

Stillwater



Splash

A publication of STILLWATER ESTATES PROPERTY OWNERS' ASSOCIATION

WINTER 2019

—OFFICE HOURS—

MON-FRI 9 to 5, SAT 9 to 1

Kelly DiPaolo, CMCA—Community Manager
Janet Derrick, CMCA—Assistant Manager
Amber Altomare—Office Assistant

—PHONE NUMBERS—

OFFICE 570.839.7920

SECURITY CELL 570.839.9255
SECURITY BOOTH 570.972.8030
www.stillwaterestatespoa.com

—OFFICERS—

Elliot Lugo, President
Linda Brady, Vice-President
Norm Heckel, Treasurer
Nancy Poli, Secretary

— FROM YOUR VOLUNTEER BOARD OF DIRECTORS —

Stillwater Estates Property Owners Association (SEPOA) is a private community governed by 12 elected volunteers serving as the Board of Directors (BOD). Elections for 3-year terms take place during October. This year's elected board members are Debbie Harshbarger, Norm Heckel, Dennis Medina and Kathy Tenorio. Thanks to ballot counters Diania B., Carl H., and Anton T. There is no compensation or any other benefit for serving on the Board.

The BOD is responsible as fiduciaries for enforcing, upholding and following the Covenants, Bylaws and Rules and Regulations established when and since the Association was formed on January 7, 1964. The BOD is also guided by the PA Uniform Planned Community Act 180. The community manager is employed by the BOD and implements board policies and resolutions.

Property owners must pay assessments to provide for the operation of the association. The assessments and budget are established by the BOD annually and provide for road

maintenance, snow plowing, security services, office staff and maintenance, legal and accounting fees, lake management, physical properties, insurance, capital reserve, etc. The Rules and Regulations are minimum requirements intended for the protection and promotion of the atmosphere, the health and safety and the general welfare of property owners in our association. Please familiarize yourselves with the R&Rs and attend monthly board meetings to be informed of the workings of your volunteer BOD.

If you violate the R&Rs, expect to be warned and/or fined. If unpaid, the fine becomes part of your account as an assessment and you lose all member rights. The BOD urges compliance with the R&Rs as good citizens.

Be assured the BOD and SEPOA office are dedicated to upholding the best interests of all members to protect your investment in the community.

Thanks for your continued support.

— SNOW REMOVAL REMINDER —



The plowing contractor hired by the Association is responsible for clearing the roads of as much snow and ice as possible and for cindering the roads. However, there will still be ice on the roads! The Association cannot guarantee safe driving conditions. You must slow down when conditions warrant. In addition, the contractor will push snow into or in front of your driveway during the process of plowing the roads. This cannot be avoided. It is not the responsibility of the contractor nor the Association to clear your driveway of snow. The plowing contractor may also revisit your road after a snowfall to widen the roadway, allowing for future snowfalls.

— HOLIDAY DECORATING CONTEST —

Decorate your home and win money for the holidays.

1st Prize — \$150 VISA gift card
2nd Prize — \$75 VISA gift card
3rd Prize — \$25 VISA gift card



Your home must be registered/entered with the office by 12/14 at 4:00 p.m. Contest only for members in good standing. Judging will be done on 12/17 by members of the community.

If you would like to be a Judge, we are looking for a resident from each section. Please call the office to sign up!

— PLEASE NOTE —

ASSOCIATION FINANCES — Each year in the fall, the Board prepares a new budget. Funds are placed in the capital reserve every year in order to assure that the replacement of the Association's assets is provided for without coming to you, the members, with a request for a special assessment. This has enabled the Board to re-surface the tennis and basketball courts. This year the meeting room was renovated and the outside of the community center was completely redone. The deck will be replaced in the spring. Such a conservative financial approach has served our community well over the past 20 to 25 years. Your board is committed to this philosophy as it plans for both our short and long term needs.

NO SEMI TRAILER TRUCKS are permitted in SEPOA. If you are expecting a delivery, please notify the carrier that our roads are not wide enough to accommodate a semi truck driving or turning.

