



## Candidates for the Board of Directors



Doreen  
**BOVE**  
page 2E



Jeffrey L.  
**WEINSTEIN**  
page 2E

Online voting begins Saturday, July 12, at 11:00 a.m. and ends on Sunday, July 20, at 5:00 p.m.

CANDIDATE STATEMENTS

Doreen BOVE

My name is Doreen Bove and I am running for a seat on the Board of Directors. My husband and I moved from New Jersey to Hemlock Farms in April 2019. We were impressed with the natural beauty, amenities and history of the community and looked forward to making our home here.

I have a lifetime of community service and now my community is Hemlock Farms. In 2019 I immediately joined Planning, Land Use and Architecture serving 2 years from 2019-2021 and the Public Works and Physical Properties Committee for 6 years from 2019-present. This year I am the Vice Chair and also secretary. In addition, I am on the Environment Committee serving 4 years from 2021-present, and have been the Chairperson for the last two years. I have been a member of the Public Works Curbside Service Subcommittee since its inception last year. I am also a member of the Septic Code Ad Hoc and

the Board of Directors/Staff Committee on Communications. As you can see, community involvement is important to me. I am a volunteer with the Hemlock Farms Library and Story Time, the Hemlock Farms Volunteer Fire and Rescue Company Auxiliary, and the Hemlock Farms Conservancy. All of these experiences make me appreciate our community, members, management and staff.

My volunteerism continues outside of Hemlock as well; I serve at my church, including teaching Sunday School and weekly visits to a local nursing home. I am also a Volunteer Domestic Violence/Sexual Assault Hotline Advocate for Victims Intervention Program.



In closing, I love serving on committees and I love living in this beautiful community; it is truly our home. With my experience I have come to realize the only way to effect change is through education and participation. All of us have a stake in the future of our community and I urge members to join committees, attend committee and board meetings, read the **Hemlock News** and most importantly, please VOTE on the issues important to the welfare of this community. If elected, I will work to maintain its natural beauty which includes our lakes and fishing, wildlife, and its abundant forest.

Jeffrey L. WEINSTEIN

I have had the pleasure and opportunity to enjoy Hemlock Farms and the surrounding area for the past 49 years. First, when spending time at my parent's weekend home in the community, and for the past 37 years as a homeowner, along with my wife.

Until recently, we were part timers. My wife, who is now a retired teacher, spent summers with my daughter, who attended the day camp, as well as the swim team. I enjoyed the amenities of our community on weekends. After retiring a year ago, we made the decision to become full time residents of Hemlock Farms. Prior to retirement, I used my MBA to build a career in management, and for the last 25 years I was the Executive Director and CEO of Hunterdon HealthCare Partners, a healthcare organization in Flemington, NJ. In that role, I led an organization that worked to improve access to care for residents of the county and surrounding area.

Having made the decision to make Hemlock Farms our fulltime residence, I felt it was important to get more involved in our community. I have always believed strongly in giving back to your community, as reflected in the organizations that I am involved with. This past year, I have been a member of the Hemlock Farms Finance Committee, as well as the Public Health, Safety & Security Committee.

The following is a list of the organizations I have devoted myself to in the past:

- President of my Condo Association when I lived in Maryland
- President of our Homeowners Association in our townhome community when we lived on Staten Island



- Past Chairman of the Board of Hunterdon County Youth Home
  - Member of the Hunterdon County Chamber of Commerce for 10 years, serving as the Chairman of the Board for 3 years.
  - Member of Temple Beth El, Hillsborough, NJ Board, and served as the Treasurer for 2 years.
  - Member of the Somerset County 4H Association for over 20 years, where I currently serve as the Assistant Treasurer, and Fair Manager.
- Having had the opportunity to serve on committees in our Community, I have decided to run for the Board of Directors. I feel my past work experience, as well as my past experience being on Boards, make me an ideal candidate to join our Board.

# Capital Improvement Fee (CIF) Funds

By ANN MARIE DRAKE, Comptroller

Capital Improvement Fee (CIF) funds are collected each time a home or lot changes hands. This fee is paid to Hemlock Farms by the purchaser. In 2025, \$2,842 is collected for each home sold, \$947 is collected for each Unimproved lot sold, and \$631 is collected for each Adjacent lot sold.

As per Code Chapter 173-3, the funds collected are deposited into a bank account that earns interest and is kept segregated from other funds. The money accumulated in the CIF fund may be expended ONLY for capital-improvement and

capital-enhancement projects, and only after the expenditure is approved by a vote of the membership.

The CIF fund was created at the end of 1987 for the purpose of funding capital projects so that, if new amenities were needed, Hemlock Farms would not have to assess its members. This is also a Pennsylvania law as per Act 180, which came into being in 1997. For this reason, the CIF fund is an important financial tool for the Association, as the cost to construct approved capital projects does not impact dues, nor cost members additional special assessments.

After a project is approved by membership, CIF

cash balances continue to earn interest until the project expenditures are complete. Interest earned in the CIF fund last year amounted to \$239,919, while CIF fees collected totaled \$475,420. That's a total of \$715,339 that was added to the fund in just one year! More than \$3,000,000 of CIF funds have been spent on capital projects over the last 20 years. At the end of April 2025, the CIF fund had an unencumbered balance of \$5,235,289.

It can be said that "every new amenity or property improvement has a direct reflection on property values for all members." Capital improvements and enhancements benefit all who enter our gates.

PROPOSITION

1

## Fawn Hill Family Park Pavilion

By CHARLENE BOLAND,  
Hemlock News Coordinator

In a commitment to improve recreational facilities at Fawn Hill Family Park, a proposal to construct a permanent pavilion measuring 60 feet by 120 feet has been made. This initiative will be funded through an estimated expenditure of \$450,000 from the Capital Improvement Fee (CIF) fund and aligns with the HFCA bylaws (*see the article above for a detailed explanation of the CIF fund and how these funds are obtained and used*). The primary purpose of this pavilion is to eliminate the ongoing need for rented and temporary tents, significantly enhancing the quality and accessibility of recreational activities at the park. This permanent structure will be a versatile venue for various community events, providing shelter and comfort for all visitors.

