

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting HIGHLIGHTS

Date: January 14, 2017

Operations Office 9:00 am

The meeting was called to order by Steve Melnick at 9:16 am

Directors in attendance: Steve Melnick, Lynn Ball, Vince Ricci, Michelle Pinnock-Harper and Penny Welliver (who arrived at 10:15 am). Absent: Gary Smith and Robert Temple

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

1. Minutes

- a. **Motion 011417-01** made by Steve Melnick and seconded by Vince Ricci to accept and approve the minutes with the change to 6a. All in favor (Penny absent from vote).

2. SARPD – Officer Kenny Palmer

- a. Officer Palmer provided the Board with the accident reports at the intersection of Brushy Mountain Rd. and Rt. 447 (for 2012 through 2016) as requested by Steve Melnick
- b. Officer Palmer provided the Board with the BMLC Incident report for December 2016 as follows:
 - i. 1 Criminal Mischief; 1 Domestic; 1 Alarm unfounded; 1 Motor Vehicle; 2 Other, 1 911 Hang-up; 1 Traffic/Parking.
- c. Officer Palmer provided the Board with the BMLC annual incident report (1/1/16 – 12/31/16) as follows:
 - i. 9 Domestic; 13 Alarm unfounded; 9 Other/non-criminal; 3 Service call/assist other agency; 3 911 hang-ups; 3 criminal mischief (egging); 2 Animal; 2 Traffic/Parking; 2 Runaway; 1 Lost/Missing Person; 1 Mental Health; 1 Suspicious Activity; 1 Assault; 1 ordinance violation.
- d. Officer Palmer provided the Board with the December 2016 Police Commission Report.
- e. Laurie and Officer Palmer will be coordinating the mandatory Child Line Training for all staff (life guards, pool attendants, etc.) and volunteers that work with children.

3. Owner Collections Appeal: 9:37 am
 - a. Steve Melnick advised the owner that he/she would be afforded 10 minutes to present to the Board his/her appeal.
 - b. The owner explained to the Board that he/she did not receive any of the collection letters sent to him/her because they were sent to his/her rental property. He/She also claimed that he/she did not receive the letter advising him/her that his/her automatic payments were not being taken since January 2016 because the previous management company did not leave his/her credit card information with BMLC. He/She stated that he/she did not review his/her credit card statements each month he/she just pays the bill in full so he/she did not notice there was no payments being charged.
 - c. 9:48 am Steve Melnick thanked owner for his/her time and advised him/her that the Board would review all the information and Laurie would send him/her a letter advising him/her of their decision.
 - d. Laurie provided the Board with copies of all collection letters sent to owner, a copy of the letter regarding the automatic deduction, as well as a summary of the discussions she had with the owner at the office since August 2016. Laurie also reported that the owner did not register his tenants in 2016 and 2017 nor did he/she pay the annual tenant leasing fee of \$145.00 for both years.
 - e. The Board advised Laurie to send the owner a letter stating that once the two years of annual leasing fees as well as a completed tenant registration form (along with a copy of his/her tenant lease) is received by management that his/her account will then be removed from collections.

The Board asked Laurie to provide at the February meeting a list of homes they (management) know are rented that we have not received the annual fees and registration documentation for.

4. Committee Reports

- a. Finance Committee. Gary Smith, Treasurer, emailed the Board his report for the 12/31/16 financials as well as year-end financial summary.
- b. Garden Club: Laurie reported that Greg Decker and Ed Cron met with PA Water to confirm placement of the water meter and spigot for the Community Garden. BMLC will be responsible for the cost of this installation. The Board discussed their concerns regarding the monthly cost that will be incurred by the Club for the Community Garden and unanimously agreed that the monthly cost over an amount TBD by the Board, should be paid for by the Garden Club members.

- c. Events Committee & Kids Club: Michelle Pinnock-Harper provided a summary report of the Holiday Party as well as advised the Board of the upcoming Ballroom Dance lessons being provided by a resident volunteer for children 8 years and older. Michelle is to provide Laurie with dates and information so she can do an email blast as well as post to the website(s).

Motion 011417-02 made by Vince Ricci and seconded by Lynn Ball to reinstate the Safety Committee and add members at the February 10, 2017 meeting. All in favor.

5. Management Report

Laurie Gonzalez, Community Manager, provided the Board with the following updates:

Security/Patrol Update Update:

- 1,284 miles of road were patrolled for the month of December 2016. Daily logs are available at the office.

Property Inspections/Violations:

- Management makes community wide property inspections on a regular basis to ensure compliance with the BMLC governing documents.
 - Two roadside parking violations issued with \$100.00 fine each. (Both were during a winter storm event therefore no warning issued as per the Winter Storm Guideline Policy 10/14).
 - Two warning notices were sent for garbage totes being left curbside for more than 24 hours after pick up. Both properties complied as requested by warning.
 - Warning letter for roadside parking was sent - resident is now complying.
 - Warning letter sent to property whose vehicle parked on lawn with a cardboard FOR SALE sign on window. Property did not comply within time frame and was issued a violation with \$200.00 total fine.
 - Warning letter sent to property with a king size mattress left at curbside for more than 24 hours. Mattress removed immediately.

Maintenance

- Facility inspection performed daily/weekly.
- 2016 Facilities Report completed.
- Office: Staff support workstation set up. All homeowner files have been moved to the ground level (vs. upstairs) – new file room created as well as new “map” area.
- Cornerstone entrance lighting completed.
- Met with Pennsylvania American Water (along with Ed Cron) at the Community Garden and established the location for the water meter and spigot.
- Managed snow contractor for winter storm events (sleet, snow, etc.)
- Ordered Speed Bump signs and will replace all missing ones in the spring.
- Reviewed Road Study report from Kiley Engineering and will meet with Erb’s Landscaping in the spring to address association culverts and swales.
- We continue to work on receiving pricing for 2017 Capital projects.

