

## THE BLUE MOUNTAIN LAKE CLUB

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Board of Directors – Meeting Minute HIGHLIGHTS

Date: October 8, 2016

Operations Office 9:00 am

The meeting was called to order by Steve Melnick at 9:00 am

Directors in attendance: Steve Melnick, Gary Smith, Lynn Ball (arrived at 9:06 am), Penny Welliver, Michelle Harper (arrived at 9:07 am), Vince Ricci, Mel Dennis.

Others in attendance: Laurie Gonzalez and Amy Janiszewski of Preferred Management. Officer Kenny Palmer of Stroud Area Regional Police.

### 1. Minutes

- a. **100816-01: Motion** made by Steve Melnick and seconded by Gary Smith to accept the minutes and Highlights, as amended, of the September 10, 2016 Board of Directors meeting. All in favor. Lynn Ball and Michelle Harper absent.
- b. **100816-02: Motion** made by Steve Melnick and seconded by Gary Smith to accept the Highlights, as amended, of the September 16, 2016 Open meeting. All in favor. Lynn Ball and Michelle Harper absent.

### 2. Committee Reports:

- a. Finance Committee. Gary Smith, Treasurer, reported the Finance Committee met and reviewed the financials provide by Laurie and Amy. No concerns were raised. In fact, BMLC's financials appear to be sound. The committee has asked to meet with Laurie and Amy to discuss Item 11 (2015 & Prior") to ensure that each member of the committee understands our options regarding current and potential collection effort choices and the costs pertaining to those efforts. A meeting date and time will be scheduled in the next couple of weeks.
- b. Bylaw Ad Hoc Committee: Gary Smith reported that the committee (comprised of Lynn Ball, Penny Welliver, Vincent Ricci and Gary Smith) held its first meeting. The committee's purpose is to review and suggest to the full Board, amendments to the Association's Bylaws. Once the committee finalizes its recommendations they will submit them to the Board for their review and approval. After the Board approval, the proposed changes will be submitted to the BMLC attorney for drafting prior to submission to the members.

**9:15 am.** The Board met with a resident. The Board advised the resident he/she will be given ten (10) minutes to speak to the Board. The resident read to the Board a statement that he/she printed and handed out to each member of the Board (attached) regarding a parking violation which his/her property received in early winter of 2015. The resident also appealed his/her account being sent to collections. At 9:22 am the resident was advised by the Board that he/she would receive a written response to his/her appeals next week. The resident left the room at 9:23 am.

The Board discussed the parking violation as well as the two appeals that had already been afforded the resident in 2015 (in which the Board agreed to uphold the parking violation at each of these appeals). Laurie reviewed with the board the events leading to the resident's account being sent to collections.

The Board agreed unanimously to uphold the violation and fine as well as management's decision to send this resident's account to collections. The Board asked Laurie to send a letter to the resident and mail it certified return receipt.

- c. Garden Club: Gary Smith reported the Garden Club has been busy removing old garden beds and preparing the compost area as well as the garlic planting area. The next meeting is scheduled for October 15, 2016 at 9:00 am at the Office.
- d. Kids Club: Michelle Harper presented to the Board the proposal submitted by Livia Marga for a Youth Language Club. The Board unanimously agreed to allow for a Youth Language Club with classes to be held at the clubhouse. Each volunteer must provide their child clearances, which the Board will reimburse the cost for such clearances. The Board also noted that these classes will be for BML residents only.
- e. Events Committee: Michelle Harper reported that the Events Committee met on September 18, 2016. Six members attended. Ms. Janine Nieman was chosen as the chair of the committee and Livia Marga was chosen as Secretary. The committee requested the Board consider upgrading and/or replacing the AV equipment in the Clubhouse (i.e. stereo system, DVD player, etc.). The Board approved the purchase of a 72' smart T.V. along with a surround sound. Management will seek pricing. The cost to come from the Capital Improvement Account. The committee also requested a budget of \$15,000 to support the 2017 year of activities (i.e. seasonal activities such as the Fall Festival). The Board tabled this for discussion during the 2017 Budget topic of the agenda. The committee will meet again on October 9, 2016 at 9:00 am.

Michelle Harper requested the appointment of Linda Neal to the Events Committee. All Directors were in favor.