The decision to invest in a permanent pavilion is backed by several compelling reasons. The pavilion will replace the need to budget annually for tent rentals; \$25,000 was budgeted for tent rentals in 2025. This change represents a long-term financial benefit, allowing budget reallocations to enhance other community programs. A permanent structure will offer shelter and shade, ensuring that park visitors, particularly children in Day Camp programs, can enjoy outdoor activities regardless of weather conditions. The pavilion will greatly enhance outdoor living spaces, making Fawn Hill Family Park a more attractive



Contributed graphic

destination for outdoor recreation and gatherings. By investing in this facility, Hemlock Farms will enhance its curb appeal and marketability, making it more appealing to potential residents and visitors. Designed with elegance in mind, the pavilion will add sophistication to Fawn Hill, enriching the overall aesthetic of the park. The pavilion's design will complement the existing natural landscape, seamlessly integrating with the park's environment. The pavilion's concrete flooring will provide a safe surface, minimizing the risks of muddy or uneven ground. With a dedicated pavilion, events are less likely to be canceled or moved due to adverse weather conditions, facilitating greater community engage-

ment and participation. Utilizing quality materials ensures that the pavilion will require minimal maintenance while providing durability for years. The pavilion will serve as an ideal space for member rentals, accommodating a variety of functions, from parties to social gatherings, fostering a sense of community.

The proposed construction of a permanent pavilion at Fawn Hill Family Park represents a strategic investment that will significantly enhance our recreational offerings. By providing shelter, improving aesthetics, and reducing long-term costs, this facility will serve as an essential resource for our community.



## Bylaw Amendment to 3.3 Qualifications

By **CHARLENE BOLAND**,  
Hemlock News Coordinator

In recent discussions surrounding the qualifications for candidacy for the Board of Directors of our Association, a proposed amendment has emerged that aims to broaden the pool of eligible candidates. The suggested modification involves removing the current requirement for committee service, thus allowing any interested community member to run for a Board position. This change addresses the critical need to enhance community engagement by providing voters with a more diverse selection of candidates.

Under the existing bylaws (Section

3.3), the qualifications for all nominees and directors outline several key criteria: Candidates must be over eighteen (18) years old. Candidates must be members in good standing within the Association and entitled to vote. Nominees must have completed at least one (1) year of service on a standing committee, which should involve attending more than half of the scheduled meetings. Candidates must agree in writing to adhere to the Association's Board of Directors' Ethics Policy. Candidates must be free from any conflicts of interest, including those defined under Section 3.6 of the bylaws.

The proposal aims to remove the committee service requirement

specified in point three of Section 3.3. By doing so, the amendment seeks to create an environment where potentially a greater number of qualified individuals can step forward and offer their services on the Board.

The rationale behind this amendment is multifaceted: By eliminating the committee service prerequisite, more community members, regardless of their prior engagement level, can seek election to the Board. This increased accessibility ensures that a broader range of voices are represented, contributing to a more vibrant and inclusive community governance. Legal counsel has supported this change, indicating that it may also bolster

the transparency and integrity of the election process. Transparency in the election process fosters trust among community members and enhances participation in future elections. Broadening the eligibility criteria empowers individuals from varied backgrounds and experiences, potentially leading to a more diverse leadership team that better reflects the community's demographics and perspectives.

In conclusion, the proposed removal of the committee service requirement represents a strategic initiative to invigorate community engagement. By enabling a more comprehensive range of candidates, the election process can become more inclusive and equitable.

## Bylaw Amendments to 2.10 Elections and 3.11 Committees

By **CHARLENE BOLAND**,  
Hemlock News Coordinator

In recent discussions surrounding the governance of our Association, it has become evident that the existing bylaws concerning the election process require significant updates. This necessity is rooted in the fact that the Association's election procedures must align with current Pennsylvania law, which governs various aspects of our voting system. Under the outdated provisions under Section 2.10 of our bylaws, the Elections Committee has historically been tasked with conducting voting at all membership meetings and verifying the validity of votes cast by members. However, this structure is no longer applicable. With the transition to

a more modern voting system—incorporating online and mail-in ballots—the traditional role of the committee is rendered unnecessary. Furthermore, Pennsylvania law mandates that the Association appoint a Judge of Elections to oversee the election process. This shift means that this appointed official can effectively carry out the oversight responsibilities historically held by the Elections Committee.

In light of these developments, it is proposed that the following changes be made to the bylaws:

1. Removal of the Elections Committee: Given that the Association no longer requires an Elections Committee to exclusively oversee elections, we can eliminate this committee from the standing committees listed in Section 3.11-B-2 of

the bylaws.

2. Updated Election Process: The Board will appoint a Judge of Elections prior to any election or vote within the membership. This individual will handle all voting challenges, including those pertaining to candidacies. The specific language in the revised Section 2.10 would indicate that while independent voting processes are now in place, the staff, with assistance where necessary, will ensure the integrity and transparency of the election process without the need for an Elections Committee.

These changes are not merely administrative but are designed to ensure that the Association complies with the Pennsylvania Non-profit Corporation Law and reflects the mandates set forth in the Uni-

form Planned Community Act. This modernization effort is recommended following counsel's advice to keep our bylaws in alignment with state regulations.

Updating our bylaws to reflect the current election process and eliminate outdated provisions is essential in promoting a fair, efficient, and transparent voting system. By adopting these changes, the Association reinforces its commitment to lawful governance while enhancing the democratic process for its members. The proposal to streamline the election process not only fosters alignment with Pennsylvania law but also ensures that we are poised to adapt to future requirements, ultimately benefiting all members of the Association.

# Maintaining Our Forests

## *Just the Facts*

*This article was written in 2024 by Hemlock Farms Community Association (HFCA) in cooperation with USDA APHIS Wildlife Services (WS). To verify the accuracy of the information, this article was reviewed by the wildlife biologist (project leader), PA Eastern District Supervisor, and the Public Affairs Specialist with WS.*

Twenty years ago, in the February 2004 issue of **Hemlock News**, an article stated, “In our community, there is a glaring lack of plants in the undergrowth and a noticeable dying of trees in the overstory. Restoring and rehabilitating these degraded conditions requires immediate, innovative, and adaptive action to protect and enhance property values associated with Hemlock Farms.” Shortly after that article was written, HFCA implemented a program in cooperation with WS and the Pennsylvania Game Commission (PGC) to manage the deer population in Hemlock Farms.

When it first began in 2005, the proposition was placed on the ballot for a vote under the name “Restoring Our Forests.” Since the forests have now been restored, the title of the ballot proposition has changed to its current title, “Maintain Our Forests.” For about two decades, the membership has voted yes or no to controlling the deer population in Hemlock Farms.

A little under two decades after the 2004 article mentioned above, a community-wide survey was conducted to gauge the values and opinions of the members of Hemlock Farms. This survey stated that “Serene environment, natural surroundings are top reasons to buy in Hemlock Farms.” Fifty-three percent of respondents chose to buy a home in Hemlock Farms because

of the “natural, forested surroundings.” This response is a far cry from the “degraded conditions” referenced nearly two decades before.

Many long-time members of the community can recall the deer-related incidents that were prevalent before deer management began. In 2004, according to HFCA and WS, there were 239 deer-related incidents. In 2023, this number was less than 10.

