

Greenleaf Manor 2023 Annual Meeting

Wednesday, May 31, 2023, at 7:00 PM

Ferguson Township Building Main Meeting Room
3147 Research Drive, State College, Pa 16801

www.greenleafmanor.org

Call to order – 7:01 PM

Introduction of GMHA Board of Directors Members:

Ronald K, McLaughlin; President
David Kraige
Diane Marie Spokus
Deric Case

Welcome to New Residents and Introduction of Neighbors

Homes Present (8):

1. Brown, 756 Tanager
2. Finke, 677 Tanager
3. Haefner, 724 Tanager
4. Haffly, 751 Tanager
5. Kraige, 736 Partridge
6. McLaughlin, 715 Tanager
7. Spokus, 732 Tanager
8. White, 730 Partridge

Approval of 2022 GMHA Annual Meeting Minutes

These are provided on the Association Website at www.greenleafmanor.org. There were no questions or comments from the members; the motion to approve was unanimous by the members present.

Treasurer's Report by Kait Dreibelbis, Paradigm Properties Group, Inc.

Please see attached 22 EOY – 23 Budget Financial Statement for review.

- 2023 Association fees have been disbursed to all Owners and remain at \$150.00 per home; please note that these are due by June 30th, 2023.
- Several Homes had prepaid in 2022 towards the 2023 assessment (\$2,000) and as a result the income received in 2023 reflects such.
- The balance in the GMHOA Operating Account at the end of 2022 was \$27,939.14 of which \$150.00 was prepaid for 2023.
- Income over Expenses for 2022 was positive in the amount of \$3,255.79 stemming from Park Maintenance and Landscaping savings in their respective expense lines.
- The biggest project expense completed was the sign replacements completed by Gavek Graphics as budgeted for \$4,011.04.

- In the 2023 Budget, the management fee expense line was changed to reflect the flat rate annually for Paradigm Properties Group. A line item for Legal Expenses was created for the Board to work with an attorney, if necessary, in 2023.

President's Report by Ron McLaughlin

Project to install rubber mulch at the playground in Shaw Park has been cancelled.

The contractor who was **supposed** to complete this project was unable to obtain the rubber mulch at the agreed price. In researching other contractors, it became clear that the project would cost between \$15,000 and \$20,000. This was not an acceptable cost. 4" Wood chips will be installed on the playground.

It was recommended by homeowners for next year's mulching plan, the mulch underneath benches be dug out and a very thin layer be placed down so the bench is not so low to the ground.

Plantings in drainage swale easements must be removed or relocated.

The GreenLeaf Manor Planned Residential Development (PRD) map dated March 22, 1996, shows easements on properties within GreenLeaf Manor. (This map is available at the GreenLeaf Manor website, greenleafmanor.org.) An issue occurred earlier this year in which a property owner was experiencing "ponding" on a section of their property. It was unclear exactly what was causing this, and it was determined that establishing the cause would cost more than simply fixing the problem. It is possible that a neighbor's plantings in the drainage easement on their property were a possible cause or contributing factor.

In the absence of a clear cause of the "ponding," it became the responsibility of the GMHA to cover the cost of the repairs to the drainage swale. The Board is currently obtaining bids on the repairs, but the cost will likely be upwards of \$2,000. The Board has the necessary funds to complete this project, but any such future repairs will require the Board to increase the annual assessment by at least \$15 per year per repair.

Planting anything in drainage easements is not permitted by the Township and could contribute to the failure of drainage swales. Hence, any property owners with such plantings must remove or relocate them. Not all property owners are affected by this. According to the PRD map, the following properties have a 10-foot easement at the back of the property within which nothing can be planted.

- All properties located along the southeast side of Linnet Lane. (These are the properties with even house numbers.)
- All properties located on Partridge Lane
- All properties located on the northwest side of Teal Lane. (These are the properties with odd house numbers.)

Please be advised that property owners are responsible for knowing what easements are on their properties and for not violating the restrictions these easements entail.

Property lines can be determined by getting property surveyed or using a metal detector to find property pins.

A follow-up meeting is to be scheduled with a lawyer, the township, stormwater, board, and all homeowners to discuss further questions regarding the drainage swale easements.

Specific Items for Discussion

Should we increase the number of picnic tables in Shaw Park?

