

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minute HIGHLIGHTS

Date: July 9, 2016

Operations Office 9:00 AM

The meeting was called to order by Steve Melnick at 9:06 am.

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

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

1. Minutes

- a. **Motion** made by Steve Melnick and seconded by Vince Ricci to accept the minutes of the June 11, 2016 Board of Directors meeting. All in favor.
- b. **Motion** made by Steve Melnick and seconded by Vince Ricci to accept the minutes of the June 11, 2016 Board of Directors meeting highlights as revised. All in favor.
- c. **Motion** made by Steve Melnick and seconded by Michelle Harper to accept the minutes of the June 11, 2016 Open meeting. All in favor.

2. Committee Reports

Finance Committee: Gary Smith reported that the committee as well as the Board were concerned about the life of the roads as many/most are over 20 years old. An engineering study is the best way to determine condition as well as provide a cost of replacement where necessary in future years. Management sent a Roadway Engineering RFP to several engineering firms with a due date for submission of July 15, 2016; management has provided the committee with a Record Retention Policy which has been sent to Bill Owens (Association CPA) for review; management provided the committee with a form to be used by owners to request additional financial information for; the 2015 Draft financial statements have been received from Bill Owens and distributed to the Board of Directors for review; the transition of the Capital One CD has been finalized; we are on track with the Operating and Reserve budgets with a positive variance overall.

A **motion** was made by Gary and seconded by Vince Ricci remove the \$444,122.00 liability (showing the operating account owing the reserve account) and to also remove the corresponding \$444,122.00 asset from the BMLC financial statement. Bill Owens, CPA; Management and Directors read through the Association's documents and the requirement to set aside 10% of assessment income each year to the Reserves could not be found. Bill Owens also discussed the matter with Kirk Summa (prior CPA firm) who could not confirm where this came from as well. Gary further moved

(seconded by Vince) that the Board not set aside 10% of assessment income for this purpose in the future. All in favor.

Garden Club: Gary Smith reported that the Garden Club is looking into an access road/driveway to the community garden from Blue Mountain Lake Rd as well as some screening trees/bushes to limit the view of the garden from the homes located on Bowwood Ct.

Kids Club: Michelle Harper reported that unfortunately the tennis & soccer camp has been cancelled due to lack of participation. The basketball clinic will begin this Tuesday (July 12) and run every Tuesday and Thursday from 9am – 11:30 am through the end of August. Michelle advised the Board that the Math Bridge tutor is not able to find temporary insurance. The Board agreed to allow this program to continue as long as the parents remain at the tutoring sessions with their children.

Events Committee: Michelle Harper submitted the following residents be appointed to this committee: Eddie Hampton, Janine Nieman, Deborah Hewitt, Martina Marga, Livia Marga. A motion made by Steve Melnick and seconded by Gary Smith to accept these requests. All in favor.

Design Review Committee: Laurie presented the minutes, provided by Lynn Ball, of the June 30, 2016 committee meeting to the Board.

3. Management Report (Laurie Gonzalez)

Storm Water Issues/Update:

- The swale/culvert project on Escoll Dr. from Meadowsage Ct. to Horseshoe has been completed.
- We are awaiting the final proposal from Primrose to address the flooding issues behind the units of Archer's Mark. We anticipate this project to be completed by mid-August.

Cornerstone

- We were successful in having the bus stop on the corner of Brushy Mountain Rd. and White Blossom removed from the schedule. The new bus stop for Cornerstone residents will be Cornerstone Way and Holly Circle. Bus stop signs have been ordered and will be put into place prior to the new school year. A letter will also go out to all Cornerstone residents advising them of the positive change.
- Daryl Eppley (Stroud Township Supervisor) and Chris McDermott (Stroud Township Engineer) have made a preliminary review of the walking trails in Cornerstone (this is the last item to be completed for the bond). I will be meeting with Daryl on Monday, July 11th to review their findings and recommendations prior to scheduling a meeting with the BMLC Board of Directors.

Security/Patrol Update and Violations:

- 1,159 miles of road were patrolled for the month of June 2016. Daily logs are available at the office.
- Security provides assistance with the closing of the pools M-F as well as opening (and closing) on the weekends.
- Security was called to the pool area on 2 occasions in the month of June for teenagers using profanity at the pool. The teenagers refused to provide their addresses or parent's names and due to the pool being very busy the lead attendant was unable to ascertain from sight who the teenagers signed in under. The teenagers were asked to leave the pool area.
- Opened and closed clubhouse for rental events (i.e. Zumba, Meditation, party rentals, etc.).
- Additional security officers were onsite for the July 4th weekend. No issues or firework violations were reported.

Property Violations:

- Friendly reminders for lawn maintenance were sent to 26 properties. A re-inspection of these properties performed 10 days later showed all but three (3) complied, and one property that complied somewhat. These properties are in limbo (3 owners have filed bankruptcy so the foreclosure proceedings have been halted and one property just foreclosed on June 30, 2016).

