

## Trustee Meeting Minutes for Wednesday, March 9, 2023

115 Park Meadows Drive at 1:00pm

In attendance: Marian Glancy, President  
Jim Orme, Vice President  
Wayne Gulden, Treasurer  
Bette Kelley, Co-Treasurer  
Connie Johnson-Chapman, Secretary

NOTE: A preliminary meeting with Enoch Rice was held in PMA's East swale. Enoch recommended to NOT remove the trees in the east swale. However, to hire a company, using a camera, to investigate potential problems with rainwater directional flow and/or blockages in the swale(s). He suggested the possibility of digging a stone-lined trench along the centerline of the swale and keeping most of the grass currently planted. (He said that he's never seen the swale "looking this good")

Transition Items:

- 1.) Accounts;
  - a.) Wayne has access to Vanguard, and WesBanco accounts, but not Wright-Patt account, yet. He, also, wants to add Marian's and Bette's names to the Vanguard account.
  - b.) He also wants to "tighten up" PMA's information/data on contractors—i.e., contracts and invoices.
  - c.) Marian and Wayne have an appointment with Andy at AC Services on Friday, March 10th to discuss/redefine PMA needs and AC Services support.
  - d.) Jim is to give 24hrs. notice re: A/C Services scheduled maintenance service visits to #220.

- 2.) Contracts and Contractors status:
- a.) Marian emphasized that contracts are required. (Little, or no, documenting of contractor contracts has been done in the past.)
  - b.) Contracts specifically needed, at present: Snow Removal and Landscaping.
    - 1.) Bette is researching snow removal contractors. The name Jeff Reed was mentioned, but Bette has two more options for contractors.
    - 2.) Snow removal for PMA would include snow removal from PMA lanes and walks. Removal of snow from driveways would be optional. (Residents request that the use of salt by contractors is not wanted.)
    - 3.) Les Prether has no contract for PMA landscaping. (Marian to make an appointment to meet with him.) Contract may include clean-up of PMA Commons Area after pruning and landscaping.

2.) Contracts and Contractors status (cont.)

- c.) John Purdin/Purdy Construction (under contract) to continue with PMA siding repairs—specifically, #105, #140, and #135.
- d.) Friday, March 10th: Marian, along with other Trustees, and John Purdin to do a “walk-about” inspection of PMA residence exteriors to identify siding repair or replacement needs.

Aside discussion: Siding options other than wood needs to be given consideration given the increasing cost of wood siding maintenance.

- e.) Montanna (Tanner)--last year's snow removal contractor—use of salt was the major expense billed to

PMA. Again, no written contract. Needs to be remedied by next winter.

- 3.) Residents' Directory needs to be updated and distributed. Resident Emergency Contact details needed to be provided to Trustees.
- 4.) #220 asked if items they want to sell could be placed in the PMA Notes newsletter.

Aside: Newsletter needs to be "revived" and placed on web-site.

2.) Return to Contracts and Contractors (cont.)

- e.) Smoke Detector "Contractor" not returning Marians calls. Need to have find/hire another contractor.
- f.) Could YS Fire Department be a possible installer—if we bought the smoke detectors?

3.) Contracts and Contractors (cont.)

- g.) Additional discussion re: Enoch's suggestions/comments about swale.
  - 1.) #105 foundation not in danger of washing away from rainwater, temporarily collected in swale. Swales normally drain within hours of downpour.
  - 2.) East visitor parking asphalt is washing away.
  - 3.) AC Services has camera for "scoping out" possible blockage in drain pipes from swale.
  - 4.) Hiring a civil engineer to look for possible advice may be an option. Marian will be exploring available "help" on-line. (Probably in Springfield.)

Aside: Wayne and Bette agree that a civil engineer may be a possible resource, but one PMA person should be the "official" contact person.

h.) Importance, stressed, of proof of insurance, needed for all contractors, as well contractors must be bonded. Proof of insurance and bond, to be kept in PMA files, as record of proof.

#### Criterion-Lizsky Study:

- 1.) A telephone meeting between Criterion-Lizsky and PMA Trustees is scheduled for Tuesday, March 14th at 11:00AM.
- 2.) Proposed dates and their inspection requirements to be defined.
- 3.) Marian wants inspection dates to be suggested by Trustees.

#### Resident Work Requests Protocols:

- 1.) Marian to send a reminder to all residents (in Newsletter?) because of "independent" actions taken by 2 residents.

#### Grounds Work:

- 1.) PMA tree/landscaping is composed mainly of Carolyn Ray.
- 2.) Peggy Koebernick has been the go-between for PMA memorial trees planted by YS Tree Committee. Trustees need to discuss the "memorial trees policy," if any.  
Currently too many trees!

Policy for PMA next-of-kin contact data needs to be addressed.

Next Trustee Meeting—March 23rd @ 1:00pm.