

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minute HIGHLIGHTS

Date: December 10, 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, Penny Welliver, Vince Ricci, Rob Temple, Michelle Pinnock-Harper.

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

1. Minutes

- a. **Motion 121016-01** made by Vince Ricci and seconded by Gary Smith to accept and approve the minutes and Highlights of the November 12, 2016 Board of Directors meeting. All in favor (Rob Temple abstained from vote).
- b. **Motion 121016-02** made by Vince Ricci and seconded by Gary Smith to approve the notes of the November 12, 2016 Annual Meeting. All in favor.
- c. **Motion 121016-03** made by Vince Ricci and seconded by Gary Smith to accept and approve the minutes of the November 17, 2016 Special Meeting. All in favor.

2. Committee Reports:

- a. Finance Committee. Gary Smith, Treasurer, reported the Finance Committee did not meet prior to the Board meeting to review the financials for period ending 11/30/16. The Finance Committee has recommended further legal action be taken against those collection accounts that have not responded to previous collection attempts. The Board approved the Finance Committee and Management to choose those accounts for further collection action (judgements) and advise the Board via email. Any recommended waiting until after January 15, 2017 so that the 2017 dues can be included in any action. The Board agreed unanimously. The Board also requested that the Finance Committee and Management create a collection SOP (Phase 1, Phase 2, etc.).

- b. Garden Club: Gary Smith reported the following on behalf of the Garden Club: soil samples sent to Penn State; Johnny seeds were given out to members at the last meeting; a plan for the herb beds are in process and non-invasive plants at the lake have been discussed.

- c. Events Committee & Kids Club: Michelle Pinnock-Harper reported that the Kids Club will be hosting a “Whooville” Holiday Party at the Clubhouse on December 11th from 3-5pm. There will be snacks, candy cane hunt, crafts, a movie as well as a Giving Tree made up of hats, mittens, and scarves that will be donated to Street to Feet. Food will also be collected for donation to the New Life Pantry. Gary Smith asked if there was any interest in bringing Bingo back. Michelle advised that she will ask around and report back to the Board.

There was a discussion regarding the AED units, specifically, the location of the units, how frequently they are tested and if the security personnel are trained on their use. Laurie will research and advise the Board accordingly.

The Events Committee did not meet.

3. Management Report

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

Security/Patrol Update and Violations/Vehicle Update:

- 1243 miles of road were patrolled for the month of November 2016. Daily logs are available at the office.
- Vehicle tire repaired (nail in tire).

Property Inspections/Violations:

- Management makes community wide property inspections on a regular basis to ensure compliance with the BMLC governing documents.
 - Warning notice sent for the following:
 - Propane tanks not covered (1)
 - Failure to pick up after dog

Annual Meeting (11/12/16) Follow Up:

- Reflective paint on speed bumps and line striping of BML Rd: awaiting price from Pocono Spray Patch (should have for January 2017 meeting). Vince recommended that we make any repairs needed to the speed bumps prior to painting.
- CPR Training for adults: Contacted the Red Cross regarding onsite CPR/AED training. The cost for 10 people would be \$1,150.00 (\$250.00 onsite fee and \$90.00 per person).
- Dog Park: Insurance company was contacted (additional annual premium anticipated to be \$1,000.00), determining size of area to reach out for fencing estimates, township contacted for any issues, contacted nearby communities. Management will provide a report as well as recommendations at the January 2017 meeting.
- Tree plantings at Archers Mark. Cost is \$300.00 per tree installed (Spring 2017). Laurie will meet with residents to ascertain location of trees.
- Traffic Light at Brushy Mountain and 447: Steve Melnick is pursuing. The Board asked Laurie to research if there were any other development plans for the area that may have an additional impact on this intersection. Steve Melnick reported that he left a message with the developer of the townhome development located close to this intersection to gather more signatures for the petition. Steve also reached out to SARPD for a report of the accidents that have occurred at this intersection over the past few years.
- 3-Way Stop at the corner of Brushy Mtn and Pocahontas Rd. – Management has reached out to Stroud Township for guidance and assistance and is awaiting a response.
- Entrance Lighting at ALL entrances: Recommend looking at this for 2018 as it will cost approximately \$1,500 - \$2,000 per entrance (Riverstone, Escoll, Reunion Ridge, BMLXing). The Board asked Laurie to consider the cost of reflective posts to place at each of these entrances and report to the Board.

Maintenance

- Facility inspection performed daily/weekly.
- Facilities Report for 2016 is being completed and will be submitted at the January 2017 meeting.
- Boat dock removed from lake
- Tennis nets and soccer goals stored for winter.
- Walking trails cleaned of all leaves.
- Motion lights installed at the Gazebo.
- Wood sign posts on Escoll replaced.
- Seal coated road cuts and curb cuts at BML entrance/exit
- Receiving bids for next year's capital improvements.
- Fall cleanup has been completed.

