

Minutes of Board Meeting January 16, 2012

In attendance: Jacquie Kirby, Lee Morrison, Don Fry, Ann Ulp, Mary Reinhard, Yvonne Abela, Ramon Marin, David Fish.

Meeting called to order 7:00 p.m.

Discussion of upcoming PBCA events for 2012

2012 calendar of neighborhood events. Subject to change.

January 30 – dues letter on email listserv

Feb 28 – Dues letter mailed out

April 1 – Deadline for neighborhood annual dues

April 1 – Pine Brook Easter egg roll – Pavilion 1:30 pm?

April 13 – Friday evening Mulch day and party at Hidden Park 5-8pm Saturday as rain date 4-7 pm.

April 20 – Friday evening Mulch day for Pavilion Park 5-8 pm

May 4, May 5 – Spring Yard sale

May 8 – begin Tuesday nights at the Pavilion.

August 28 – Annual meeting letter mailed.

September 8 – Neighborhood Picnic

October 1 – Annual Meeting. Election of board, President and Vice-president

October 12, 13 – Fall yard sale

October 20? – Pumpkin Patch at Pavilion Park

Late November or Early December: Operation Ho-Ho-Ho & Caroling – at Pavilion.

Dec 24 – Neighborhood luminaries

Ramon gave a treasurer's report. Total expenses for 2011 were almost exactly as budgeted. However, landscaping expenses were well over budgeted amounts. The Lepleys will not be able to mow the parks this year. Other vendors will charge more than the Lepleys were charging. The board is getting bids for lawn services.

Discussion of Pavilion lawn maintenance. The park needs another rolling, aerating and wed & feed. This is an expense that is above the normal maintenance, but it has not been done for at least 20 years.

The association will hold two tanbark days – one for Hidden Park and one for Pavilion Park. In an effort to hold down costs, the board will need volunteers from the neighborhood to help with both parks.

After 16 years of heading up the Welcome Basket Committee, Stephanie Lepley is stepping down. Yvonne Abela will take over as the chairperson for this wonderful neighborhood program. A great big thank you goes to Stephanie for taking care of this job for so long and being the friendly face of the neighborhood for so long.

It's time again for the Pine Brook Neighborhood Directory. Wayne Kessler will oversee the production of the directory. Individuals wishing to advertise in the directory should contact Wayne at wkessler@penncen.com

Discussion of accepting PBCA dues via electronic means in order to provide a service to residents. A possibility is using PayPal. There may or may not be some fees associated with this service, but the fees would be very low and would be offset by more people paying via this service rather than forgetting to send in their check.

Meeting adjourned at 8:16 p.m.

Next meeting February 20, 2012, 7:00 p.m. at 214 Lamp Post Ln.

Minutes of Board Meeting April 16, 2012

In attendance: Jacquie Kirby, Mike Anderson, Louis Waddell, David Fish, Ann Ulp, Lee Morrison, Stephanie Lepley, Yvonne Abela, Ramon Marin

Meeting called to order 7:00 p.m.

Jacquie discussed the egg hunt organized by Nicole Mortimer. Everyone had a good time. The cost to the association was \$60 for the event. A big thank you to Nicole for organizing this.

Discussion of the flagpole for front park. Still working on getting it together.

Discussion of monthly budget. Cost of rolling, aerating, fertilizing, grass seed, labor was \$1,933. Cost of mowing the three parks is \$195. To date, 270 residents have paid dues and the non-payers will be sent a reminder letter.

Discussion of mulch work at Hidden Park. Set for April 20, 2012, at 5 pm.

Lee discussed damage to water fountain at Pavilion Park. The water had not been turned off completely by the water company which meant the water pipe froze and broke. Lee is still fighting with the water company as for the cost of the damage and the cost of the water that leaked out while the pipe was broken. Lee was given permission by the PBCA Board to contact the PUC to file a complaint against the water company in an effort to move the matter along.

Jonah Harmon, the Boy Scout doing the work on Hidden Park as part of his Eagle Scout project, has raised money from the public through a fundraiser, but still needed some help from the association. The Board gave Jonah \$100 from the neighborhood. He will begin work on the park soon.

Yvonne had some Pine Brook maps and information sheets printed up for the Pine Brook Welcome Baskets.

Discussion of annual dues amount and rising costs the association has had to absorb over the past ten years while dues have remained at \$50.

