

# *Pine Brook*

*Nestled by the scenic Conodoguinet Creek*

## **Minutes of the Pine Brook Executive Committee meeting: November 4, 2002**

In attendance: Fred Briggs, David Fish, Wayne Kessler, Geoff Moomaw, Lee Morrison, Lee & Sharon Oakman, Kristen Rhen, Ben & Carolyn Schmick, Doug Stimpson, Dick Ulp

Meeting started at 7:30 pm

Discussion of Neighborhood Survey. Fred handed out a draft copy of questions to be used in a survey to determine what the residents of Pine Brook expect/want from the PBCA. Resolved to have board members look over the draft questions, make suggestions and to discuss at a later meeting. Please send suggestions, revisions, questions to David ([davefish@comcast.net](mailto:davefish@comcast.net)) by December 2nd.

Discussion of how to distribute minutes of meetings. Suggestions included using newsletters, e-mail, inclusion on web site and hand delivery via Block Captains. Resolved to post a synopsis of minutes in newsletter and post full text on web site. Any resident not connected to the web can contact the Secretary for a full copy of the minutes.

Discussion of Capital Budget items. Wayne presented a rough outline for a budget. Resolved to have people comment and make suggestions to Wayne for items to be included in final budget.

Discussion of items to include in the funding application from PBCA to Rep. Vance's office. Items include: repairing pavilion roof, fixing the sidewalks at the front entrance, sand blasting & painting the playground equipment at Hidden Park. Resolved to finish getting bids to Fred by November 27th for inclusion in

application to Rep. Vance by November 29. There is no guarantee that the neighborhood will get any money. but if we do, it can be used to fund present capital projects.

Discussion of insurance coverage. Kristen announced that because the sidewalks by Pavilion Park have been repaired/leveled, our insurance will continue. Also, some discussion of liability insurance for directors/board members of PBCA.

Kristen announced that she will be stepping down as treasurer in March, 2003. Fred asked the board to begin searching for candidates to take her place. He would like to have someone ready before the big fund drive for 2003 begins. Names of possible candidates should be forwarded to Fred. ([flb2pmb@aol.com](mailto:flb2pmb@aol.com))

Discussion of new by-laws. Lee Morrison presented a draft of the new by-laws. Resolved to have members present examine copies and make suggestions to the executive committee members. Also resolved to postpone the November 18th general meeting until a final copy of the new by-laws is created.

Resolved to have another meeting for the executive committee to discuss the new by-laws. It will be held on November 25th at Fred's house at 7:30pm.

Resolved to get a newsletter out with details of what the board has been working on for the past two months.

Fred mentioned that Stephanie Lepley had created "welcome" baskets and handed them out to three new families in the neighborhood.

Meeting adjourned at 9:09 pm.

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## **Minutes of the Pine Brook Executive Committee meeting: January 13, 2003**

In attendance: Chaz Lepley, Fred Briggs, Wayne Kessler, Sharon and Lee Oakman, Lee Morrison, David Fish, Dick Ulp

Meeting started 7:35pm

Discussion of getting newsletter out by end of month.

Discussion of progress of "block grant" request from Rep. Vance. No word yet.

Note: On Jan. 21, Fred received a letter saying that our request had been granted.. Pending review by some legal committees.

Discussion of fixing lights at front entrance. Resolved to get more bids.

Discussion of new bylaws. Should it be one vote per household or for each adult attending the meetings.

Discussion of adding a "property committee" - responsible for maintaining the common grounds. Approved by vote.

Resolved to add asterisk to the names of dues paying members in the PBCA directory. Further resolved to let residents know that this will occur in the dues solicitation letter. Also resolved to set a deadline to be included in the directory.

Discussion of the role of Block Captains. Resolved to add a section to the bylaws.

Resolved that while all residents are members of the PBCA, only members currently paying dues will be allowed to vote.

Notice that Kristen Rhen will step down as Treasurer as of March 2003.  
Nomination of Lee Oakman to the post of Treasurer. Voted in by board.

Moved that Lee Morrison, Dick Ulp, Stephanie Lepley, Kristen Rhen and Sharon Oakman be directors of the PBCA. Voted in.

Discussion of PBCA meeting for February. Resolved to have meeting on Feb. 20th at 7:30 at 3815 Market St.

Discussion of distributing proposed bylaws to residents. Resolved to have

copies made and handed out by the Block Captains - along with a newsletter.

Discussion of budget. Resolved to have a proposed capital budget prepared.

Discussion of dues amount. Discussed the possible need to raise the amount. Insurance will be more. Sidewalks need to be fixed. Roof on the Pavilion needs to be fixed. Some other projects in the works. Resolved to figure out a budget first.

Meeting adjourned 9:01pm.

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## **Minutes of PBCA meeting February 20, 2003**

In attendance: Rachel Berry, Fred & Peggy Briggs, Joseph Burns, Jim & Kay Dell, David & Betty Fish, Mary Gere, Ned Haile, Betsy Hemler, Nate Hine, Jenny Kasper, Wayne Kessler, Roger Lose, Geoff Moomaw, Lee Morrison, Sharon Oakman, Mike Paduano, Kristen Rhen, Susan Roof, Carolyn & Ben Schmick, Andy Simpson, Karl Smith, Patricia Straub, Vi Thompson, Dick & Ann Ulp, Ken & Donna Ulrich

The meeting was called to order, a sufficient number of residents were present to constitute a quorum, and all attendees were welcomed by the PBCA President, Fred Briggs, at 7:35 pm.

