

**Milford Highlands Property Owners Association**  
Milford Highlands POA, PO Box 1038, Milford, PA 18337

Minutes for Milford Highlands Property Owners Association

October 20, 2019

---

Attendees: Paige Fetzner (President), Sarah Brady (Treasurer), Mark Weems (Chairman), Sanjiv Sharma (Secretary)

Paige called the meeting to order at 3.15 PM.

Mark provided an update of activities on the hill. Then everyone decided to discuss on meeting agenda laid out by BoD before coming to the meeting:

**1. Check Collection**

- a) Check Collection for Lot 37 and Lot 40 with Late Fee
- b) Letter to non-paid lots by Dec. - Sarah will prepare the letter and will be approved by BOD. (Text to add in letter: cannot vote, lien against property, for construction plan will not get approved by BoD... etc)

**2. Addressing the issue about Martin committing to Pete Tennis - USL landscaping/snowplowing company:**

- a) Shortly after the September 23 Board meeting, Martin Evers contacted Pete Tennis and informed him that he was not selected for the 2019-2020 snow plowing contract.
- b) The Board received notice by post office mail from Pete Tennis on October 12 stating that Martin Evers told him on July 2 that he won the 2019-2020 snow plowing bid. The letter included a screen shot of the phone text message between Martin and Pete where Martin tells Pete "you won".
- c) Pete's letter to the Board states that under PA law, Martins reply on July 2 was a legally binding contract and he would sue the Board for breach of contract if he was not hired. Pete's letter also states that he pre-bought sand/salt in preparation for the up coming season.
- d) Martin took the meeting minutes on September 23 and added a note stating the Board selected Pete during the July Board meeting.
- e) The Board went back and reviewed the July MOM documented by Martin but there is nothing mentioned about USL winning the snow plowing bid. This note entered by Martin after the September 23 meeting and was factually incorrect in that NO discussion was held regarding award of the snow plowing bid to Pete Tennis in July. In fact, Martin was well aware that Mark was still pursuing additional bids from Mike Smith. In an email that Martin sent to Mark a day after the July 22 Board meeting, Martin asks Mark to send him the snow plowing bid so he can compare to Pete Tennis bid.
- f) Paige asked an attorney friend to review the situation created by Martin and determine if the Board is in breach of contract with Pete Tennis.
- g) The attorney sent a letter to Pete informing him that the phone text message sent by Martin was not a contract. The Board is not obligated to hire Pete and is not in breach of contract.

**Milford Highlands Property Owners Association**  
Milford Highlands POA, PO Box 1038, Milford, PA 18337

- h) The Board has corrected the September 23 meeting minutes and removed the note added by Martin that the snow plowing bid was awarded to Pete in July. This was not true. There was no Board discussion and there was no vote.
- i) As VP at the time, Martin Evers did not have the authority to single-handedly award contracts. All contracts are awarded based on a majority vote of Board members.
- j) Martin Evers reply to Pete Tennis on July 2 was completely inappropriate, totally invalid and done without the Board's knowledge. In addition, Martin deliberately withheld this information from the Board until the September meeting when he added it to the meeting minutes, AFTER the meeting was over.

**3. Reviewing on render money to Martin**

- a) Reviewed the MOM written by Marty
- b) Reviewed the Receipt.
- c) Review with Precision Lawn and Landscape company on job done and payment information. - 570 296 9394.
- d) Check for PO Box and xxxxxxxx can be paid immediately.
- e) BoD agreed to hold the rest money until we all the information is reviewed. (Precision Payment and Snow Plowing)

**4. Discussions about Eric's services and future with MHPOA:**

- a) Eric still not able to provide any concrete direction on following issues since last year:
  - a. Snow tower Issue still pending.
  - b. How to hold Walter to pay dues.
- b) Send Letter to Eric - Informing about Martin resignation and all checks/bills. - Sarah
- c) 2 Lawyers for consideration - Doug Jacobs and David Chuff - will check more details.

**5. Second signature on checks?**

Mark will work with Sarah on time to go to bank.

**6. Addressing the concerns raised by a property owner a few weeks prior**

Email will be sent to owner and below is verbose of that:

- 1. We understand people have lot of question and annual meeting will be the right opportunity to clarify all these.
- 2. We will be holding annual meeting in Feb/March.
- 3. Remember if homeowner who don't pay by then, will have no voting rights and will not have access to any financial documents.
- 4. As a basic requirement have to pay dues first which is required by Property Owner Association.

