

**HICKORY HILLS PROPERTY OWNERS ASSOCIATION
BOARD MEETING
SATURDAY, FEBRUARY 4, 2023
9:00 AM**

MINUTES

CALL TO ORDER Board Vice President Joe Catrone called the Board Meeting to order on Saturday, February 4, 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.

ROLL CALL Sherry Sentiwany, President – Not Present
Joe Catrone, Vice President – Present
Luke McHugh, Board Secretary – Present
Red Navarro, Treasurer – Present
Brittany Ladner – Present
Tim Robinson - Present

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

APPROVAL OF MINUTES Motion to approve the January 7, 2023 Board Meeting Minutes by L. McHugh. Second by B. Ladner. All in favor. None opposed. The minutes are accepted.

Motion to approve the January 20, 2023 Special Board Meeting Minutes by L. McHugh. Second by J. Catrone All in favor. None opposed. The minutes are accepted.

PRESIDENT’S REPORT None

TREASURER REPORT by R. Navarro provided a summary.

CIF	\$80,930.91
Escrow	\$1,440.13
Road account	\$4,020.41
Payroll account	\$10,425.72
Operating account	\$541.81
PNC checking	\$44,373.05

Accounts Receivable

Dues receivable	\$342,484.79
Other receivables	\$62,462.39
Undeposited funds	\$26,178.33
Equipment	\$39,718.67

Also, along with the dues invoice we are sending letters that identify if your dues are in arrears and what that amount is.

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

COMMITTEE REPORTS

Bridge Report by L. McHugh. GP-11 Permit Application is being reviewed PADEP. Permit anticipated by May 2023.

Roads & Maintenance report by T. Robinson. Greg will put cold patch in some of the potholes on the paved roads when the weather cooperates. We are considering trash compactor pickup frequency, especially during summer. Also considering an open top dumpster to supplement the compactor. Options and costs are being evaluated. A larger size compactor was considered, but it would require increasing the pad size and there may be accessibility issues making that option unlikely. Bus shelter fascia needs to be repaired and it will be done when weather gets a little warmer. Doing a complete inventory of what HHPOA has at clubhouse, maintenance shed and front entrance.

Safety & Security. A Hickory Hills Contact Sheet has been created to let the membership know when to contact HHPOA, Foster Township, or police, fire, and ambulance. Meeting White Haven Police to investigate cost to have additional patrols in Hickory Hills. Looking into text alert system for as little as \$26 / month.

Judicial No report.

Lake & Pool report by B. Ladner. Souper Bowl was super fun for all who participated. Bingo tentatively scheduled for February 25. Food Pantry is going well. Thank you to all who continue to donate. Please don't bring expired food. Ms. Alice Lachewitz has been a help and is being made the Publicity Coordinator for future events. Thank you Alice.

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.

L. McHugh makes a motion to accept the committee reports. R. Navarro seconds. All approved. None opposed.

APPROVAL OF BILLS FOR PAYMENT None.

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

OLD BUSINESS

- The problem with short term rentals is a foster Township issue. There's nothing further for the HHPOA to do.

Motion to accept the Old Business by L. McHugh. Second by R. Navarro. All in favor. None opposed. Old Business is accepted.

NEW BUSINESS

- By J. Catrone... contacted ADT about the cameras here in the clubhouse. We have been roughly about \$63 a month to ADT for the last 24 months and the service has not been used. Our contract with ADT expires November of 23 it's a three-year contract. Canceling this contract would cost \$567. Adding 8 cameras to the would cost \$2,500 for the cameras and \$100 per month. Additional cost to add cameras at the dumpster. Need written quote from ADT.
- By L. McHugh...Board of Director's Election in July. Letters of Intent will be accepted starting in March. Must be a member in good standing and not be convicted of a crime of dishonesty. The election cycle was disrupted in 2021 because no election was held. The normal 2-year election cycle needs to be re-established. Proposing that half receiving most votes get 4-year term and half receiving least votes get 2-year term to fill all eligible seats. A director with a 2-year term has the same authority and voting rights as a director with a 4-year term. Executive positions are selected by the elected board of directors and established at the re-organization meeting. Another option is to leave it to chance by a random draw. Candidates will know the method of establishing elected terms at the March Board meeting.

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

CORRESPONDENCE None

PETITIONS AND COMPLAINTS None.

MEMBER PARTICIPATION

- Mr. Devito said to save on postage by putting all notices in with the mailing for the dues.
- Mr. Devito asked why can't we use the existing camera at the dumpster? Board response...the board does not have the appropriate codes to access it. Mr. Kramer said that that amounts to unreturned property and that individual should be held responsible.
- Mr. Devito asked how many board seats will be available for the election? Board response...right now there are currently seven seats yes and as of right now that seems to be a good number.
- Mr. Ferraro per the treasurers report we have an accounts receivable of \$342,000 back dues I understand that's years old and in accounting that is not accounts receivable that is bad debt and we should be looking at hiring a collection agency.
- Mr. Charamondy...instead of spending all that money on ADT, look into something less expensive like a "ring" camera which costs me about \$100/year.