The Board discussed Marketing and Public Relations of BMLC as well as reaching out to local realtors providing them with a flyer showing all that BMLC has to offer. Laurie suggested having a realtor's luncheon next Spring at the clubhouse. The Board established a PR/Marketing Ad Hoc Committee with members being: Lynn Ball, Michelle Harper Steve Melnick and Vince Ricci. Amy will provide some PR/Marketing ideas that have been used in some of her other communities.

### **3. SARPD Report – Office Kenny Palmer**

Officer Palmer reported little to no criminal activity for the month of September in BMLC. Mostly false alarms reported. He did advise the Board that he has been working with Laurie regarding recent incidents of houses being egged. He reported that this is a seasonal activity and unless the officer is to see the egg being tossed at the house there is not much they can do about it. However, a video of such an act would assist them in filing a criminal complaint. Officer Palmer also discussed with the Board that his department will not provide any license plate information to management regarding parking offenses.

Officer Palmer also advised the Board of the recent “Clown” scares that have been circulating on Social Media in Pennsylvania and advised that the Association ask residents to avoid dressing themselves or their children in clown costumes this year.

The new SARPD Chief is John Ward. The Board of Directors asked Laurie to draft a letter to Chief Ward welcoming him as well as well as inviting him to attend our Fall Festival on 10/22/16.

### **4. Management Report**

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

#### **Security/Patrol Update and Violations/Vehicle Update:**

- 1,572 miles of road were patrolled for the month of September 2016. Daily logs are available at the office.
- Security provided additional patrols through the month of September in areas that have reported vandalism (i.e. egged houses). This additional patrol will continue through the month of October as we approach Halloween.

- Our bus stop patrol officer provides oversight at 19 bus stops throughout the community to ensure the safety of our children.
- Security opens and closes the clubhouse for party rentals as well as provides end-of party facility inspections for the purposed of security deposit returns.
- Management reviewed with security staff the BMLC Rules & Regulations as well as reporting procedures.
- Management provided security staff with a complete set of the BMLC governing documents for their review.
- Vehicle serviced.

### **Property Inspections/Violations:**

- Management makes community wide property inspections on a regular basis to ensure compliance with the BMLC governing documents. The last inspection occurred on 10/3/16.
  - Warning letters for unsightly properties were sent to twelve (12) accounts. The re-inspection date is scheduled for 10/24/16 for these properties.
- A warning letter was sent to a property owner for failure to clean up dog waste.
- A letter was sent to a property owner regarding an unregistered car on their property.
- Four properties were issued Parking on roadside warnings.
- Twelve (12) properties were found to have trailers being stored either in the driveway or on the side of their home in the grass.

### **Maintenance**

- Facility inspection performed daily/weekly.
- Mums were planted at the Brushy Mtn & Guard house entrances as well as the office.
- Winterization of pools as well as pool bathrooms were completed.
- New pool cover installed on L-Pool.
- Second coat of expansion joint caulking of spray park was completed (as per proposal).
- All pool furniture and umbrellas have been stored in the pole barn (this facility has been cleaned and organized for storage use).
- Assisted the Garden Club with miscellaneous tasks.
- Landscape and sign lighting project has been completed at the Brushy Mountain and Guard House entrances.
- Working with landscape contractor to coordinate the fall clean up schedule.
- In-house dam inspection was completed.
- New dehumidifier installed in the basement (under addition) of office.
- Repaired tennis court fence by basketball court.
- The painting of the Gazebo is complete.
- A new fire place gate was installed (previous gate was vandalized).
- Clubhouse and Office HVAC filters have been replaced to prepare for the winter months.

## **General**

- After experiencing a powerful mold scent in the office, an air quality test and site inspection was performed. The initial site inspection found a significant amount of mold to be visible in the original basement area of the office. With the HVAC system for the office located in this mold affected area, there is a concern of poor air quality. We anticipate the full report as well as the remediation action needed to be provided by Monday, October 10, 2016. Management will provide the Board a full report immediately following the receipt and review of the report. **Motion 100816-03:** Motion made by Steve Melnick and seconded by Lynn Ball to approve a mold remediation up to \$5,000.00 of the office. All in favor.
- For the month of September, we processed 4 resale packets bringing the total resales processed YTD to 41.
- CAI is looking for a location to hold their September 2017 educational event. I believe this is a great opportunity for Blue Mountain Lake to showcase their community (clubhouse) to other managers and directors from neighboring communities. The event usually brings anywhere from 25 – 50 people. There is a cost offset (for the catering, beverages, etc.) from the registration fees. This offset results in a minimal expenditure for Blue Mountain Lake. **Motion 100816-04:** Motion made by Gary Smith and seconded by Penny Welliver for BMLC to host the September 2017 CAI education seminar. All in favor.

