

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minutes

Date: January 13, 2018

Clubhouse at 9:00 am

The meeting was called to order by Steve Melnick at 9:03 am

Directors in attendance: Steve Melnick, Vince Ricci, Michelle Pinnock Harper, Odell Jones, Claire Miller. Penny Welliver arrived at 9:10 am and Rob Temple arrived at 9:20 am.

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

1. Minutes

- a. **Motion 011318-01** made by Steve Melnick and seconded by Vince Ricci to accept and approve the minutes (as amended) of the December 9, 2017 2017 Regular Meeting minutes. All in favor (Steve Melnick, Vince Ricci, Michelle Pinnock Harper). Penny Welliver and Rob Temple absent from vote. Odell Jones and Claire Miller abstained from vote.
- b. **Motion 011318-02** made by Steve Melnick and seconded by Vince Ricci to accept and approve the minutes of the December 14, 2017 Special Meeting minutes. All in favor All in favor (Steve Melnick, Vince Ricci, Michelle Pinnock Harper, Odell Jones and Claire Miller). Penny Welliver and Rob Temple absent from vote.

2. Committee Reports

- a. **Amenity Ad Hoc Committee**: Steve Melnick, temporary liaison to the committee, set the first meeting of the committee for Saturday, February 3, 2018 at 9:00 am in the Office.
- b. **Finance Committee**: Laurie Gonzalez reported that the Finance Committee met on Wednesday, January 11, 2018 (in attendance, Penny Welliver, Lynn Ball, Laurie Gonzalez, Amy Janiszewski) and reviewed the financials for period ending 12/31/17. The committee made a few changes to the format of the Financial Summary (a custom report provided by Preferred Management). Laurie and Amy will be reviewing all Financial Summaries for 2017 to ensure all income and expenses are correct for the YTD figures.

3. Management Report & Financial Reports

- Laurie provided the financial reports for period ending 12/31/17.
 - **Motion 011318-03** made by Steve Melnick and seconded by Penny Welliver to transfer \$22,373.00 from the Operating Contingency to the Operating account for the December 14-31 snow removal costs. All in favor.
- Laurie presented the Management Report as follows:

Security/Patrol Update:

- 1,118 miles of road were patrolled for the month of December 2017. Daily logs are available at the office.

SARPD: December Incident Report

- For the month of December 2017, SARPD responded to:
 - 5 unfounded alarm calls
 - 1 domestic disturbance
 - 1 mental health

Property Inspections:

- Management provides community inspections on a weekly basis.
 - 3 Winter Parking violations with fines were issued in the month of December.
 - A resident reported tire tracks in the form of a circle on their front lawn which occurred during the Christmas week when they were on vacation. We advised them to contact SARPD and alerted our security personnel.

Maintenance:

- Property inspections performed weekly.
- Inspections for tree removal permits as requested.
- Resale inspections as requested.
- Cleaned gutters at clubhouse and office.
- Removed garbage from roadside of foreclosed property.
- Maintenance truck inspected, and new brakes installed.
- Changed air filters on all HVAC units.
- Shampooed carpeting at clubhouse.
- Guard rail that was damaged from motor vehicle accident repaired.
- Replaced light bulbs at mail pod.
- Working with contractors to schedule 2018 capital projects.
- Followed up with the snow plow contractor during and after several winter events.
- Provided estimates to Community Manager for fencing in clubhouse area and installing an amenity check point for tennis, basketball, pool and playground area (as requested by the Board from resident requests at Annual Meeting).

- Provided estimates to Community Manager for street lights at all intersections within the community (as requested by the Board from resident requests at Annual Meeting).
- Provided estimates to Community Manager for reflective markers to be placed at each intersection throughout the community (as requested by the Board as an alternative to street lights). Provided an alternative inexpensive solution to reflective markers to Community Manager (reflective tape to be placed on street sign/stop sign posts at each intersection).

General

- For the month of December, we processed four (4) resale packets bringing the total resale packets processed for 2017 to 64 (for a YTD total resale income of \$8,246.00).
- For the month of December five (5) homes sold bringing the total homes sold for 2017 to 55 for a 2017 YTD Capital Improvement fee income of \$78,303.00.
- Welcome Packets were issued to those new residents that came to the office to provide us with their owner information as well as photo I.D. badges issued.
- The 2018 annual billing was mailed to all owners along with the 2018 Operating and Reserve/Capital budgets.
- Contacted Stroud Township Supervisor (Daryl Eppley) regarding the installation of street lights as requested by member recommendations from Annual Meeting. (There are approximately 32 intersections in BMLC). Since the final development plans did not include street lights, BMLC would need to submit a request to the Township for approval of lights. This would require an engineer as well as all costs for applications to Township for approval. This does not include the costs to install electric at each of these intersections.
 - Received estimate for solar street lights from Maintenance Manager (as an alternative to electric street lights). Cost of lights only approximately \$75,000. This price does not include installation. Approval from Township would also be needed.
 - The cost of reflective markers at each intersection would be \$1,500 (install not included). No approval needed. ***Motion 011318-04 made by Steve Melnick and seconded by Vince Ricci to approve the installation of reflective markers at all corners throughout the community for a cost not to exceed \$5,000.00. All in favor.***
 - Management recommends placing reflective DOT tape on each street/stop sign post at a cost of a few hundred dollars to see if this will assist drivers in locating intersections. No approval needed.
- Received estimate to fence in the clubhouse area and provide an amenity checkpoint house to the tennis, basketball, pool, playground/field area. Estimated cost for fencing: \$38,000. The estimated cost for amenity check point house is: \$4,000 - \$4,500 not including installation, electric,

etc. The monthly electric cost is also not included (during summer months we would need to cool this facility). ***The Board requested that this information be provided to the Amenity Ad Hoc Committee for review and for the committee to provide their recommendations to the Board of Directors.***

