

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minutes

Date: May 13, 2017

Operations Office 9:00 am

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

Directors in attendance: Steve Melnick, Lynn Ball (arrived at 9:12 am), Vince Ricci, Robert Temple and Michelle Pinnock Harper. Absent: Penny Welliver and Gary Smith. Penny Welliver gave Lynn Ball her proxy for voting purposes. Gary Smith gave Vince Ricci his proxy for voting purposes.

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

1. Minutes

- a. **Motion 051317-01** made by Steve Melnick and seconded by Ricci to accept and approve the minutes (with one correction) of April 8, 2017. All in favor (Lynn Ball absent from vote).

2. Committees

a. **Beautification Committee:**

- i. Laurie reported the committee has done a great job in upgrading the Office landscaping. Planter boxes have been received and the committee will be filling with flowers in the next week. The committee has also recommended a rock wall continue along the side of the building once the paving is complete. I am in the process of receiving an estimate. Laurie thanked the committee for all their hard work (especially with the taking out of the very large hedges!).

b. **Finance Committee:**

- i. Lynn Ball reported that the Finance Committee met with our Risk Management Consultant (Julie McCormick of Univest). A presentation to the full Board of our insurance policies has been scheduled for the July Board meeting.

c. **Events Committee:**

- i. Michelle Pinnock Harper reported that the committee sent out a Facebook post asking for residents to provide feedback as to what type of events they are interested in.
 1. Music by the lake
 2. Movie night
 3. Swim Lessons: Laurie reported that two of our new lifeguards are experienced with teaching swim lessons. We anticipate being able to offer this service in two sessions (July & August). Management will provide detailed information when available.

d. **Safety Committee:**

- i. **Motion 051317-02** made by Vince Ricci and seconded by Steve Melnick to appoint Bruce Dunlop to the Safety Committee. All in favor.

e. **Bylaw Ad Hoc Committee:**

- i. Vince Ricci reported that the committee met and reviewed the first draft of the updated Bylaws provided by Association Attorney Ed Hoffman. Gary will provide all edits to the committee prior to presenting to the Board at the July meeting.

3. **Food Truck: Sampling and Introduction of Owner**

- a. The Board met with the owner of Al's On the Go Food Truck and tasted samples of hot dogs, hamburgers and three flavors of Italian Ice (Mango, Lemon and Cherry).
- b. The Board provided the schedule of the pool as well as indicated the location of the food truck (near the tennis courts in the parking lot).
- c. Al's on the Go will be at BMLC for this 2017 summer season.

4. **Management Report & Financial Reports**

Security/Patrol Update:

- 1,343 miles of road were patrolled for the month of April 2017. Daily logs are available at the office.
- Security responded to the following calls for the month of April:
 - Three (3) lost dog calls.
 - Two (2) dog running loose.
 - One (1) abandoned car call. Car was gone when security arrived.
 - Open front door of abandoned home. SARPD was called to secure the property.

Property Inspections/Warnings & Violations:

- Management makes community wide property inspections on a regular basis to ensure compliance with the BMLC governing documents.
 - One warning for inoperable/stored vehicle on property.
 - One warning for cardboard stacked on the side of the road.
 - One warning issued for mattress left curbside. Violation issued for same plus charge for removal of mattress by management.
 - Two properties were issued warnings for garbage totes left out beyond the 24-hour period following pick up.
 - Correspondence was sent to properties referenced in the road study regarding their clogged culverts.
 - One warning for a broken portable basketball system left roadside/curbside.

Maintenance/Capital Project Update

- Facility and Community wide inspections performed daily/weekly.
- Pools opened by Strand Pool, with daily maintenance being done prior to opening weekend.
- Volleyball nets and soccer nets installed.
- Foot bridge built and installed to Community Garden.
- Inspected the clubhouse after rental events.
- Boat Dock ordered. Scheduled installation in the month of May.