Currently, there are two metal and composite material picnic tables in Shaw Park, each of which cost more than \$1,000. (The wooden picnic table will be removed as it is at the end of its useful life.) Do we need additional picnic tables in Shaw Park? If so, how many should we purchase? If so, should we purchase additional metal and composite material tables (These are expensive, but durable.), or should we purchase less expensive picnic tables (These would cost about \$400 or \$500 each.) that would have to be replaced more frequently?

It was decided no additional picnic tables were needed at this time.

General Discussion of Neighborhood Concerns

Trash has been noticed collecting on sidewalks for days prior to trash pickup. Please be sure to hold trash until the morning of trash pickup.

There are currently no rules/regulations for Solar Panels. An Architectural Request must be submitted by the homeowner to the Board for review prior to installation of Solar Panels on property.

Paradigm Properties Group has assisted Greenleaf Manor HOA in applying for stormwater fees credit for the stormwater management basin and areas in the community maintained by the Association. The Association will receive a percentage (15%) credit for all homes that drain into these locations amounting to approximately \$2,100 which is paid to the Association to offset costs incurred by these areas. This credit is transferrable annually and is pending on inspection by the Township of such areas; currently, the Township has not begun confirmation of these credit inspections.

Reminders

- 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. The current policy of the Board is that play structures will not be approved unless medically or legally necessary.
- 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 in all areas. This includes the park, park woods, retention ponds, and anywhere else in the community.
 - Dog owners please be aware that dog urine often contains high levels of nitrogen that, over time, can kill grass and plants. *Please be respectful to all homeowners and only allow your dogs to urinate between the sidewalk and the road.*
- 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.
- Caitlin Smith of Paradigm Properties Group, Inc. 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 (814-238-4651)

- *Please submit all suggestions, inquiries, complaints, etc. to Paradigm Properties Group, Inc. (814-308-9602) for review and referral to the GMHA Board of Directors.*

With no other questions or concerns, the meeting was adjourned at 8:15PM.

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Greenleaf Manor Homeowners Association

22 EOY - 23 Budget Financial Statement

INCOME	2022 Budget	2022 EOY	2022 Variance	2023 DRAFT Budget
Association Fees	\$ 21,300.00	\$ 23,500.00	\$ 2,200.00	\$ 21,300.00
Late Fees	\$ -	\$ 15.00	\$ 15.00	\$ -
TOTAL INCOME	\$ 21,300.00	\$ 23,515.00	\$ 1,140.00	\$ 21,300.00
EXPENSES	2022 Budget	2022 EOY	2022 Variance	2023 DRAFT Budget
Management Fees	\$ 2,130.00	\$ 2,960.00	\$ 830.00	\$ 1,800.00
Office Supplies/ Postage & Printing	\$ 75.00	\$ 189.51	\$ 114.51	\$ 75.00
Legal/Accounting Fees	\$ -	\$ -	\$ -	\$ 1,000.00
Property Taxes	\$ 357.00	\$ 349.86	\$ (7.14)	\$ 365.00
Insurance Premium	\$ 737.00	\$ 737.00	\$ -	\$ 750.00
Electric: Common Areas	\$ 420.00	\$ 412.31	\$ (7.69)	\$ 420.00
Trash: Shaw Park	\$ 240.00	\$ 198.96	\$ (41.04)	\$ 240.00
Park Maintenance & Repairs	\$ 6,000.00			\$ 5,000.00
Pest Control/ Extermination	\$ -	\$ 111.30		
Maintenance Staff - PPG	\$ -	\$ 57.75		
Gavek Graphics: Sign Replacement	\$ -	\$ 4,011.04		
<i>Total Maintenance</i>		\$ 4,180.09	\$ (1,819.91)	
Grounds & Landscaping	\$ 15,000.00	\$ 10,260.48	\$ (4,739.52)	\$ 15,000.00
Snow Removal	\$ 1,000.00	\$ 971.00	\$ (29.00)	\$ 1,000.00
TOTAL OPERATING EXPENSES	\$ 25,959.00	\$ 20,259.21	\$ (8,145.53)	\$ 25,650.00
NET TOTAL	\$ (4,659.00)	\$ 3,255.79		\$ (4,350.00)

Account Balance	
Greenleaf Manor HOA Operating	\$ 27,939.14
Less Prepaid	\$ (150.00)
Final GM HOA Operating 12/31/2022	\$ 27,789.14