PERMITS THAT REQUIRE SITE PLAN OR TREE PERMIT APPROVAL: House, Addition, Garage, Demolition, Shed, Deck, Fence, Driveway, Dock, Fill/Dirt, Trees.

NO HUNTING ... NO EXCEPTIONS — The use of firearms of any type for recreational or hunting purposes is strictly prohibited not only by Stillwater Estates regulations, but municipal laws as well. Any such violations should be reported to Security and the local Police.

RENTERS must be registered by property owner one week in advance of the rental period, not during the rental period or after. A fine of \$200 will be imposed for each violation.

Owners expecting visitors or renters must register these vehicles with the office. If after office hours, please notify Security so that a visitors window pass may be issued. This is necessary in the event the visitor or renter parks on association property. If there is no window visitor's pass the vehicle could be towed. Upon entering SEPOA, if no guard is present at the booth to issue the pass, the member expecting the visitor is asked to leave a message at 570-839-9255. Security will be asked to check phone messages prior to towing any vehicle.

— BOARD MEETING DATES FOR 2019 —

Jan 5 - Feb 9 - March 9 - April 6 - May 4 - June 8 - July 6 - August 3 - Sept 7 - Oct 5 - Nov 9 - Dec 7

— 2019 SEPOA BUDGET —

Legal	\$ 24,000
Insurance	22,000
Snow/cinders	40,000
Road resurface	56,000
Road maintenance	6,100
Lake management	32,000
Clerical office	68,500
Payroll taxes	36,600
Landscaping contract	35,000
Security contract	270,000
Capital reserve	25,000
Professional services	5,000
Secretary/audit	4,200
Office/computer	8,500
Printing	2,000
Badges/decals	1,800
Maintenance	15,500
Security/other	2,850
Utilities/internet	13,450
TOTAL EXPENSES	\$680,900
TOTAL INCOME	\$680,900
Assessment increases	
House	\$25
Extra lot	\$20
Undeveloped lot	\$20

— SEPOA SECURITY —

Stillwater Estates security team's objective is to observe and report events or incidents that occur while patrol and access control officers are on duty. If we are able to help with an issue, we will attempt to do so to the best of our ability. We are here to assist in keeping the community and its residents safe and give assistance when able to do so. **REMINDER: EVERYONE IS REQUIRED TO COME TO A COMPLETE STOP AT EVERY STOP SIGN AND AT GUARD BOOTH AREA.**

Site Supervisor: Juan D.

Patrol Officers: Patrick R. and Xavier W.

Access Control Officers: Scott B., Tiana H. and Ryan B.

► If you want to notify security of any incident or occurrences and do not want to call, we are able to receive text messages at (570) 839-9255.

► If you want to have restrictions on your property, please submit your request in writing to SEPOA office and security will make every attempt to enforce your restrictions. Any changes to the restriction list must be made in writing and re-submitted to SEPOA office personnel.

► If you would like to have security conduct regular property checks at your home while on vacation or for non full-time residents, please submit your request in writing to SEPOA.

