

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minutes

Date: August 12, 2017

Clubhouse at 9:00 am

The meeting was called to order by Steve Melnick at 9:06 am

Directors in attendance: Steve Melnick, Lynn Ball, Vince Ricci, Michelle Pinnock Harper and Penny Welliver. Absent: Rob Temple

Others in attendance: Preferred Management: Laurie Gonzalez, Community Manager and Amy Janiszewski, Senior Managing Partner.

1. Minutes

- a. **Motion 081217-01** made by Steve Melnick and seconded by Vince Ricci to accept and approve the minutes (with corrections as reviewed) of July 8, 2017. All in favor.
- b. **Motion 081217-02:** made by Steve Melnick and seconded by Michelle Pinnock Harper to accept and approve the minutes of the July 8, 2017 Special Meeting. All in favor.

2. Committees

a. **Finance Committee:**

- i. **Motion 081217-03** made by Steve Melnick and seconded by Michelle Pinnock Harper to have the Finance Committee meeting minutes placed on the resident only website after Board approval. All in favor.
- ii. **Motion 081217-04** made by Lynn Ball and seconded by Vince Ricci to move the Capital One CD funds to Citizens Bank Money Market account as recommended by Penny Welliver. All in favor.

b. **Events Committee:**

- i. Michelle Pinnock Harper reported the success of the Basketball Fundamentals program and asked the Board to continue this program on Sundays through September and October and requested the purchase of two (2) junior basketball systems. **Motion 081217-05** made by Steve Melnick and seconded by Lynn Ball to approve the purchase of two (2) junior basketball systems. All in favor.
- ii. Michelle presented a request from a resident to hold “Mommy/Daddy and Me” playgroups at the clubhouse one morning per week. The Board requested the resident provide a written proposal to the Board to consider.

c. **Safety Committee**

- i. Vince Ricci reported that committee is working on some potential programs for Disaster Planning (concentrating on home safety) with the Red Cross.

d. Bylaw Ad Hoc Committee:

- i. Lynn Ball and Vince Ricci reported that the Committee has completed their review of the Draft of the Amended and Reinstated Bylaws.
- ii. Laurie reported that the attorney has made the changes recommended by the committee and provided a 2nd version of the Draft.
- iii. Laurie provided the Board with a copy of the 2nd version for review.
- iv. Steve Melnick requested a side by side comparison for notification to the owners for the Special Meeting.
- v. Laurie agreed to provide a draft of the notification to Steve Melnick which would provide an understandable explanation for the Bylaw amendment, etc.

3. Management Report & Financial Reports

- Amy provided the Board with the Financial Reports for period ending 7/31/17. There were no questions.
- Laurie presented the Management Report as follows:

Security/Patrol Update:

- 1,310 miles of road were patrolled for the month of July 2017. Daily logs are available at the office.
- Security vehicle: Tire repair (screw in tire) and brake light replaced.
- Sometime between July 24th and July 31st a resident's home was broken into. SARPD contacted Management as well as spoke to the Security officer on duty during this time. At this date, the investigation continues with no suspects.
- The chain was cut to a boat being stored lakeside and the boat was put into the lake. The owner of the boat retrieved the boat. The owner did not feel her boats were safe in this area and removed the two boats she had stored. A full refund of her annual boat storage fee was issued. Security has been asked to provide additional patrol to this area.

Property Inspections/Warnings & Violations:

- Management makes community wide property inspections on a regular basis to ensure compliance with the BMLC governing documents.
 - Four (4) roadside parking warnings issued.
 - Three (3) garbage tote (left curbside after 24 hours) warnings issued.
 - One (1) garbage tote violation with fine issued.
 - The fine issued to a resident for abusive treatment of staff has been paid.