The President gave an opening brief to the members attending which discussed the Board Members activities since their election, the backlog of deferred maintenance at the properties owned by the association, the need for additional

insurance, why new By-laws are being proposed, and the need to restructure the dues to allow coverage of the General Expense Items.

A discussion of the status of the sidewalk project was then held and included a review of the Grant Application that the Board submitted to Rep. Patricia Vance. The Grant has been preliminarily approved, but has several more stages to go through before final approval is given and the money is provided.

A more detailed discussion of the Budget continued which included discussion of the deferred Capital Projects that need to be funded; the fact that insurance rates have gone up seven times previous levels, the absolute need to have Directors and Officers (D&O) insurance, the replacement of the Pavilion roof, the repair or replacement of the lights at the Front Entrance, and the maintenance of the playground equipment.

Wayne Kessler, PBCA Vice President, then discussed the proposed budget and the process used in forecasting the 2003 PBCA budget and dues. The process divided the budget into two distinct areas. They are the General Expense Items which are recurring and driven by current labor, fuel, and utilities costs, and the Capital Projects which are unexpected or long term items, funded separately. The budget is designed to allow dues to fund all General Expenses and build a Capital Projects Fund to take care of present and future nonrecurring items such as the recent mandatory sidewalk leveling and repair.

Discussion of why insurance costs have gone up. In the recent past we only had limited coverage on the pavilion and Pavilion Park. It was determined that our other two (2) PBCA owned properties were not covered at all. Also, there was no coverage for members of the association against possible legal action.

It was noted that the budget forecast is also driven by the historic participation percentage of the property owners in Pinebrook. It was then noted that the amount of the new dues assessment would need to be \$50 per property in order to support the budget forecast.

A discussion of the amount of the dues, a possibility of a tiered system of dues and consideration of other amounts was held. Numerous ideas, suggestions and thoughts were expressed including how the dues solicitation letter should be composed and what details should be included were discussed at length. A motion was made to approve the dues solicitation at \$50.00 for each property per year, seconded and approved by a majority of those present.

A motion was brought to the floor by Jenny Kasper and seconded by Vi Thompson that the dues solicitation letter should be distributed by first class mail rather than by Block Captain. After additional discussion it was approved by a majority vote. The Block Captains will follow up with those residents that have

not paid their dues after one (1) month from the solicitation.

There was further discussion of moving our current Money Market fund into the savings account to make the money easier to use, if needed, and in case the Grant funds are not ultimately approved.

A follow-on discussion was held on how to identify those people that have paid their association dues in the Pine Brook Directory. It was agreed, that in the directory, some method should be used to indicate those members in good standing.

Block Captain duties and responsibilities were discussed. It was agreed that great importance should be placed on the need to explain to the residents what the PBCA does and why it's in their best interests for everyone to pay their dues.

Dave Fish, the PBCA Secretary, requested and received three additional members as Block Captains during these discussions.

A detailed discussion of the new By-laws was conducted by PBCA Board member Lee Morrison and numerous suggestions for change and improvement were made and considered. A motion was made by Dick Ulp to give final approval of the new By-laws, as amended, and was seconded by Geoff Moomaw. The new By-laws were approved by a unanimous voice vote.

A motion to adjourn was made and seconded and approved by the majority and the meeting adjourned at 9:04 pm.

The next scheduled meeting is a Board of Directors Meeting on March 10, 2003 at 539 Lamp Post Lane. All meetings are open to any PBCA member in good standing.

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## **Minutes of PBCA meeting March 10, 2003**

In attendance: Fred Briggs, Wayne Kessler, Geoff Moomaw, David Fish, Sharon Oakman, Jenny Kasper

Meeting started 7:38 pm

Discussion of comment from a member suggesting the possibility of selling the properties owned by the Pine Brook Civic Association.

Resolved to request feedback from members on usage of PBCA properties.

There was discussion of opening a new account in a new bank for the PBCA. Commerce Bank was selected by Treasurer Sharon Oakman.

So far, the dues solicitation letter mailed on March 1 has resulted in over 184 checks mailed in. (As of April 5th) This is a fantastic start in funding for the PBCA. (I ♦m sure that by the time you read this, more members will have sent in their dues ♦ but this is a great start. Many thanks to those that have mailed in their dues)

There was discussion of which board members should sign "signature cards" for the PBCA account. It was resolved that the treasurer and vice-president should be on the account.

Discussion of insurance coverage and costs. Still awaiting quote from existing insurer for additional coverages. Resolved to make final decision on insurer by next meeting once all the information was in.

Discussion of getting residents to sign up on the PBCA "listserv" so notices can be sent out via e-mail. Resolved to include the message in future newsletters.

Discussion of what the PBCA should be as an organization. Should it just be an

organization that simply maintains the common properties? Should it be an organization that can organize community events? The board resolved to find out what the residents of the neighborhood want and/or expect. A questionnaire will be sent out with a newsletter for this purpose. The Block Captains will also canvass the neighborhood to see what the people want.

Geoff Moomaw offered to organize a golf tournament once again. This will be done at no cost to the PBCA. Flyers will be distributed in the newsletter. (Actually, the PBCA will pay for the printing costs of the flyers, but Geoff will hold a 50/50 raffle during the tourney which will not only cover that cost ♦..but may actually make a few bucks that he will donate to the PBCA)

There was some discussion of creating a sign by Pavilion Park to use for neighborhood announcements. Resolved to have folks come up with ideas and to discuss the matter later. Anyone with suggestions, please contact any board member.

