

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minute Highlights

Date: January 9, 2016

Operations Office 8:30 AM

1. Call to Order – by Steve Melnick at 8:39 AM

- a. Attendance: Steve Melnick, Gary Smith, Vince Ricci, Lynn Ball

Others: Laurie Gonzalez, Onsite Community Manager and Amy Janiszewski, Sr. Managing Partner, of Preferred Management Associates, LLC, and Officer Kenny Palmer (9:21 AM) representing SARPD.

- b. Review/approval of December 12, 2015 minutes: Gary motioned to approve the minutes of the December 12, 2015 meeting, second by Steve Melnick. All were in favor.

Lynn Ball called to move to Executive Session 8:42 AM to discuss legal and/or personnel issues. Board meeting resumed at 8:46 AM.

2. Club Member to address the Board:

- a. Owner to address the Board concerning a violation and fine. Owner did not attend. Management will reach out to owner to confirm she was in fact contacted and to reschedule if necessary.

3. Management & Committee Reports:

- a. Preferred Management provided the Board of Directors with a first week transition report as follows:

Maintenance:

- Packed away the Christmas decorations from the Clubhouse and Office.
- Removed old and broken furniture from Office (broken down and brought to Maintenance dumpster).
- Began cleaning and organizing work areas of Office and began preparing walls, etc. for painting.
- Inspected, took photos and noted all repairs, etc. that will be needed of all facilities (clubhouse, gazebo, office, lake area, etc.).
- Drove community and removed trash from roadways, culverts, etc.
- Cleaned trash from mail pod.
- Cleared trash from lake parking lot.
- Walked approximately 1/3 of the trails and picked up large branches as well as trash. Met resident on the trail who was very thankful as he indicated he never witnessed any staff cleaning up in this area.

- Met with Erb's Landscaping at maintenance area for move in of their equipment and supply of road treatment (salt).
- Cleaned gutters of Operations Office.
- Inspected all fire extinguishers at clubhouse and office. All are out of date and last inspection tags are from 1994-1996. Need to address.
- Cleaned and set up Board room in rear of office (brought in chairs, hung calendars and maps, etc.)
- Showed clubhouse twice to perspective renters.
- Met with the Community Manager and began creating a preventative maintenance schedule for all facilities.
- Reviewed Landscaping and Snow Removal contracts to ensure all tasks are being met.
- Inspected clubhouse daily – specifically water pipes to ensure no freezing etc.

Administrative:

- Locks of the office (front and back) were changed. Lock was installed on rear office door where legal files are kept. Lock was changed on CM office door. Locks at Maintenance pole barns were changed.
- Inspected the Toyota Highlander: Front headlight not operational, interior and exterior in need of cleaning/detail. Scheduled appointment at Haltermans for headlight repair – Monday 1/11 9:00 am
- Received a call from Pennsylvania American Water regarding their utility easement on Woodbine. Currently there are large rocks that block their entrance to the pump. They are going to clear area to allow for safer access. Visited the location and took photos.
- Resident (Board member) advised office of an open fire at a new construction on Astible Way. Visited the site and provided the building team with the section of the rules and regulations indicating no burning allowed. They were warned and asked to immediately extinguish fire. Called builder and advised of no burning and asked them to please advise their staff accordingly. Also advised builder that a warning was given which would be followed by a citation should it happen again. Went back to site 2 hours later and fire was extinguished.
- Met with copier distributor and received prices for lease upgrade and buyout options (which will be presented to the Board). The representative of Top Copy who placed the current copier and worked with the previous management company advised that he received an email from the previous management company asking him to wipe the hard disk of the copier. He was advised that the copier and its hard drive were the property of BMLC. Currently looking

into whether or not the data can be removed from the hard drive and stored on an external drive.

- Began reviewing files that were left in the office (AP/AR),
- Reviewed the hard drives of all computers left in the office by the previous management company. Evidence shows that a program called Eraser was used to delete files and programs from each computer. There is a file share drive that was left behind with only PDF files of BMLC documents (such as governing documents, policies, 2016 coupons, and the Access data base, etc.). Based on information found, it appears the previous management company did have a server but it has been removed.
- Assessed needs of office and supplied a list of immediate needs. Thank you Vince for all your running around to ensure we were able to have our basic supply needs met within one day.
- Fielded calls from owners seeking a breakdown of their balance. Unfortunately, Management was only able to provide a total balance (if any) owed as of 11/30/15 with no detailed account information as this information was not provided by the previous management company.
- The Community Manager and Assistant Manager reviewed policies and procedures that could be found as well as discussed alternative methods to provide the residents with a friendly and professional customer service experience.
- Met with security staff of UAS and discussed the bus patrol schedule and other security patrol procedures.
- Began designing a map room as well as a meeting area in the office where the CM will be able to meet with residents in private to discuss sensitive account information.

