

Ferguson Township Meeting Room
3147 Research Drive
State College, Pennsylvania

May 14, 2019 - 7:00 PM

Minutes of the Membership Meeting

Sam Hawbaker, Management Agent for the Greenleaf Manor Homeowners' Association, called the meeting to order at 7:03 p.m.

Members of the GMHA Board of Directors (hereinafter referred to as "the Board") introduced themselves. Current members of the Board include

- Ron McLaughlin - Secretary
- Richard Haefner - Member
- Bob Cassidy - Member

Those in attendance introduced themselves.

The Board members in attendance included Ron McLaughlin, Richard Haefner, and Bob Cassidy.

Les Shaw, Past President of the Board, attended as a guest of the Board.

Sam Hawbaker, Management Agent, also attended.

The eight residents in attendance were Dick Anderson, Barb Cassidy, Jeanne Haefner, Kathy Horlacher, Ashley Kraige, Dave Kraige, Kevin Tomich, and Ilene White. Proxies were obtained from Jack Basiago, Jessica F. Boyer, and Robert W. Larson.

The minutes of the 2018 Annual Meeting were approved without corrections.

Les Shaw was recognized for his many contributions to the GreenLeaf Manor community during his tenure as a resident of GreenLeaf Manor. The Secretary announced that the park is officially named Shaw Park in honor of Les' service.

Bob Cassidy was introduced as the most recent addition to the Board and thanked for his service.

Budget

Sam Hawbaker presented the Treasurer's Report. He received annual dues in the amount of \$115 from 142 units producing an income of \$16,330. Expenditures included \$115 for maintenance and repairs, \$180 for electrical repairs, \$9,290 for grounds and landscaping, \$520 for snow removal, \$737 for insurance, \$371 for electricity, \$1,633 (10% of income) for management fees, \$95 for copies and postage, and \$78 for miscellaneous expenses. This resulted in total operating expenses of \$13,018 producing a net operating income of \$3,319. Cash reserves at the end of the fiscal year equal \$26,570.

The budget for 2019 was approved without objection. We anticipate receiving \$17,750 in gross income. Total operating expenses for the year are budgeted to be \$16,585 with disbursements of \$720 for maintenance and repairs, \$12,000 for grounds and landscaping, \$1,000 for snow removal,

\$737 for insurance, \$420 for electricity, \$1,633 for management fees, and \$75 for copying and postage. This budget forecasts a net operating income of \$1,625 and an end-of-year cash reserve of \$24,876. The annual dues fee increased to \$125.

Accomplishments and Maintenance for 2018

Accomplishments and maintenance activities for 2017 were presented. The list of these activities is presented below.

- Installed new mulch at the two development entrances, park trees, and retention pond areas
- Installed new playground mulch at the swing, playground area
- Normal grass cutting, edging, and trimming at the park and retention ponds
- Fertilization and weed control at the park and the retention ponds
- Sprayed for weeds and brush under the tree area in the park
- Installed new shrubbery at the retention ponds
- Planted new flowers at the gazebo
- Snow and ice removal at the retention ponds and sidewalks

Schedule of Maintenance and Projects for 2019

- Perform all normal yearly maintenance at Shaw Park, playground areas, and retention ponds.
- Paint the posts at the basketball court
- Power wash the park benches and the gazebo
- Install two new picnic tables in Shaw Park
- Investigate the feasibility of installing, and possibly install, streetlights at the retention ponds

Board Policy on Fencing

After a brief discussion, residents present at the meeting authorized the Board to implement the following policy regarding fencing in GreenLeaf manor. Please note that previous decisions by the Board permit residents whose properties abut The Heights to install solid, white fencing along their property line that abuts The Heights' property.

The Board of Directors of the GreenLeaf Manor Homeowners' Association (hereinafter referred to as "the Board") will approve residents' requests for aboveground fencing only under exceptional circumstances or as required by law. The Board has no objection to residents installing in-ground (aka "invisible") fencing. Furthermore, the Board recognizes that the Restrictive Covenants permit residents to use landscape plantings (shrubbery, decorative grasses, etc.) as borders/barriers on their properties.

Development and Maintenance of a GMHA Website

Residents present at the meeting expressed support for the following proposal regarding a GreenLeaf Manor website.

The Board will develop and maintain a GreenLeaf Manor Homeowners' Association website for furnishing information to the GreenLeaf Manor community and other interested parties. Residents and others (e.g., realtors) will be able to access the Covenants and By-Laws of the GMHA, policy statements developed by the Board, information about upcoming events (e.g., the annual yard sale), and other information related to the GreenLeaf Manor community. Funding for creating and maintaining the website will come from the GMHA's annual operating budget. Responsibility for overseeing the website will be vested in the Board's secretary and/or his or her designees.

The day after the GMHA meeting, Dave Kraige volunteered to serve on the Board and to develop and maintain a GreenLeaf Manor website. The Board enthusiastically accepted his most generous offer. Dave is now the fourth member of the Board, and the very skillfully constructed GreenLeaf Manor website can be accessed at www.GreenLeafManor.org. Many thanks to Dave for his work on this project.

Neighborhood Concerns

A resident wondered where to obtain a copy of the covenants. Sam Hawbaker offered to send her a copy.

A brief discussion about how to deal with problems related to vacant rental properties occurred. It was noted that the Township Ordinance Office responds well to these types of complaints.

We are looking for a volunteer to create and maintain a neighborhood directory, and we are actively seeking a person to fill the fifth slot on the Board.

The Greenleaf Manor neighborhood garage sale will be held on June 15, 2019 from 8:00 a.m. to 12:00 p.m. Please call or email Irene White at 814-303-8484 or rimwhite@comcast.net if you are interested in helping her organize the event.

Reminders

Residents were reminded of the following.

- Please be aware of the Covenants and the responsibility of the GMHA Board of Directors to enforce them. This helps to maintain property values and the integrity of the development.
 - Motor homes and trailers must be moved after five days or they will be considered permanent.
 - Sheds are not permitted.
- As noted in Restriction 2 of the Restrictive Covenants, all play structures, including swing sets, trampolines, etc., must not be installed without the permission of the GMHA Board of Directors.
- Please keep your pole light turned on for safety in the neighborhood. They are required in the Covenants and doing so should keep the Township from mandating us to install streetlights.
- Please be considerate of your neighbors and clean up after your pets. This includes at the park, park woods, retention ponds, and anywhere else in the community.

- Please secure your trashcan lids so trash does not blow into our retention ponds and neighbors' yards. Trash bags should not be left out overnight; place them outside the morning of pick up.
- Please secure lids when using the trashcans at the park.
- Please do not pour or dump materials into the storm drains. This washes into our retention basins.
- Please remove snow as necessary for safety in the neighborhood. Township ordinance requires a 24-hour clearing of snow from sidewalks.
- For the safety of our children and pets, please slow down and drive with care.
- Please remember to spray for dandelions in the fall or spring – your neighbors will appreciate it.
- Please fill out the information form that is sent with your annual homeowner's dues assessment so that we can keep our neighborhood directory up to date.
- Sam Hawbaker (Park Forest Enterprises, our management company) will provide a complete treasurer's report at our yearly GMHA meeting.
- Any animal complaints in the neighborhood should be referred to the Township office (238-4651)
- *Please submit all suggestions, inquiries, complaints, etc. to Park Forest Enterprises (814-238-3431) for review and referral to the GMHA Board of Directors.*

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,
Ronald K. McLaughlin
Secretary