- The flag poles have arrived and the holes have been set for installation. American Flags as well as a BMLC Flag has been ordered. We anticipate the poles and flags to be in place for the Memorial Day weekend.
- Tree removal and pruning for common area trees completed.
- Pole barn (3 bay) cleaned out and stone floor completed.
- Landscaping upgrades completed at the clubhouse and mail pod.
- Siding of Clubhouse as well as pool pump house completed.
- New entrance door to Clubhouse installed.
- Clubhouse Media upgrade complete
- New pool lounge chairs, tables and umbrellas have been ordered and will be in place along with existing furniture for opening day (May 27th).
- Quarterly in-house Dam inspection completed.
- Community wide swale and culvert inspection performed during two (2) separate heavy rainfalls. Swale area along Blue Mountain Lake Rd to Astilbe Way road culverts have drainage issues with standing water. Area should be regraded – Called Primrose Landscaping who has performed swale work for us in the past (and who has the proper equipment needed) to provide us with an estimate to have this work done.
- The landscaping has begun for the 2017 season. Erb's is being monitored closely to ensure that all areas are being completed as contracted. We are pleased so far with their performance.
- Greg has inspected the lakeside playset and has advised that this set needs to be replaced. Replacing the wood is not an option. Recommend having this replaced next year. **Motion 051317-03** made by Lynn Ball and seconded by Robert Temple to remove the lakeside playset due to safety concerns and complete a field development plan of this area for 2018. *Lynn Ball- Yes; Robert Temple – Yes; Michelle Pinnock Harper – Yes; Lynn Ball Voted Yes for Penny Welliver. Vince Ricci – No; Steve Melnick – No; Vince Ricci voted No for Gary Smith. Motion Carried.*

2017 Road Repairs/Paving:

- E.R. Linde was the winning bidder for the 2017 Road Repairs/Paving contract. The contract has been executed and we anticipate paving to begin at the end of May (weather permitting) with a completion date no later than September 30, 2017.
 - The office parking lot will be completed first (as requested)
 - Management will be notified by the paving contractor a week prior to the start date. Management will then notify residents (phone, personal visit, website and email blast).

General

- For the month of April, we processed nine (9) resale packets.
- For the month of April four (4) homes sold, adding \$5,421.00 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.
- The new Photo Badge System is up and running. We have issued over 125 new photo badges along with approximately 400 Guest Badges. The response to the new badges has been very positive.
- Email blasts were sent out regarding the PA American Water rate increase urging residents to send their objection letters to the PUC.
- An email blast was sent out with Pool and Spray Park opening information along with the summer schedule.
- Management is pleased to announce that BMLC will be staffed with lifeguards and pool attendants this year.
- The Mandatory Child Line Reporting training for all pool staff will take place on Saturday May 20, 2017 followed by a staff Orientation program.
- Invitations were sent to new home owners to attend a New Resident Meet & Greet on May 19th at 7:00 pm (RSVP due no later than 5/12/17). As of 5/11/17 there has been no response.
- The Board inquired about the clearing on Brushy Mountain Rd. across from the intersection of Pocahontas Rd. After contacting the Township, Management found that this area is being cleared for utility purposes.
- Management (along with Vince Ricci) found areas of road in Cornerstone that need repair and/or sealing. Stroud Township was contacted and the Township Engineer will be inspecting the roads. The Maintenance Bond with Pople Construction will expire this November. The Township will advise me of the findings of the engineer.
- Signs were placed at the Basketball Courts to assist in alleviating litter, profanity and loud music. The signs indicate that should this behavior not stop the courts will be closed. Management has also held off on ordering new backboards until we are sure that these issues are under control. As of this date, the signs have been up for a week. Greg has advised that the litter is better in the court area however, is still an issue over the fence (on the Pocahontas road side). We have not been advised if the profanity and loud music is still an issue.
- Management contacted four (4) driveway sealing and repair companies (Young Sealcoating, Discount Paving, Bartron Paving and General Paving). One company has reviewed the driveways and is providing an estimate (Young Sealcoating). We are hoping to receive the estimate shortly for the Board to review. Discount Paving did call but unfortunately the owner was belligerent, nasty and disrespectful to the office staff when I was not available to speak with him. He has not called back. The other companies have not responded to our messages/calls.
- The Garden Club has inquired about Greg (Maintenance Manager) to possibly build a shed/greenhouse (should the cost be approved by the Board). Management has advised that this type of work would be contracted out to a qualified (licensed and insured) builder and not a task that would be performed by the Preferred Management Staff. **Motion 051317-04** made by Vince Ricci and seconded by Michelle Pinnock Harper that no shed and/or

greenhouse structure may be now or in the future built at the Community Garden area. All in favor.