Corporate/Accounting:

- \$30,000.00 CD was finalized and the DEP has received preliminary notification. A few more signature pages must be completed today and then required information will be sent to DEP. We have been in constant communication with the DEP and he is aware that we are in front of this and states that no violation will be issued.
- New Operating Account has been finalized
- Credit card terminal has been received and is up and running.
- ACH Debit capability has been secured with Community Bank and should be in operation by early next week.
- Chart of Accounts has been entered

- Discussions have been held with CPA. We've been instructed to hold out on entering 11/30 data in hopes that we will in fact receive 12/31 data from the previous management company.
 - Accounts Payable is operational and initial invoices provided to Preferred have been paid.
 - Preferred is working with the BMLC website administrator to establish a link to the BMLC private website (for members only). The members only website will allow members to view their account as well as provide current and up to date information of What's Happening in the community (i.e. events, township notices, school closings, etc.)
- b. The Board asked that the trash on the side of Pocahontas Rd. be addressed. Laurie to follow up.
 - c. The Board asked Management to contact the Township to address the street light that is out on the corner of Brushy Mountain Rd. and Pocahontas Rd. Laurie to follow up.
 - d. The Board asked that the slate repair of clubhouse steps be done as soon as possible. Maintenance Manager will follow up.
 - e. The Board approved the hiring of a new cleaning company for the Operations Office as well as the Clubhouse.
 - f. The Board asked for research to continue regarding the recovering of information stored on the hard drive of the Lanier Copier.

SARPD Report – Officer Kenny Palmer

Officer Palmer introduced himself to Preferred Management (Laurie and Amy) and detailed his relationship with the BMLC community as liaison. Officer Palmer reassured the Board that the relationship with BMLC will continue in a positive direction and they (he) is looking forward to working with the Preferred Management team.

Due to a computer malfunction the SARPD coverage area report was not available. Officer Palmer reported 2 incidents in BML for December 2015. One was a game laws incident and the other a false alarm incident.

4. Old Business

- a. 2016 Priorities: The Board reviewed with Preferred Management projects that were approved for 2016. These included: exterior painting and landscaping of clubhouse, storage sheds at Pool/Clubhouse and Gazebo.

New Business

- b. The Board reviewed and accepted the resignations of Chip Callori, John Gumina and Ernie Hayfield received via email. The Open Board positions were discussed and each member provided their recommendations.
- c. Review of Committees and Clubs: The Board discussed all current committees and members.
- d. The Board reviewed the importance of the winter storm response and parking rules with Laurie and asked that she review these rules with Erb's Landscaping as well as UAS staff.
- e. Laurie discussed concerns regarding credit card information of owners who participated in a monthly debit to their credit accounts (or checking account) with the previous management company. The credit card/checking account information, as advised by several owners, was kept on file by the previous management company. These owners want to know where that sensitive information is currently. Preferred Management is not in possession of these files. The Board asked Laurie to reach out to the previous management company to ascertain where these files are located in the BMLC office and to provide a list of each resident that participated in this program.
- f. 2015 Financial Information: Amy reported that this information along with account history information has still not been received by the previous management company.
- g. The Board asked that a key be provided to Officer Palmer for both the main entrances of office.
- h. Laurie reported to the Board an error on the 2016 fee schedule, specifically the Manor Homes, mailed by the previous management company to all owners. The annual fee was stated incorrectly as well as the annual discounted amount. The due date of monthly payments being 1/31/2016 was also incorrect (should have been 1/15/16). Laurie will draft a letter to Manor Home owners and submit to the Board for review and approval for subsequent mailing.
- i. A motion was made by Steve Melnick and seconded by Gary Smith to move forward with the lease of a new copier for a monthly lease/maintenance amount not to exceed \$352.09. All in favor.

5. Adjournment: Steve called for an adjournment of meeting at 10:54 AM