General

- For the month of October, we processed 8 resale packets bringing the total resales processed YTD to 54.
- The first community roadside leaf pickup by Stroud Township was completed with success.
- We were successful in getting an electric service and meter installed at the Cornerstone entrance. The lights have been ordered and we anticipate installation of the lights the week of (12/12/16).
- Management cleaned the room being used for storage at the clubhouse. Due to the lack of maintenance and proper storage of items by previous management and/or volunteers this room had become infested with mice (there was droppings, urine stains and nests everywhere), due to this contamination most of these items had to be thrown away. We were able keep items that were stored in totes or could be washed. Seasonal decorations have all been placed in the attic storage area with craft supplies organized in plastic totes and placed on countertop in room.
- Coordinated articles, notices and photos for December 2016 Courier (newspaper).
- 2017 Annual Dues invoices and information mailed.
- Coordinated with the local Marine Corps. for BMLC to be a Toys for Tots collection site. The collection box, located at the Office, is now full and ready for pick up (the week of 12/12/16). Thank you to all that donated.
- Management mailed (certified return receipt) letters to all residents located on private access road notifying each that in order to receive snow removal and ice melt services a waiver/hold harmless must be signed and returned by all owners living on the private access road. To date we have only received a total of three (3) executed waivers. Calls were made (to those that provided us with contact information) to remind them to please sign and return the waiver as soon as possible. We also mailed a second notice letter along with these agreements regular mail as well as via UPS.

- Pennsylvania Water Sewer will be installing water service and a meter at the corner of Southshore Meadows and BML Dr. for the community garden for the cost of \$260.00. The cost of the installation of the spigot will be that of BMLC. We will also be responsible for running the water line from the meter to the garden. We are in the process of receiving estimates for this project and will provide to the Board once completed.

4. Financial Reporting

Amy Janiszewski, Sr. Managing Partner, reviewed the financial reports for period ending November 30, 2016. Laurie Gonzalez, Community Manager, reviewed the collection reports for the same period. The Board asked Laurie to email the report from the collection attorney showing the total collected for the previous month as well as the payment to the Association for such collection.

5. Old Business

- a. **Attorney Selection:** Lynn Ball and Rob Temple requested Laurie reach out to attorney Ed Hoffman to schedule a meeting for them to meet him prior to the Board making a decision.
- b. **Annual Meeting Follow Up:** This topic was addressed during the Management Report summary.

6. New Business

- a. **2016 Management Review:** Steve Melnick reported that he and Vince Ricci met with Amy Janiszewski and Laurie Gonzalez of Preferred Management and provided the Boards evaluation of management.
- b. **The 2016 Priority List** that was created by the Board in 2015 was reviewed. The Board is pleased that a large portion of these priority projects have been completed.
- c. **Create 2017 Priority List:** The Board discussed some priorities for 2017: Enforcement of Rules; continuation of collection process; PR/Marketing; ways to enhance the community; food truck for pool area (Laurie to research). Each Board member will email Steve their priorities for 2017 three days prior to the January meeting.
- d. **Establish 2017 Meeting Calendar:** The Board will continue to meet the 2nd Saturday of each month at 9:00 am in the Operations Office. The collection report will be provided via email to the Board by Laurie after the 15th of each month.
- e. **Member survey:** Michelle provided the Board and Management with a copy of a member survey for their review. Amy suggested having this survey with the title “Your Opinion Matters” be completed online and advising residents of this survey via an email blast. Amy

will research these options and report her findings to the Board. The Board and Management discussed the results of these surveys to be reported in the BMLC Courier.

- f. Garden Water Supply: The Board asked Laurie to get a price for piping the water from the meter pan (being installed by PA Water) to the garden.
- g. Other:
 - Gary Smith reported to the Board that he and Vince recently attended a CAI event and asked the Board if the costs for these CAI events should be paid for personally by the Director or if these costs should be paid for by the Association. It was the unanimous decision of the Board that the Association should pay for the registration costs of Board members who attend CAI hosted educational events.
 - Lynn Ball requested that should any money be left over at year's end that the Board consider splitting these extra \$'s between the Reserve Fund and an Operating Contingency Fund. The Board agreed that this would be discussed and a decision would be made after the 2016 Audit was completed.

7. Board Member Comments

- a. Steve Melnick asked that something be done with the Community Garden, specifically the area that faces the houses as well as the compost area. He feels the Club should be pushing to make it look more aesthetically pleasing.
- b. Steve Melnick advised the Board that he reached out to Officer Kenny Palmer to receive his thoughts regarding community wide garage sales (from a policing and potential crime perspective) for this type of open invite event. Laurie advised that Office Palmer is on vacation for the month of December.

Steve Melnick adjourned the meeting at 11:31 pm.

Respectfully submitted by Vince Ricci, Secretary