Discussion of insurance costs and types of insurance coverage on Pavilion.

Tuesday nights at the Pavilion start in May. Please come to the park beginning at 6:00 or 6:30 p.m. Some folks bring their dinner, some just bring snacks and some bring adult beverages. The idea is for the adults to relax and socialize while the kids play. Entirely voluntary and open to all families in Pine Brook, their family members and friends.

Meeting adjourned 8:02 p.m.

Next meeting May 21, 2012, 7:00 p.m. at 214 Lamp Post Ln.

Minutes of Board Meeting May 21, 2012

In attendance: Jacquie Kirby, David Fish, Ann Ulp, Mike Anderson, Louis Waddell, Lee Morrison, Don Fry

Meeting called to order 7:00 p.m.

Treasurer's report. Dues are not up to last year's level. Still need to get some folks to pay. Will send out a letter to non-payers.

Discussion of the amount the association should keep in reserve as a rainy day fund. Maintenance fees have been very high the past few years due to much delayed grounds work. The largest expense would be to replace the Pavilion should anything happen.

Discussion of the Orrs Bridge replacement. It appears Pine Brook will lose some land as a result of the new bridge location. Projections are for the bridge to be completed in three to five years. It is possible the stone walls at the front entrance will have to be removed. The flagpole will be put on hold pending a final site plan from the state.

Discussion of water fountain. The fountain is working again and looking very good. Lee talked to the PA American Water Company. The water company admitted they made a mistake and told Lee to send in the bill for the damage to the water fountain and for the cost of the plumber. The water company paid the bill for the plumber. The water cutoff by the meter may need to be replaced as it has deteriorated over the years.

Discussion of Pine Brook directory. Wayne is seeking advertisers for the Directory. The association will seek advertisers for the directory via the listserv and the newsletter. (Directory may not be printed until towards end of the calendar year.)

Pine Brook resident and PBCA Board Member Mike Anderson runs a vending company. He is willing to donate a vending machine to the Pavilion, provide cans of drinks at cost and all profits would go to the association.

Jonah Harmon is nearly finished with his Eagle Scout project at Hidden Park. Two picnic tables and enclosures for the trashcans were built. The child swings were replaced. He is waiting for the rain to stop for final staining and painting. Thanks to Jonah for the work.

Given the success of the Pine Brook Easter Egg Hunt, the association will print up signs and make this an annual event. Increased advertising will increase participation.

Discussion of possible painting of playground equipment at Hidden Park. The painting can be done by residents and save some money.

Meeting adjourned 8:00 p.m.

Next meeting June 18, 2012, 7:00 p.m. at 214 Lamp Post Ln.

Minutes of Board Meeting June 18, 2012

In attendance: Jacquie Kirby, David Fish, Ann Ulp, Mike Anderson, Louis Waddell, Louise Lukanuski, Yvonne Abela, Don Fry, Bill Wall

Meeting called to order 7:00 p.m.

Louise mentioned a house, 3806 Hearthstone, is undergoing renovations to become a daycare. However, this may be against Township rules. The owners are converting the garage, but did not have a construction permit. The township is issuing a "Stop Work Order" for the construction and is alerting the owners of the house that they can not operate a daycare within a residential neighborhood. If this is being run as a business, it may be in violation of residential zoning. The board discussed whether non residential children should be allowed to use Hidden Park. Guests of residents can use the park – but what about paying customers? Hidden Park is private property, owned and maintained by the Pine Brook Civic Association and your dues.

The treasurer, Ramon Marin, is concerned over the bills the association is receiving concerning landscaping of the three parks from Marlin Hoover. The costs are much higher than last year and have exceeded budgeted estimates.

Letters to non-dues paying residents have gone out. Should get response from letters.

Mike Anderson reported the soda machine at Pavilion has sold five cases of soda. The income so far is \$56 for the association. Thanks to Mike for donating the machine and donating the costs of servicing the machine.

Chaz Lepley fell, injured his back and broke a rib. The board wishes Chaz a speedy recovery.

The Erie Insurance company is seeking restitution from the individual who ran into the fence at Pavilion Park. If successful, the association will get our \$500 deductible back.

The PBCA Directory will be released at the end of the year. Ad space is available.

Wayne Kessler will be working to provide a "Bug Census" at Front Park sometime in August for neighborhood kids to collect and identify bugs.