Discussion of the Pine Brook Directory. The board discussed how to denote paying and non-paying members. Some additional discussion of how to note residents that may donate more money either for the general fund or for special projects. Ideas suggested: put an asterisk by paying member ♦s names. Perhaps a special flyer sent out thanking each member by name. Perhaps sent different ♦levels ♦ for those that pay extra... example, "gold" members, "silver" members, etc. Any resident with ideas or suggestions, please feel free to contact any board member.

Resolved to have the next board meeting on April 15th at 7:30pm. It will take place at Fred Briggs home ♦ 539 Lamp Post Lane. All residents are always welcome to these meetings.

Meeting adjourned at 9:28 pm.

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## **Minutes of PBCA meeting April 15, 2003**

In attendance: Dick Ulp, Fred Briggs, Wayne Kessler, Lee Morrison, David Fish, Chaz & Stephanie Lepley, Sharon Oakman

Meeting started 7:37pm

Discussion of the various responses to the neighborhood surveys that have come in. The early response shows that people are volunteering to be on committees. Once more surveys come in, people will be contacted.

At an earlier meeting, it had been mentioned that Elizabeth Franz had said some residents had expressed interest in helping with the costs for the repairs of the lights by the Pine Brook sign. Resolved to ask her for those names and to contact those folks.

Discussion of how to address folks that have only paid part of the \$50 annual dues. Resolved that since the amount of dues had been discussed and approved by the board and then discussed and approved by a vote of the residents at the February meeting, any resident not paying the full \$50 in 2003 would not be a member in good standing. This is in accordance with the by-laws. Affected members will be contacted. (Only members in good standing will be allowed to vote in PBCA matters)

Resolved that the next newsletter will have a message concerning this matter from the president.

Discussion of maps for the PBCA neighborhood yard sale. These would include a map of the neighborhood and the residents participating. The eventual goal will be to have volunteers hand them out at the entrance to the neighborhood, but since this is the first year, it was resolved to have copies printed up and have them available to be distributed at the participating yard sales. (Follow-up: 15 homes took advantage of this benefit. Other residents not on this year's map

did express interest in being included next year)

Treasurer Sharon Oakman reported that as of April 15, 187 residents had sent in their dues. After the latest costs, we have \$9,305. (\$4,550 in savings)

The insurance for the neighborhood has been renewed and paid for this year. This includes all liability insurance as well as the D&O insurance.

Sharon also mentioned that after some phone calls to PP&L, the PBCA will be able to turn off power during the winter months - at no extra charge - and we can save some money.

Water has been turned back on at Pavilion Park.

Sharon is still looking into getting the Prudential Fund transferred into the general fund. This was approved at an earlier meeting.

Wayne reported that the concrete folks will be coming out in early May to level the sidewalks by Front Park. (Follow-up: The work was completed on May 8, 2003)

There was a request by Stephanie to have a note included in the next newsletter urging residents to fix the sidewalks in front of their houses if needed. Any sidewalks that need repairing do represent a possible liability to the owner of the house - as well a nuisance to residents out for a stroll.

Discussion of getting the next newsletter out by the beginning of June.

Discussion of the PBCA summer picnic being held on the 4th of July. The reasoning is to have the picnic on the same day each year. The attendance has been falling for many years and one reason given was that nobody knew when it was going to be since it changed dates each year. Since the 4th is a holiday and people will be looking for a picnic, this should work out very well. There was discussion of having the Block Captains asking if people will attend while the BCs are also going door-to-door following up on the surveys. Sharon motioned for having the picnic on the 4th, it was seconded by Wayne and approved by a vote of the board.

Discussion of getting a list of the residents not paying to the Block Captains by the end of April. They would then pay a visit to those folks to request dues. Also, the board would like to have the Block Captains ask those people refusing to pay their reasons for not joining the association.

Chaz reported the Front Park clean-up day went very well. Sixteen truckloads of debris were taken to the Roth Lane treatment plant. Ten residents

participated ♦♦ many thanks to them. Fred Briggs also gets a "thank you" for providing coffee, hot chocolate and biscuits from Hardees to the volunteers. (And thanks to Chaz and Stephanie for organizing this event)

Discussion of costs to repair various parks and equipment. Most of these long delayed maintenance projects will depend on getting the \$5,000 grant from the state. (Follow-up: the PBCA board received a letter from Rep. Vance's office saying that the state has frozen all money for these types of grants. Even though we had been approved, the PBCA will not be getting the money. We will remain on the list and, hopefully, should any money become available, we may get it)

Discussion of getting the neighborhood directory out by September 1. There will be a notice in the newsletter about the availability of advertising space in the directory. This has traditionally paid the cost of printing the directory. The cost are \$25 for a half page ad and \$50 for a full page.

Discussion of adding Ken Ulrich as board member. Motioned by Chaz, 2nd by Wayne and approved in a vote by the board.

Next meeting will take place on May 13th at 7:30pm - Fred Brigg's house, 539 Lamp Post Ln.

Wayne announced that the Pine Brook Listserv is up to 74 people.

Meeting adjourned at 8:42pm.

