

Southwind HOA
Board Meeting Notes
February 2, 2013

Joe Palko called the meeting to order at 8:08 on Saturday, February 2, 2013 at the Southwind Rec Center. In attendance were board members Joe Palko, Jane Clark and Curtis Kossman with John Chamberlain attending by phone. Ed Maholtz, maintenance supervisor was present as were Heidi Consello, Terry Shaffer and Tyler Peterman from Seven Springs. Homeowner Jim Best was in attendance with future property managers Carol Sosko, Rinaldo Acri, and John Mathe also.

Snow Removal/Landscaping

Jr from Paul Bunyan was present at the meeting to discuss Southwind's snow removal and landscaping needs. Paul Bunyan currently handles the driveway plowing and the removal of snow from Southwind. The company is interested in continuing to provide these services, including providing equipment that is currently available from Seven Springs. Also they are interested in bidding for the mowing and landscaping once our contract with Seven Springs expires next year. It was decided that Jr should develop a list of services and fees and after the winter is over and to meet with the board to review what services they would be able to provide and what cost.

Lancaster Roof Status

The status of the roofs on the Lancaster units was discussed. It was reported that the rebuilding of the collapsed roof is proceeding though it was initially started incorrectly. The owner apparently still has not been given plans for the rebuild that are approved by a structural engineer, and the current construction does not comply with the original construction documents for Southwind that were approved by a structural engineer and filed with the Somerset building inspector's office.

Management Company Transition

The transfer of information for the management company transition was discussed. Heidi indicated that the construction plans, "as built" plans, utility drawings, specifications would not be given to the HOA. The board referenced the PA Planned Community Act that requires, by law, that these documents be released to the homeowners association by the developer. Heidi requested a copy of the regulation, which Rinaldo will provide. She will convey the board's request for these documents to Seven Springs per the law.

Initiation Fee/Late Fee Resolutions

Two board resolutions that had been previously circulated were brought for an official board vote. The first resolution established an initiation fee to be assessed on each resale of a Southwind property. The fee would be the equivalent of 3 month's regular assessment for the unit and would be paid by the buyer at settlement. The initiation fee, by law, would be added directly to the reserves for the association.

The second resolution would establish a 5% late fee on all assessments and charges that are not paid within 5 days of the due date. The late fee would be in addition to the late interest that is currently charged for late payments. Both resolutions were approved unanimously.

Financial Statements

Final bound copies of the auditor's reviewed financial statements for the year ending 6/30/2012 were distributed to the board.

Community Survey

The survey responses were discussed. To date 68 owners had responded to the survey for 3 questions. The first question was regarding white decorative lights allowed in the community after January 15th. A large majority favored allowing exterior white lights on trees, and shrubs year round, but on decks and buildings just during the winter months. A final decision will be made at the next board meeting as more responses to the survey may still be coming.

The survey also polled the use of the exercise equipment in the Rec Center. Use was fairly evenly divided among all of the equipment. The problem currently is that the 2 pieces of equipment located in the office on the main level of the Rec Center need to be moved to create office space for a representative of the new management company who will be on site on weekends and holidays to address owner questions and needs. It was decided to keep the 2 pieces of equipment for now and to place them in the lower level with the rest of the equipment. The problem of allowing access to the exercise area during the summer after pool hours will be addressed in the spring.

The final survey question involved controlling access to the Rec Center. Three possibilities were offered, a key pad requiring a pin number, a fob that would be scanned, or the current key card system. Most responses considered the key pad requiring a pin number. There was concern for abuse (easy to pass the pin numbers to others). Considering the possible cost of changing to a fob, it was decided for now to get a price for next month board meeting on the cost to purchase the equipment to create replacement cards without replacing the system. If that could be cost effective we may stay with that for the time being.

Towing

The new signs warning of the towing of the vehicles and providing the name and number of the towing company have been printed. Ed started installing the signs.. Once the signs have been installed, towing of illegal vehicles will begin. The towing fee will probably be about \$200. Vehicles will be towed that are illegally parked, i.e. in someone else's driveway, on the grass, not in designated parking spaces, or on the street. Vehicles will NOT be towed if properly parked but missing a parking pass.