General

- For the month of December, we processed 4 resale packets bringing the total resales processed for 2016 to 58
- The 2016 audit will begin on January 16, 2017 with the auditors performing control tests at the office.
- The Toys for Tots collection box was picked up on December 16, 2016. Thank you to all that donated. We look forward to next year.
- The Road Study has been completed and submitted to the Board for review.
- Cornerstone Deed: Both attorney Charles Vogt and previous management claim they are not in possession of the unrecorded (but signed by LTS) deed. While email correspondence between previous management and a Board member state that previous management was indeed in possession of said deed, that is not the case now. Charles Vogt did provide attorney Alan Young with a copy of the deed in question that is signed by Larry Simon of LTS. Attorney Young has indicated that Robert Wesloh, CPA can track down Larry Simon easily so we may reprint the deed and have it signed again. The Board asked Laurie to provide attorney Ed Hoffman with the deed copy provided by Charles Vogt and begin the process.
- Negotiated a two-year security contract with no increase for 2017 and a 2.5% increase in 2018.
- Received pricing to paint all speed bumps with reflective paint (see attached).
- Received pricing for brooming/sweeping of all community roadways in the spring (see attached). *The Board requested Laurie get another road sweeping estimate for comparison. The Board agreed to the*

reflective painting of all speed bumps at the price of \$1,500.00. The Board declined to move forward with the painting of a line down the center of Blue Mountain Lake Rd.

- Received pricing for online survey/feedback as discussed at the 12/10/16 Board meeting (see attached). **Motion 011417-03 made by Steve Melnick and seconded by Vince Ricci to subscribe to SoGoSurvey for \$144.00 per year. All in favor.**
- The old phone system and phones were disconnected. This system was damaged by lightning in the summer as well as very antiquated. We now have caller I.D. which has allowed us to update important contact information as well as been helpful in providing our collection agency good phone numbers for delinquent accounts.
- Met with Dan Erb (Erb's Landscaping) regarding the costs for additional lawn cuttings from July 4th through October as well as roadside swale spraying at the request of the Board.

6. Financial Reporting

Laurie Gonzalez, reviewed the financial reports for period ending December 31, 2016. The December 2016 collection report will be emailed to the Board after January 16, 2017.

7. Old Business

- a. Attorney Selection: The Board of Directors ratified their online vote to approve and accept attorney Ed Hoffman of Barrow and Hoffman as the Association attorney and authorize Laurie to enter an agreement on behalf of the BMLC Board of Directors with attorney Ed Hoffman of Barrow and Hoffman at the agreed to hourly rate as provided by attorney Hoffman with no retainer required.
- b. Bylaw changes: The Board tabled this to the February meeting and asked that the Bylaw ad-hoc committee provide detailed information of the recommended changes for the Board to review.
- c. Board Objectives for 2017: each member of the Board provided Steve Melnick with their 2017 goals via email prior to the meeting. Steve tallied these goals and provided each Director with the summarized list. The Board then provided a rating for each objective on the list (1-4 with 1 being a must and a 4 not interested). Steve Melnick will email the final list to each Director.
- d. Capital Budget for 2017: to be finalized at the February 10,2017 meeting.
- e. Approval to include CAI articles in our newsletter. All in favor.

New Business

- f. 2017 Calendar
 - i. Open Meeting Schedule for 2017: was established as follows: March 10, May 13, September 9, November 18 (Annual Meeting).
 - 1. The November 11th Board of Directors meeting was moved to Saturday, November 18th at 9:00 am.
 - ii. 2017 Election Schedule: **Motion 011417-04** made by Steve Melnick and seconded by Michelle Pinnock Harper to accept the 2017 Election schedule as provided by Management
 - 1. 8/15/17: Candidate packets available
 - 2. 9/15/17: Candidate packet return deadline
 - 3. 10/16/17: Cutoff date to be a member in good standing to vote in the 2017 Election.,
 - 4. 10/19/17: Meet the candidates at 7:00 pm
 - 5. 10/18 – 10/20/17: Ballots mailed to all members in good standing.
 - 6. 11/14/17: All ballots due to the Judge of Elections.
 - 7. 11/18/17: Election results are announced at the Annual meeting (11:30 am).
 - iii. 2017 Events. The 2017 Fall Festival will be held on Saturday, October 21, 2017 at the lakeside gazebo.
- g. Kids Club Holiday Party expenditures: the Board ratified their online vote to approve up to \$500.00 in expenses for the 2016 Kids Club Holiday Party.
- h. Road Study Review: Steve Melnick will call a Special Meeting for the Board to review the Road Study and agree on their plan for this year and several years out to properly plan reserve funds and capital expenditures to ensure the infrastructure of the community is in good shape.
- i. Formal termination of Young & Haros: **Motion 011417-05** made by Steve Melnick and seconded by Lynn Ball to formally terminate the legal services agreement dated October 17, 2014 of Young & Haros. All in favor.
- j. Termination of Consultant Agreement with Preferred Management Associates: **Motion 011417-06** made by Steve Melnick and seconded by Vince Ricci to formally terminate the consultant services agreement with Preferred Management Associates dated October 7, 2015, effective February 28, 2017. All in favor.

- k. Committees Annual Appointments: The Board voted to renew all 2016 committee members for the Events Committee, Finance Committee, DRC, and Communication Committee. Penny Welliver was approved as a member of the 2017 Finance Committee.

Steve Melnick adjourned the meeting at 12:28 pm.

Respectfully submitted by Vince Ricci, Secretary