**7. Identifying 5th board member position**

Martin Evers resignation as Vice President following the September Board meeting has created an opening. The four remaining Board members reviewed the Bi-Laws for guidance on filling the vacancy.

**Milford Highlands Property Owners Association**  
Milford Highlands POA, PO Box 1038, Milford, PA 18337

**Section 5.04. Vacancy on Board.** "If the office of any Board Member shall become vacant by reason of his death, resignation, retirement, disqualification (including by no longer owning a property), removal from office or otherwise, the remaining Board Members, at a special meeting duly called for this purpose, shall choose a successor, who shall hold office until the expiration of the term of the Board Member he is replacing. In the event that there shall be a deadlock in the voting for a successor, the Board Member with the longer continuous term on the Board shall select a successor from the successor candidates. At the expiration of his term, the replacement Board Member(s) shall be re-elected or his successor shall be elected in accordance with Section 5.01 hereof. "

The Board discussed potential VP candidates. Mark suggested Nicole Pitrelli as possible replacement based on past involvement, knowledge of real-estate matters and attorney contacts. Nicole is a permanent resident on Skyline Drive.

Meeting adjourned around 4.05.  
Respectfully submitted by Sanjiv Sharma.

**October 20, 2019 - SPECIAL MEETING**

Attendees: Paige Fetzner (President), Sarah Brady (Treasurer), Mark Weems (Chairman), Sanjiv Sharma (Secretary), Nicole Pitrelli (VP candidate)

Paige called the meeting to order at 4.15 PM

As required in Bi-Laws Section 5.04, the Board opened a Special meeting to take decision on one urgent matter and few open items from last meeting:

**1. Filling the Vice President Position in MHBoD.**

- a) Section 5.4 by-laws for filling the vacancy.
- b) Board considered nominating of PITRELLI, NICOLE for VP position.
- c) Sanjiv: I nominate PITRELLI, NICOLE for VP position.
  - a. Paige, Sarah and Mark accepted.
- d) PITRELLI, NICOLE accepted the position.

**2. Discussion on Insurance:**

Nicole will call few insurance companies and see if we can get POA insurance.  
(Call Doug or Sunny - Nationwide)

**3. How to repair road edging?**

- a) Option 1 - Use concrete. No idea how to measure yard for concrete.  
Mark contacted few from Home advisor - No one responded yet.  
Issues: If we hire who will monitor the contractor and check with them.
- b) Option 2: use the stones. - 3/4 inch stones. Mike agreed to do.

For all Communication please use [BoardofDirectors@milfordhighlandspoa.com](mailto:BoardofDirectors@milfordhighlandspoa.com) email address

**Milford Highlands Property Owners Association**  
Milford Highlands POA, PO Box 1038, Milford, PA 18337

**4. Pot hole repairs - still needs to be done**

- a) Based on July MOM we get 1 bid but no contract/cost...
- b) So far we have 7 potholes.
- c) As of now we can use Mike to fill the potholes, but need pricing.

BoD decide to give one more shot with Option 1 for Point # 3 and Point 4.  
Mark will call KO Brother and check if they want to do work up on hill and get the quotes.  
If no one comes for 3-4 weeks BoD will go with Temp solution.

**5. Payment to Mike Smith for November**

Sarah will the first installment check. - Single signature is approved by board for time being.

**6. Annual Homeowners Meeting and BoD in-Person meeting dates**

- a) BoD decided date: Mar 07, 2020
- b) Send letter by Mid of Jan.
- c) Create Meeting Agenda:
  - a. Annual Financial Health,
  - b. Confirmation by Mid Feb15. via Website Survey.
  - c. Location: Keep looking the website.
- d) In-Person BoD meeting will be help on Feb 22. Location and Agenda will be decided later.

**7. WebSite – More and More Use.**

- a) All MoM, ByLaws and other POA related documents should go to website for everyone easy access.
- b) More and More use of Website for information and Survey.
- c) Payment information to be added to website. Add email to account so that payment can be done by Zella and other apps.
- d) Most of the information will be kept secure.
- e) Sanjiv to explore more option and use case to use website.

Meeting adjourned around 5.20.

Respectfully submitted by Sanjiv Sharma.