The quantity of deer removed from the community is not at all arbitrary. This number is determined through standardized scientific methods. Wildlife Biologist Willy Wenner of WS describes how this number is calculated: “White-tailed deer density surveys are conducted by driving an evenly distributed 21.8-mile survey route throughout Hemlock Farms that traverses approximately 30% of the community. Survey teams consist of a driver/data recorder, and two WS observers in the back of a mobile truck. Surveys are initiated each night after sunset and concluded that evening. Deer observations are conducted utilizing infrared units and spotlights. Observers record the number of deer, deer locations (referenced by grid quadrant), perpendicular distances deer are from the survey route, and time. The survey vehicle moves at approximately 10 miles per hour, stopping only to accurately record data or for traffic considerations. Survey data is entered into a WS deer density database that determines the area surveyed by factoring the survey route distance and the distance deer were observed from the closest point on the survey route. The database then calculates average observation distances, area surveyed (square miles), and deer-density estimates (deer per square



*Hemlock News file photo*

mile). The results of the surveys are used in conjunction with the deer-related incident data and the forest health data to determine a target number of deer to be removed each year.”

Many questions surround this topic. Since firearms are involved, members are understandably concerned about the safety of this program. Wenner explains, “WS conducts deer-removal activities based upon a protocol established in 2005 by the collaborative effort of the HFCA, WS, and the PGC. All deer are removed using mobile units, consisting of a driver and two WS employees in the back of a marked government truck. Bait sites are placed on HFCA property to position deer in areas for safe shooting. WS utilizes a hand-held infrared unit to locate and observe deer in complete darkness. These capabilities also further enhance WS’s ability to ensure safe removal operations by detecting people, non-target animals, rocks, and homes located on the property. All team members are on alert for hazards and human presence. Spotlights with colored filters are used to make a final determination that the line of fire is safe and there are no obstructions. Adult does are targeted for removal when more than one deer is present. If adult does are not present, deer are removed on a

first opportunity basis.”

Safety within the gates of Hemlock Farms has, in fact, improved since this program was implemented. In 2004, Public Safety reported that 75 vehicles were involved in deer-vehicle collisions. In 2023, there were only three.

Some members worry about the well-being of the deer in Hemlock Farms. Since the deer-management program began, the health of the deer in Hemlock Farms has also improved. In the past, the environment could not sustain the number of deer that lived in our community. The deer were starving and desperate. They frequently ate from the hands of residents, things such as bread, gummy bears, and other handouts that provided little-to-no nutritional value. The deer were extremely habituated to humans, and it was not uncommon for deer to lay in driveways, yards, and under resident’s porches. It was also common for deer to frequent roadways, showing little concern for traveling vehicles. Deceased deer were often found around the community because they had died of starvation, non-reported vehicle collisions, etc. (164 carcasses in 2004 versus four in 2023). Finally, deer had devastated the forest understory for the other wildlife

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MAINTAINING OUR FORESTS

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species that depended on it.

Now that the deer in our community have more food available to them, biological data has proved that they are much healthier. Wenner said this about the health of the deer population in Hemlock Farms:

As forest health improved, abundant food resources were now available for the deer living in and around the community. These abundant food resources provided adequate nutrition for individual deer, resulting in increased body weights with healthier fat reserves, increased reproductive rates in females, and

larger antler growth in males. Biological data was collected from 2007 through 2015, during which WS gathered some or all of the following data: body weights, kidney fat index, tail fat scores, and reproductive data. WS stopped gathering biological data when field-dressing duties were transferred to processors, and no longer completed on HFCA property.

The benefits of our deer management program extend beyond the gates of Hemlock Farms. As required by the PA Game Commission, Hemlock Farms donates

all of the deer removed during the program to Hunters Sharing the Harvest. The deer are processed and donated to local food pantries to support families in need in the surrounding area. In 2024, Hemlock Farms donated 3,102 pounds (16,440 servings) of venison to residents throughout Pike County.

We have a page on [hemlockfarms.org](http://hemlockfarms.org) that further explains the deer management program used in Hemlock Farms and other 2025 ballot propositions. If you have any questions about the program, we encourage you to contact the HFCA Director of Natural Resource, Robert “Diesel” Palumbo, at [RobertP@hfca.com](mailto:RobertP@hfca.com).

Impacts of Deer Management in 2024-2025

239 deer-related incidents in 2004 vs. 5 in 2024

164 deer carcasses found in 2004 vs. 7 in 2025.

3,346 pounds of meat were donated in 2025.

ELECTIONS LETTER SENT TO MEMBERSHIP

May 28, 2025

Re: IMMEDIATE ACTION REQUIRED TO VOTE IN HEMLOCK FARMS 2025 ELECTION

Physical Property: XXX

Registration Code: XXXXXXXXXXXX

Dear Member,

The Hemlock Farms Community Association (HFCA) Annual Membership Meeting and Election will be conducted as a hybrid meeting. HFCA has contracted with Vote HOA Now, William Owens and Company, and Sun Litho Print to administer the electronic voting process. ***Changes from Pennsylvania law, known as House Bill 1795, or Act 115, have impacted our process.*** Hemlock Farms staff and Management have limited involvement with the voting process.

To participate in voting, ***members in good standing*** have two options. Please choose **EITHER** option 1 or 2:

**OPTION 1: ONLINE VOTING METHOD (preferred)**

**You MUST register your email address EACH year.** Please use one of the following methods to access the online voting website: **Either type this address** exact into your internet browser (i.e. Microsoft Edge, Google, etc.) <https://hemlockfarms.ivotehoa.com/register>; and enter your 10-digit registration to create your account. **Or, scan the QR code below** and enter your 10-digit registration code to create your account.



Provide the Registration Code (10-digit numeric from above), then enter your email address and create your password!

Members will receive EMAIL confirmation that they have successfully registered. On the day of the Annual Membership Meeting, you will receive an email with a unique voter ID link to cast your ballot during the open-vote period, which will be July 12, at 11:00 a.m., through July 20, at 5:00 p.m.

Each property gets two (2) votes using the Registration Code provided in this letter. Each Registration Code will require one (1) email address. *If you want to split your votes*, this will require two (2) email addresses and you will need assistance to set up another Registration Code. Also, if you have multiple properties and would like one (1) registration code for all of them, you may request help to set that up. For assistance with these or any other questions, you will need to email an independent election reviewer at [hfca-vote@wococpa.com](mailto:hfca-vote@wococpa.com) **no later than July 17.**

**IF CHOOSING THIS PREFERRED METHOD, PLEASE KEEP THIS LETTER. DO NOT RETURN ANY ELECTION INFORMATION TO THE HFCA OFFICE.**

**OPTION 2: ALTERNATE VOTING METHOD – PAPER BALLOT**

To vote by paper ballot, you must complete the following process ***immediately:***

Officially request a sealed and certified paper ballot(s) by signing this letter where indicated below, and returning it to William Owens and Company, 5 John Street, Carbondale, PA 18407, ***Attention: HFCA Elections postmarked by July 1, 2025.*** You will receive two (2) certified paper ballots per property by US mail with detailed instruction for voting and ballot submission.

