

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minute HIGHLIGHTS

Date: September 10, 2016

Operations Office 9:00 am

The meeting was called to order by Steve Melnick at 9:07 am

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

Others in attendance: Laurie Gonzalez and Amy Janiszewski of Preferred Management.

1. Minutes

- a. **091016-01: Motion** made by Gary Smith and seconded by Vince Ricci to accept the minutes, as amended, of the August 13, 2016 Board of Directors meeting. All in favor.
- b. **091016-02: Motion** made by Gary Smith and seconded by Vince Ricci to accept the Highlights, as amended, of the August 13, 2016 Board of Directors meeting. All in favor.

2. Committee Reports:

- a. Finance Committee. Gary Smith, Treasurer, reported the Finance Committee has reviewed the 2017 budget drafts (1,2,3 and 4) prepared and submitted by management and recommends the budget draft #4 to the Board. Preferred Management has prepared and disseminated to all Board members a draft Capital expenditure budget for 2017. The committee has not taken a position on this budget and recommends the President call a workshop for the entire board to discuss and finalize this part of the budget.

The committee is pleased to note that we have complete financial transparency, not only in the budget, but also in the financial reports which management provides each month. We know exactly where we are with respect to income, expenses and collections each month and year to date.

- b. Garden Club: Gary Smith reported six (6) new members have joined for a total of 12 members (aka “growers”). The wood has been delivered for the additional beds to be installed this fall for readiness next spring. Also to be completed this fall are the removal of the old beds, putting down the remaining fill dirt, filling the additional new beds with topsoil and mulching the remainder of the garden site.

- c. Kids Club: Michelle Harper provided an update on the Fall Festival planning to the Board as well as requested Board approval for the following three (3) activities: German Lessons, Fall Basketball Tournament and a Fall Tennis program. The Kids Club is requesting funds for the Fall Basketball Tournament for the purchase of t-shirts and food.

091016-03: Motion made by Steve Melnick and seconded by Lynn Ball to approve an amount not to exceed \$500.00 for the Fall Basketball program. All in favor.

- d. Design Review Committee: Lynn Ball reported that the DRC inspected the community and found properties with trailers which is against the rules of the BMLC. The Board discussed reviewing our documents in regards to trailers and discuss possible changes. The Board requested that management provide a list of all properties with trailers. The committee is still in the process of reviewing the DRC Guidelines and will recommend changes to the Board in the upcoming months.

3. Management Report

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

Storm Water Issues/Update:

- The re-grading behind Archer's Mark has been completed.

Security/Patrol Update and Violations/Vehicle Update:

- 1,399 miles of road were patrolled for the month of August 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.
- Opened and closed clubhouse for rental events (i.e. Zumba, Meditation, party rentals, etc.).
- Two new replacement cameras were installed (Outside front entrance and inside front entrance).
- New alarm keypad at clubhouse installed.
- Due to vandalism as well as complaints regarding "parties", we have increased security presence at the Gazebo/Lake area in the evenings.
- We added additional security at the pool for the last couple of days of August due to an issue with a resident.

Property Inspections/Violations:

- Management makes community wide property inspections on a weekly basis.
- Warning letters for unsightly properties were sent to nine (9) accounts. The re-inspection date is scheduled for 9/12/16.
- A warning letter was sent to a property owner for failure to clean up tree debris in the rear of their property.
- A letter was sent to a property owner regarding an unregistered car on their property.

Maintenance

- Pools and Spray Park maintenance provided daily.
- Community and property inspections performed weekly. Issues reported to Community Manager for follow up with homeowners.
- Watering of all annuals at entrances/amenities weekly.
- All amenities are cleaned weekly (tennis courts, basketball courts, mail pod, gazebo, playgrounds, office and clubhouse area).
- Tree and permit request inspections.
- Motion sensor lights are being installed at the pole barn area.
- The mini weeping cherry tree at the mail pod has been removed. Unfortunately, this tree did not survive the winter.
- Management will be meeting with Erb's Landscaping the week of 9/12/16 to evaluate the 2016 spring/summer season. Management will provide Erb's with some areas we feel need to be improved upon next year as well as provide Erb's with any feedback received from the Board of Directors.

Common Areas/Amenities:

- Communitywide roadside cutting was completed prior to the Labor Day weekend. This was the third roadside cutting this year.
- Daniel's Tree Service has completed the common area dangerous tree removal and pruning as submitted and approved.
 - The litter problem at the basketball courts continues as well as the profanity.
 - The gazebo will receive a well needed facelift (cleaned and painted) in the upcoming weeks just in time for our 2016 Fall Festival.

