

BOARD OF DIRECTORS MEETING MINUTES

 **Date:** November 24, 2025

 **Time:** 6:00 PM

 **Location:** Zoom

1. Call to Order

The meeting was called to order by **Maureen Shindle** at 6:00 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:

Kim Nicholson (PMI)

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
 - Motion made by **Michelle Dinnen**, seconded by **Rita Richards**.
 - Discussion was held regarding sending minutes to the membership prior to meetings.
 - It was agreed that minutes will be distributed in **draft form** prior to approval.
 - **Motion carried.**
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3.2 Treasurer's Report

Presented by: Rita Richards

Month Ending: October 31, 2025

Financial Overview

- **Income (Rental & Interest):**
 - Actual: \$120,876.00
 - Budgeted: \$122,112.50
- **Operating Expenses:**
 - Actual: \$67,488.72
 - Budgeted: \$77,163.38
- **Net Income:** \$53,387.28
- **Budgeted Net:** \$44,949.12

Expenses are understated due to monthly invoices not yet recorded.

Monthly Cash Flow

- Previous Balance: \$295,657.60
- Current Balance: \$303,241.77
- **Increase:** \$7,584.17

Accounts Receivable

- Previous Delinquency: \$8,761.00
- Current Delinquency: \$8,934.16
- **Increase:** \$173.16

There are six residents behind in rent: one estate, one tax sale, and four current residents.

Capital Improvements

Total: \$306,201.78

Spent from Reserves:

- Hallet Paving (one driveway): \$3,400.00
- DESCO WWTP equipment: \$226,761.50
- Hallet Paving (Upper Independence Way): \$76,070.28

Restricted Account Balances

- Working Capital Reserve: \$52,200.68
 - Replacement Reserve: \$508,988.52
 - Debt Service Reserve: \$77,862.20
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3.3 PMI Report

Presented by: Kim Nicholson

Community Overview

- Total Homes: 155
 - Non-Members: 1
 - Rehabs: 2
- Homes on Notice: 11
- Vacant Sites: 1 (lot rent paid)
- Applications Processed: 1
- Resale Certificates Issued: N/A
- New Members Accepted: 0
- Settlements Scheduled: 2
- Legal Actions: 3 (non-payment)
- Delinquency: 5 members unpaid for October

Maintenance & Repairs

- Speed limit signs requested for RR and PP
- Bank maintenance behind 197 IW
- Driveways: 202 IW, 220 IW, 8 IW
- Sidewalks: 16 LX, 6 PP
- 21 IW: Band tree removal (one quote received; more requested)

Water & Sewer

- No water issues
- Sewer capital improvement: Dessco Phare Grant pending DEP permit

Fire Hydrants

- Belleview Pump to exercise hydrant valves annually
- Awaiting estimate; follow-up with fire department

Curb Stops

- Belleview Pump locating maps and exercising stops
- Mark currently working on this

Committee Reports

Social & Wellness Committee

Chair: Phyllis Cowell

- December 6 dinner cancelled; small group meeting at 440 Pub at 1:00 PM
- Next meeting: December 20
- Toys for Tots through December 9
- Food donations for PUMP through December 15
- Working with Red Cross on smoke detector installation

Orientation Committee

Chair: Faye Karns

- Meeting scheduled with new resident at 12 Lexington
- Pending: Molly Pitcher & Independence Way

Property Committee

Chair: Charles Marsteller

- Awaiting clarification on committee scope and responsibilities
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Old Business

1. Wastewater Treatment Plant Project

Presenter: Rich Cowell

- Installation of concrete foundation for generator and propane tank underway
- Flow speed equipment and anodes expected next week

Presenter: Deb Sandt

- Ongoing pump clogs; awaiting electrician for UV lights
 - Work continues on foundation during delay
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2. Tigris Pond Proposal

Maureen called for a motion to rescind the prior approval as the project exceeds Board authority and requires membership approval.

- Cost: \$8,000 over 3 years
- Treasurer confirmed funds unavailable
- Not an emergency; CIP funds not appropriate

Motion to Table until Annual Meeting:

- Motion: Kathleen Robinson

- Second: Michelle Dinnen

Roll Call Vote:

- Yes: Maureen, Michelle, Kathleen, Rita, Sam
- No: Deb, Charlie

Result: Motion carried (5–2)

Charlie suggested a community video call with Tigris; Maureen agreed and noted the membership will vote.

3. Electric Post Repair

Deb authorized RG Hoffman to proceed. Discussion held regarding payment process; no formal motion taken.

4. Brine Drainage Project

Motion to close the project with a one-year warranty caveat.

- Motion: Michelle Dinnen
- Second: Rita Richards

Deb requested Brine repair the culvert; Rich will coordinate.

Vote: 4 yes, 3 no — **Motion carried**

NEW New Business

ROC USA Adviser

- Autumn is no longer assigned
- Jeannie temporarily reassigned and will attend meetings/workshops as available

1. Lease Signing Process

Formal adoption of lease signing process approved in workshop.

- Motion: Michelle Dinnen
- Second: Sam Brockman
- Process reviewed by Kim Nicholson

Vote: All in favor — **Motion carried**

2. Out-of-Meeting Actions

- November 11: New member approved (222 Molly Pitcher)
 - November 11: Final DESCO bill approved
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3. Emergency Sewer Repair

Discussion previously addressed; no action taken.

4. New Applicant

- Property: 30 Powderhorn
- Motion: Kathleen Robinson
- Second: Charlie Marsteller

Vote: All in favor — **Motion carried**

5. Town Hall Meeting

Sam announced a Town Hall meeting planned for the first week of January.

Open Forum

- Pond trimming concerns; some residents willing to donate
 - Estimated cost: \$1.50 per household/month for three years
 - Residents offered to pay out of pocket
 - Orientation committee meeting requested
 - Kim Nicholson will be onsite December 10
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Executive Session

- Entered at 7:17 PM
- All board members present
- Returned prior to adjournment

Adjournment

- Motion: Charlie Marsteller
- Second: Michelle Dinnen
- Approved unanimously

Meeting adjourned at 7:36 PM

Next Meeting

December 29, 2025 — 6:00 PM

Respectfully submitted,
Kathleen Robinson
Secretary

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