*I request a sealed and certified paper ballot(s) for my property(ies).*

Physical Property: [House # / Street]  
Registration Code: (10-digit numeric number)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Sincerely,  
Shaun Nordlie, CMCA  
Community Manager

■ NOTICE OF ANNUAL MEMBERSHIP MEETING, ELECTIONS, AND VOTING ON FOUR (4) PROPOSITIONS

Annual Meeting

The 2025 Annual Membership Meeting of the Hemlock Farms Community Association will be held at 10:00 a.m. on Saturday, July 12, 2025, hybrid at the Conference Center via the following link: <https://us06web.zoom.us/j/81239385081>

The agenda for the meeting is enclosed. Included on the agenda are FOUR (4) propositions, which are being submitted for your consideration. Please also note that there are four (4) seats on the Board of Directors to be filled at this election. Three seats are for three-year terms, and one seat for a one-year term.

Election Notice

The rights of members, including members on the Board of Directors and its advisory committees, to petition and vote are automatically revoked if the member is in default of any monetary obligation owed to the Association. The member’s rights to petition and vote shall be restored after all defaults have been cured as determined by the Board of Directors. (See Bylaws Article 2, Section 2.5.)

Two (2) valid petitions were submitted to the Assistant Corporate Secretary

this year. Accordingly, there are two (2) candidates for election for the four (4) open seats on the Board. The names are: Jeffrey Weinstein and Doreen Bove.

Information about each of these two (2) candidates can be found in the “Election Insert” of the June issue of Hemlock News.

Voting Place, Days, and Hours

**Place:** ONLINE VOTING - To be able to vote in this election, you must register your email address and registration code (registration code is provided in a separate letter from the HFCA). OR, request a paper ballot (postmarked by July 1, 2025). (Information to request a paper ballot included in a separate letter.)

*Watch for important election letter mailed to members. Members must be in good standing to vote.*

**Dates:** Saturday, July 12, 2025, from 11:00 a.m. through Sunday, July 20, 2025, until 5:00 p.m.

May 21, 2025

Notice by:

*Philip D. Guarraia*

Philip Guarraia, Secretary

■ ANNUAL MEMBERSHIP MEETING AGENDA

Saturday, July 12, 2025 • 10:00 a.m. via Hybrid at the Conference Center

- I. CALL TO ORDER
- II. DETERMINATION OF QUORUM
- III. ANNOUNCEMENT OF POLLING DAYS AND HOURS
- IV. CANDIDATES’ ADDRESSES TO THE MEMBERSHIP
- V. APPROVAL OF MINUTES
  - A. 2024 Annual Membership Meeting (July 13, 2024)

MOTION: (\_\_\_\_\_/\_\_\_\_\_) To approve minutes of the July 13, 2024, Annual Membership Meeting as submitted/amended.

VOTING: AYE\_\_\_\_\_ NAY\_\_\_\_\_ ABSTAIN\_\_\_\_\_
  - B. 2024 Recessed Annual Membership Meeting (July 21, 2024)

MOTION: (\_\_\_\_\_/\_\_\_\_\_) To approve the minutes of the July 21, 2024 Recessed Annual Membership Meeting as submitted/amended.

VOTING: AYE\_\_\_\_\_ NAY\_\_\_\_\_ ABSTAIN\_\_\_\_\_
- VI. PRESENTATION OF THE ANNUAL REPORT
- VII. APPROVAL OR DISAPPROVAL OF THE 2024 STATUTORY REPORT OF THE HFCA
  - A. MOTION: (\_\_\_\_\_/\_\_\_\_\_) To approve the 2024 Statutory Report as submitted by the HFCA Auditor and included in the 2025 Annual Report.

VOTING: AYE\_\_\_\_\_ NAY\_\_\_\_\_ ABSTAIN\_\_\_\_\_
- VIII. ELECTION OF AUDITOR
  - A. MOTION: (\_\_\_\_\_/\_\_\_\_\_) To appoint William Owens and Company to serve as the Auditor for the calendar year 2025, 2026, and 2027.

VOTING: AYE\_\_\_\_\_ NAY\_\_\_\_\_ ABSTAIN\_\_\_\_\_
- IX. OTHER BUSINESS
  - A. 2025 Ballot Propositions

- 1. Fawn Hill Family Park Pavilion

To authorize the Board of Directors to expend a total estimated cost of \$450,000 from the Capital Improvement Fee (CIF) fund, in accordance with the HFCA bylaws, for the design and construction of a pavilion measuring 60 feet by 120 feet.

**WHY??** A permanent structure would alleviate the need for rented and temporary tents to improve the quality of recreational activities at Fawn Hill Family Park.

**Rationale:**

  - 1. A permanent structure will allow for a return on investment (ROI). \$25,000 was budgeted for tent rentals in 2025; this expense will no longer need to be budgeted for each year when we have a permanent pavilion.
  - 2. Provides shelter and shade from the elements, allowing for extended outdoor enjoyment (especially for children in Day Camp).
  - 3. Enhances the outdoor living spaces at Fawn Hill Family Park.
  - 4. Adds value to Hemlock Farms’ curb appeal and marketability.
  - 5. Enhances aesthetics by adding a touch of elegance and sophistication to Fawn Hill.
  - 6. Complements the existing landscape.
  - 7. Concrete floors are a safer option for members and guests than muddy puddles because the likelihood of slips and falls will decrease.
  - 8. Events will be less likely to get canceled due to inclement weather.
  - 9. Low maintenance and high durability.
  - 10. Excellent venue for member rentals for hosting events, parties, and social gatherings.

ANNUAL MEMBERSHIP MEETING AGENDA

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2. Bylaw Amendment to 3.3 Qualifications

**WHY??** Removing the committee service requirement would allow anyone interested in running and serving the community as a member of the Board to do so. This could also potentially allow voters to select from a wider range of candidates.

