

## THE BLUE MOUNTAIN LAKE CLUB

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### Board of Directors – Meeting Minutes HIGHLIGHTS

Date: March 12, 2016

Operations Office 9:00 AM

#### 1. **Call to Order – by Steve Melnick at 9:10 AM**

- a. Attendance: Steve Melnick, Gary Smith, Vince Ricci, Lynn Ball, Penny Welliver, Mel Dennis, Michelle Pinnock-Harper.

Others: Laurie Gonzalez, Community Manager and Officer Kenny Palmer of the SARPD.

#### 2. **Minutes**

- a. Motion made by Steve Melnick and seconded by Vince Ricci to accept the minutes of February 13, 2016 as well as the Minute Highlights of the same meeting. All in favor.

#### 3. **Committee Reports**

- Laurie provided the Board with the articles that would be featured in the April 2016 Blue Mountain Lake Courier for review and advised that all material was due to the publisher no later than noon on Monday (March 14, 2016).
- Gary Smith provided the Board with an update on the expansion of the Community Garden as well as the beautification projects. Steve Melnick is concerned that there is not enough interest in additional plots to justify the expense of the expansion.
- Steve Melnick provided the Board with an update on the Fitness & Wellness Club. The club is looking to have a BMI challenge as well as introducing a BMLC 5K run to raise money for charity.
- Michelle Pinnock-Harper discussed a Teen Running Club as well as discussed the possibility of a tutoring program for grades K-5 focused on math building skills. Michelle also discussed the upcoming Easter Brunch and Egg Hunt. The Board approved the Association providing up to \$150.00 reimbursement for the costs of this event. Future events were also discussed (i.e. Oktoberfest).

#### 4. **SARPD Report – Officer Kenny Palmer**

Officer Palmer provided the Board with the February 2016 BMLC incident report as well as the February 2016 Police Commission report. For the month of February there were three incidents (domestic disturbance, non-criminal investigation and an unfounded burglar alarm call.

Officer Palmer reported that Laurie has been working with the SARPD IT Department regarding additional security in BMLC.

There was discussion regarding Officer Palmer hosting a Safety Awareness presentation for the community as well as a speaking opportunity for a CAI (Community Association Institute) training seminar in October. Officer Palmer indicated he would be more than happy to do both. Laurie will coordinate with Officer Palmer.

## 5. **Management Report (Laurie Gonzalez)**

### **Cornerstone**

#### Bus Stop Issue

- Parents are parking in front of residence and hindering the ability of the owner to safely pull in and out of his driveway as well as set his trash out for pick up.
- Advised resident that management and the Board is working towards a resolve with Stroudsburg Area SD Transportation and Laurie will follow up with resident accordingly.
- Penny Welliver will set up a meeting with the Director of Transportation, herself, Mel Dennis and Laurie Gonzalez to discuss and establish bus stops within Cornerstone.

#### Road Paving – Stroud Township – Popple

- Laurie reported that on February 2, 2016 the Stroud Township Board of Supervisors approved a total and final payment to Popple Construction in the amount of \$46,651.72 conditional upon receipt of a \$17,146.12 security bond from Popple Construction that will remain in place for 24 months (November 17, 2017 to expire November 17, 2017). Daryl Eppley will update Laurie as soon as they hear from Popple Construction. A copy of the letter sent to Popple Construction from the Stroud Township Board of Supervisors was provided to the Board.
- The Board asked Laurie to set up a meeting with the Board of Supervisors to provide the BMLC Board with an update and status of all outstanding issues.

### **Storm Water Issues:**

- A storm water issue between neighbors on Hilltop Circle was mediated.
- Amy and Laurie met with Archers Mark Manorhome unit owner who is experiencing flooding in back and on side of his unit, as well as significant water in his basement (since 2002). Neighboring units also experiencing water in basement and rear yard area flooding.
- Received a complaint from residents at corner of Horseshoe Dr. and Escoll Dr. who experience flooding during heavy rains in the front area of property (drainage areas). Their individual swales and culvert pipes were inspected and found to be free and clear of debris. The Association culvert pipe (that goes under road across Horseshoe) was inspected and it appear the pipe may not be large enough.
- Management recommends the Association hire a civil engineer who specializes in storm water management to provide recommendations to remedy the above. Storm water issues can cause significant damage to an Association's infrastructure and could be very costly if not addressed. This should be a top priority.

A **motion** was made by Gary Smith and seconded by Steve Melnick to hire a civil engineer to assess the storm water issues at Archers Mark as well as the corner of Horseshoe Dr. and Escoll Dr. All in favor.

### **Legal Collections Update:**

On February 19, 2016 attended a collection hearing with Attorney Kevin Hardy at the Monroe County Court of Common Pleas in front of the Honorable Art Zulick.

We received one (1) notice of Sheriff's Sale and two (2) notices of Judicial Tax Sale. Notices of outstanding six months of assessments to Blue Mountain Lake Club have been prepared. The Association is also asking for whatever additional monies that can be paid from the proceeds for each (it is not common to receive more than 6 months back).

It is our recommendation that the Association move their collections to an agency beginning April 1, 2016 and cease utilizing the services of Attorney Kevin Hardy and Attorney Todd Weitzmann.