Amenities

- The litter problem at the basketball courts has escalated. The pool attendants along with Greg are having to pick up a significant amount of litter in this area on a daily basis. We are also experiencing an issue with profanity being used by the basketball players that has been causing complaints by residents using the pools. The pool attendants have been sent over to the courts to ask the players to cease with the profanity. Our pool attendants have been hired to attend to the pool area. These attendants are not amenity attendants and should not be asked to chastise basketball players or to clean up garbage in that area as well.
- Staff meeting held with all pool attendants.
- Pool attendants are having issues with residents complying with the rules of the pool. Specifically, running and rough housing as well as profanity.
- The expansion joint repair has been completed at the Spray Park. A repair to the fill valve has also been completed. We are now able to run the Spray Park for an hour and off for 15 minutes. Due to the pitch of the spray pad not being correct there is still water loss, however this issue has much improved with the expansion joint and fill valve repair.
- The spray devices under the large blue umbrellas have not functioned for a few years. Strand Pool is not able to repair this device. I have

contacted the company that built the spray park to recommend a local company to repair and address our issues. I am awaiting their reply.

Maintenance

- Pools and Spray Park maintenance provided daily.
- Community inspections performed weekly.
- Watering of all annuals at entrances/amenities weekly.
- Tree and permit request inspections.
- HVAC at Clubhouse serviced and repaired.
- Backflow valve at pump house replaced as per PAWC regulations.
- Repaired lounge chairs as needed (will need to look at purchasing new next year).
- Alarm panel cleaned and repaired at clubhouse.
- All thermostats at clubhouse unlocked (lock cages ordered).
- Quarterly dam inspection completed.
- Coordinated delivery of top soil for Community Garden.
- Purchased and delivered wood for Community Garden beds.
- There were smashed/broken beer bottles found at the Gazebo. It appears that these beer bottles were thrown at the fire place. The area was cleaned.
- The graffiti at the gazebo has been cleaned.
- The fireplace gate has been installed.
- Tennis courts maintained on a weekly basis.
- New lines painted for volley ball and soccer areas.
- Consistent supply of paper products provided to the pool and clubhouse.
- Inventory (tools, supplies, equipment) list provided to Community Manager.

Common Areas

- Communitywide Roadside cutting was completed the week of June 6th. The next roadside cutting is scheduled for the week of July 18th.
- Vacant lots have been established and a list has been given to Erb's Landscaping. These cuttings are scheduled to be completed by mid to end of July. There are a total of eight (8) properties. The work will be charged on an hourly rate basis.
- Bushes were trimmed in the common area of Meadowsage Court
- The dead ground cover behind a Meadowsage Ct. unit was determined to be located in common area. This ground cover was removed and grass matting installed.
- Two tree arborists provided an inspection of the BMLC common areas. There were several dangerous trees found and a proposal for removal as well as pruning in these areas were submitted. Awaiting approval of the Board to move forward.

General

- The new “owner’s” website (www.bluemountainlake.org) has been launched and login requests are being received. Instructions for login and use of website was posted in the Summer 2016 edition of the BMLC Courier and are available at the Office.
- The Summer 2016 issue of the BMLC Courier has been completed and mailed to all residents. A digital copy is available on the new website and copies are also available in the Office.
- Fireworks letters were mailed to all owners.
- The Open Meeting of June 11, 2016 was a great success. All follow ups with residents were provided.
- Mark Sowers is moving and will be handing over the administrative responsibilities of the website to management. A training will be provided to myself and Yvonne on July 13th.

4. Financial Reporting

The following financial reports for period ending 6/30/16 were provided to the Board for review:

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

Laurie provided the Board with a collections report.

The Draft 2015 Financial Statements (Audit) was provided to the Board for review.

5. New Business

Roadside Cutting

A **motion** was made by Steve Melnick and seconded by Gary Smith to add to the scope of work of the Erb’s Landscaping contract for the roadside cuttings on a trial basis. This addition will be charged on an hourly basis and include weed whacking to the top of swales not done by homeowners as well as weed whacking beyond the area of the local roadside cutting standards (4’) in common areas. All in favor.

Election Procedures & Policy

A **motion** made by Penny Welliver and seconded by Gary Smith to accept Owens & Company as the 2016 Judge of Elections. All in favor.

A **motion** made by Penny Welliver and seconded by Gary Smith to approve the Election Procedures as submitted to include:

- a. For members in good standing who wish to serve on the Club's Board of Directors, Candidates Packets will be available as of August 15th. If August 15th falls on a weekend day, the candidate packet will be available for pick up the Friday immediately before the 15th. Packets may be picked up at the office, can be printed from the website(s) and may be mailed to a member upon request.
- b. Candidate resumes/packets due to the Operations Office no later than September 15th. If September 15th falls on a weekend day, the packet will be accepted the Monday immediately following the 15th.
- c. Ballots mailed to ONLY members in good standing. The cutoff date for the members in good standing to be 21 days prior to the annual meeting date.
- d. Cutoff for ballots to be received by the Judge of Elections is four days prior to the Annual meeting.
- e. The results of the Election will be announced at the Annual Meeting by the Judge of Elections.

All in favor.

Credit Card Fees

Tabled to August meeting

Common Area Dangerous Trees

Motion made by Steve Melnick and seconded by Michelle Harper to accept the proposal from Daniels Tree Service in the amount of \$7,735.00 to remove 13 dangerous trees and prune 8 trees located in common area (Witness Tree Circle, Meadowsage, Blue Mtn Rd, Blushingwood, Playground area). All in favor.

6. **Adjournment:** Motion made by Gary Smith and seconded by Vince Ricci to adjourn the Board of Director meeting at 11:23 am.