Reppert case still active. HHPOA looking into where it stands and resolving.

- By S. Sentiwany...Thought we had a court date and was close to being over. S. Sentiwany needs to get status.
- By S. Sentiwany...Goal is to end all the lawsuits.
- By S. Sentiwany...Ramen case is a lost cause to start over. This case started with fixing a roof and removing trees. HHPOA sought 2 years back dues. Ramen wants HHPOA to pay her. Ramen is suing HHPOA. This case goes back so far and is so old (2007), that this Board does not have a good understanding of its history, but it appears she is suing HHPOA for living in a property that is unlivable.
- By J. Catrone...there were complaints about trash on several properties. Each was notified by telephone, email, and letter. One responded saying they would have a dumpster by the end of the week. That did not happen. They are getting another letter that they have 10 days or they will be fined for their construction debris. L. McHugh asked...are they doing this work without a building permit? if yes, then we need to notify Foster Township.
- By J. Catrone... reminder it is the members responsibility to make sure their contact information is current with the Hickory hills office.

Motion to accept the Old Business by S. Sentiwany. Second by J Catrone. All in favor. None opposed. Old Business is accepted.

NEW BUSINESS

- By S. Sentiwany... we are having a problem with short term rentals. I told the homeowner this is a Foster Township Issue. You need to pursue this with Foster Township. The HHPOA needs to lean on Foster Township to enforce their own regulations.

Motion to accept New Business by S. Sentiwany. Second by J. Catrone. All in favor. None opposed. New Business is accepted.

CORRESPONDENCE None

PETITIONS AND COMPLAINTS Joe addressed already.

MEMBER PARTICIPATION

- Mr. Kramer (Woodhaven Drive) UPCA states limited common assessments must be split equally. HHPOA Will follow up with attorney.
- Mr. Kramer (Woodhaven Drive) Do we know number of lots? Because members are due an equal refund if all money collected is not exhausted on the project.
- Mr. Shanda - Our dues is considered an assessment, so a special assessment needs to be sent out with our dues and break it out separately from the dues.

- Mr. Devito are you planning to increase the number of seats for the election in July?
- Mr. Lachewitz (Brookside Drive) are we paying for cameras not being used? Sherry said yes, we are trying to stop the automatic payment with ADT. We have not gotten very far with discussing this with ADT. Sherry said ADT (system for the door) is being difficult. Cameras are another issue we are trying to resolve. New security system is being investigated.
- Mr. Lachewitz (Brookside Drive) Is the board fining people who drive ATVs on HHPOA property? If fine not sent, it will be sent in January.
- Mr. Ferrara Are we waiting until money comes in before we look to remove the speed bumps? Tim Robinson responded that we are looking how best to do it.
- Mr. Reppert since speed bumps were not voted on, installing them was decided by a single board member without consent...will the board seek to be reimbursed for spending money that was not approved to be spent...for both installing and removal?
- Mr. Kramer How are we holding Herbener to his snow plowing contract? The board responded that it is difficult to say when he needs to be plowing because of how the agreement is written. Future snow plow contracts will spell out plowing requirements in more detail.
- Mr. Lachewitz Do we have judgements on members dating back to 2018 and are they being kept current?
- Mr. Lachewitz Do we know what our contracts are, the contract conditions, and when they expire or require renewal? What can we do about the trash contract that automatically renewed?
- Ms. Ferraro What money did we apply for? Brittany it is an IRS refund for maintaining employees during COVID. We sent in all the paperwork and it could take months before we see any money.
- Ms. Ferraro are the cameras at the dump on? If we don't know, can we unplug? Tim Robinson will disconnect.
- Ms. Ferraro are we going to clean up the lake? Brittany, yes we want to.
- Mr. Reppert Do we have certificate of insurance for with these contracts and is HH an additional insured? Good question and there should be one on file.
- Mr. Kramer has the board explored getting new insurance? Sherry said not at this time.
- Mr. Kramer can we do something about the bus stop?
- Ms. Ferraro suggested with everything that is being asked, we probably need to establish committees to help out.
- Ms. Foglia why doesn't the HHPOA buy the materials and have the men build the gazebo? Also if there is money in the CIF why are you applying an assessment?
- Mr. Kee how do we know what the bridge assessment will be if we don't know the number of homes or lots? Board is working on it.

- Ms. Ryan...Sherry you want to add the people who live on auto mountain to our Facebook page but you actually told me that nobody can be on Facebook page if they're not on a deed. Sherry replied...give me paperwork with the person's name on it and I will put her back on.
- Ms. Moyer...is there any way that have an e-mail sent us about this recycling and what's included and what we needed so we can be more compliant? If the item says it's recyclable then you're good. No pizza boxes.
- Ms. Lachewitz Did the board vote on the AM road fee? Sherry said we are waiting for the paperwork first.

B. Ladner motioned to accept proposed AM agreement and road usage fee. Second by S. Senitwany. All in favor. None opposed. AM is accepted.

ADJOURN Motion by S. Sentiwany. Second by B. Ladner. Meeting ended at 12:17 PM

The next regular Board meeting is Saturday, February 4, 2023, at 9:00 AM.

End of Minutes

APPROVED: _____

DATE: _____

Luke McHugh, HHPOA Board Secretary