Maintenance:

- Facility and Community wide inspections performed daily/weekly.
- Pool and Spray Park Maintenance provided daily/weekly.
- Watering of all annuals (Guardhouse, Office, Clubhouse, Mail Pod, Cornerstone, Brushy Entrance) several times per week.
- Inspection and management of common areas performed weekly.
- Garbage pick-up on roadsides as well as common areas.
- Inspections for standard/common permits (tree removal, driveways, decks, etc.).
- Clubhouse rental inspections (before and after).
- Provided traffic and parking control during road paving.
- Inspection of all common and limited common areas that are serviced by the landscape contractor.
- Performed quarterly dam inspection as well as provided assistance to the engineer for the 2017 Dam inspection being reported to the DEP.
- Dam spillway: vegetation removed.
- New basketball backboards have been received. Scheduled for installation week of 8/14.
- All Association swales have been cleaned (as per contract)
- All Walking Trails have been cleaned and weed whacked (2nd treatment as per contract)
- Meeting with contractors for 2018 Capital project estimates.
- New stove installed at clubhouse. New refrigerator to be delivered 8/10.
- Ten (10) additional lounge chairs received and placed in pool area.
- Installed new ceiling fan in the interior ladies' bathroom of the clubhouse.
- Assisted with the Basketball Fundamentals program.

2017 Road Repairs/Paving:

- The 2017 Road Paving has been completed:
 - Office parking lot
 - Meadowsage Ct.
 - Cabinsglade Ct.
 - Archers Mark
 - Bowwood Ct.
 - Bottom section of Southshore Meadows
 - Pot hole repaired at the exit of BML Dr. (at Guardhouse) (No charge)

General

- For the month of July, we processed four (4) resale packets (\$1,000.00)
- For the month of July five (5) homes sold, adding \$6,276.00 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 as well as photo I.D. badges issued.
- The 2017 BMLC Courier:
 - Fall 2017 (UPDATED): All material due by September 6th (will hold space for the Board Candidate Bios submitted on 9/16), to print September 20th, Mail/Delivered September 27th.

- Winter 2017-2018: All material due by November 20th, to print December 4th, Mail/Delivered December 13th.
- Stroud Township will be placing four (4) additional Stop signs in Cornerstone (Lilium Lane and Cornerstone Way – 3 signs; Lilium Lane and Astilbe – 1 sign) as recommended by the BMLC Road Study.
- Worked with Young Sealcoating for the Manorhome and Patio Home Driveway repair and sealcoating project. The Board of Directors approved the costs and project scope of work. We anticipate the work to begin Monday, August 14th.
- Notices have been sent to each Manor and Patio Home owner advising the cost to each owner as well as schedule of the driveway repair and sealcoating program as approved by the Board of Directors.
- Meeting with the engineer to go over the scope of work for the maintenance needs as recommended by the Road Study Report. Once the detailed scope of work is received we will begin scheduling the priority work that can be done prior to the end of the season (i.e. road sweeping, roadside repairs, swale and culvert issues, etc.).
- The Draft 2018 Operating and Capital budgets as recommended by Management have been submitted to the Finance Committee for review.
- Due to the amount of rain we have received this season, Management has requested three (3) additional common area lawn cuttings (once at the end of July and 2 in August). As we look to the long-range forecast for the remainder of the season, we anticipate needing an additional week of cutting in September. Management received approval for up to three (3) additional cuttings. Management requests approval for one additional cutting in September for the cost of \$2,400.00.
- Management met with Dan Erb of Erb's Landscaping (as well as the Erb's BML crew foreman) for a mid-season review.
- Management is beginning to plan for the 2017 Fall Festival scheduled for October 21, 2017. We look forward to working with the Events Committee in the upcoming weeks and are asking for volunteers to help with set up, clean up and game attendants.
- Management has met with a certified arborist to continue with our Community Tree Maintenance Program as well as to address hazardous trees. We are awaiting his proposal. Sadly, the arborist that we have been working with passed away suddenly a few weeks ago.
- The 2017 Board of Directors Election is fast approaching. There will be three (3) seats available. Candidate Packets will be available for pickup at the office and upon request, may be emailed. All interested Candidates must submit a completed packet to the Office no later than September 15, 2017. Ballots will be mailed to Members in Good Standing Only (as per the BMLC Election Policy). The deadline to be a member in good standing (to vote in the 2017 Board of Directors Election) is October 16, 2017. The Ballots will be printed and mailed by a third-party vendor and

the Judge of Elections (William Owens & Company) will verify the list of Members in Good Standing.