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## **Minutes of PBCA meeting May 13, 2003**

Meeting May 13, 2003

In attendance: Fred Briggs, David Fish, Wayne Kessler, Stepahnie and Chaz Lepley, Don McCallin, Geoff Moomaw, Lee Morrison, Alisa Nagle, Sharon Oakman, Gene Szukalski, Dick Ulp, Terry Wright.

Meeting started 7:37 pm.

Stephanie Lepley wanted to thank Guy Brunt for providing a wood chipper used at another clean-up day at the Front Park.

She also wanted to thank Julie Arentz for donating a picnic table to the Front Park.

Wayne gave an update on the sidewalk repair at the Front Park. A-I leveling did the repairs. A result of the leveling process was the creation of gaps between some of the concrete slabs. There was some discussion as to have A-1 fill them or for volunteers to do the work. Chaz will look into what is needed. The feeling was this was something we can do ourselves and save some money. However, the tree roots that created the problems in the first place still need to be addressed. Chaz will look into that as well.

So far 38 residents have responded to the neighborhood survey.

Discussion of summer picnic. In last month's meeting, the date of the picnic had been set for July 4th. Because the 4th this year is on a Friday, the board felt the resulting three day weekend would not be conducive to a big turnout. As a result, it was decided to move the date of the Pine Brook Summer Picnic to Saturday, July 12th. (Rain date of Sunday, July 13th) The picnic will now be advertised in the neighborhood and a Picnic Committee will be established.

Sharon gave the current figures from the membership dues drive. As of May 13, we have 230 paid members for calendar year 2003. (55%)

The post office sent a letter saying it was time to renew our Bulk Rate Permit. The annual cost is \$150. Using the permit, we get a per piece cost of 24.8 cents. The savings per mailing would be \$50.53 vs. using a 37 cent stamp on each letter. The PBCA would have to have three mailings just to break even on the cost of the yearly permit. Since we now have the Block Captains delivering almost all of the association's mailings, it was decided to not renew the permit and save the money.

Sharon announced that she will be moving out of the neighborhood. She said she would be willing to stay as treasurer through her term. Fred mentioned that

there is nothing in the bylaws saying you have to live in the neighborhood to be a board member and proposed a vote to have Sharon remain as treasurer instead of trying to find someone else.

Sharon would like to start a reimbursement form. This would allow for better record keeping. She will design one.

A thank you goes out to Chaz and Stephanie Lepley for additional work on cleaning up the front park.

The Pavilion roof needs to be repaired. There was discussion whether only part of the roof could be repaired or if all of it needed to be replaced. It was decided that the section of the roof over the shed that is leaking will need to be fixed and the wood replaced. It was further decided that since the other shingles on the roof are most likely the original ones (perhaps 30 years old) ♦. it would be better, in the long run, to replace them at the same time the other repairs are taking place. The best estimate so far has been for \$2300.

Chaz also mentioned that trimming the trees around the Pavilion shed would help in prolonging the life of the new roof. He will look into either trimming or removing any trees that needs to be done.

Alisa Nagle of Members First Credit Union spoke to the Board. She grew up in Pine Brook and her parents still live here. She wanted to get the word out that anybody living in Pine Brook can join Members First. She said the bank would be willing to take out advertising in the directory as well as on the web site. She also volunteered to help with the summer picnic. Her bank has a popcorn machine, some kid's games and would provide prizes.

Geoff said the golf tournament was a big hit with the people attending. 16 folks golfed and 22 people attended the after party. They were able to use the new township building for that function.

Don McCallin, Pine Brook resident and Hampden Township Commissioner, spoke to the board. Don has agreed to keep Pine Brook residents informed of the activities of the Hampden Commission meetings via reports sent out over the Pine Brook listserv. Among the many topics he mentioned, the sewage treatment plant at the end of Lamp Post will be closed in the next 5 or so years. While there may still be a pumping station remaining, as of yet, there are no other plans for what will happen with the property. Don spoke about the congestion on Orrs Bridge Rd. He mentioned there is not much the township can do about it right now. He mentioned there is a new development going in which will eventually have 100 homes. There will only be one entrance to and from the neighborhood and it is currently being built across from and just down from the entrance to the golf course. There will be turning lane built. What impact this will have on traffic remains to be seen. (Pine Brook has 415

homes💎.but we also have 10 roads in and out of our neighborhood)

Don also spoke of traffic studies being done and the need for a connector at Trindle Rd for westbound traffic on 581. He would also like to see another look into regional light rail - without a raise in sales tax to fund it. He would also like to put more of the new development in other areas other than Carlisle Pike. Perhaps more towards the I-81/Wettrville area. He mentioned that we can't expand the current roads because of environmental and monetary reasons.

Don said the township will be installing traffic lights on Creekview Rd at Orrs Bridge and Lambs Gap Rd. Thanks to Don for taking his time to speak to the Board.

There was discussion of the Directory. Ads will be priced at \$50 for a half page and \$100 for a full page. Possibly quarter page ads will be available as well. The back cover will sell for \$150 and Fred said his company would like to have that space.

The list of PBCA members who have not paid their dues for this year has been sent to the Block Captains. They will be going out and talking to folks about the dues as well as trying to get more responses to the survey.

The next board meeting will be on June 24th, 7:30pm at 539 Lamp Post Ln.

The meeting was adjourned at 9:23 pm.

