
BOARD OF DIRECTORS MEETING MINUTES

 Date: December 29, 2025

 Time: 6:02 PM

 Location: Zoom

1. Call to Order

The meeting was called to order by Maureen Shindle at 6:02 PM.

2. Roll Call / Attendance

Board Members Present (via Zoom):

Maureen Shindle, Michele Dinnen, Kathleen Robinson, Rita Richards, Charlie Marsteller, Deb Sandt, Sam Brockman

Absent: None

Also Present:

Ashley Russell(PMI), Jeanie Wright (ROC)

Review of Ground Rules

Maureen Shindle reviewed the ground rules, which had been distributed to the membership via Facebook and email.

3. Reports

3.1 Secretary's Report

- **Approval of Minutes:** October 27, 2025

- o Motion made by Charlie Marsteller, seconded by Rita Richards.

- Discussion by Charlie Marsteller requesting that motions be written as exact motions rather than “motion made by.” He also clarified that his committee report referred to waiting for insurance clarification on volunteer coverage, not committee scope or responsibilities. The November committee report wording was amended accordingly.

Maureen Shindle called for a vote.

Vote: 6 in favor, 1 opposed (Deb Sandt opposed, citing lack of clarity).

Motion carried.

3.2 Treasurer's Report

Presented by: Rita Richards

Month Ending: November 30, 2025

Financial Overview

- **Income (Rental & Interest):**

- o Actual: \$124,531.89

- o Budgeted: \$122,112.50

- **Operating Expenses:**

- o Actual: \$79,248.80

- o Budgeted: \$82,090.73

- **Surplus:**

- o Actual: \$45,283.00

- o Budgeted: \$40,021.77

Expenses are understated due to the following invoices not yet recorded:

K.L. Fulford invoice \$5,640.00

Frontier invoice \$95.11

Monthly Cash Flow

- Previous Balance: \$303,241.77

- Current Balance: \$299,081.68

- Difference (More/Less cash on hand): (\$4,160.09)

Accounts Receivable

- Previous Delinquency: \$8,761.00

- Current Delinquency: \$8,934.16

- Increase in A/R balance: \$173.16

There are six residents behind in rent: one estate, one tax sale, and four current residents. PMI is aware and is following remedial procedures.

Capital Improvements

- Total spent from reserves: \$5,000.00

- o DESCOCO final payment for construction design work

Restricted Account Balances

- Working Capital Reserve: \$52,200.68

- Replacement Reserve: \$508,889.61

- Debt Service Reserve: \$78,051.85

Motion to approve the Treasurer's Report made by Charlie Marsteller, seconded by Michele Dinnen.

Vote: All in favor.

Motion carried.

3.3 PMI Report

Presented by: Ashley Russell

Community Overview

- Total Homes: 158
 - o Members: 155
 - o Non-member tax purchase: 1
 - o Rehabs: 2
- Homes for sale: 11
- Legal actions (non-payment): 3
- Delinquency: 6 members unpaid for December

Maintenance & Repairs

- 21 Independent Way: Band tree removal (one quote received; additional quotes requested)
- Lights on Revolutionary Way not working due to water treatment plant issue

Capital Improvements and Maintenance

- Tree removal at 21 Independent Way – one quote received

Documented Complaints: None

Risk & Complaints Notes: None

BOD Notes / Actions:

- PMI liaison discussed
 - Leases must be signed prior to move-in
 - Out-of-meeting approvals noted:
 - o 16 Powderhorn approved 12/23/25
 - o Lease signings for 222 and 232 Independent Way
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Committee Reports

Social & Wellness Committee

Chair: Phyllis Cowell

Last meeting held December 18, 2025. Approved payment for the community map. No additional business. Leadership transition pending as Phyllis Cowell and Faye Karns are

stepping down. Awaiting Red Cross availability for smoke detector program. Mark has a list of available equipment. Michele Dinnen is willing to assist if another volunteer joins.

Orientation Committee

Chair: Faye Karns

Working on a new orientation process. Units addressed: 222 and 232 Independent Way.

Property Committee

Chair: Charlie Marsteller

No formal meeting held. Met with Mark to discuss volunteer maintenance. Committee requested involvement in the CIP process. Maintenance schedules and task assignments will be developed. Volunteer waivers discussed; ROC may provide a template waiver form.

Old Business

1. Water Leak

Presenter: Mark

PA Rural Water identified the likely source of the leak at 15 Flintlock, same location as prior repair but in the yard. Bellville will be contacted to repair the pipe. Ashley will schedule the work.

2. Wastewater Treatment Plant

Presenters: Rich Cowell, Deb Sandt

Six items remain under contract. Installation will begin once equipment arrives. Backup generator delivery pending. Cement slab work underway. Grinder pump expected in one to two weeks. Continued clogging incidents discussed. Emergency pumping performed by Dave saved significant costs. Estimated cost per incident is \$2,500–\$4,000. Mark is developing a plan to identify source areas. Maureen will send another community notice.

3. Tree Removal

Deb Sandt awaiting insurance documentation from Dave's and Ant's Tree Services. Projects include 21 Independent Way and several Powderhorn locations. Insurance requirement is \$2 million. Rita will email Ashley and copy Deb.

4. Electric Panel Work Status

RG Hoffman placed the community on the service list. Locations include 227 and 229 Molly Pitcher and 233 Independent Way. One pedestal replacement (\$1,335) will be included in the CIP. Smaller repairs noted. Rita budgeted \$1,500 in the CIP.

5. Driveway Repair Requests

Six requests received; budget allows for three. Partial repairs versus full replacement discussed. Two recommended for replacement and two for cold patching in spring. Final decisions deferred to Executive Session.

6. Website Host Recommendation

Sam Brockman recommended GoDaddy. Discussion held regarding cost, accessibility, notifications, and support.

Motion made by Sam Brockman to approve GoDaddy website hosting not to exceed \$500.00 per year, seconded by Rita Richards.

Vote: 6 in favor, Deb Sandt abstained.

Motion carried.

Clubhouse Heat Status

New thermostat purchased and scheduled for installation. Electrician and HVAC estimates pending.

New Business

- Approval of buyer at 16 Powderhorn (out-of-meeting action)
- Emergency sewer repair (previously discussed)
- Manhole cover on Revolutionary Way: estimate pending; flagged for plowing

2024–2025 Audited Financial Statements

Motion made by Rita Richards to approve the audited financial statements, seconded by Charlie Marsteller.

Vote: All in favor.

Motion carried.

Open Forum

No questions or comments.

Executive Session

Entered at 7:51 PM

All board members present

Returned from Executive Session at 8:12 PM

Motions approved:

- Replace driveways at 202 and 220 Independent Way
- Allow resident at 22 Powderhorn to shave tree roots at resident's expense
- Bill \$250.00 to resident at 220 Independent Way for sewer work

All motions passed unanimously.

● **Adjournment**

Motion made by Michele Dinnen
Seconded by Charlie Marsteller

📅 **Next Meeting**

January 26, 2026 — 6:00 PM

Respectfully submitted,
Kathleen Robinson
Secretary

DRAFT