

## THE BLUE MOUNTAIN LAKE CLUB

---

Board of Directors – Meeting Minute HIGHLIGHTS

Date: November 12, 2016

Operations Office 9:00 am

The meeting was called to order by Steve Melnick at 9:02 am

Directors in attendance: Steve Melnick, Gary Smith, Lynn Ball (arrived at 9:08 am), Penny Welliver (arrived at 9:12 am), Vince Ricci, Mel Dennis. Absent: Michelle Pinnock-Harper.

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

### 1. Minutes

- a. **Motion 111216-01** made by Gary Smith and seconded by Vince Ricci to accept and approve the minutes and Highlights of the October 8, 2016 Board of Directors meeting. All in favor (Absent from vote: Lynn Ball and Penny Welliver).

### 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. The committee reviewed the list of delinquent accounts that have been turned over to the Associations collection attorney, George Hludzik. The finance committee discussed these accounts with management with respect to what the next steps could be for those accounts that have not paid or entered into a payment plan as a result of the attorney letters. Amy advised the next step would be to have attorney Hludzik file judgements and advised that BMLC would be responsible for filing fee costs only (approximately \$350.00 per account).

The Finance Committee requested the Board of Directors consider authorizing the collection attorney to move forward with further collection action (file judgements) against those collection accounts that have failed to respond to collection action notices. **Motion 111216-02** made by Gary Smith and seconded by Lynn Ball to authorize attorney George Hludzik to pursue additional collection action (filing of judgements) against 10 of those accounts that have not responded to previous collection notices with these accounts subject to criteria established by the Finance Committee with total costs not to exceed \$3,500.00. All in favor.

**9:18 am.** The Board met with resident regarding a violation appeal. Resident presented to the Board the events of the evening of July 3, 2015 and reasons why she should not have been issued a fine.

**9:32 am.** The Board of Directors thanked the resident for his/her time and advised that Laurie would communicate to her/him the Board's decision on Monday November 14, 2016.

The Board discussed resident's appeal testimony as well as took into consideration the lack of incident reports and correspondence left in residents' owner file by the previous management company regarding this violation.

**Motion 111216-03** made by Steve Melnick and seconded by Gary Smith to reduce the violation to a warning and remove the \$200.00 fine from the account. All in favor.

- b. Garden Club: Gary Smith reported the Garden Club had passed out flyers and gave away at least 20 bunches of Chard at the Fall Festival. The Garden Club received at least 10 requests for membership at this event. The Garden Club will meet with Laurie at a future time to discuss playing a part in the planting of perennials (in place of annuals) in common area beds (including the selection and color) as well as discuss steps that could be taken to reduce the amount of watering necessary to maintain these perennials. The Garden Club would also like to be involved with the color selection of any annuals planted in the future. Gary Smith reported that it is the Garden's Club objective to first develop a flourishing and attractive vegetable garden area and to offer the services and expertise of some of its members to beautify our community in a thoughtful planned manner.
  
- c. Events Committee & Kids Club: Michelle Pinnock-Harper provided the Board with the minutes of the October 9, 2016 Events Committee meeting for review.

### **3. Management Report**

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

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

- 1,667 miles of road were patrolled for the month of October 2016. Daily logs are available at the office.
- Security provided additional patrols through the month of October in areas that have reported vandalism (i.e. egged houses) and reported no incidents

- for the month. No incidents were reported on Mischief Night as well as Halloween.
- Vehicle inspected and tire repaired (nail in tire).
  - Security responded to a report of an altercation in the clubhouse parking lot. Upon arrival security noted that family members who were attending a party being held at the clubhouse were in a heated argument. The security officer contacted SARPD. The SARPD officer cleared the scene with no incident and no arrests.

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

- Management makes community wide property inspections on a regular basis to ensure compliance with the BMLC governing documents.
  - The following warning letters were sent:
    - Political signs on property as well as in windows were sent to four (4) properties with a date of 11/2/16 to remove signs.
    - One unregistered vehicle stored on property.
    - Camper parked on property.
    - Two (2) unsightly properties.
  - Violation notices with fines attached and assessed to accounts were issued for the following:
    - Structure built without permit. Fine assessed: \$100.00. Owner asked to submit permit application along with plans and advised that should this structure be denied they would have ten (10) days to remove said structure.
    - Fence not completed within the 12-month period (2<sup>nd</sup> notice). Fine assessed: \$200.00.
    - Inoperable vehicle parked on lot. Fine assessed: \$100.00
    - Unsightly property violations with fines in the amount of \$100.00 each assessed to three (3) accounts.
    - Violation sent and fine in the amount of \$100.00 was assessed to property for unregistered vehicles stored on property.
  - We received the following payments of violations:
    - Littering \$200.00
    - Unsightly property \$100.00
- There are currently two (2) neighbor to neighbor disputes that have been ongoing. Management has addressed issues that are within our authority and have provided information to Stroud Area Regional Police as necessary.

### **Maintenance**

- Facility inspection performed daily/weekly.
- Facilities Report for 2016 is being completed and will be provided to the Board at the January 2017 meeting.
- Mold remediation of the Office completed.
- Gutters installed at the Office.
- All benches at lakeside and gazebo were painted.

- Motion lights installed at the Gazebo.
- Speed bumps at Guard House entrance painted.
- New freezer purchased and installed at clubhouse.
- Two (2) lights installed in parking lot of clubhouse is near completion.
- Security cameras at the mail pod and gazebo have been installed. Training of management to retrieve video will be done by the end of the month.
- Two (2) shade trees planted at playground.
- Provided set up and breakdown for the Fall Festival.
- Working on receiving estimates for 2017 capital projects.