SECTION 3.3 Qualifications

All nominees and Directors shall:

- A. Be over the age of eighteen (18);
- B. Be members of the Association, good standing, entitled to vote; must disclose any felony convictions or pending felony charges, and qualify for coverage under the Association's current Directors and Officers Insurance and Employee Malfeasance Insurance policies.
- C. ~~Have completed at least one (1) year of service or be currently serving on a Standing Committee that schedules at least ten (10) meetings at their Organizational meeting, and have attended more than half of the scheduled meetings as set forth at the Organizational meeting to qualify a member for Board candidacy. The Good-Standing committee service must have occurred within the seven (7) years prior to the date the member petitions to run for the Board of Directors and must be completed at the time the completed Nominating Petition is opened. Fully and truthfully complete a disclosure form, approved by the Board, with the completed forms being made available to the membership for inspections, to be updated on an annual basis by current directors;~~
- D. Agree, in writing, to abide by the Association's Board of Directors Ethics Policy; and
- E. Be free of any conflict of interest including but not limited to: (1) the type of conflict referred to in Section 3.6.; and (2) the conflict of interest where a person and his/her spouse, child, parent, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and/or anyone who shares the person's residence, serve in office as Directors at the same time.

**Rationale:** *This bylaw is being updated to eliminate the committee service requirement, thereby increasing the eligible pool of members that may run for the Board. These changes, based on counsel's advice, will also improve the transparency and integrity of the election process.*

3. Bylaw Amendments to 2.10 Elections and 3.11 Committees

**WHY??** The current bylaw is outdated because the Association follows Pennsylvania law regarding the election process. 2.10 states that the Elections Committee shall “conduct the voting at all membership meetings.” Our voting is now online and via paper mail-in ballot. This portion of the bylaw is no longer needed. In addition, 2.10 goes on to say that the committee shall “determine the validity of vote(s) to be cast by members referred to in section 2.8 (C) and (D).” Due to Pennsylvania law, the Association now employs a judge of elections to oversee all votes that are cast; this portion of the bylaw is also no longer required.

As a result of the Association no longer requiring a committee to exclusively oversee elections, we can remove “Elections” as a standing committee in bylaw 3.11-B-2.

This language tracks the Non-Profit Corporation Law as well as the “independent reviewer concept” that is now included in the Uniform Planned Community Act (UPCA).

SECTION 2.10 Elections ~~Committee~~

- A. ~~The Association staff, with the assistance of the Elections Committee, shall:~~ A. Conduct the voting at all membership meetings. Prior to any election and/or vote of the membership, the Board shall appoint a Judge of Elections who shall decide all challenges related to the vote/election, including but not limited to candidacy challenges, and shall possess all other duties and power as set forth in the Pennsylvania Nonprofit Corporation Law.
- B. ~~Determine the validity of vote(s) to be cast by members referred to in Section 2.8 (C) and (D):~~ Irrespective of the method of voting, all votes/ballots shall be received by an independent party, selected by the Board, who may or may not be the Judge of Elections, who shall tally and certify the results.

SECTION 3.11 Committees

- A. The Board of Directors may, by resolution adopted by a majority of the Directors in office, establish, appoint, and remove the members of one (1) or more committees, to consist of one (1) or more members of the Association or their spouses. The Board of Directors may delegate its powers only to committees consisting exclusively of Directors. Each committee shall have the power to enact rules governing its own procedures, provided that, the rules so adopted shall provide for reasonable notice of meeting dates to all committee members. No committee shall have power as to the following:
  - 1. The submission to the members of any action requiring the approval of members under these Bylaws or the laws of Pennsylvania.
  - 2. The filling of vacancies on the Board of Directors.
  - 3. The adoption, amendment or repeal of any resolution of the Board.
  - 4. The amendment or repeal of the Bylaws.
  - 5. Action on matters committed by the Bylaws or resolution of the Board of Directors to another committee.
- B. The following committees of the Association shall be established with such duties as the Board of Directors may prescribe from time to time.
  - 1. Official Publications and Public Information
  - ~~2. Elections~~
  - ~~3. Finance~~
  - ~~4. Planning, Land Use, and Architecture~~
  - ~~5. Public Health, Safety, and Security~~
  - ~~6. Public Works and Physical Properties~~
  - ~~7. Recreation~~
  - ~~8. Appeals~~
  - ~~9. Environment~~

**Rationale:** *This bylaw is being updated based on counsel's advice to align with Pennsylvania law.*

4. Maintain Our Forest

**To authorize the Board of Directors to use lethal means to manage our deer population, if needed, to support our goals to maintain our forest, encourage a thriving understory growth and a healthy deer population. This authorization shall expire on July 11, 2026, or on the date of the 2026 Annual Membership Meeting, whichever occurs first.**

**WHY??** A healthy forest reflects our commitment to the well-being of our members and our natural environment.

**Rationale:** *Many long-time members of the community can recall the deer-*



ANNUAL MEMBERSHIP MEETING AGENDA

Continued from previous page

*related incidents that were prevalent before deer management began. In 2004, according to USDA Wildlife Services, there were 239 deer-related incidents. In 2024, this number was five.*

*Deceased deer were often found around the community because they had died of starvation, non-reported vehicle collisions, etc. (164 carcasses in 2004 vs. 7 in 2024). Finally, deer had devastated the forest understory for the other wildlife species that depended on it.*

*Now that the deer population is consistently managed at sustainable levels (at amounts determined through standardized scientific methods), the herd is not overpopulating in Hemlock Farms and the health of our forest's understory has improved. Members have seen a drastic reduction in deer-vehicle collisions and healthier deer overall.*

*Managing the deer population can also help combat chronic wasting disease (CWD), which is spreading throughout other areas of the state.*

*The meat from the deer that are removed is processed and donated to local food banks. In 2025, a total of 3,346 pounds of meat were donated.*

*Community approval of this proposition will continue to promote diversity and the health of our forested ecosystem.*

- B. Committee Recognition
- C. Membership Input

X. RECESS UNTIL JULY 20, 2025 AT 5:00 P.M.

■ ANNUAL MEMBERSHIP MEETING MINUTES *DRAFT*

Saturday, July 13, 2024,  
via Zoom/Hybird at the Conference Center

**Notice:** The May 22, 2024, Notice of Annual Meeting, Elections and Voting on five (5) Propositions by Corporate Secretary Karen Wilshinsky Griffiths, along with the 2024 Annual Membership Meeting Agenda, Annual Membership Meeting Minutes of July 8, 2023, the Recessed Annual Membership Meeting Minutes of July 6, 2023, and the 2023 Annual (Statutory) Report, made available online with hard copies available at the Dorisann Mooring Administration Building.

**Agenda:** The nine-page agenda prepared by the HFCA Community Manager, was used for this meeting. A copy of the agenda is attached to the original copy of these minutes.

The Notice and Agenda for this meeting were also published in the June 2024 Election insert of **Hemlock News**, which was mailed on a timely basis to all members pursuant to Bylaws Section 2.6.

- I. CALL TO ORDER** by John Hannick, President, at 10:25 a.m. at which time he welcomed those members in attendance.
- II. QUORUM** = 100 votes (See Bylaws' Section 2.9 (a) as adopted on July 18, 1981). Upon verification that a quorum was present by Board Member Karen Wilshinsky Griffiths and Assistant Community Manager John Wormuth, President John Hannick opened the meeting.

