

Advisory Board Meeting Minutes

Woods Edge Development Trust

October 29, 2025

Location: Keystone Property and Asset Management Office 875 Berkshire Blvd Suite 102, Wyomissing, PA – tonight's meeting was through ZOOM Video.

Keystone PAM Attendees: Kress Schwartz and Danielle Denis

Advisory Board Attendees: Roy Russell, Lynn Hess, Fred Hoffert, Sallie Dougherty, and Steve Bilous.

Absentee Board Members: Dave Roth, , Matt Doyle, and Cathi Maziarz, Doug Keeler, Shelley McKinley, Kyle Rhoads

Items Discussed:

1. Cash Balance – as of October 31, 2025, the cash balance is \$74,512.
2. 2025 Maintenance Fee.
 - We have collected \$57,835 as of September 30, 2025, of the fees billed in January. We billed \$67,410 at the rate of \$210. Most of the homeowners have paid at the discount rate.
 - We have \$2,765 as of September 30, 2025, outstanding in uncollected 2025 maintenance fees.
 - Uncollected accounts will be taken to the District Justice later this year. The next step is filing with the Prothonotary for a lien to be placed.
3. Prior Year Maintenance Fees.
 - We have \$2,410 in past due prior year fees (2015-2025), which represents a single homeowner. Leins have been filed against the homeowner with multiple year delinquency.
4. Real Estate Taxes have been paid in full for the year 2025. All taxes were paid in the discount period.
5. 2025 Projects:
 - Wind Screens. Wind Screens to be placed on the tennis court fence again by Keystone Staff in June. Mini carabiners to hold the windbreaker down better.

- Seal Coat and crack fill the walking path completed
 - Painting of the merry go round
6. Budget for 2026 approved.
 - Fees to remain the same
 - \$185 for January 1 – February 28th, 2026
 - Fees increase to \$210, March 1st, 2026
 7. Websites provided for research into playground equipment:
 - www.americanparkscompany.com
 - www.playworld.com
 - Play World you need to reach out to them to get pricing.
 8. Wind guards and net at the tennis court should be removed December 1st and re-installed March 1st. To be stored in the storage bin on the court.
 9. Walking path tree roots. Should this be pursued by cutting the walking path and removing the roots. Roots were cut back a few years ago by the landscaper. There is not a huge tripping issue, leave the path as is.
 10. Next meeting to be scheduled in April/May 2026.
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