

VBHA MEETING MINUTES

Valleybrook Homeowner Association
Monthly Membership Meeting
May 12, 2020

Call to order 7:02 PM

Village of Valleybrook Homeowners Association Meeting was held at the clubhouse May 12, 2020.

1. Board Attendees Named and total number in attendance:

<input checked="" type="checkbox"/> Justin Buccilli (President)	<input checked="" type="checkbox"/> Jess Ragni (Vice-President)
<input checked="" type="checkbox"/> Joseph Ghobreyal (Treasurer)	<input checked="" type="checkbox"/> Janet Maffei (Secretary)
<input checked="" type="checkbox"/> Aldo Cardoni (Director of Architecture)	<input checked="" type="checkbox"/> Andy Zachar (Director of Facilities)
<input checked="" type="checkbox"/> Jim Holt (Director of Operations)	20 Valleybrook homeowners/residents

Board of Directors: ☒ Present ☐ Absent

2. Approval of minutes

VBHA community meeting held via ZOOM due to social distancing for COVID-19 virus. Board provided April 2020 minutes via email to community to discuss. All attendees had the opportunity to review and ask questions. Resident commented would like more time to read minutes, approval held. No further questions or comments concerning minutes.

3. Reports

President's Report

- Fire Pit Safety Regulations (proposed Rule 2.25) Board vote on adoption/rejection
 - a) **"2.25 Use of fire pits, chimineas, tiki torches and other open flame devices shall conform to the following safety guidelines: apparatus must be placed a minimum of fifteen (15) feet from a combustible surface; apparatus must be placed upon an appropriately sized burn mat or upon concrete; apparatus shall be covered by a screen at all times; flammable materials shall be stacked below the lip of the vessel at all times; a working hose, a Class A water or a Class ABC dry-chem fire extinguisher must be present at all times when apparatus is in use; apparatus shall be attended by an adult at all times when in use. Only seasoned wood may be burned in the vessels; ash must be placed in a metal container with a tightly secured lid for disposal. The Board has voted to allow homeowners whose backyards immediately abut HOA property, to temporarily use those areas necessary to allow a 15 foot distance between their combustible deck structure and their fire pit while actively using their fire pit with the requirement that the fire pit and all accumulated ash be removed as soon as it's safe to do so, and in any event, no later than 10:00 AM the following morning. The Board has voted to allow homeowners to temporarily use their front lawn area necessary to allow a 15 foot distance between their combustible deck structure and their fire pit while actively using their fire pit with the requirement that the fire pit and all accumulated ash be removed as soon as it is safe to do so and in any event no later than 10:00 AM the following**

morning. Temporary use of the front lawn area and/or HOA property does not waive any of the above safety guidelines. The Board reserves the right to perform routine inspections to ensure compliance". This was previously sent out to the community via email blast.

- b) Sanction structure associated with the rules: First violation results in the immediate revocation of usage privileges of all listed devices. A second violation results in a \$100 fine plus all costs including attorney fees incurred in the collection of the fine. A third violation results in a \$200 fine plus all costs including attorney fees incurred in the collection of the fine and a 30-day suspension of membership.

Resident questioned if allowed to put burn mat or concrete pavers in backyard where fire pit will be. Board responded that as long as they are not permanent and can be removed in the future.

- c) Role call vote to approve 2.25: Jim Holt, Operations-Approve, Andy Zachar, Facilities-Yea, Aldo Cardoni, Architecture-Yea, Joseph Ghobreyal, Treasurer-Approve, Janet Maffei, Secretary-Yea, Jess Ragni, Vice President-Yea, Justin Buccilli, President-Yea. Rule 2.25 unanimously approved by the Board, formally adopted on May 12, 2020.
- d) Residents will have an appropriate amount of time to get pavers or a burn mat.

- Litigation Update

- a) On or about May 2nd, 2020, a packet was received from USA Management addressed to former President Kevin Diehl and Justin Buccilli, Facilities Director, at the time we had USA management. USA Management has filed a civil complaint with associated exhibits against us for breach of contract in the state of Georgia. We had filed a civil complaint against them in Delaware County District Court for breach of contract earlier this year. Unfortunately, Kathy Labrum is not a member of the Georgia Bar Association and she cannot represent us as a Corporation in any proceedings that take place there. She reached out as a representative of the HOA. She located an attorney who is based in Georgia and is taking the case in our behalf. This attorney practiced in Delaware County prior to relocating in Georgia. We have entered into an agreement with him to represent us in this matter. All case files and documentation that were prepared for the civil complaint be filed in Delaware County have been forwarded to him for review. We will keep the community updated on any developments as they occur. We are not suspending our case pending the outcome of this one.

- Pool Finishing and Repairs

- a) Repair of the crack in the wall as well as the tiling and caulking of the expansion joint will be completed by Summit Pools this week. Plaster work to refinish the pool is scheduled to begin the week of May 18th. The Board voted to go with the New Jersey based company that offered the silica based product and associated 10-year warranty that came with it. Kevin at Summit was able to get them to agree to honor the contracted price that would have been from the Pebble FINA finish which only came with a 5-year warranty. It's the same price for a very similar product with double the warranty. The New Jersey company is currently able to do installations. The two Pennsylvania companies that Summit typically uses for the Pebble FINA are both completely shut down right now with no return to work date in sight. We decided to move forward with getting it completed.