## **Election 2016**

- Ballots will be mailed to members in good standing between October 18 and 20<sup>th</sup>.
- Main Street Printing located in Stroudsburg has been secured to handle the printing and mailing of all election material to members in good standing (dates of mailing above).
- Meet the Candidates will be held at the clubhouse on Saturday, October 15, 2016 at 1:00 pm.
- Election results will be announced at the Annual Meeting to be held at the clubhouse on Saturday, November 12, 2016 at 1:00 pm.

## **Fall Festival 2016**

- Management has secured/organized the following:
  - Donations:
    - Erb's Landscaping (donating pumpkins, hay bales, and corn stalks)
    - Natureworks: \$50.00
    - Pennsylvania American Water: \$275.00.
    - Preferred Management: \$150.00 for the Face Painter
    - Bottled Water: Vince Ricci
    - Pocono Spray Patch: Awaiting response
    - Strand Pool: Awaiting response
  - Games/Rides and more:

- The D.J., Two (2) horse drawn wagons, and the face painter are all set to go.
- Carnival games have been ordered from Metz Entertainment as well as folding chairs, cotton candy machine and a tent (for the eating area).
- Stroud Area Regional will be present at this event and will have the SWAT vehicle on premises.
- 3 portable restrooms (potties) and a hand wash sink has been ordered and will be delivered and set in place the day before the event.
- Five (5) volunteers from the Stroudsburg HS have been secured and they will assist with the games and the pumpkin painting patch as well as set up and cleanup of the event.

## 5. Financial Reporting

Amy Janiszewski, Sr. Managing Partner, reviewed the financial reports for period ending September 30, 2016. Laurie Gonzalez, Community Manager, reviewed the collection reports for the same period.

## 6. Old Business

- a. Trailers: Before changing the rule on trailers, Amy will research the covenants and provide the Board with her recommendation.
- b. Parking violations and SARPD (License Plate Lookup). This was addressed early in the meeting by Officer Kenny Palmer. Officer Palmer advised that at no time did he or any other personnel/officer of the department provided personal information from license plate lookup to management (previously or current) as this is not shareable information.
- c. 2017 Operating & Capital Budget: **Motion 100816-05**: Motion made by Gary Smith and seconded by Steve Melnick to accept and adopt the Draft #5 (9/22/16) 2017 Operating Budget. All in favor.
- d. The Board accepted on a preliminary basis the 2017 Capital Budget as presented today, October 8, 2016. All in favor.
- e. The Board approved the following Capital Improvements to be done in 2016: Gutters for office, smart T.V. for clubhouse, shade trees for playground, cameras at the mail pod and the gazebo. Costs to be paid from the Capital Improvement account (as per Amy).

**7. New Business**

- a. Discuss on 9/16/16 Open Meeting Topics. Laurie advised the Board that she has addressed all issues that were discussed at the Open Meeting (Security at bus stops, landscaping issues as well as general review of the governing documents with security).
- b. Service charges for automatic credit card payments declined.  
**Motion 100816-06:** Motion made by Steve Melnick and seconded by Penny Welliver to charge a \$5.00 per occurrence fee to each owner whose credit card is declined. All in favor.
- c. 2016 Audit: William Owens and Company provided an engagement letter for the Boards review. This engagement letter was for a term of three audit years (2016, 2017, 2018). The Board asked Laurie to contact Bill Owens and counteroffer a flat fee of \$6,000.00 for 2016 and 2017 and a flat fee of \$6,500.00 for 2018.
- d. Annual Meeting Agenda: The Board approved the November 12, 2016 Annual Meeting Agenda as provided by Laurie.

**8. Board Member Comments**

- a. There was a period of Board member comments.

Steve Melnick adjourned the meeting at 2:04 pm.