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## **Minutes of PBCA Meeting June 24, 2003**

Meeting June 24, 2003

In attendance: Fred Briggs, Stephanie Lepley, Dick Ulp, Ken Ulrich, David Fish, Alisa Nagel, Lee Morrison, Sharon Oakman, Wayne Kessler

Meeting started 7:35pm

Discussion of PBCA expenses. \$2,396 for Pavilion roof repair. \$587 for insurance.

Currently have \$4,552 in savings.

It was announced that we are currently getting estimates on painting the backstop at Pavilion Park and the playground equipment at Hidden Park.

There was an update on the vandalism in the neighborhood. The police think it is kids going the theft. Some people had expressed interest in starting the neighborhood watch again.

Fred will ask Don McCallin to see if a police officer would come to the summer picnic and give a talk on safety. There was a motion by Stephanie, seconded by Sharon, passed by a vote.

Fred would like to have information posted in the newsletter or on the web site concerning the Hampden police non-emergency number. Should include when to call and why to try that number first.

There was discussion on having the block captains keep an eye out for newsletters that are delivered to their blocks but not picked up by the residents. This would stop thieves from realizing that nobody is home.

Some discussion about soccer goals and the fund that was created a few years back. Resolved to ask Geoff for information and to also have him contact the soccer folks that had put nets at Pavilion park ♦♦ to see if they can leave the nets there all year in exchange for using the park for free.

Stephanie said that 6 welcome baskets have gone out to new residents. She will be delivering 6 more in the coming week. She will get the names of the new residents.

Alisa Nagel from Members 1st, spoke to the board. She said the bank was still interested in helping with the summer picnic and she would bring a popcorn

machine and a kid's game.

Dick Ulp mentioned that the Hidden Park right-of-way looks too much like a private yard and this prevents some people from going into the park. There was discussion of having a sign made. Motion by Wayne, seconded by Dick, motion approved to spend around \$100 to have sign and post installed.

Fred said that his son had a commercial grade Little Tykes play set that he wanted to sell. If the board was interested, he would sell to them rather than to someone responding to a newspaper ad. He would give us a good price. The board resolved to have folks take a look at it and discuss the matter at the next meeting.

The board resolved to have Don McCallin ask the police to increase patrols around the neighborhood during the summer picnic since a lot of residents would be out of their houses.

There was discussion of reports concerning some kids playing roller hockey at Pavilion Park and using the shed as the goal. This was causing damage to the door. Also, some reports of kids using hockey sticks and baseball bats to damage the backstop. Resolved to have these incidents mentioned in the next newsletter and to make it clear that the parents would be held financially responsible for any damage caused by their children.

Sharon mentioned the need for a budget summery to be presented to the neighborhood to let everyone know where the PBCA stands financially. This would include a listing of the budget items, projected costs, actual costs and money spent so far. It would be used to show where the money goes and how much the PBCA needs.

There was discussion of whether to approach companies that have gazebos and see if they would give the neighborhood one in exchange for sign and advertising.

There was discussion of starting some advance planning to create a "5 year plan" for the neighborhood. This would include creating and funding longer range projects such as more playground equipment, landscaping, etc.

The date for the next meeting will be August 12th at 7:30pm. (539 Lamp Post Ln.)

Meeting adjourned 8:30pm.

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## **Minutes of PBCA Meeting August 12, 2003**

Meeting August 12, 2003

In attendance: Fred Briggs, Denton Stoner, Wayne Kessler, David Fish, Sharon Oakman, Peggy Briggs

The meeting began at 7:30pm.

Sharon announced the PBCA's checking and savings account balances. The Prudential money market account been closed and the money transferred to the savings account.

There was discussion on how to announce the arrival of the grant money from the state. The board wanted to make sure that the residents knew that this money had - as part of the grant process - been committed to specific projects. These included the repair of the Pavilion Park sidewalks, the Front Park sidewalks, replacing the roof of the Pavilion and increased insurance costs.

Stephanie Lepley submitted a list of 15 new neighbors in Pine Brook. They are:

308 Candelight Dr.  
3805 Candelight Dr.  
3807 Candelight Dr.  
3809 Candelight Dr.  
305 Fireside Dr.  
409 Lamp Post Lane  
421 Lamp Post Lane  
523 Lamp Post Lane  
436 Orrs Bridge Rd.

534 Orrs Bridge Rd.  
401 Spring House Rd.  
410 Spring House Rd.  
432 Spring House Rd.  
433 Spring House Rd.  
529 Spring House Rd.

She also indicated that there are at least 7 other houses up for sale at this time. She will prepare more welcome baskets for when those houses are sold.

There was discussion of starting direct debit of the PPL and Water bills from the checking account. This will save writing and mailing 24 checks a year. There is no cost for this and the PBCA will still get a bill from each company for our records. Motioned by Dave, seconded by Wayne. Approved by vote.

Fred discussed getting the proper forms to fill out for the paperwork required by the state for the grant money. There was discussion of which bills to submit to make up the total amount. As stated earlier, the PBCA has over \$9,000 in expenses from which to choose in settling the \$5,000 received from the state. Wayne said he would assist in that process.

There was discussion of removing the evergreen trees next to the Pavilion. This will allow the roof and building to dry out more quickly and will extend the life of both. It was decided to try and get some volunteers from the neighborhood to do this before spending money hiring a company to do the work. Perhaps a "grounds keeping" committee can be formed?

There was discussion about repairing the backstop at Pavilion Park. Fred had been talking to a company about this, but they won't be able to do this until the Fall. It was decided that since this is not a pressing matter, the board would wait until the estimate is presented by this company before deciding what to do.