- b) The pool will be ready to open, probably within a few weeks. We're still under the stay-at-home order to at least June 4th. It is unclear at this time whether we'll be able to open the pool if and when we move into the yellow status as determined by the Governor's office. We will keep the community updated. There is conflicting information as to what pools will be able to open in "yellow": no pools will be able to open even in yellow vs only public pools will have to remain closed vs private pools limited to residents. Even in a private pool, they're going to ask that people limit to the members only, no guests. It should be limited to residents, paying members, however you define your membership in a private pool. That is all fluid.

Resident asked if renters allowed to use pool, are they part of that if that's the case. Board responded yes, in our case it is residents of Valleybrook, an owner or renter who has a pool card. We ask that no outside guests use the pool.

- Sewer Plant Update

- a) We met with Walt Fazler from Bradford Engineering over Zoom. Summary of bids received were provided for upgrades of the wastewater treatment plant. We have two possible design choices. One is a system very similar to what we have now with inground tanks, chemical treatment of the influent and filtration the effluent. The other option is a silo type system, it's a 25-foot tall cylindrical silo and the waste is pumped up to the top of it and it falls down through membranes filtering the waste. Both plans still require the excess sludge to be trucked out for external treatment and disposal. Our plant is not capable of doing that. The board is still weighing the options, but we will hopefully decide at our next executive session which is at the end of this month. Total cost of the project accounting for excavation, removal of old tanks, land sanitization and reclamation, allowance for cost differentials because projects in this scope have variables. It will be in the \$700,000- \$750,000 range. We have earmarked money that was specifically for the sewer, about \$340,000, probably more with gained interest. The rest will come out of current reserves. The project is essential because without a functional, compliant wastewater treatment plant we would lose our user occupancy permits. Walter said process is 13 to 15 months, start to finish. Bradford is also exploring additional bids for yearly maintenance agreement for the community pipe infrastructure. Two bids have been secured, we are awaiting a third.
- b) M&B Environmental currently operates our plants is continuing the work required to renew our treatment permit. The DMR report for April just came out, the latest of all the effluent and influent measures. They will attach that to the permit renewal application, they will submit that paperwork to DEP. M&B does not anticipate issues with the renewal.

Vice President's Report

- Bulk trash scheduled for May 29th
- Now that done COVID work, will begin working on lighting and security project

Treasurers Report

- No late fees assessed for the month of May, same as we did for April.
- Financial Report:
 - a) Income for April 2020, \$58,279.48
 - b) Total expenses for April 2020, \$42,882.19
 - c) Net income for April 2020, \$15,397.29
 - d) Total aging as of May 12, 2020, \$72,371.03
 - e) Total in bank accounts as of April 2020, \$1,568,791.83
- Thanks to residents who continue to pay monthly HOA fees. We're hoping things move in the right direction for everyone.

Secretary's Report

- Bid received for lettering on entrance wall. Want one or two more bids, awaiting call back from another company
- Reminder to email vbhinfo@gmail.com for issues with bees and/or hives on common ground.

Director of Architecture

- Received and approved architectural applications for homeowners at #1 and #2 for a new roof
- Received and approved architectural application from homeowner at #241 for new storm door
- Received and approved architectural application from homeowner at #250 for new patio
- Received and approved architectural application from homeowner at #257 for new patio
- Received and approved architectural application from homeowner at #258 for new storm door

Resident asked if any information on someone to look at retaining wall. Also, resident commented the homeowner who shares retaining wall has cracked patio, neighbor's yard falling into his, neighbor's air conditioning pad leaning into his yard. Resident commented it's been two years since first reported and nothing has been done. Board commented that we reached out to Walt Fazler from Bradford Engineering and he is willing to do the work. He can't do anything until "social distancing" is over. Resident expressed understanding that it will now be addressed. Board stated Walt Fazler would also be able to handle swale issues. We will reach out to him to see where we are with "social distancing". He may be constrained with the stay-at-home order extended to June 4th. We will keep community updated.

Resident asked if swale work could be expedited. Board responded that as soon as Walt can get here, we will have it done as soon as possible.

Director of Facilities

- Pool: We are on line with our pool management company. He is staffing and doing his prep like everything was normal and we were going to start Memorial Day weekend. Now, we're probably not, but will be ready to go when we open.

- We will put out an email blast to the community for anyone needing a pool card.
- Tree work: complaint from resident in second court, tree is on the list to be removed. Row of trees near last court, Springfield Tree addressed tree in question. Trees in third court have insects that bore into ash trees, some trees will be removed, others can be treated to control the bore issue, more cost effective to save the trees than cut them down. Large tree across from playground to be removed.
- Concrete: Ron to replace bolts that had been removed from posts at clubhouse when permitted to work, bolts have been replaced.

Resident asked to have tree looked at in second court behind houses, tree is leaning. Board responded will have Keith look at those trees.

Resident asked to have large trees looked at behind #201-#202. High limb broke and is hanging on lower limb and touching roof. Board respond that we will have Keith take a look.

Director of Operations

- Graffiti: Thanks to Ed Bailey for taking some graffiti off of signs, the rest of graffiti was removed by Jim. All signs are now graffiti-free. Chemicals are at the clubhouse with steel wool which remove graffiti rather easily. If anyone sees more graffiti, let us know and we will take care of it.
- Parking: 81-82% of homes completed and entered into computer with vehicle number and license plate numbers. The other percentage will try to be obtained from pool passes
- Parking registration form is now available on website at www.villageofvalleybrook.org. New section on website titled Operations with link for vehicle registration form.

5. Community Discussion:

Motion to adjourn

Meeting adjourned 7:42 PM

Secretary		Date of approval