Meeting adjourned 7:44 p.m.

Next meeting July 16, 2012, 7:00 p.m. at 214 Lamp Post Ln.

Minutes of Board Meeting July 16, 2012

In attendance: Jacquie Kirby, David Fish, Lee Morrison, Gary Marr, Ann Ulp, Yvonne Abela, Bill Wall, Don Fry, Louis Waddell, Mike Anderson

Meeting called to order 7:00 p.m.

Dues reminder letter out, got back \$600 in dues returned. Still down overall compared to last year and do not have enough money to cover this year's expenses.

Discussion of raising dues. The dues have not been raised for ten years, but the association's costs have. For the past two years (2010 and 2011), the association has run a deficit of about \$4,000 per year and it appears the association will run a deficit again in 2012. The reason is sharply increased expenses. The expenses include needed maintenance for the parks and these costs are expected to be the same for the future. The cost of mowing, insurance, water, electricity and maintenance have all increased in the past ten years. The association needs to replace the money taken from the rainy day fund to cover the deficit and to cover the increased yearly costs. The board voted to raise the dues to \$75 per year.

Jackie read a letter from the insurance company concerning the fence. The person who ran in to the fence is in jail and the insurance company is no longer seeking to obtain restitution for the \$500 deductible.

The board discussed having an agreement written up for people using the Pavilion for events. The agreement may have a required deposit, to be given back if the rules have been followed. The agreement will have rules of conduct that must be followed which must be returned before the Pavilion can be used. The agreement must state who can and can not use the Pavilion and any fees for the usage. The person signing the agreement is responsible for controlling the participants. The area to be reserved is the Pavilion and the immediate surrounding area..others may still use a portion of the grounds.

Discussion of rules for Hidden Park. Hours of operation should be 8 a.m. to dusk. Trash must be put in cans provided. Adult supervision required.

Mike gave a check for \$54 for the association's portions of the drink machine at the Pavilion.

Still no word on what the impact of the new bridge over the creek will have on the Front Entrance. Lamp Post

Meeting adjourned 8:14 p.m.

Next meeting August 20, 2012, 7:00 p.m. at 214 Lamp Post Ln.

Minutes of Board Meeting July 16, 2012

In attendance: Jacquie Kirby, David Fish, Lee Morrison, Gary Marr, Ann Ulp, Yvonne Abela, Stephanie Lepley, Louis Waddell, Don Fry, Ramon Maron

Meeting called to order 7:00 p.m.

Jacquie discussed the budget and dues.

Jacquie and Yvonne weeded the front park...and got lots of poison ivy. Jacquie noticed the Pavilion Park needs to be weeded as well. Any resident wishing to do some volunteer work for the neighborhood by pulling weeds at any of the three PBCA parks, please help yourself. Maybe even during the Tuesday night gatherings some folks could pull weeds.

Ann discussed the current route for the new bridge on Orrs Bridge. The discussion for the right of way will begin in 2014. Construction may start in 2017. The association may lose part of Front Park and the front entrance wall. There is still a long way to go.

Marlin will present the board with a monthly maintenance plan for the PBCA parks. This would replace the piecemeal fees the board is currently paying.

Gary had prepared a letter to go to the neighborhood on the increase to the dues and why the increase is necessary. The letter will be included the annual meeting letter.

The Annual Meeting letter will include the elections for the Board, President and Vice-President. Currently, the candidates for this year's election are: Jacquie Kirby for President, Lee Morrison for Vice-President and the board members are:

Yvonne Abela
Don Fry
Stephanie Lepley
Gary Marr
Ann Ulp
Bill Wall

(Need two more candidates)

Jacquie is organizing this year's picnic. If you are willing to help with the event, please give Jacquie a call at 737-2425. The association is providing fried chicken, hamburgers, hot dogs, ribs, pulled pork, drinks. Other food is pot luck.

The board wishes to thank Wayne Kessler for holding the first ever Pine Brook Bug Census. Lots of kids and adults took part in the fun, running around, catching bugs and identifying the critters. Wayne is making plans for the next bug day!!

Meeting adjourned 8:07 p.m.

Next meeting September 17, 2012, 7:00 p.m. at 214 Lamp Post Ln.

