

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minutes

Date: April 8, 2017

Operations Office 8:30 am

The meeting was called to order by Steve Melnick at 8:34 am

Directors in attendance: Steve Melnick, Lynn Ball, Vince Ricci, Penny Welliver, Gary Smith, Robert Temple and Michelle Pinnock Harper.

Others in attendance: Preferred Management: Laurie Gonzalez, Community Manager and Amy Janiszewski, Sr. Managing Partner and Acting Corporal Kenny Palmer of SARPD.

1. Minutes

- a. **Motion 040817-01** made by Vince Ricci and seconded by Gary Smith to accept and approve the minutes of March 11, 2017. All in favor.
- b. **Motion 040817-02** made by Vince Ricci and seconded by Gary Smith to accept and approve the minutes of the March 21, 2017 Special Meeting.

2. Committees

- a. **Beautification Committee:**
 - i. **Motion 040817-03** made by Gary Smith and seconded by Lynn Ball to approve the amount of \$6,000.00 be set aside from the Operating Contingency for use by the Beautification Committee throughout the year. The committee must provide the Board with a detailed plan for each project for the Board's approval prior to funds being released. All in favor.
- b. **Finance Committee:**
 - i. **Motion 040817-04** made by Steve Melnick and seconded by Vince Ricci to set aside \$25,000.00 from the Operating Contingency account for year-end snow removal. All in favor.
 - ii. The committee recommends reviewing the Record Retention Policy every 3-4 years.
 - iii. The FC would like the Board to consider the cost of digitizing the Association records for the 2018 Budget.
 - iv. Certificate of Deposit: the FC will provide the Board with a recommendation prior to closing the Capital One CD.
- c. **Design Review Committee:**
 - i. **Motion 040817-05** made by Steve Melnick and seconded by Vince Ricci to appoint Marshall Oldknow to the DRC. All in favor.

d. Events Committee:

- i. The Senior Social was cancelled due to no interest.
- ii. Tennis: April/May cancelled
- iii. Vince recommended that the committee expand the promotion time period
- iv. Wings & Things was a success with 26-28 people coming out.
- v. The Easter Event was also a success with approximately 33 kids and 25 adults.
- vi. The committee received a request for a Wellness & Meditation Workshop on May 13, 2017 from 4-6pm in the clubhouse. The Board approved this event.
- vii. Laurie advised that the DJ Pool Party will be held on July 22, 2017.

3. Collections Attorney, George Hludzik: Q&A

- a. Attorney Hludzik reported to the Board that the collections are going well and judgements have been filed against those accounts that have not responded to collection efforts (10 accounts as approved by the Finance Committee and the Board). The timeframe for judgement is between 30-90 days not including a hearing.
- b. The Board asked about executing on personal property. Attorney Hludzik does recommend executing on personal property along as the proper footwork is done. The cost is approximately \$400.00 per account plus the attorney fees. Steve Melnick recommended we do a test of five (5) accounts. Attorney Hludzik will provide an estimated cost to Laurie who will provide to the Board.

4. Management Report & Financial Reports

Security/Patrol Update:

- 1,264 miles of road were patrolled for the month of March 2017. Daily logs are available at the office.
- Security personnel was unable to work on 3/14/17 and 3/15/17 due to snow storm (personnel not able to get to BMLC from their homes).
- During an inspection of the security vehicle, the tires were found to be bald. These tires were 8 months old. Due to the low mileage of the tires, the new tire purchase was prorated (per the tire warranty) and thereby cost \$50.00 per tire. It appears from previous records that could be found that this vehicle has had issues with tires since purchased in 2013.

Property Inspections/Warnings & Violations:

- Management makes community wide property inspections on a regular basis to ensure compliance with the BMLC governing documents.
 - The property that received a warning for firewood stacked on front side area of house has been given an additional extension to move this wood to the rear of the property (April 7, 2017).
 - Two (2) residents on Daffodil Dr. were issued a warning regarding driveway stone that had washed into the road. They were given 10 days to remove the stone from the road and advised that their driveways needed stabilization.

Maintenance

- Facility and Community wide inspections performed daily/weekly.
- During a community inspection driveway stone was found to have washed into the road (Daffodil Dr.) creating a hazard. The stone was swept to the side of the road and the homeowners (2) were notified (as referenced above under property inspections).
- Completed the pool bathroom upgrades.
- Replaced light bulbs at mail pod.
- Repaired street signs.
- Removed tree debris from 2 fallen trees.
- Cleaned tennis courts and put up nets.
- Inspected the clubhouse after rental events.
- Followed up on resident complaints regarding snow plowing of 3/14-3/15.
- Provided a list of areas that were damaged from the snow plow to the contractor. These included: grass areas that need to be raked and re-seeded (mail pod entrance, property on Snapdragon, property on Reunion Ridge, Witness Tree Circle and Blushingwood), a culvert pipe that was slightly damaged, office parking blocks that need to be put back into place and piles of stone in parking lot that need to be raked into lot. These areas will be repaired as soon as the weather allows.
- Met with contractors for pricing of 2017 Capital projects.
- Met with a driveway sealcoating contractor to review all Manor and Patio home driveways. The contractor will provide a total cost estimate as well as a per driveway cost in approximately one week. The Board will then communicate the costs to the residents as well as payment expectations.