Present: Board President John Hannick, Vice President Robert Rodia, Secretary Karen Wilshinsky Griffiths, Treasurer Michael Spitzer, Assistant Treasurer Michael Melito, Philip Guarraia, Tracy Miller, Michael Pechersky, and Alla Roytberg.

Also present were Community Manager Shaun Nordlie, Assistant Community Manager John Wormuth, Comptroller Ann Marie Drake, Public Safety Director William Durando, and Executive Office Manager Elaine Peney.

III. ANNOUNCEMENT OF POLLING DAYS AND HOURS

Online voting hours are from 11:00 a.m. today, Saturday, July 13, and will go through 5:00 p.m. on Sunday, July 21.

ANNUAL MEMBERSHIP MEETING MINUTES

Continued from previous page

IV. CANDIDATES' ADDRESSES TO THE MEMBERSHIP

Board candidates Philip Guarraia, Michael Gutierrez, and Michael Smolenski addressed the membership.

V. APPROVAL OF MINUTES

- A. 2023 Annual Membership Meeting (July 8, 2023):  
**.01 MOTION:** Spitzer/Roytberg - To approve minutes of the July 8, 2023, Annual Membership Meeting as submitted.  
VOTE ON MOTION #.01 - APPROVED UNANIMOUSLY: 9/0/0/0.
- B. 2023 Recessed Annual Membership Meeting (July 16, 2023):  
**.02 MOTION:** Pechersky/Guarraia - To approve the minutes of the July 16, 2023, Recessed Annual Membership Meeting as submitted.  
VOTE ON MOTION #.02 – APPROVED UNANIMOUSLY: 9/0/0/0.

VI. PRESENTATION OF THE ANNUAL REPORT

Board Treasurer Michael Spitzer reported that HFCA was audited by William Owens and Company representative Ann Weaver. He advised we were given a “clean” opinion, and that the auditor praised Comptroller Ann Marie Drake for her due diligence, along with the ad hoc Audit Committee members. Board Treasurer Spitzer said that the auditor indicated our balance sheet is very strong and the Replacement Reserve is well funded.

VII. APPROVAL OR DISAPPROVAL OF THE 2023 STATUTORY REPORT OF THE HFCA

**.03 MOTION:** Hannick/Guarraia – To approve the 2023 Statutory Report as submitted by the HFCA Auditor and included in the 2023 Annual Report.  
By consensus, the 2023 Statutory Report as submitted by the HFCA Auditor and included in the 2024 Annual Report, was approved.

VIII. ELECTION OF AUDITOR

**.04 MOTION:** Spitzer/J. Santomenna - That the Board appoint William Owens and Company to serve as Auditor for 2024, 2025, and 2026.  
By consensus, the Board appointed Owens and Company to serve as Auditor for 2024, 2025, and 2026.

IX. OTHER BUSINESS

- A. Community Manager Shaun Nordlie reviewed the five (5) ballot propositions. Propositions 1 and 3 requiring two-thirds vote; Propositions 2, 4, and 5 a simple majority.

1. Bylaw Amendments to sections 2.10 Elections Committee, 3.3 Qualifications, 3.10 Directors, Meetings; Quorum, etc., 3.11 Committees, and 6.4 Purchases

**WHY??** To improve the committee structure, which has not been updated in over 40 years, to increase the efficiency of committees and the Board, thereby optimizing the cost-effectiveness of HFCA operations.

SECTION 2.10 Elections Committee

- A. Prior to any election and/or vote of the membership, the Board shall appoint a Judge of Elections who shall decide all challenges related to the vote/election, including but not limited to candidacy challenges, and shall possess all other duties and power as set forth in the Pennsylvania Nonprofit Corporation Law.
- B. Irrespective of the method of voting, all votes/ballots shall be received by an independent party, selected by the Board, who may or may not be the Judge of Elections, who shall tally and certify the results.

~~The Association staff, with the assistance of the Elections Committee, shall:~~

Continued on next page

ANNUAL MEMBERSHIP MEETING MINUTES

*Continued from previous page*

- ~~A. Conduct the voting at all membership meetings.~~
- ~~B. Determine the validity of vote(s) to be cast by members referred to in Section 2.8 (C) and (D).~~

SECTION 3.3 Qualifications

All nominees and Directors shall:

- A. Be over the age of eighteen (18);
- B. Be members of the Association, good standing, entitled to vote; must disclose any felony convictions or pending felony charges, and qualify for coverage under the Association’s current Directors and Officers Insurance and Employee Malfeasance Insurance policies.
- C. Have completed at least one (1) year of service or be currently serving on a Standing Committee that schedules at least ten (10) meetings at their Organizational meeting, and have attended more than half of the scheduled meetings as set forth at the Organizational meeting to qualify a member for Board candidacy. The Good-Standing committee service must have occurred within the seven (7) years prior to the date the member petitions to run for the Board of Directors and must be completed at the time the completed Nominating Petition is opened. Fully and truthfully complete a disclosure form, approved by the Board, with the completed forms being made available to the membership for inspections, to be updated on an annual basis by current directors;
- D. Agree, in writing, to abide by the Association’s Board of Directors Ethics Policy; and
- E. Be free of any conflict of interest including but not limited to:
  - 1. the type of conflict referred to in Section 3.6.; and
  - 2. the conflict of interest where a person and his/her spouse, child, parent, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and/or anyone who shares the person’s residence, serve in office as Directors at the same time.

SECTION 3.10 Directors, Meetings; Quorum, etc.

- A. An organizational meeting of the Board shall be held annually at 10:00 a.m. on the first Saturday in August. At that meeting the Board shall:
  - 1. Elect officers from amongst its members.
  - 2. Set the calendar of regular meetings for the coming year.
  - 3. ~~Appoint members of standing committees.~~
  - 4. Review and establish annual Board goals.

SECTION 3.11 Committees

- A. The Board of Directors may, by resolution adopted by a majority of the Directors in office, establish, appoint, and remove the members of one (1) or more committees, to consist of one (1) or more members of the Association or their spouses. The Board of Directors may delegate its powers only to committees consisting exclusively of Directors. Each committee shall have the power to enact rules governing its own procedures, provided that, the rules so adopted shall provide for reasonable notice of meeting dates to all committee members. No committee shall have power as to the following:
  - 1. The submission to the members of any action requiring the approval of members under these Bylaws or the laws of Pennsylvania.