- Mr. Charamondy...is the bridge billed with the dues? Board response...yes, but it is a separate line item paid separately.
- Mr. York asked if we received bids for the bridge? Board response...No. Mr. York...How did we come up with a special assessment without bids? Board response...The assessment was determined based upon the engineer's estimate of probable cost, proposed engineering fees, and included a contingency for bids higher than expected and to account for unforeseen conditions. Mr. York asked why the CIF (Capital Improvement Fund) was being used. Board response...There are other roadway repairs that are required, and the CIF will be needed to fund those projects. Mr. York claimed the CIF had \$90K when he left the board, however in the Treasurer's Report Mr. Navarro stated the CIF now has \$80K. Board response...we will look into the CIF account balance at the end of August 2022.
- Ms. Ferraro asked what's the plan to renegotiate the agreement with UGI? Board response...Yes...It is a bad contract that was negotiated by a former Board President. We can ask our attorney but the likelihood of UGI renegotiating is slim.
- Ms. Ferraro asked what equipment are we leasing for \$852/month? R. Navarro will look into.
- Mr. Lachewitz...what clearances is the board pursuing and do all board members obtain their clearances by 2/1/2023. R. Navarro has not obtained yet.
- Mr. Lachewitz...what insurance policies do we have and are they A rated? Board response...Nationwide for our auto and general liability. Board will look into other insurance coverages.
- Mr. Lachewitz...You need to do a better job than provide a balance sheet that states "disbursement" everywhere. R. Navarro committed to doing a better job by providing better descriptions.
- Mr. Reppert...I sent a settlement offer to end the lawsuit. Board response...There was language that we couldn't agree to and other language that was irrelevant. The board also seeks a settlement to this matter. The board will be speaking with the attorney in the coming days.
- Ms. Ferraro...How did you arrive at \$5,000 for the annual picnic in the 2023 budget? Board response...we did not re-evaluate and used costs identified from the 2022 picnic.
- Mr. Kramer...asked that if the bridge is a common facility and common facility are insured, the was the insurance company contacted for the repairing the bridge? Board response...that is a good question. We need to investigate.
- Mr. Kramer... is everyone on the former board being accurately charged for their 2023 dues...for example, 3 Brookside is 3 combined lots? Board response... all lots, both developed and undeveloped, are receiving dues invoices. When multiple lots in Hickory hills are consolidated into one taxable lot in the eyes of Luzerne County, that consolidation is not recognized as it relates to yearly dues payable to Hickory Hills.
- Mr. Shanda... if your house extends over multiple lots, is it considered an improved lot and therefore, in this example, the homeowner charged for two developed lots? Board response... good question. We agree. However, that will take time to investigate. It is not something that this board is going to do at this time, but it is something that should be corrected by the next board, if errors are found that a member is not being appropriately

charged for the type of lots they own. If a house sits on one lot and well and septic are located on an adjacent lot, that condition should be recognized as two developed lots.

- Mr. Shanda... there was an article recently that county waste was dumping recycled material as regular trash. The problem is people were paying more for a recycling pickup. Some municipalities do not recycle because it costs them money when they used to make money from recycling. The board should consider the cost benefit for recycling.
- Mr. Shanda... a board member cannot be convicted of a crime of dishonesty. Would that include the IRS finding that you may have not being quite so honest on your tax returns? Board response... being audited by the IRS and adjusting payment on your taxes is not a crime. Being convicted of a misdemeanor crime of dishonesty by a court of law would prevent you from serving on the board.
- Mr. Shanda... are you considering adding cameras around the building and at the pool? Mr. Kramer added that everywhere we have cameras now should be replaced.
- Mr. Kramer... How is time off for employees accrued and paid out? How much time do they get? Is the board going to notify members to changes of employee salaries? Board response... we will have to get back to you with a response. We should have an employee handbook.
- Ms. Terry... are we going to do anything about the potholes? Board response... As the weather gets nicer, we are going to start filling in potholes with cold patch. However, a long range plan to properly fix the roads is needed.
- Ms. Ferraro... do you have a written proposal from ADT? Board response... We only have a written proposal for the cameras inside the clubhouse. The monthly fee includes monitoring. We do not have a written proposal yet for cameras at the maintenance building.
- Ms. Ferraro... with respect to the notification system... when you send out a blast, people can respond. Is that like reply all? Board response... No, a response only comes back to the sender.
- Mr. Devito... I've been working the trash compactor for 12 years. The board should consider eliminating recycling. People constantly throw trash in the recycling.
- Mrs. Lachewitz...What are breeze line charges for \$935 and \$230...internet at the maintenance shed? Board response...Yes, there is Internet at the maintenance shed for the cameras down there... Cameras which are not being used at this time.
- Ms. Gavitz... are we doing a forensic audit? Board response... The accountant is researching the books for the previous years. Once she unravels the information, a forensic audit can be pursued. It is more cost effective to allow her to organize and uncover information, then to hand over unorganized material to a CPA, who will cost the Association much more.
- Mr. Piacentti... Why is a county waste truck driving down holiday Dr. instead of using the paved roads. Board response... A resident who works for county waste lives on holiday drive. When he comes into Hickory hills for a pickup, he occasionally stops at his house.
- Ms. Jessica commented on the election. When individuals submit their letter of intent possibly allow them to volunteer for a two-year term if elected.
- Ms. Patricia says she is a senior citizen. Is there a discount for senior citizens for the bridge assessment? Board response... No.

J. Catrone motioned to end public comments. Second by L. McHugh. All in favor. None opposed. AM is accepted.

ADJOURN Motion by J. Catrone. Second by L. McHugh. Meeting ended at 11:12 AM

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

End of Minutes

APPROVED: _____

DATE: _____

Luke McHugh, HHPOA Board Secretary