There was discussion about repairing the door to the shed at the Pavilion. One estimate is for \$1,100. It was decided to get some more bids.

There was discussion about the Nominating Committee for selecting nominees for the General Meeting election. Lee Morrison, Dick Ulp, Renee Kessler and Denton Stoner will head that committee. The officers up for election are Secretary and Treasurer.

Denton Stoner agreed to serve on the PBCA board.

It will be noted in the next newsletter that only those residents "in good standing" will be allowed to vote. Residents must have paid the full annual dues to be in good standing.

There was discussion on how to set up the Proxy Voting allowed for in the by-laws. A proxy form will be created and included with the next newsletter. It was decided that the PBCA secretary will report any proxy votes assigned to the Board.

The next Board meeting is set for September 9th, 7:30pm at 539 Lamp Post Ln.

Due to the first Monday in October being a holiday, the Board voted to move the PBCA General Meeting to the following day, Tuesday, October 7 at 7pm. The location will be Pavilion Park ♦♦ if it rains, the location will be the meeting room at Prudential Realty on Market St. (Full details in the newsletter)

The board discussed buying a commercial grade play set for smaller children to be installed at Hidden Park. The Board has an opportunity to obtain a used set - in very good condition - for \$800. Since they normally retail for \$3,000, this is a very good deal. It was decided to buy the play set by including it as an item in next year's budget. This budget will be voted on at the October General Meeting. This will allow the residents of Pine Brook to approve the cost as part of the total budget. It was motioned by Sharon, seconded by David. Approved by the Board, with Fred abstaining.

The final item was a discussion of obtaining a list of Hampden Township declarations and restrictions to be handed out to the residents of Pine Brook. This information would help answer many questions residents have about what is and is not allowed by law. There was no date set for the release of this information. (Note: a few calls have been placed and, as you can imagine, there is no one office or person to contact that has all the information. It will take some time to compile this list.)

Meeting adjourned at 9:38pm.

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## **Minutes of PBCA September 9, 2003 Board Meeting**

September 9, 2003 Board Meeting.

In attendance: Dick Ulp, Ken Ulrich, Denton Stoner, Dave Fish, Wayne Kessler, Sharon Oakman, Geoff Moomaw, Fred Briggs.

Meeting started 7:30pm

Wayne announced that the process for creating the budget for 2004 has begun. This budget will build from the 2003 one. The cost totals for 2003 are expected to be close to the projections. The money in from dues was more than projected, with a greater membership rate from the neighborhood.

There was some discussion of what items to include on the 2004 budget. In addition to the normal costs such as insurance, mowing, printing, etc., there was discussion of adding some of the following items: pest control for the shed at Pavilion Park, new grill, work done to the backstop, tree removal, new lights at the front entrance, a flagpole at the front entrance and work done to the playground equipment at Hidden Park. It was resolved to see if some of these items could be done by volunteers. Others will be included in the 2004 budget to be presented at the October General Meeting.

There was discussion of the need for the Board to explain why the dues need to remain at \$50 for the next year. The costs for upkeep will continue to increase. The Board is planning to create and fund a Capital Projects fund. This would be used as an emergency fund for unexpected projects. This would avoid having to go to the members to raise money each time an emergency occurs.

There was discussion of replacing the door to the shed at Pavilion Park. The Board discussed the recent bid from Home Depot for \$520. It was less than half of the bid from Hershocks. The Board discussed trying to get some volunteers to do the work but decided to go with the professionals at Home Depot. Geoff motioned and Sharon seconded. Board approved by vote.

More discussion on the procedure on how to present the budget to the residents at the General Meeting. It will include projected costs, capital fund, other special projects. The Board will also seek input from residents.

Dick Ulp mentioned a request by a resident concerning the appearance of the sign by the front entrance. The concern was about visibility of the lettering at night. There was discussion of landscaping at the front entrance. It was decided

to see if some volunteers will come forward and create a Gardening Committee to oversee landscaping duties. It could be funded from the budget.

There was discussion of the neighborhood directory. Wayne and Renee have begun working on it. They are contacting advertisers and collecting final data for the booklet. It will go out in October.

There was some discussion of treating the PBCA properties to control weeds. This could either be done by volunteers, the gardening committee or by hiring a professional company. Perhaps it could become a part of the budget or the Board could see if a company would be interested in exchanging the work for a sign at Pavilion Park.

Fred announced that all the paperwork requested by the state concerning the grant has been filled out and submitted. The PBCA was required to submit forms detailing how the money was spent. He has not heard back from anybody yet - one way or the other - and the Board is assuming that "no news is good news."

Ken Ulrich agreed to be on the ballot as treasurer for the October General Meeting. Dave Fish also agreed to be on the ballot as secretary.

There was some discussion of "fund raising" for the general fund of the PBCA. Denton asked if businesses might be approached to provide coupons or gift certificates. The residents could purchase these coupons and the PBCA would get a percentage of the proceeds. It was decided this might appear as a form of solicitation - going back to the residents that have already paid their dues and asking for more money - so it was further discussed as possibly having something available as door prizes at the picnic.

It was announced that Nick Nichols, Lamp Post Lane, would like to have his restaurant provide the hamburgers, hot dogs and buns for next year's Summer Picnic. Needless to say, the Board has no objection to this proposal.

The meeting was adjourned at 9:00pm.