2017 Capital Project Update:

- Clubhouse interior and exterior bathroom upgrades completed.
- New (additional) A/C and Heat unit installed at Clubhouse
- Clubhouse Media Upgrade (New 65" curved smart T.V. installed)
- Clubhouse siding project in progress. Delayed due to weather.
- Pool paver repairs completed. The repairs were done to priority areas only.
- Office Upgrades have been completed
- Landscaping upgrades (mail pod and clubhouse) have been scheduled for mid-April (weather permitting).
- New basketball backboards have been ordered.
- Common area tree removal is in progress.
- New badging system: All components have been received. Initial owner data entry has been completed.
- Boat Dock: Additional funds requested. The original estimate for a boat dock was for a 4' wide X 16' in length. It is our recommendation to purchase an 8' wide boat dock for the cost of \$4,592.27. The approved Capital budget allows for \$3,000.00. We are seeking the approval of an additional \$1,592.27 to come from the Capital Improvement account. **Motion 040817-06** made by Steve Melnick and seconded by Gary Smith to approved the additional \$1,592.27 from the Capital Improvement Fund for the 8' X 16' boat dock. All in favor.

2017 Road Repairs/Paving:

- Four bids were received for the road repairs/paving. A summary of bids has been provided to the Board for review and acceptance.

General

- For the month of March, we processed ten (10) resale packets.
- For the month of March six (6) homes sold, adding \$6,147.50 to the Capital Improvement account. Welcome Packets were issued to those new residents that came to the office to provide us with their owner information.
- The 2017 Summer BMLC Courier: All material due by May 29th, to print June 14th, Mail/Delivered June 21st
 - Fall 2017: All material due by September 11th (will hold space for the Board Candidate Bios submitted on 9/16), to print September 27th, Mail/Delivered October 4th.
 - Winter 2017-2018: All material due by November 20th, to print December 4th, Mail/Delivered December 13th.
- Attended CAI Annual Staff Training Symposium.
- New Badge System correspondence sent to all owners.
- Badging equipment (printer, cards, software, camera, laptop, handheld bar code reader) has been received and installed.

- Attended meeting with Dan Erb and the Board of Directors regarding the snow event of 3/14-3/15/17.
- Met with Dan Erb to establish a plan, in conjunction with the Winter Storm Guideline Policy, that will allow for a more efficient service specifically to manor and patio home driveways (as well as cul-de-sacs) during and after a significant snow event.
- Management notifies residents with important community information (i.e. significant weather events) via email blasts. During a significant weather event (such as the recent Storm Stella), management will communicate with the Board and the residents on a regular basis throughout the storm as well as during the cleanup process. This will ensure that everyone knows what is going on and when. In addition, a phone tree service can be used to call or text residents. The average cost for this service is \$0.05/call/text.
- Management contacted the Monroe County Control Center and confirmed with the 911 Operations Supervisor the following protocol: when an emergency responder needs assistance getting to their destination due to hazardous road conditions the responder contacts the Control Center who contacts the local municipality or Penn Dot to immediately dispatch a truck to clear the road for the emergency vehicle. If the emergency vehicle was unable to travel on a BMLC road, the Monroe County Control Center would contact the management team of BMLC. The MC Control Center does have the current and correct management contact information as well as our snow removal contractor's information.
- The office received a call from a resident who was questioning the rule that states no alcoholic beverages are allowed in the pool area, clubhouse or patio during pool season as stated in the new badge notification letter. The resident indicated that this was not a rule in the past and wanted clarification from the Board. Attached is Policy Resolution 00-02-01 that established this rule. Also attached are the BMLC Pool Rules previously established by the Board that were copied from. Management would recommend revising this policy to state "during pool hours" as well as considering an exception, allowing alcoholic beverages in the clubhouse during pool hours for community club events (i.e. Wineburgs, Craft Club, etc.).
Motion 040817-07 made by Gary Smith and seconded by Steve Melnick to approve revising Policy Resolution 00-02-01 as stated above. All in favor.

Rob Temple left the meeting at 11:25 am.

5. Old Business

- a. **Seasonal Food Truck/Ice Cream Cart:** The Board discussed a weekly rental of \$50.00, a seasonal contract, as well as what will be required from the Food Truck owner (certificate of liability, food safety licensing, etc.). Steve Melnick will provide the Board with a Food Truck proposal and asked that the food truck be available at the May 13th meeting for the Board's inspection.
- b. **Landscape Plan (upgrades and maintenance)**
 - i. **Motion 040817-08** made by Steve Melnick and seconded by Gary Smith to give Laurie the authority to approve additional mowings up to a total additional cost of \$8,640.00. All in favor (Rob Temple absent).
- c. **Update/Discussion on snow plan:** The Board will review what was provided by Dan Erb and discuss at a future meeting.

6. New Business

- a. Road Repair/Paving Proposals: **Motion 040817-09** made by Gary Smith and seconded by Lynn Ball to accept and approve E.R. Linde as the winning bidder for the 2017 Road paving/repairs. All in favor. (Rob Temple absent).

Laurie and Amy left the meeting at 11:50 am.

7. SARPD – Acting Corporal Kenny Palmer

- a. Kenny will send the monthly report (March) to Laurie.
- b. Kenny suggested that the Board contact Stroudsburg Borough Manager Brian Bond for information on how to go about getting a light for the Brushy Mtn/Rt 447 light.
- c. SARPD is interested in partnering with the BMLC Kids Club for a Community Clean Up program.

Steve Melnick, President, adjourned the meeting at 12:26 pm

Respectfully submitted by Vince Ricci, Secretary