Minutes of Board Meeting September 17, 2012

In attendance: Jacquie Kirby, David Fish, Lee Morrison, Ann Ulp, Yvonne Abela, Stephanie Lepley, Louis Waddell, Don Fry, Bill Wall, Ramon Marin

Meeting called to order 7:00 p.m.

Jacquie discussed a new resident is willing to be a board member. Kevin McKenzie of Lamp Post Ln.

Dave discussed a resident asking if yard signs promoting Pine Brook events could be moved to a different location. Jacquie and Dave will talk to the resident about allowing the PBCA to use their yard to advertise neighborhood events.

Ramon gave a treasurer report. The picnic produced \$250 in ticket sales, \$100 in 50/50 raffle which the winner turned back into the fund. 125 folks showed up and had a great time. Some food was left over, perhaps due to the change in date and the shortened time due to the move to Sunday.

Jacquie discussed Jack & Nancy Stuck and Fred & Peggy Briggs moving from Pine Brook. All of these individuals were long time supporters of the PBCA and they will be missed.

Yard Sale is coming up on Oct 12 & 13.

The Pumpkin Patch is Saturday, Oct 27 from 4:00 p.m. to 6:30 p.m. at Pavilion Park. The PBCA will provide paint, knives, straw and some snacks. Everyone attending should bring their own pumpkins and clothes for scarecrows and a snack to share. Free and open to the public.

Lee discussed whether the association has to file a tax form each year or not. The tax code was not clear. There was discussion of whether the association should pay to have an annual audit of the neighborhood's books. The association, as an unincorporated neighborhood association, has never had to file tax forms previously. As part of an accountability system, the PBCA has the dues checks sent to the Secretary who accounts for each check before turning them over to the Treasurer who is responsible for the budget. This is a built in double-check of the money coming each. The Treasurer posts a monthly report to the board and to the website which lists the income and expenses for the PBCA.

Jacquie discussed the Annual Meeting on October 1 at the Pavilion starting at 7:00 p.m. The meeting will vote for the President, Vice-President and the board.

Ann discussed a resident who will help to weed the neighborhood parks. Anybody interested in helping, please give Ann a call 737-6511.

Meeting adjourned 7:49 p.m.

Next Board Meeting October 8, 2012, 7:00 p.m. at 214 Lamp Post Ln.

Minutes of Annual Meeting October 1, 2012

In attendance at meeting: Abela, Chajkowski, Dillahey, Fish, Fritz, Fry, Kirby-Hensel, Marin, Marr, Morrison, Pennington, Wadell and Wall.

In attendance via proxy: Alaimo, Armstrong, Arnold, Ault, Bentz, Breneman, Bryer, Carpinello, Cimino, Davis, Devlin, Elrod, Evans, Fenwick, Fry, Futchko, Heckman, Hensel, Hoffman, Kessler, Koerner, Kuleszynski, Lis, Lose, Maloy, Martinelli, Nebel, Olejniczak, Reed, Richards, Ross, Schuckers, Seaman, Sechrist, Stoner, Szukalski, Ulrich, Vollmar, Whittaker, Wright.

Meeting started 7:00 p.m.

Ramon Marin discussed the current budget has remained within the estimated amounts. Tree maintenance was a little more than expected. Given the income and expenses, Ramon estimates the budget will be about \$2,000 behind for this year after the estimated remaining expenses. Landscaping and mowing are the biggest budget item. The association is not expecting to have any large expenses for the rest of 2012. The board does not expect any large expenses for landscaping in 2013 outside the normal budgeted expenses. The treasurer's report is available on the Pine Brook website. The 2013 budget expected to be about the same costs as 2012. The increase in dues should bring income up to necessary levels to meet the current expected expenses.

There was some discussion of the increased dues amount. The dues increase was considered and approved by the board in order to replace the three years of deficits which has eaten into the Rainy Day fund. The dues amount was selected at \$75 in order to meet current and future expenses and to avoid having to raise the dues amount every year.

Jacque Kirby-Hensel and Lee Morrison were proposed as candidates for President and Vice-President. The nominations for motioned and seconded. The vote in favor was unanimous.

The board members of Yvonne Abela, Dave Chajkowski, Don Fry, Stephanie Lepley, Gary Marr, Kevin McKenzie, Ann Ulp, Louis Waddell and Bill Wall were presented by Jacque. The nominations were motioned and seconded. The vote to accept the nominees was unanimous.