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## **Minutes of PBCA October 7, 2003 Annual Meeting**

PBCA Annual Meeting - October 7, 2003

In Attendance (either in person or via proxy)

Andy Simpson, Charles Detweiler, David & Betty Fish, Denton Stoner, Dick & Ann Ulp, Dick & Brenda Webb, Douglas & Kathleen Stimpson, Fred & Peggy Briggs, Geoff Moomaw, George Davenport, Jack & Nancy Struck, John Rignani, Karl & Lois Smith, Ken Mullen, Ken Ulrich, Larry & Judy Olejniczak, Lee Morrison, Mark & Laureen Martinelli, Matt Miller, Michael Arnold, Mike Paduano, Mr. George Roupas, Patricia Straub, Robert & Barbara Li, Robert & Kimberly Nause, Shirley Cree, Darrel & Liese Seaman, Stephanie & Chaz Lepley, Ted & Mary Ann Hoffman, Wayne Kessler

Meeting started 7:07pm (delayed due to all three light bulbs in the Pavilion having been smashed by vandals and had to be replaced)

Fred introduced the board members, officers and nominating committee.

The first item was the election of officers. Fred first nominated Dave Fish as secretary and Dave was voted in.

Fred then thanked Sharon Oakman for her work as treasurer and nominated Ken Ulrich as her replacement. Ken was voted in.

The nomination of the board was next. Chaz Lepley, Stephanie Lepley, Lee Morrison, Rich Muza, Denton Stoner, and Dick Ulp were nominated as board members. They were all voted in.

Wayne then talked about the 2003 budget.

At the beginning of the year, PBCA had a little under \$6000 to its name. At the end of 2002, we had \$2696.94 in checking and \$3347.71 in savings. The savings had been held in the same investment for many years and to our

knowledge had not ever been used.

For 2003, we've received over \$12,853 in dues. We were projecting \$10,000, so it is apparent that the \$50 annual dues figure did not discourage many potential members. With the dues and the amount in checking, we were able to do the following:

- Complete the sidewalk repairs at the Lamp Post Lane property
- Pay for proper insurance for all three PBCA properties and for PBCA liability
- Replaced the leaking pavillion roof
- Replacing the damaged pavillion door (in process)
- Paid for the most mowing and snow removal labor we've had in recent memory
- Paid for newsletter printing and distribution
- And paid the usuals - utility bills, supplies, etc.

Of course, we still have three months of bills to pay. We are on track for our projected budget costs of \$10,000 for the year.

In addition to that, we received a \$5000 one-time grant from the PA Department of Economic Development to offset the cost of items such as the sidewalks and the roof.

By the end of the year, PBCA should have approximately \$9,000 to \$10,000 in the bank, excluding any unforeseen situations. It is our goal to establish a Rainy Day Fund in the amount of \$10,000 that will be kept in reserve to pay for emergency or repair projects in the future. The PBCA's costs over the last year for sidewalk repairs, the Pavillion repairs and the increased insurance costs were in excess of \$10,000. We do not think it is responsible to force future PBCA boards to make emergency requests for money on repair projects, and feel it is responsible to provide this kind of financial security for the PBCA.

Fred stressed the importance of creating and maintaining a rainy day fund for Pine Brook.

There was discussion of reviewing the amount of dues in 2005 ♦ after the PBCA is fully funded and the rainy day fund taken care of.

Fred also discussed an unplanned expense for 2003 ♦ that of snow removal. This was mandated by a letter from the Township. It will be budgeted in the future... but Fred pointed this cost out as an example of "surprises" that may crop up and the reason why the association needs to be prepared financially.

He also talked about how the neighborhood appears to be transitioning to new and younger families. There is a need to get these newer residents to join the

association.

Fred again mentioned that any member is welcome at any time to give input to any board member - or in person at any meeting.

There is a need for three Block Captains. Anybody interested in helping can contact any board member or call Dave at 737-6635

Stephanie said that it would help the Welcoming Committee if she could get information on when houses in the neighborhood in the process of being sold have actually closed. Fred said he could help.

Fred also mentioned that there is a need for volunteers to start a Property Maintenance Committee. All interested parties should call Chaz Lepley 975-0542.

The call also goes out again for anybody interested in starting a Garden Committee. While the Property Maintenance Committee would be concerned with the bigger picture (tree limbs, sidewalks, fences, etc.) the Garden Committee would be just as hands on. There will be money for buying plants, but these folks are the ones that pull the weeds and replace them with pretty flowers.

Andy Simpson suggested signs be installed on top of the poles holding the street name signs. They would say "Pine Brook" and would help create a sense of community. Fred will look into whether it's allowed and how much it would cost. More discussion in future meetings.

Mike Paduano suggested contacting a cell phone company and seeing if they would be interested in constructing a cell phone tower on one of the PBCA properties. This would improve reception in the neighborhood and at the same time provide a cash flow to the association via rental fees the use of the land. The board will look into it.

Stephanie mentioned that Donna Moomaw, the wife of PBCA Past-President Geoff Moomaw, has recently undergone surgery for a brain aneurism. It was suggested that the PBCA send some flowers. This was brought to the floor in a motion and seconded for a vote. It passed.

Fred again invited any member or resident to attend the next board meeting. This will take place at 7:30pm on November 17th at 539 Lamp Post Ln.

Meeting adjourned at 7:30pm.