### **General**

- For the month of October, we processed 5 resale packets bringing the total resales processed YTD to 46.
- The engineer has completed his assessment of the property that borders BMLC (Pitner property Lot A) and has determined that there is no evidence of erosion of the driveway from past rain events from the overtopping of the swale along the driveway. The engineer does indicate that the swale along the driveway does have some blockage from leaves, sticks and misplaced riprap stones and recommends maintenance of the swale to be performed to maintain stability of the swale. The engineer did note the Pitner gravel driveway to be in fair condition and storm water flow that was observed to be in depressions resulting from tire traffic. He also notes that the source of the storm water in the driveway is primarily from the Pitner property. The attorney had concluded, from the documents provided to him (deeds, maps and final plans), the Association (BMLC) should maintain the drainage swale that runs between lots 741 and 742 Horseshoe Drive, along the Pitner driveway and discharges to a pipe under Brushy Mountain Rd. Based on the report from the engineer and the opinion of the attorney, I recommend that BMLC contract out the cleaning of this swale and then ensure that we add this swale to our list for annual routine inspections.
- Management as well as members of the Board drove the community with Dan Erb to discuss areas the Board felt should be done (added to the contract) as well as areas of the contract that needed improvement. Photos were taken of all areas and placed in a binder to assist with future RFP needs. Erb's will be providing an estimate for road side spraying vs. cutting, estimates for additional work to be added to the contract as well as recommendations he has for BMLC.
- Prepared and supplied Main Street Printing with election material (letter, bios, ballot format and ballot envelopes) as well as the list of members in good standing as of 10/15/16. Main Street Printing assigned ballot numbers and mailed election material. The ballot # list was sent to the Judge of Elections for vote verification. Election results will be provided to management on Thursday 11/10/16 for announcement at the Annual Meeting on 11/12/16.

- Attended Finance Committee meeting on October 19, 2016 to discuss collection accounts that have not responded to correspondence from the collection attorney and determine next legal steps to take.
- Attended and mediated the October 15, 2016 Meet the Candidates.
- Attended the CAI mini trade show on October 19, 2016.
- Mediated two separate neighbor to neighbor disputes.
- A letter along with the Waiver/Hold Harmless agreement has been mailed to all residents living on private access roads advising that BMLC will not plow or treat their private road without receiving the signed waiver of liability and hold harmless agreement from 100% owners on each private access road. The Waiver of Liability and Hold Harmless Agreement was sent to the attorney for review and was approved with no changes.
- William Owens and Company accepted the Boards counter offer for a three-year audit engagement for the cost as follows: 2016 (\$6,000), 2017 (\$6,000) and 2018 (\$6,500).
- I have received proposals for legal services from two HOA attorneys: Fitzpatrick Lentz and Bubba; and Barrow Hoffman. I am awaiting a proposal from attorney Steven L. Sugarman and Associates. The Board will be provided with all proposals to review.
- The office has received the following requests from members for consideration.
  - To allow for garage/yard sales quarterly or at least twice per year
  - Allow gazebo that is made of metal frame and cloth top and sides.
- Letters were sent to all accounts who make automatic payments with credit cards notifying them that they will be charged a \$5.00 per decline fee as per the motion of the Board at the October meeting.
- The 2015 Financial Statements along with the Presidents message has been posted to the resident website (bluemountainlake.org).
- The walking trails have been completed in Cornerstone.
- I have introduced myself via email to the new Chief of Police, John Ward and it turns out that he and I grew up in the same area of New Jersey. I extended him an invitation to our Fall Festival but unfortunately, he had other commitments that day. He and I are working on scheduling a personal meet and greet.

### **Fall Festival 2016**

The 2016 Fall Festival was a great success for a cloudy, cold and windy day. 373 people attended (an increase of 58 people vs. 2015) with over 20 volunteers. Unfortunately, due to the windy conditions Hop 'Til You Drop was unable to set up the Bounce House. The new addition of the interactive carnival games and contests were well received and we look forward to expanding these for next year. Officer Jerome Taylor of the SARPD attended and showcased some SWAT gear, his police cruiser as well as handed out some great safety tips to everyone. Christine of Fun and Fancy Faces joined us at 2:00 pm and the kids (and adults) just loved her face

paint designs. Blackhorse Farms provided horse drawn wagon rides from 2pm to 4pm. The kids had a great time in the pumpkin patch not only picking their pumpkins but painting them too. The pumpkin relay race was filled with excitement with the winners receiving a large pumpkin each. We look forward to next year! The total cost of the festival was \$4,195.63 which was offset by \$425.00 in donations bringing the net cost to \$3,770.94.

#### **4. Financial Reporting**

Amy Janiszewski, Sr. Managing Partner, reviewed the financial reports for period ending October 31, 2016. Laurie Gonzalez, Community Manager, reviewed the collection reports for the same period.

#### **5. Old Business**

- a. The Board and Management discussed a full review of the BMLC Rules & Regulations. Preliminary recommendations will be presented at the January 2017 Board of Directors meeting.
- b. Cornerstone Deed - Ownership discussion: The Board requested Laurie reach out to attorney Alan Young to request the deed that was drafted by attorney Charles Vogt on behalf of BMLC and signed by LTS. Laurie had requested this document from the previous management company twice and did not receive a response.

#### **6. Board Member Comments**

- a. There was a period of Board member comments.
- b. **Motion 111216-04** made by Steve Melnick and seconded by Vince Ricci to reduce the annual per boat registration fee from \$60.00 to \$30.00 annually. All in favor.

Steve Melnick adjourned the meeting at 11:35 pm.

Respectfully submitted by Vince Ricci, Secretary

---