Discussion of new bridge over Orrs Bridge. Some residents would like better walkways for pedestrians and bicycles on the new bridge.

Discussion of people parking campers and boats on city streets. Residents need to contact the township at 761-0119 to report any violations of township regulations. The full list of Hampden Township Codified Ordinances can be found at <http://www.hampdentownship.us/ord-2012/>

Upcoming events:

October 8th, Monday, 7:00 pm PBCA Board Meeting @ 214 Lamp Post Ln.

October 12th & 13th, Friday and Saturday, Pine Brook Fall Neighborhood Yard sale. Most folks start selling at 8am

October 27th, Saturday, 4:00 p.m. to 6:30 p.m. at Pavilion Park. Free to all residents. Bring your own pumpkin and a snack to share. Chili and brownie cook-off open to all residents.

November 19, 2012, Monday, 7:00 pm PBCA Board Meeting @ 214 Lamp Post Ln.

Meeting ended at 7:38 p.m.

Minutes of Board Meeting November 19, 2012

In attendance: Jacquie Kirby, David Fish, Ted Greiner, Ann Ulp, Lee Morrison, Don Fry, Ramon Marin, Yvonne Abela, Stephanie Lepley

Meeting called to order 7:02p.m.

Ted Greiner mentioned plans by a developer, Thomas Gaughen of Foxcroft Townhouse Associates, who wants to get a zoning change to allow the construction of four condo or apartment buildings on the hillside across the Conodoguinnet Creek from Pine Brook. Gaughen owns 7 acres of land, some of which (according to his letter to the Township) is zoned multifamily. Gaughen wants to "spot zone" the land down to the creek to allow the construction of his apartment buildings. There was no mention of where a road would be built to allow access to the apartment buildings.

There is a meeting at the Township building on Sporting Hill Road on Thursday, November 29, 2012, at 7:30 p.m. The vote to approve this change will take place at the meeting after comments by the public. A Pine Brook resident was told the Hampden Township Planning Commission does not approve of this plan, but they are only advisory. The area under consideration is across the creek from where Conestoga Rd. intersects with Lamp Post Ln. and below 36th Street which may or may not be the access point for the new buildings. The letter by the developer to the Township claimed the buildings would be low enough so they would not be seen by the buildings at the top of the hill which means these apartment buildings would be low enough to seriously impact the flood plain and cause runoff problems for the creek.

Please pass this information to others. Please attend the meeting on November 29, 2012, at 7:30 p.m. at the Township Building.

Jacquie discussed the soda machine at the Pavilion. It has been shut down for the winter. The association is making about \$50 per month from the machine. However, the cost in electricity is costing about \$25 to \$35 per month depending on weather. The cost could be \$45 if the weather is hot enough. The machine has been emptied....but is still running. The board will contact the Mike Anderson, a former Pine Brook resident and the owner of the company that runs the machine, to see if the machine can be turned off. The machine, which Mike provides the sodas for at cost with the PBCA getting the profits, has been a big hit with the neighborhood and should be very profitable in the coming years.....especially as HMMS soccer teams and families use Pavilion Park.

Ann Ulp, Garry Marr, Chuck Abela and Jacquie Kirby will decorate the front entrance soon. Look for the holiday display.

There was discussion of whether an adult table has been replaced at Hidden Park. This may be the old wooden table that had been vandalized, but somewhat repaired. The association is still planning to buy a permanent plastic and metal adult table at Hidden Park in the spring.

Thanks to Ramon Marin, Betty Fish and others for organizing the Pumpkin Patch at Pavilion Park. At least 45 people attended. Thanks to all who helped!! More names later.....

Discussion of neighborhood directory. There will have to be notification of the neighborhood for each resident to verify each the information for each house. If anyone is interested in advertising in the directory, please contact Wayne Kessler at 731-8829. The association hopes to get the Directory out by January 2013.

The front ground lights at Front Park need to be repaired. Chaz Lepley will look into getting these fixed.

The Township will be holding Operation Ho-Ho on Monday, December 3, 2012, from 6:30 p.m. to 8:00 p.m. at the Pavilion Park. This event is free and open to all people or all ages. Please bring a snack to share with others. The Association will provide some hot chocolate.

Meeting adjourned 7:55 p.m.

Next Board Meeting January 21, 2013, 7:00 p.m. at 214 Lamp Post Ln.