

**WOODLANDS - CRANBERRY COMMUNITY, INC.
2010 ANNUAL MEMBERSHIP MEETING MINUTES**

Date: Saturday, September 25, 2010

Time: 1:00 P.M.

Place: St. Paul Lutheran Church (Fish Hill Rd.), Tannersville PA 18372

PRESENT:

Michael Omelczenko, President
Salvatore LaMantia, Treasurer
Kieran Lavin, Secretary
Mary Omelczenko, Board member
MaryEllen Weikel, Board member
Glen VanGieson, Board member
Richard Weakland, Board member

ABSENT:

Joe Abbate, Vice-President
Charles Aber, Board member

ALSO PRESENT:

Thomas R. Wilkins, CEO, NEPA Management Associates, Inc. Marilyn Lesoine, Administrative Assistant, NEPA Management Associates, Inc., Christina Serpico, NEPA Management Associates, Inc. (Present for member sign-in), Dawn Stefanko, Recording Secretary.

10 Proxies received USPS mail, 11 homeowners present

Michael called the meeting to order at 1:15 p.m. He thanked all for coming to the meeting.

CALL TO ORDER

Quorum—30% of the Members in good standing = 34

A quorum has NOT been met with proxies received and the membership in attendance (21 total). Due to lack of quorum, NO VOTING OR BUSINESS can take place at the meeting.

Michael asked for input from the membership present. He explained that the Board has worked hard not to increase the \$80 annual membership dues. They will hold the dues for 2011 at \$80. Costs have increased but they have done several things to keep things low. They require two signatures on all community expenses. NEPA has agreed to lower their monthly fee for one year beginning July 2010. After July 2011 the increase will go back as contracted. Vendor work has been overseen by the Board who makes sure the work was completed prior to having payment released to them. Kevin Suma gave of his time and expertise and prepared the taxes for the Board which is an additional expense. The members of the Board with the help of Clark Shelton gave of their time to clean the front entrance. This expense is normally paid out to a vendor. Mr. Unternaher who is also a member has been a big help. Michael thanked him for keeping the grass at the front entrance way cut. One of the things the Community incurs is unpaid dues. The Board has been forced to take drastic measures to collect these monies. They have tried through correspondence with no success. They were forced to take it a step further and they are now seeing the results of that and money is beginning to come in. Some members question what the \$80 is paying for. There are also complaints of dogs off leashes in the community. Michael nearly hit one with his car. This is not only a covenant of the by-laws but it is also a Township ordinance. Children and adults are afraid to walk down the street.

Garbage in and around the property should be taken care of. If a member has to put something out in a plastic bag and it gets torn apart, please pick it up so the wind does not carry it throughout the development.

Speed is another problem in the community. The police have put a speed tracker in some areas. The speed limit is 25 mph. There are children and adults walking around the community. It is also getting darker earlier at night. Michael asked all to slow down and remember others.

APPROVAL OF MINUTES

Saturday--November 22, 2008 and Saturday October 10, 2009

PRESIDENT'S REPORT

Michael Omelczenko

FINANCIAL REPORT

Salvatore LaMantia—Treasurer

Sal reviewed the balance sheet. They have approximately \$11,000 in cash in the bank. Sal broke down the balances in all of their accounts. The A/R is still \$3500 in dues that have not been collected. This balance includes prior years' dues. Late fees and interest are also on the A/R Report. There are approximately \$300 in liabilities. They are solid financially and have a reserve in case something happens. The cost saving things that Mike stated have helped a lot financially or they would have been running over budget. Landscaping is normally around \$1200 per year. The accounting fees have been around \$400 and Management fees were saved by the Board pitching in and taking care of copies, etc. they needed for the year. NEPA has also helped by reducing their fee for one year. They have kept the delinquencies at a minimum this year. The older accounts are trying to catch up also. They will probably have a gain at the end of the year of approximately \$2300. It has been years since they have contributed to the basin fund so the Board would like to put the extra money in that fund. Since they have started with sheriffs sales, they have raised approximately \$2000 that has been due for years.

Sal reviewed the Homeowners Dues Application report he prepared. It is a picture of what the Board reviews each month. NEPA forwards reports of what is going out and due. He reviewed and discussed how the Board prepares the budget and decides where the money should go. The numbers are based on 153 members paying \$80 each annually. Legal fees are all for collection of past dues. The largest percent goes to NEPA who helps with collections, expenses and helps the Board run the community.

Sal reviewed the proposed 2011 Budget the Board has prepared based on 153 members paying \$80 a year annually. He reviewed the contents of line items in the budget and a short explanation of how the Board came to these numbers. Maintenance of the common areas has been done by volunteers in the community and Board members. They agreed that they cannot keep doing this and will have to contract out next year. If they consider the amount of delinquencies they had in the past, the Board working with NEPA Management has brought them down to a minimum. They really need about \$95 a homeowner based on the amount of money they have budgeted next year. The Board agreed to cut expenses where they can and NOT raise the dues. The Board has also allowed for a Gypsy moth fund that they should consider if they need to have spraying done. This is something that every homeowner will have to pay for as they come in by plane and spray the entire community, not over those who have paid their \$75. Sal provided the membership a comparison of past budgets and what they expect for next year. They think they are in good shape right now if everyone continues to pay. The Board will continue to take measures to collect past dues owed.

OLD BUSINESS

a) *Community Website* - Kieran reviewed the contents of the Community website. The By-laws Covenants were obtained from the Court house in Monroe County as filed there. There is an area for the members to participate. If there are community events a member wants to share he/she can request it be posted. The meeting minutes are also on the website. All meetings are open to the membership to attend unless the Board has something to discuss amongst themselves. Sal thanked Mike and Mary for the amount of work he does for the community. They open their house every month to have their meetings. They also keep the Board up to date with happenings in the community and area. The Board feels that the more people involved the better the community will be. Mike answers all concerns personally. If they cannot come to a meeting, the members can look at the website. If they have questions, they can contact, Mike, other members of the Board and NEPA.

The Board has approved signs be erected throughout the community. They will be "Watch Children" signs. There will be approximately 10 signs posted. Hopefully this will slow down the speeders in the community.

b) *Board Positions* - There are a few openings on the Board. If there are members who would like to join, they can contact the Board or NEPA Management.

NEW BUSINESS

Discussed throughout the meeting.

OPEN DISCUSSION

Mike asked for questions from the membership or concerns they should know about.

A member did have concerns but her concerns seem to be working themselves out. The dog situation seems to be better.

There was a short discussion regarding the By-laws and any changes they would like to make require a 2/3 majority of the membership be present to change one or more. Meeting attendance has been so low the past couple of years, the only way the Community change By-laws is via proxy. The Board can propose the changes to some of the By-laws and send it out to a mailing so that members can change things but not have to be present. The Board encouraged all members present to talk to their neighbors about filling out the proxy and returning it to NEPA Management or they can drop it off at any Board members' home. Mr. Niedzielski volunteered to go back to those people he had sign his recreational vehicle petition and ask them to complete and return their proxy.

Mike will check with the Township regarding some homeowners who are not keeping garbage properly contained on their properties to see if they can act and give the offender(s) a summons.

ADJOURNMENT

The meeting adjourned at 2:15 p.m.

Respectfully submitted:

Dawn Stefanko