- The geese population in BML has increased from last year and is wreaking havoc to our lakeside, garden area as well as some residents' properties. Management (and one Board member) met with the Geese Police which provides environmentally safe goose control using working Border Collies. The proposal for this service has been submitted to the Board for review for 2018.

Collections Update

- Management (Community Manager) and Attorney George Hludzik attended a judgement hearing on July 17th. BMLC was awarded the judgement in the amount of \$3,775.88. After the hearing, we met with the owner to discuss payment plan options. A verbal agreement was met where the owner would pay \$200.00 per month until the balance of the judgement is paid in full (by 3/31/18). Attorney Hludzik will draw up the payment agreement and work with the owner until the judgement can be satisfied.

2017 Pool Season

- We have issued 2,832 resident badges (as of 8/4/17). This includes the 4 guest badges per property in good standing.
- Pool attendance year to date compared to last year (at the same time) has decreased. We attribute this to the increase in rainy days as compared to last year.
- As we approach the end of summer many of our lifeguards will be heading back to school. From August 6th through Labor Day there will be days that we will not have enough lifeguard coverage to have both pools open. When this occurs, our staff will close the small pool.
- Many residents requested additional lounge chairs. The Board of Directors approved the purchase of ten (10) lounge chairs which were received the week of 8/1.
- The Pool Party held on July 22, 2017 was a great success. There was 275 people in attendance.

4. Old Business

- a. Manorhome and Patio home – Driveway repair and sealcoating project. Ratification of online/electronic **Motion 080217-E1** made by Steve Melnick and seconded by Vince Ricci to go forward with contracting for the minor repairs (outlined in Laurie's report) as well as the seal coating and edge seal (also in Laurie's report). The Association will pay for the minor repairs (estimated at \$8,050) from our reserve funds and will invoice each unit owner for the cost of the seal coating and edge seal (ranging from \$95.00 to \$567.00 per unit) to be paid in full by the unit

owner within a maximum time line of 3 months. Additionally, the sealcoating and repairs will be done at a minimum of every three years going forward at the cost of the individual unit owner but facilitated by BMLC as our documents clearly state. Yes: Vince, Lynn, Penny, Steve, Rob - 8/3/17 via email. Michelle Pinnock Harper did not respond to email vote.

b. Laurie provided an update on all 2017 Capital Projects.

5. New Business

a. The Board reviewed a letter received by the Beautification Committee and have asked Laurie to thank the committee for their input and observations.

b. The Board reviewed correspondence that was received by Laurie from a resident. Laurie advised the Board that the Association Attorney has reviewed this letter and an engineer has already assessed the resident's issues. The board requested the response be handled by the Association attorney and requested that the letter be clear that any further correspondence, etc. on the specific issue by the resident be sent to the attorney and not management or the Board.

c. Erb's Landscaping. The Board discussed several issues they have and have had with the landscape contractor and their desire to put this contract out to bid next year.

d. Other:

i. **Motion 081217-06** made by Steve Melnick and seconded by Vince Ricci to purchase a new computer for the Assistant Community Manager as presented by Laurie. To be paid from the Capital Improvement fund. All in favor.

ii. **Motion 081217-07** made by Steve Melnick and seconded by Vince Ricci to paint the Gazebo (lower exposed deck and stair areas). To be paid from the Operating Contingency fund. All in favor.

iii. **Motion 081217-08** made by Lynn Ball and seconded by Vince Ricci to sealcoat and line stripe the Clubhouse parking lot after Labor Day. To be paid for from the Reserve fund. All in favor

iv. **Motion 081217-09** made by Steve Melnick and seconded by Vince Ricci to line stripe the office parking lot to be paid from the Reserve Fund. All in favor.

Steve Melnick, President, adjourned the meeting at 1:03 pm.

Respectfully submitted by Vince Ricci, Secretary