— REVIEW OF BOARD ACTIONS: MAY to NOVEMBER —

- ◆ Resolved to approve doubling permit fees (after the fact permits) for those who fail to obtain permits prior to the work commencing or being completed.
- ◆ Resolved to approve installation of lighting at tennis courts and at the east emergency entrance/exit.
- ◆ Resolved to approve bid of CR Landscaping for hot tar crack sealing and shoulder/pipe work @ \$9,750.
- ◆ Resolved to accept resignation of Joan Gartner from the Board of Directors effective August 1, 2018 .
- ◆ Resolved to appoint Debbie Harshbarger to the Board of Directors to fill a vacancy through December 31, 2018.
- ◆ Resolved to approve invoice from Civil Crossroads Engineers #1248 for \$1500 for new entrance conceptual design.
- ◆ Resolved to approve invoice from Civil Crossroads Engineers #1252 for \$132 for signs for recreational events.
- ◆ Resolved to approve invoice from Civil Crossroads Engineers #1253 for \$600 for construction drawings/permit documents for meeting room.
- ◆ Resolved to approve VLD Electric bid of up to \$6,000 to reroute wires, remove unnecessary cables, replace one gable fan and thermostat/humidistat in the attic and reroute horizontal conduit to soffit area.
- ◆ Resolved to accept resignation of Jack Burkhardt from the Board of Directors, with thanks.
- ◆ Resolved to approve bid from Shiffer Bituminous for tar and chip of Chickadee Dr and North Estates Dr from Sylvan Lane to the causeway, at a cost of \$23,716.
- ◆ Resolved to approve bid from Jeff Seymour Custom Home Improvement to remove and replace the Community Center deck, at a cost of \$49,750.
- ◆ Resolved to approve an additional \$3,500 for flooring at the Community Center, to be funded by the savings account.
- ◆ Resolved to clarify motion #7 from September 9 to read, "to raise the transfer fee from \$400 to \$800 on an improved lot (house) effective immediately."
- ◆ Resolved to appoint Anton Tyndall, Diania Bizukiewicz and Carl Hamilton as judges of the Board election.
- ◆ Resolved to rescind the approval of the Belanger Construction bid in the amount of \$19,000 approved on Nov. 4, 2017 for the community center siding.
- ◆ Resolved to approve a \$250 donation to the Pocono Summit Volunteer Fire Department.
- ◆ Resolved to hire Millenia Home Improvement Inc. to replace the community center roof for \$13,150 not to exceed \$15,000.
- ◆ Resolved to hire Millenia Home Improvement Inc. to install vinyl siding, white fascia and soffits on the exterior of the community center for \$16,900.
- ◆ Resolved to hire Millenia Home Improvement Inc. to replace gutters, leaders and downspouts at the community center not to exceed \$5,200.
- ◆ Resolved to hire CR Landscaping for plowing services for winter 2018-2019. Rates same as last year.
- ◆ Resolved to approve the emergency meeting minutes from October 13, 2018.
- ◆ Resolved to approve the SEPOA 2019 Budget of \$680,900 income and \$680,900 expenses with an assessment increase of \$25 per house, \$20 per extra lot and \$20 per undeveloped lot.
- ◆ Resolved to replenish the Operating Funds with a transfer in the amount of \$62,174.50 (\$87,174.50 Reserves earmarked for transfer to Operating minus \$25,000 contribution from Operating).
- ◆ Resolved to approve the engagement letter from Zavada & Associates for the 2018 Financial Review at a cost of \$3,000.
- ◆ Resolved to approve the contract for Aquatic Environmental for the 2019 lake treatment with a cost not to exceed \$23,748.97.
- ◆ Resolved to approve the contract for United American Security for security services through 2019.
- ◆ Resolved to approve the additional proposal submitted by Jeff Seymour Custom Home Improvements at a cost of \$2,200 for the following: \$1,100 front deck walkway; \$1,100 three doors (one exterior door in meeting room and two exterior doors in restrooms.)
- ◆ Resolved to approve the manager seeking bids for a full survey of the Emergency Route (entrance/exit) off Willow Grove Road.
- ◆ Resolved to approve a survey of the "ball field" area to better identify boundaries and make proper request to Tobyhanna Township for cost of creating a bus stop at this location. Civil Crossroads (Engineer) will work with survey team for a concept plan on this project.

— ASSISTANCE/SERVICE ANIMAL BILL SIGNED INTO LAW —

HB 2049 (Act 118) the Assistance and Service Animal Integrity Act, provides requirements for documentation for an assistance animal or service animal in housing and for the offenses of misrepresenting these animals. The PA LAC (legislative action committee) of CAI worked very closely with legislators to ensure "associations" are included in the landlord definition. This allows associations and planned communities the right to request documentation of a homeowner's need for a service or assistance animal when their disability is not apparent, and the association prohibits animals. Effective February 23, 2019.

Congratulations to Janet Derrick, SEPOA office staff member, upon earning CMCA certification.
Janet has been promoted to Assistant Manager.



STILLWATER ESTATES
PROPERTY OWNERS ASSOCIATION

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POCONO SUMMIT, PA
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