- To provide an amenity attendant at the clubhouse amenity area would cost approximately \$15.00 per hour (this includes workers comp, taxes, etc. for a staff person to be paid \$9.00 per hour). At 8 hours per day, 7 days per week (not including the winter months - 16 weeks per year these areas would be closed) the approximate annual cost would be \$30,240 per year. ***The Board requested that this information be provided to the Amenity Ad Hoc Committee for review and for the committee to provide their recommendations to the Board of Directors.***
- Contacted two builders (RGB Homes and LTS Homes) regarding the undeveloped lot the Association is looking to foreclose/take back. Both builders would have an interest in purchasing this lot. RGB Homes worked with the delinquent owners of this lot years ago (15 years ago) when they were looking to build and did provide many home options, but the owners never moved forward with building (this does confirm that this is a buildable lot).
 - Contacted the Monroe County Assessment office regarding the tax status of this vacant lot. The 2016 taxes have been paid. I have not received a call back from the tax collector regarding 2017 taxes.
 - Should the owners of this lot not respond to our offer to take ownership of this lot and clear all delinquent debt, the Association could then initiate foreclosing on the property. The attorney costs for foreclosure would be approximately \$5,000.00.
- Sent a welcome letter to all approved and appointed members of the newly established Amenity Ad Hoc Committee along with the Mission and Purpose and Confidentiality Agreement to be signed and returned by each member.
- Submitted invoice for the repair of the guard rail (\$2,200) that was damaged by a BMLC resident, to the resident's insurance company for reimbursement.
- Contacted the road engineer to begin the RFP process for the 2018 road repairs.

Judgement Update:

- The collection attorney filed for judgement on ten (10) accounts (second round).
 - Of these 10 accounts, we were able to effectuate service on three (3). Hearings are scheduled for 1/28/18 for these 3 accounts.
 - One account (of these 3) has agreed to pay their account in full by January 15, 2018 to avoid judgement. ***Update: Payment in full received by the attorney 1/12/18.***

- We have not received an Intent to Defend from the remaining 2 accounts. If we do not receive their Intent to Defend, we will receive the judgements on 1/28/18.

Cornerstone Update:

- The Association attorney has completed the title search for the Cornerstone common area parcels that BMLC is looking to take ownership of. This search did find these parcels are still encumbered by a mortgage (Clouds on title). The attorney has recommended that we do not move forward with taking ownership of these properties/common areas until the bank or LTS provides a satisfaction or release. I have requested the attorney move forward with seeking these releases. *Update: The bank has agreed to provide releases for all parcels provided the BMLC attorney drafts and submits these releases. Our attorney will do so. Once we have received the release, the Association will move forward with taking ownership of these common areas.*
- The Cornerstone entrance sign has fallen off the posts and appears to be rotted. We are receiving estimates for replacement.

Snow Removal Contract

- The snow removal contract with Erb's Landscaping ends in April 2018. We will begin creating an RFP for these services to be submitted to various contractors in February/March this year. Erb's has expressed a desire to be included in the bidding process.

4. Old Business

- a. Amerigas Update: Laurie reported that Amerigas agreed to remove the provisions that the Association objected, which allowed the Association to enter into an Neighborhood Price Agreement of \$2.99 per gallon. Laurie reported that she had requested these objectionable provisions be removed in August 2017, when the Neighborhood Price offered was \$2.59. Unfortunately, Amerigas would not do so at that time.
- b. Cornerstone Update: Laurie reviewed the update provided in the Management Report to the Board.

5. New Business

- a. Snow Removal Contract – RFP
 - i. The Board agreed to allow Erb's Landscaping to submit their RFP for the Snow Removal contract.
 - ii. The Board has requested that the snow removal contract be two (2) separate bids: one for the roads and one for the Manor and Patio home driveways and walkways.
 - iii. Laurie will have a draft RFP for the Board to review at the February/March meeting.

- b. Community Super Bowl Party: Michelle Pinnock Harper advised that there has been no response to her request for volunteers to host/supervise this event, therefore, this event has been cancelled.
- c. New Security Vehicle: Motion 011318-05 made by Steve Melnick and seconded by Claire Miller to authorize the purchase of a new security vehicle for a net cost of \$22,000.00 (not including tags, title and tax and after trade-in of current security vehicle and payoff of current vehicle loan), to be funded from the Capital Improvement account. All in favor.
- d. Volunteer Lunch/Dinner: The Board has agreed to host a volunteer lunch or dinner which will recognize the efforts of all who have volunteered their time at community events or on behalf of the community. The Board requested that Laurie (with the assistance of Michelle Pinnock Harper) provide the Board an attendance list at the February meeting so a decision can be made whether to host this event in house or at a restaurant/banquet facility.
- e. Anti-Skid: Laurie requested the Board approve the use of anti-skid when necessary. The Board agreed.
- f. Manorhome and Patiohome Maintenance Fees
 - i. The Board reviewed the actual costs for the maintenance (landscaping and snow removal) of the Patio and Manor homes for 2016 and 2017 and noted that these costs exceed what is being charged to the unit owners.
 - ii. The Board will re-visit these costs when planning the 2019 Operating budget.

6. Board Comments:

- a. Steve Melnick reviewed the 2017 Board Goals and asked each Board member to provide their list of items (goals) for 2018 at the February meeting.

Steve Melnick, President, adjourned the meeting at 11:24 am.

Respectfully submitted by Vince Ricci, Secretary