Spray Park/Pools (A Season in Review):

- The 2016 Summer Pool Season was a great success! We only saw five (5) days that the pool(s) were closed this season due to inclement weather. (daily report is attached).
- The season total attendance was 9,127, a 14.6% increase over 2015 (7,793).
- Management provided the pool attendants with a notebook so that member input could be noted and reported to management

promptly. This system proved to be a valuable tool to allow management to follow up on concerns of members. The following were common concerns/input:

- Very happy how the pool was run this year. Very organized and the pool was kept very clean in comparison to previous years.
- Requests for music to be played at the pool.
- Members were very happy with the field balls (soccer, volleyball and football) that were provided for sign out.
- Pool bathrooms need attention (floors, falling wallpaper, dim lights) – would like to see some upgrades.
- Many complaints regarding profanity from children and parents doing nothing about it.
- Many complaints regarding the litter and profanity at the basketball courts.
- Would like to see more tables and umbrellas next year.
- A total of ten (10) lounge chairs were found to be cracked or broken at the end of the season.
- Maintenance is in the process of closing the pool and Strand will be shut down and winterize at the end of September. The L-Pool will be receiving a new cover as approved.
- The two pool filters will have the sand and gravel replaced in November. This has been recommended by Strand for the past three years and approved by the Board for this year.
- Strand Pool reported a very good pool season at BML with minimal calls to them for service. They were very pleased with how clean the pools were kept this year in comparison to past years.
- We would like to thank our Pool Attendants for doing such a great job this year. We had a good crew who worked hard for their community.

Election 2016

- The candidate packets are available for pick up at the office (as of August 15, 2016) as well as can be downloaded off both websites (as advertised at the mail pod, on the website and Facebook).
- Candidate packets/submissions are due no later than 4:00 pm on Thursday, September 15, 2016.
- As per the policy of the Association, only members in good standing will be mailed ballots. The deadline to be a member in good standing is October 15, 2016.
- Ballots will be mailed to members in good standing on October 18, 2016.
- Election results will be announced at the Annual Meeting to be held at the clubhouse on Saturday, November 12, 2016 at 1:00 pm.

2017 Budget

- The fourth (4th) draft of the 2017 Operating and Capital budget has been submitted to the Finance Committee as well as the Board for review. We anticipate approval of the 2017 Operating and Capital budgets prior to the Annual Meeting on November 12, 2016.
- During this budgeting process, Management has reviewed and assessed all facilities and amenities as well as all current operating expenses. Management has made recommendations to the Board based on these reviews and assessments.

Fall Festival 2016

- The Events Committee and Management continue to prepare for the upcoming Fall Festival to be held on Saturday, October 22, 2016 from 12:00 pm to 4:00 pm at the Lakeside Gazebo.
- We have secured the following donations:
 - Erb's Landscaping (donating pumpkins, hay bales, and corn stalks)
 - NatureWorks: \$50.00
 - Pennsylvania American Water: \$275.00.
 - Vince Ricci: Bottled Water
 - Preferred Management: \$150.00
- The D.J. has been secured.
- The horse drawn wagons have been secured.
- The Face Painter has been secured.
- Volunteers are signing up (we have 11 volunteers from the high school alone).

4. Financial Reporting

Laurie Gonzalez, Community Manager, reviewed the financial reports for period ending August 31, 2016 as well as the collection reports for the same period.

5. Old Business

- a. **091016-04: Motion** made by Gary Smith and seconded by Steve Melnick to approve and accept the 2015 Financial Statements of BMLC by William Owens & Company and to include a copy of this report on the resident only website along with a President's message. All in favor.
- b. Association Attorney: The board asked management to reach out to the three attorney they have recommended to ask them to provide the Board with a proposal as well as schedule a possible interview with each.

6. New Business

- a. The Board discussed voting via email. Should a vote be needed, Laurie will contact Steve to call a vote of the board by way of email. This vote will then be ratified at the next Board of Directors meeting as well as be reflected in the minutes.
- b. Open Meeting 9/16/16: The Board established the following agenda for the upcoming Open members meeting to be held on Friday, 9/16/16 at 7:00 pm in the clubhouse:
 - i. Introductions
 - ii. Success of the Pool Season
 - iii. Election: New process
 - iv. Finances
 - v. Events
 - vi. Cornerstone
 - vii. Updated repairs and/or capital expenditures since last Open meeting
 - viii. Q&A
 - ix. Adjournment
- c. Cornerstone Walking Trails: The Board approved the completion of the walking trails in Cornerstone as per the map provided by the Stroud Township Supervisor, Daryl Eppley.

7. Board Member Comments

- a. The Board discussed the need for a Bylaw Ad Hoc committee. **091016-05: Motion** made by Lynn Ball and seconded by Vince Ricci to establish a Bylaw Ad-Hoc Committee for the purpose of reviewing the current bylaws and recommending possible changes to the Board of Directors with the members of the committee being Gary Smith, Lynn Ball and Vince Ricci. All in favor.
- b. Management Evaluation: Gary Smith, Steve Melnick and Michelle Harper will work on the procedures to evaluate management.
- c. Laurie advised the Board that she will be meeting with Erb's Landscaping to review the first spring/summer season and provided the Board with a list of concerns that she had (specifically finish work not up to par, would like to see Dan Erb on site more frequently to monitor and/or audit his staff). The Board provided some areas of concerns they had to review with Dan as well (finish work, Daffodil basin needs to be done more frequently, field area specifically tennis and pool area – weeds against the fence).
- d. The Board requested the planting of mums at the guard house and Brushy mountain entrance as well as the office. Laurie will follow up with Erb's.

Steve Melnick adjourned the meeting at 12:43 pm.