

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minutes HIGHLIGHTS

Date: June 11, 2016

Operations Office 9:00 AM

The meeting was called to order by Steve Melnick at 9:08 am.

Directors in attendance: Steve Melnick, Gary Smith, Lynn Ball, Vince Ricci. Absent: Michelle Pinnock-Harper; Penny Welliver; Mel Dennis

Others in attendance: Preferred Management - Laurie Gonzalez, Community Manager.

1. Minutes

- a. Gary Smith, Lynn Ball and Steve Melnick approved the May 14, 2016 meeting minutes and highlights. Vince was not in attendance at this meeting and therefore abstained from voting. An email approval request will be sent to the absent Directors for the approval of these minutes and highlights.

2. Committee Reports

Finance Committee: Gary Smith reported on the status of the Certificates of Deposit (CD's) with Wayne Bank and Capital One. Gary also reported the minutes of the June 9, 2016 Finance Committee meeting.

Motion made by Steve Melnick and seconded by Lynn Ball to publish the Financial Summary on the private website (bluemountainlake.org) each month. All in favor.

Motion made by Lynn Ball and seconded by Gary Smith to accept and approve the Collection Policy 06112016 effective immediately. All in favor.

Garden Club: Gary Smith reported that the expansion of the community garden has been completed and the club members have begun planting. The next Garden Club meeting will be held at the Office on June 18, 2016 at 9:00 am.

3. Management Report (Laurie Gonzalez)

Storm Water Issues/Update:

- The swale/culvert project on Escoll Dr. from Meadowsage Ct. to Horseshoe will be scheduled to be completed this month.

Collections Update:

A total of forty-six (46) accounts have been sent to the collections attorney.

Nineteen (19) accounts brought their accounts current from last month.

Nine (9) past due accounts entered into a payment agreement prior to being sent to collections.

Resales:

We processed five (5) resale requests for the month of May and a total of nineteen (19) requests YTD. A majority of these resales are for bank owned properties.

We welcomed three (3) new owners to the Blue Mountain Lake Club in the month of May.

Security/Patrol Update and Violations:

- 1,550 miles of road were patrolled for the month of May 2016. Daily logs are available at the office.
- Security will be providing additional patrol at the pool area as well as lake/gazebo area throughout the summer months.
- We will have additional patrol for the July 4th weekend as well as patrol on Monday July 4th from 8:00 am to 5:00 pm (office will be closed in observance of the holiday).
- Security provides opening and closing assistance of the pool during the summer season.
- Opened and closed clubhouse for several rental and community events (i.e. Zumba, Meditation, etc.).

Property Violations:

- Two property owners received warning letters for a dog untethered.
- A letter of violation was sent to a property owner regarding unsightly property (tree stumps and debris).
- Friendly warning letters were sent to all unsightly (lawn maintenance) properties found during a routine inspection of the community. Follow up inspections scheduled for June 15-16, 2016.

2016 Capital Project Update:

- The following 2016 Capital projects have been completed:
 - New landscaping upgrades at Brushy Mtn/Pocahontas entrance, Cornerstone entrance, Blue Mountain/Pocahontas (guard house) entrance.
 - Permitting has been submitted to the township for the landscape/sign lighting for Brushy Mtn/Pocahontas entrance. Met-Ed has also approved the electric supply to the site and the electrician is awaiting the go ahead. Erb's Landscaping has already created the trench and post needed for the underground conduit.
 - The gazebo foundation repair is complete.
 - The office porch has been painted and repaired where needed.
 - The sealing of Meadowsage, Southshore and Witness Tree Circle has been completed.
 - Benches in the field area have been installed.
 - The clubhouse parking area and gazebo area lighting is being scheduled.

Pool and Spray Park 2016

- Staff orientation was held prior to the opening of the pools with great success. All attendants were provided with their responsibilities and management's expectations of them. Opening weekend of the pool and spray park was a great success. Our newly hired Pool Attendants did a great job! Attendance was as follows: Saturday, May 28th - 174 people; Sunday, May 29th - 340 people; Monday, May 30th - 270 people.

- Field Balls (soccer, volley ball, and basketball) are now available and are signed out by residents by the Lead Gate Attendant.
- We received many comments from residents regarding the cleanliness of the pool and pool area. Many residents were also pleased to see new umbrellas.
- A new badging system will be presented to the Board for 2017.
- The clubhouse/pool parking lot is in need of line striping to assist with the parking.

Maintenance

- Pools and Spray Park – opened, cleaned and repairs made as needed. Pump house emptied and reorganized. Instructions created for pool staff in the operation of the pumps and vacuum as well as spray park functionality.
- Provide management to pool staff.
- Provided traffic control during road sealing project.
- Watering of all annuals at entrances/amenities weekly.
- Tree inspections.
- An inspection of all facilities was performed by East End Fire, Inc. All fire extinguishers found at the facilities were all outdated (tagged 1994 – 1996) as well as inadequate and some inoperable. The office, clubhouse, guard house, pool pump house as well as the security vehicle are now equipped with the proper fire extinguishers and annual inspections have been scheduled to ensure the safety of our residents in all facilities. The fire suppression system in the clubhouse kitchen does not meet code requirements and needs to be updated, should we wish to utilize on a more commercial basis.

4. Financial Reporting

The following financial reports for period ending 5/31/16 were provided to the Board for review:

- Balance Sheet
- Income/Expense Statement
- Homeowner Deposit Summary
- Cash Disbursements
- General Ledger Trial Balance

Laurie provided the Board with a preliminary collections report and as well as an updated Collection Policy Resolution (approved by Motion – see above).

We expect the 2015 Audit to be completed by the end of June.

5. Old Business

A discussion was held regarding an owner issue with a contractor that performed/performs work for the Association. It was the consensus of the Board that the contractor satisfactorily performed the scope of work as contracted and was very professional. The Board also agreed that this contractor would not be banned from providing bids/estimates to the Association in the future.

6. New Business

Resident Collections

Resident asked for a second appeal on a violation/fine he received in 2015. The Board denied his second appeal and the fine will remain. However, the Board did agree to remove all interest accrued from fine since posted to the account as well as to remove the \$300.00 fine from resident's collections balance (resident's account has been transferred to the collection agency).

Common Area Ground Cover removal

Laurie brought to the Boards attention the request of a Manorhome owner to remove dead ground cover (junipers) that may or may not be located beyond the 10' area. The Board agreed to allow management to determine whether or not the Association is responsible for the cost of removal and if yes to proceed accordingly.

10:33 am. Steve Melnick motioned to adjourn into executive session seconded by Lynn Ball. All in favor.

11:01 am. Steve Melnick called the Board meeting back in session. All in favor.

The Board discussed the unsightly vacant properties and having the lawns mowed. Erb's Landscaping to provide pricing and management to provide list of vacant homes. Management is concerned about confirming a property is indeed vacant. Management will also attempt to reach out to management companies (if any) of the bank owned properties that are unsightly.

The Board discussed the agenda for the Open Meeting following the Board meeting today at 1:00 pm in the Clubhouse.

7. Adjournment: Motion made by Steve Melnick and seconded by Vince Ricci to adjourn the Board of Director meeting at 11:15 am.