Entrance Gates

The entrance gates are still having issues. The memory card in the upper gate needs to be replaced and we are waiting on the maintenance company to make the repair. With the transition of management companies, it will be necessary to add a computer to the Rec Center office and load the necessary software for maintaining the access information for the gate. John Chamberlain and Curtis Kossman both have computer equipment that they are willing to donate for the purpose. Joe Palko will work on getting the required software loaded.

Shuttle Bus Service

A map of the route for the shuttle bus service has been created by Heidi for distribution to all owners. The bus is to follow the route outlined on the map when running continuous service during weekends and holidays.

Insurance

Southwind has completed the change of insurance brokers. There were questions on the board about insurance requirements on the common elements which have not been officially handed over to Southwind. A request was made to Heidi to determine Seven Springs' interpretation of the required insurance coverage for the Rec Center, pool, streets, ski lift and trails.

ACC Report

Heidi confirmed that only 1 request for architectural changes had been received in the last month. That request was for a privacy wall and was approved. The owner making the request has been notified. There are several requests that have been approved but the owner has not proceeded with the work. Heidi will provide a list of these requests to Acri Management for monitoring going forward. Also Heidi reported that a prior request that was not approved has actually been completed by the owner. The board will inspect the completed work and decide on the appropriate action to take on the un-approved request.

SPW Maintenance for Phase 1 & 2

The maintenance service being offered by Somerset Power Wash for phase 1 and phase 2 units has not been sent to the owners. Heidi was asked to provide this information to owners as spring is approaching. It is believed that if owners will use this maintenance service (being offered at their expense) that it may delay the need for repainting of the units.

Driveway Sealing

The contract offered by John Chamberlain for phase 3 driveway sealing was presented to the board. The cost of this year's sealing will be the same as last year. The contract was approved by 4 board members with John abstaining from the vote.

Road Maintenance Agreement

The unresolved Road Maintenance Agreement was discussed. Consideration was given to the cost of road maintenance on Villages Drive. Carol Sosko presented an analysis of the snow removal costs for the road over the last several years. Also, the potential cost of a major road repair in the near future (estimated to be \$750,000-\$1,000,000) was considered. The problem remains that it is difficult to estimate the actual proportionate road usage without a traffic count. However a traffic count would be expensive and take up to a year to complete allowing for counts in all four seasons. It was decided that an offer to Seven Springs to pay 15% of Villages Drive, 40% of the extension, and require the repayment of \$38,000 in prior overpayments would be made. Also there would need to be a commitment by Seven Springs to jointly address the Middlecreek Township municipality regarding their lack of maintenance for Pritts Distillery Road (which is the Villages Road extension).

A Road Maintenance Agreement would also need to include to re-computation of the percentages if any further development is done along or beyond the roads involved. The agreement would also need the option to cease use of Villages Drive if another public road were available for access to Southwind.

John Chamberlain agreed to present Southwind's offer to Seven Springs.

Services Contract

Heidi reported that a services contract was forthcoming from Seven Springs for the continuation of Ed Maholtz's employment and other services from Seven Springs. It was strongly expressed to Heidi the need to provide this quickly as the March 1st transition date is approaching.

Heidi also re-iterated that she will be the contact for Southwind on all issues with Seven Springs.

Ski Lift

The exit and entrance to the ski lift was discussed. Because both of these are so high off of the ground, it has been difficult this year to also get enough snow to operate the lift. It was decided to review this problem after the winter is over to see if a change can be made to require less snow to be operational.

Trash Removal

Ed reported that the trash in the dumpsters has been much less during the ski season than in previous years. It appears that since everyone is moved in now there is less packaging being put in the dumpsters. He is recommending that 3 of the dumpsters be replaced with larger ones and that next winter we have 1 trash pickup per week (except Christmas week) instead of 2 as we have had in the past. The change in the dumpsters will be addressed in the spring.

With no further business the board meeting was adjourned.