- The first Draft of the amended Bylaws has been received from attorney Ed Hoffman. The Bylaw Ad Hoc Committee will review this first draft, make any recommended changes etc. and then submit to the Board for review. Once this document has been reviewed by the Board, a conference call will be scheduled with attorney Ed Hoffman. (our hope is for some time in July) for the revisions.
- Boat storage renewal notices have been mailed.
- We anticipate the installation of the Community Garden water line to be completed by PA American Water by May 19th (we have had several re-scheduling notices from PA American Water regarding this project).
- The Beautification Committee members have done a fabulous job so far of beautifying the landscaping at the Office. They have put a lot of back breaking labor into removing old overgrown bushes, ripping out old plantings, etc. and have put a lot of time into researching a design. All of us in the Office would like to give a special thank you to each of the members for all their hard work.

Requests/Approval of Additional Funds

- There are three (3) other locations where water is needed for seasonal watering of landscaping. Mail pod, corner of Brushy Mtn/Pocahontas and the corner of White Blossom/Brushy Mtn. (Cornerstone). Management is requesting the additional funds for these locations (\$1,500.00 - this is the cost of the line install as well as the locking spigot for each location). The installation cost would come from Capital Improvement with the monthly costs to come from Operating. **Motion 051317-05** made by Vince Ricci and seconded by Robert Temple to approve the cost of \$1,500.00 for additional water spigots to be paid from the Operating Contingency account. All in favor.
- The Garden Club has requested the Association pay for the garden soil that was needed to complete the additional beds that were installed last year. The cost was \$255.00. This has already been paid from the Operating Account. If not approved, the cost will be re-classed and the amount deducted from the Garden Club income (from plot income). ***The Board denied this request.***
- The Garden Club is requesting the Association purchase Dogwood Trees and Candy Grass for the perimeter of the Community Garden to assist in beautifying the area as well as provide a natural fencing for the homes located behind the garden. The approximate cost for all would range from \$750 to \$1,100.00 (I am awaiting the exact cost from a member of the garden club for the trees/plants - my pricing comes from a local nursery from lowest or smallest to highest or largest tree). These costs could come from the Capital Improvement Account. ***The Board denied this request. The Board recognizes a need for some type of bush/hedge around the perimeter of the garden and will discuss plans and advise the Garden Club accordingly.***

- Management as well as members of the Board and Beautification Committee are concerned about the safety of the large tree limb that has been held back from leaning on the Office building with a cable (by the previous management/maintenance company). The cable is fraying and the tree has begun to grow around this cable, creating additional hazards. The way the cable was installed is also hindering nutrients to get to the top of the tree which will eventually cause more safety issues. The cost to take down this limb is \$1,000.00 - \$1,500.00. Management is requesting these funds be provided from Reserves. **Motion 051317-06** made by Steve Melnick and seconded by Lynn Ball to approve the removal of the tree limb overhanging the Office (or the removal of the tree if needed) with the cost to be paid from Reserves. All in favor.
- The amount budgeted for the Fall Festival 2017 is \$3,000.00. I am anticipating the event this year to cost approximately \$4,500.00 and am requesting the additional \$1,500.00 be approved to be paid from the Operating Contingency Account. ***The Board approved.***

5. New Business

- a. Reserve Study: **Motion 051317-07** made by Steve Melnick and seconded by Michelle Pinnock Harper to award The Falcon Group the BMLC Reserve Study project. All in favor.

Laurie left the meeting at 11:00 am.

Steve Melnick, President, adjourned the meeting at 11:30 a.m.

Respectfully submitted by Vince Ricci, Secretary