- 2. The filling of vacancies on the Board of Directors.
- 3. The adoption, amendment or repeal of any resolution of the Board.
- 4. The amendment or repeal of the Bylaws.
- 5. Action on matters committed by the Bylaws or resolution of the Board of Directors to another committee.
- B. ~~The following committees of the Association shall be established with such duties as the Board of Directors may prescribe from time to time.~~
  - ~~1. Official Publications and Public Information~~
  - ~~2. Elections~~
  - ~~3. Finance~~
  - ~~4. Planning, Land Use, and Architecture~~
  - ~~5. Public Health, Safety and Security~~
  - ~~6. Public Works and Physical Properties~~
  - ~~7. Recreation~~
  - ~~8. Appeals Committee~~
  - ~~9. Environment~~

The Board oversees Committees, which support the needs of the Board. Committees are advisory only.

- C. ~~Each of the standing committees shall consist of no less than five (5) members who shall serve at the pleasure of the Board. The membership of all standing committees shall be approved by the Board of Directors at the regular organizational meeting of the Board. A minimum of one (1) Director shall be appointed to each standing committee, to serve as a member of said committee. Directors shall not compose a majority of the members of any standing committee. The Finance Committee, with duties and responsibilities defined elsewhere in these bylaws, shall be the Association’s only standing committee. Any number of ad hoc committees may be created by the Board in its discretion.~~
- D. Each ad hoc committee shall have a mission statement assigned to it by the Board. Each committee shall be appointed one Board Liaison member by the Board.
- E. All committee members serve at the discretion of the Board. The Board may, in its sole discretion, remove and/or replace committee members, with or without cause or notice.

SECTION 6.4 Purchases

- C. The specifications shall detail the nature and amount of work to be performed or the goods to be provided and the form of contract to be executed. The Board of Directors shall determine for which contract(s) a performance bond shall be required from the successful bidder(s). All documents in respect thereto shall be approved as to form by counsel to the Association ~~and reviewed by the committee having advisory responsibility for the purchase in question at least seven (7) days in advance of the date of advertisement.~~
- D. The Manager, or their designee, shall deliver all bids received to the Board for award. No bid shall be awarded until the Manager, or their designee, ~~and the committee having advisory responsibility for the purchase in question have~~ reported their recommendations to the Board. In lieu of the requirement for a bond securing the faithful performance of a contractor, the Board may approve the establishment of a payment reserve, provided said reserve is in an amount equal to not less than fifteen percent (15%) of the value of the contract, and provided, further, that the release of

## ANNUAL MEMBERSHIP MEETING MINUTES

*Continued from previous page*

said reserve to the contractor shall be made only upon completion of the contract and then only upon the recommendation of the Manager and approval of the Board. Unless the Board has authorized the establishment of a payment reserve, failure to deliver said bond or to obtain the approval of the Board shall subject the successful bidder to forfeiture of its contract, and the award may be made to the next lowest qualified bidder at the discretion of the Board.

**Rationale:** *The reasons for the need to change the committee structure is to align with the current culture and ongoing needs of Hemlock Farms, to allow for more participation based on interests and expertise of volunteers, and to streamline productivity and communications between committees and the Board. The reasons for specific amendments are provided below:*

*2.10 Elections: This bylaw is being updated based on counsel's advice to align with Pennsylvania law.*

*3.3 Qualifications: This bylaw is being updated to eliminate the committee service requirement, thereby increasing the eligible pool of members that may run for the Board. These changes, based on counsel's advice, will also improve the transparency and integrity of the election process.*

*3.10 Directors, Meetings; Quorum, etc.: This bylaw is being updated based on counsel's advice to allow the bylaw language to align with the changes to committee structure.*

*3.11 Committees: This bylaw is being updated to improve the committee system, which has not been updated in over 40 years, to increase the efficiency of committees and the Board, thereby optimizing the cost-effectiveness of HFCA operations.*

*6.4 Purchases: This bylaw is being updated based on counsel's advice to allow the bylaw language to align with the changes to committee structure.*

## 2. Mail Room Capital Improvement Fee (CIF) Expansion Project

**To authorize the Board of Directors to expend an amount up to \$700,000 from the CIF fund, in accordance with the HFCA bylaws, for the design and expansion of the current Mail Room.**

**WHY??** As the community size and the transition to online shopping increases, so does the need for a larger space to safely and efficiently hold these items. As we strive to improve facility accessibility to people with disabilities, the addition of automatic sliding doors in the Mail Room will help us reach that goal.

**Rationale:** *The current Mail Room was built more than 30 years ago when Hemlock Farms had only 250 addresses. This expansion project will allow for the continuation of package delivery inside of Hemlock Farms, for the foreseeable future. This ensures that members would not need to drive to Hawley, PA, approximately 18 miles away, to the United States Postal Service building to retrieve their packages. The proposed expansion will also address future United States Postal Service mandates. Our current Mail Room can no longer support the growth of our community. It receives approximately 1,500 packages on an average day. During the holiday season, that number more than doubles. Therefore, there is an urgent need to expand the Mail Room facility.*

*There is also a need to provide accessibility for people with disabilities so that all of our members can safely access the facility. This project will include automatic sliding doors at the front of the building, and was initiated by the Planning, Land Use, and Architecture Committee to create a more accessible, convenient, and efficient Mail Room design.*

*If passed, the Mail Room expansion may cost up to \$700,000 and be*

*funded by the CIF fund. Funding projects using CIF will not affect members' dues. As of April 30, 2024, the CIF fund balance is \$5,392,423.*

## 3. Bylaw Amendment to section 6.3 Dues, Fees, and Assessments

**WHY??** Approval of this amendment will expand upon management's ability to assist members experiencing significant hardship which will improve collections of past due accounts, and avoid unnecessary legal costs to HFCA.

D. ~~The Manager, with the consent of the Treasurer and the Finance Committee;~~ Management may enter into reasonable arrangements for the payment of an individual member's dues, fees and assessments, provided that such arrangements do not extend beyond the fiscal year in question and further provide that said member is fully paid up for prior years. The Manager shall provide a written report on all such actions taken at the next regularly scheduled meeting of the Board.

1. ~~The Manager, with consent of the Treasurer and the Finance Committee;~~ Management may enter into written agreements for special payment arrangements for the collection of members' delinquent dues, fees and assessments that are more than (1) one year in arrears, or that represents hardship due to special circumstances. ~~When applicable, the Manager may do so only after the Association enters will gain judgment for the outstanding debt in court, and retain the lien.~~ Under these agreements, payment in full of outstanding balances, including interest ~~as approved by the Board and published in the payment guidelines;~~ shall be completed within a reasonable period of time, ~~as authorized by and be reported to the Treasurer Board and the Finance Committee, from the dates of the respective agreements.~~ The Manager shall provide a written report on every new agreement at the next regularly scheduled meeting of the Board.