A **motion** was made by Penny Welliver and seconded by Steve Melnick to cease utilizing the services of Attorney Kevin Hardy and Attorney Todd Weitzman for the collection of delinquent accounts and move all collections to a collection agency as recommended by Preferred Management. All in favor.

### **Security/Patrol Update and Violations:**

- One parking violation was issued.
- Two trees fell across the roads at Horseshoe and Lilium during the rain storm. SARPD was called, however, since these trees fell inside the community there was nothing they could do. Maintenance and Erb's Landscaping removed the trees from the roadways.

### **2016 Capital Project Update:**

Greg (Maintenance Manager) and I are in the process of receiving estimates for the following Capital projects for 2016:

- Painting of Gazebo, Clubhouse, Pump House and Deck/Porch of Operations Office
- Deck repairs to Gazebo
- Gazebo foundation and fireplace repairs
- Resurfacing and sealing of basketball court and line striping of court
- Community Garden additions
- Additional camera(s) – mail pod/gazebo
- Field Plan (BBQ area, permanent soccer goals, permanent volley ball area, etc.)

We have met with several road contractors to get pricing on road work as well as paving the Operations Office parking lot. The proposal from Pocono Spray patch regarding the roads was provided to the Board for review.

The Board asked Laurie to follow up with Pocono Spray patch regarding fog sealing for Meadowsage and Southshore.

There are several areas of concern that should be addressed this year:

Office:

- Porch roof is leaking as well as leak in ceiling between the copy room and the board room. Management will seek estimates for repair.
- Porch ceiling is in need of scraping and painting as well as deck floor and railings/balusters need painting. Outside of building needs to be cleaned. Greg will power wash building as well as deck and paint the porch ceiling.

Clubhouse:

- Bathrooms and pool bathrooms need attention (lighting, wallpaper and minor repairs). These items will be handled by Greg.
- Recommend purchasing a 70' Smart TV to better accommodate events and allow for a potential increase in clubhouse rentals. Approximate cost: \$2,000.00 plus tax, installation, etc.
- Front entrance step is falling apart and should be addressed as soon as possible. We recommend more than a band aid fix which is what has been done in the past.
- There is water coming in clubhouse through back wall. Upon inspection this seems to have been an ongoing issue in years past that was not addressed. Greg will provide further inspection and recommendation.

Common Areas:

- There are several large trees that need to be inspected in the Manorhome areas (specifically Blushingwood) that are showing evidence of rot as well as large woodpecker holes.
- Dock at lake is showing its age and will need repair/replacement sooner than later.
- Pool pump house needs attention (ply wood ceiling rot in areas & exterior painting should be done when clubhouse exterior done – we are addressing this with contractors for estimates).

Pole Barn

- Additional lighting is needed
- Bay doors need repair
- Stone needs to be placed on floor of 3 Bay unit.

## **Maintenance**

- The interior office painting is complete (with the exception of the Managers office which will be done March 17 & 18<sup>th</sup>).
- Installed dusk to dawn lights in front, side and rear of Office.
- Installed down spout extensions on gutters at club house (there was water coming in at floor).
- New C-Fold towel dispensers were installed at the clubhouse and the office.
- Cleaned and repaired gutters at clubhouse.
- Straightened road signs throughout the community and will be replacing wood sign posts with metal posts this spring.
- Inspected trees for removal – permit applications
- Responded to a resident complaint regarding loud music from builder on Cornerstone Way.
- Repaired wooden guard rails on High Point and Brick Terrace

The office wall project has been completed and I am happy to report that everyone that walks through the door is very happy. Many residents have expressed how friendly and inviting the office is and they no longer feel unwelcome at the Office.

## **6. Financial Reporting (provided by Amy Janiszewski)**

The following financial reports were provided to the Board for review:

- Balance Sheet
- Income/Expense Statement
- Homeowner Deposit Summary
- Aged Accounts Payable Summary
- Cash Disbursements
- General Leger Trial Balance

Laurie provided the Board with a preliminary collections report and assessment as well as an updated Collection Policy Resolution.

## **7. Old Business**

- a. Pool Schedule and Lifeguards were discussed.
  - i. Pool opens Memorial Day weekend 11 am – 7 pm.
- b. Pool open Daily beginning June 13, 2016 through Labor Day.

## **8. New Business**

- a. Resolution – candidate for Director must be a member in good standing.

At the request of the Board, Laurie provided a policy resolution requiring all candidates for the Board of Directors be members in good standing to be eligible to run in an election as well as in order to be seated as a Director of the Board.

The Board will review and provide feedback.

b. Association credit card for operating purposes.

A motion made by Gary Smith and seconded by Lynn Ball to approve management to open/apply for a credit card in the name of Blue Mountain Lake Club with approved card holders being Laurie Gonzalez and Greg Decker. All in favor.

c. 2015 Audit Engagement Letter.

A motion made by Steve Melnick and seconded by Gary Smith to approve the engagement of William Owens & Company for the 2015 Audit. All in favor. Steve Melnick signed as President.

d. Acceptance of Strand Pool Contracts

A motion made by Steve Melnick and seconded by Lynn Ball to authorize Laurie Gonzalez to enter into a contract with Strand Pool Supply (as provided to the Board of Directors) for the 2016 pool season. All in favor.

e. Additional Walking Trail – Tabled

**9. Adjournment: Steve called for an adjournment of meeting at 1:56 PM.**