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## **Minutes of PBCA November 17, 2003 Board Meeting**

In attendance: Fred Briggs, Dick Ulp, Wayne Kessler, Ken Ulrich, Denton Stoner, Lee Morrison, David Fish

Meeting began at 7:30pm.

There was a discussion on what to do about getting more people to join. Should dues be lowered? Would that increase membership? Fred mentioned what the association has accomplished this year. He suggested that a list showing the residents just where their dues have gone. This would include all the maintenance work as well as the operating expenses. Perhaps if more people saw that the board was spending the money wisely, then they would be more willing to join.

Fred mentioned that he had gotten a note from a new owner thanking the board for the Welcome Basket that Stephanie Lepley had delivered. It appears that the Welcoming Committee is a big success.

Fred presented another letter. This one was from the state saying that all of the paperwork for the grant had been received and accepted. The association had fulfilled all requirements for the grant and everything had been finalized and closed.

Fred thanked Ken, Ken's dad, Dave and Katie Gleeson for their work in raking leaves and painting the Hidden Park equipment.

Wayne presented the 2004 budget for approval. It was approved by the board.

(It was not that much different from last year's ♦♦.the board doesn't expect costs or expenses to change much from last year, so the \$50 dues from 2003 will remain for 2004)

Wayne mentioned that work on the Directory is still progressing. He asked for help proofreading the files. Fred and Dave will help. Even though the directory is for 2004/2005, the dues paying members for 2003 will be noted.

Wayne mentioned the association has a new web site address. It is "pinebrookcivicassociation.org" and will allow us to move to a different server if need be in the future.

Wayne suggested having residents submit ideas, pictures or artwork for the cover of the directory. This would be for the 2006/2007 directory and beyond.

There was discussion of putting the directory on line via the web site. This would allow the instant updating of names and phone numbers as new residents move in or the data needs to be updated. Also, if a resident lost their directory, they would be able to access the data anytime. The board decided against posting the information on line because other people, such as telemarketing companies, would be able to access it as well and possibly abuse it. While it is possible for these companies to get most of the data in the PBCA Directory from other sources, there are two things to keep in mind. One is that some residents have unlisted phone numbers that they allow to be listed in our directory. They only want their number released to the neighborhood. The second is: why make it easier for these companies to get this data?

Ken mentioned the latest maintenance costs. \$530 for the new door on the Pavilion, \$600 for the painting of the backstop at Pavilion Park and \$40 for the painting of the Hidden Park playground equipment.

Fred mentioned Chaz is still working on getting the trees trimmed around the Pavilion and the sign for Hidden Park installed.

There was discussion of where to locate the new PlayCenter 5 for Hidden Park. Wayne and Dave will stake out different options.

There was discussion about the lights at the Pavilion. Does the association need to get wire cages for the lights. It was decided to see how often vandals strike to see if it is worth the expense.

Dick Ulp asked about old signs at Pavilion Park. These used to be on the fence. The signs showed that the park was owned by the Pine Brook Civic Association. They increased the visibility of one of our neighborhood assets and made it clear that Pavilion Park is not a public park. The board will look into costs of

making new signs as the old ones have long since disappeared.

Lee suggested some holiday decorations on the front entrance. The board voted to create a "Decorating Committee" and to fund the project with up to \$200 for expenses.

Lee suggested a neighborhood event/party for the mid-winter. Perhaps a Valentine party? It was agreed to discuss the idea some more and look into options for 2005 and later rather than trying to slap something together for this winter.

Dick suggested a caroling night for the neighborhood. It was decided that since Pine Brook is pretty spread out, that it would be better to hold the event at the Pavilion. The board voted to sponsor a "Caroling at the Pavilion Night" for December 23rd at 7pm and approved up to \$200 to fund the event.

Wayne mentioned that while the budget and dues amount for 2004 had been discussed for many months by the board, had been presented at the Annual meeting to the residents and had been agreed at the \$50 level...the board still had - according to the bylaws - put the matter to a vote. It was motioned, seconded and passed by the board.

The next two board meetings will be on December 8, 7:30pm, 539 Lamp Post Ln. and January 19th, 7:30pm, 539 Lamp Post Ln.

Meeting adjourned at 8:56pm

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## **Minutes of PBCA December 8, 2003 Board Meeting**

Pine Brook Civic Association Meeting December 8, 2003

In attendance: Fred Briggs, Denton Stoner, Chaz Lepley, Rich Muza, Wayne Kessler, David Fish, Lee Morrison, Dick Ulp

Note: The bylaws do not call for a meeting in December. The purpose of this meeting was to get together one last time before the Caroling Night at the Pavilion to see if anything needed to be done or worked on before the event.

Meeting began at 7:30 pm

Discussion of the planning for the Caroling Night at the Pavilion. Everything was proceeding to plan and it looked like the event was going to be lots of fun.

There were a few other items discussed. Fred mentioned that the playground equipment for Hidden Park was not installed because of the snow. When (if!) the snow melts, the equipment will be installed. Volunteers are needed.

There was discussion of finishing the decorations by the front entrance. David will get lights for the tree and wreaths for the columns.

Wayne mentioned that work on the PBCA Directory is progressing.

There was discussion about the shoveling of snow on the PBCA properties and the township plowing snow. Fred will contact the township to see if there is any way for the snow plow operators to stop pushing so much snow onto the lights by the front entrance. The fixtures are getting broken. Perhaps the snow can be piled in a different location than that corner of the entrance.

Meeting ended 8:05 pm

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