**Rationale:** *The purpose of this proposed bylaw amendment is to allow Management to coordinate arrangements with members who are experiencing significant hardship but cannot qualify for payment agreements authorized in bylaw 6.3 D, because their prior year's debt remains outstanding, and to include special circumstances for members with financial hardship to enter into reasonable arrangements to pay off an account balance owed to the HFCA.*

## 4. CIF Project to Partially Pay for the new Fawn Hill Playground

**To authorize the Board of Directors to use CIF funds to repay the Association for a loan to itself for the balance of the new playground at Fawn Hill Family Park for an amount not to exceed \$225,000.**

**WHY??** The playground project was approved and it has been installed. The prices for the playground exceeded the amount that was reserved for in the replacement reserve. In order to approve the playground, the Board of Directors agreed to borrow from ourselves an approximate amount of \$225,000. The Association will pay back this loan over 10 years with 5% interest from the replacement reserve fund, which was estimated at the time to be approximately \$13 per lot per year for 10 years. The money that is used to repay this loan comes out of the annual dues. As of April 30, 2024, the CIF fund balance is \$5,392,423.

**Rationale:** *Funding projects using CIF will not affect members' dues. The new playground was a Replacement Reserve project in 2023. The cost of the new playground was significantly more than what was accumulated in the replacement reserve fund. By using CIF, members' dues will not increase for this project.*

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ANNUAL MEMBERSHIP MEETING MINUTES

Continued from previous page

5. Maintain Our Forest

To authorize the Board of Directors to use lethal means of deer population management, if needed, to maintain our goals that are to restore our forest and healthy deer. This authorization shall expire on July 12, 2025 or on the date of the 2025 Annual Membership Meeting, whichever occurs first.

WHY?? A healthy forest reflects our commitment to the well-being of our members and our natural environment.

*Rationale: If the deer population is not consistently managed at sustainable levels, the herd will overpopulate again, and will harm forest vegetation. Loss of forest vegetation will threaten our drinking water, increase stormwater costs, and negatively impact wildlife. Members will also be exposed to a greater risk of deer-vehicle collisions and tick-borne disease. Additionally, chronic-wasting disease (CWD) is spreading throughout the state, and overpopulation of deer makes them more vulnerable to CWD. Community approval of this proposition will continue to promote diversity and health of our forested ecosystem.*

*Many long-time members of the community can recall the deer-related incidents that were prevalent before deer management began. In 2004, according to USDA Wildlife Services, there were 239 deer-related incidents. In 2023, this number was less than 10.*

*The number of deer removed is determined through standardized scientific methods.*

*Deceased deer were often found around the community because they had died of starvation, non-reported vehicle collisions, etc. (164 carcasses in 2004 vs. four in 2023). Finally, deer had devastated the forest understory for the other wildlife species that depended on it.*

B. Committee Recognition

Board President Hannick stated that the committees mean a great deal to the community. On behalf of the Board, he thanked all the former and current committee members for the hard work they put in as committee members.

C. Membership Input

Michael Gutierrez – Proposition #1  
Michael Miller – Proposition #3, write-offs, Proposition #2

X. RECESS

.05 MOTION: Smolenski/Pechersky - That the meeting recess until July 21, 2024, at 5:00 p.m.

Board President Hannick appointed William Owens and Company, representative Anne Weaver as Judge of Elections.

VOTE ON MOTION #.05 – APPROVED UNANIMOUSLY: 9/0/0/0.

Minutes prepared by Elaine Peney, Executive Office Manager, and Janet Sussman, Secretary.

Submitted by:

*/s/Karen Wilshinsky Griffiths/*

Karen Wilshinsky Griffiths, Secretary (July 13, 2024)

Approved by the membership on July 26, 2025, with/without corrections.

Minutes herein are initialed as correct (as per Board approval) by:

Phil Guarraia, Secretary (July 26, 2025)

RECESSED ANNUAL MEMBERSHIP MEETING MINUTES DRAFT

Sunday, July 21, 2024, via Videoconference

**Introduction:** At the conclusion of Agenda business at the July 13 Annual Membership Meeting, President John Hannick recessed the Annual Membership Meeting until 5:00 p.m. on Sunday, July 21, by videoconference.

Closing of Polls: Today, the polls were closed at 5:00 p.m.

I. CALL TO ORDER by Board President John Hannick after the tally sheet results were completed at 5:05 p.m.

By consensus, to reconvene the meeting of July 13, 2024. President Hannick appointed Ann Weaver of William Owens and Company as the Judge of Elections.

II. VOTING RESULTS:

The results were recorded on the Official Tally Sheet by William and Owens Company as follows:

**Total paper ballots received: 194; Votes by paper ballot, as follows:**  
Philip Guarraia 115 • Michael Smolenski 132 • Michael Gutierrez 131

Proposition 1:	Yes-119	No-63
Proposition 2:	Yes-132	No-54
Proposition 3:	Yes-140	No-44
Proposition 4:	Yes-135	No-48
Proposition 5:	Yes-121	No-62

**Online Voting: 1,226; Votes as follows:**  
Philip Guarraia 974 • Michael Smolenski 1,076 • Michael Gutierrez 1,064

Proposition 1:	Yes-735	No-441
Proposition 2:	Yes-984	No-228
Proposition 3:	Yes-939	No-261
Proposition 4:	Yes-1,026	No-188
Proposition 5:	Yes-841	No-367

Serving three-year terms are: Michael Gutierrez, Michael Smolenski, and Phillip Guarraia

The Board positions will commence on August 3, 2024.

Propositions 1 and Proposition 3 requiring two-thirds vote; Proposition 4 and 5 - simply majority

Proposition 1 Bylaw Amendment 2.10, 3.3, 3.10, 3.11, 6.4 - FAILED

Proposition 2 CIF Mailroom Expansion Project - PASSED

Proposition 3 Bylaw Amendment 6.3 D.1 Dues, Fees and Assessments - PASSED

Proposition 4 CIF Project; Partially Pay for Fawn Hill Playground - PASSED

Proposition 5 Maintain Our Forest 2024-2025 - PASSED

By consensus, the results were acknowledged and the Board asked Management to post them.

III. ADJOURNMENT

.01 MOTION: Rodia/Guarraia – To adjourn the Recessed Meeting at 5:08 p.m.

Minutes prepared by Elaine Peney, Executive Office Manager, and Karen Wilshinsky Griffiths, Board Secretary.

Submitted by */s/Karen Wilshinsky Griffiths/*  
Karen Wilshinsky Griffiths, Board Secretary (July 21, 2024)

Approved by the membership on July 12, 2025, with/without corrections.

These minutes are initialed as correct (as per membership approval):

Attested to by \_\_\_\_\_

Phil Guarraia, Board Secretary (July 12, 2025)

