

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minutes

Date: October 14, 2017

Clubhouse at 9:00 am

The meeting was called to order by Steve Melnick at 9:07 am

Directors in attendance: Steve Melnick, Vince Ricci, Rob Temple and Penny Welliver.

Absent: Lynn Ball and Michelle Pinnock-Harper.

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

1. Minutes

- a. **Motion 101417-01** made by Steve Melnick and seconded by Penny Welliver to accept and approve the minutes of the September 9, 2017 Regular Meeting. All in favor.
- b. **Motion 101417-02** made by Steve Melnick and seconded by Vince Ricci to accept and approve the minutes of the July 14, 20th and August 2, 2017 Special Meetings. All in favor.

2. Committee Reports

a. **Safety Committee:**

- i. Vince Ricci reported that the committee will have an article regarding Smoke Detectors for the 11/20/17 deadline.

3. Management Report & Financial Reports

- Amy provided the Board with the Financial Reports for period ending 9/30/17.
 - To ensure that one bank does not have more than the \$250,000 FDIC maximum amount, the Board approved Amy opening three (3) money market accounts at FCNB Bank for a rate of 1.1% for 6 months. Amy advised that should we keep a minimum balance of \$10,000 in each account that the bank would most likely continue the 1.1% after the 6-month period.
- Laurie presented the Management Report as follows:

Security/Patrol Update:

- 1,802 miles of road were patrolled for the month of September 2017. Daily logs are available at the office.
- Security Vehicle: Oil changed, tires rotated, and state inspection completed.
- Security personnel has been provided with the Common Area Rules and have been advised to ask for BMLC issued photo I.D. badges at all amenities.

Property Inspections:

- Management provides community inspections on a weekly basis.
 - 18 Warning letters were mailed to properties not in compliance with the BMLC Rules & Regulations (the next inspection date will be Monday, October 16, 2017)
 - 5 unsightly lawn
 - 2 garbage on property
 - 6 properties with mold on house
 - 3 inoperable vehicles
 - 2 for signs on property
- Of these properties it is important to note:
 - 2 were just sold at sheriff sale. We are awaiting bank information.
 - 2 properties are extremely delinquent and in collections.

Maintenance:

- Lighting upgrade at Guard House
- Gazebo decking repaired and painted
- Basketball court fencing completed
- New backboards installed at basketball court
- Culvert cross over pipe on Escoll cleaned out for better flow (as per the Road Study)
- Culvert pipe on Reunion Ridge/Pocahontas Rd dug out and netting installed (as per the Road Study)
- Culvert pipe under BML (at Southshore Meadows to Lake) was cleaned out and regraded (as per Road Study).
- Weeds removed at dam spillway.
- Roadside weeds removed at Liliun Lane and Astilbe Way.
- All pool furniture and old clubhouse furniture moved to Pole Barn for storage.
- Inspected all common area trees with Strunk Tree Service and scheduled removal of all dangerous trees.
- Posted Common Area Rules at all amenities.
- Posted hours of operation at Basketball and Tennis Courts.
- Mums planted and being watered on a regular basis.
- Mail-pod, Office, Tennis & Basketball Courts: Leaves blown on a regular basis.
- Annual inspection (as required by PA American Water) of back flow valve completed (pool pump house).

2017 Manorhome and Patiohome Driveways (Limited Common Areas)

- Sealcoating Completed: Cabinsglade, Snapdragon, Blushingwood, Meadowsage Ct., Bowwood Ct., Archers Mark, Witness Tree Circle and Court.
- All Driveway repairs completed.
- Billing notices sent to all owners whose work has been completed.

- Brushy Mountain sealcoating will be scheduled for Spring 2018 due to season change.

Road & Storm Water Maintenance:

The following work has been completed per the inspections performed by the engineer and the Community Manager:

- Escoll Drive: Cleaned out both ends of road pipe next to swimming pool and swale.
- BML Dr: Cleaned out sediment of road pipe that runs across BML Drive from Southshore to lakes edge.
- Escoll Dr: Cleaned out 50' of swale along Escoll Dr. from swimming pool to road pipe
- Reshaped 450' of road swales along Reunion Ridge - finished with seed and straw matting.
- Removed small trees and bushes along swales in several areas throughout the community (total 12 hours) - these trees and bushes were located at the inlets and outlets of Association culverts.
- Reunion Ridge @ Pocahontas Rd.: The culvert pipe that crosses Reunion Ridge (at Pocahontas) had collapsed (as well as the headwall on either side of the road) and the road edge was eroding. The road was saw cut and excavated with 15' of pipe was removed. A new pipe section was installed. Backfill and compacted, pave roadway trench (and provide traffic control).
- The filling of road cracks and eroding roadsides will be done Spring 2018.
- The corner of Meadowsage Ct. and Escoll Dr. will be graded by the end of October.

Collections Update:

- We have been awarded a judgement of \$3,583.00 for one of the first 8 accounts that we filed judgement on. The property for which we were awarded this judgement was sold at sheriff sale on 9/28/17.
- I will be attending a judgement hearing with attorney George Hludzik on Monday, October 16, 2017. This account has filed an Intent to Defend.
- We have implemented a follow up call procedure to all accounts who received a 30-60-90-day notice and have not made a payment within 10 days from receiving their notices. We have also implemented a follow up call for all accounts who are being sent to collections to offer them one last chance to pay. We are hoping this will bump up our collections for the 4th quarter and moving forward.
- Twelve (12) accounts that have been in collections with no action have been sent to attorney George Hludzik for further collection action

(judgements to be filed). These accounts were chosen based on the criteria agreed on by the Board at the September 9, 2017 Board meeting.

- I have requested information from attorney George Hludzik regarding foreclosing on a vacant lot account that has been in collections for over a year. I am awaiting a response.
- Nine (9) accounts have been sent to collections (these are accounts that have not responded to our numerous collection notices and are now 120 or more days past due).

General

- For the month of September, we processed three (3) resale packets (\$750.00)
- For the month of September four (4) homes sold, adding \$5,592.00 to the Capital Improvement fund. 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:
 - Winter 2017-2018: All material due by November 20th, to print December 4th, Mail/Delivered December 13th.
- The Gold Star application has been submitted to CAI. I have been advised that CAI Gold Star committee will be reviewing on October 22nd.
- The Annual Meeting Notice and Restated and Amended Bylaw mailing was completed. We have received back 35 Proxy/Ballots to date that have all been verified (for member in good standing). As of the 9/16/17 Collection Report we need a minimum of 127 members present (either in person or by proxy) to have a quorum for the vote to occur.
- BMLC hosted their first CAI event on Wednesday 9/27/17 with great success. I have received numerous emails and phone calls from those in attendance (from other communities as well as the CAI executive staff) providing great compliments on our facilities and community. We have been asked to host another event on 2/28/17 (which I happily confirmed). CAI will be mailing the food and beverage cost reimbursement next week.
- The final planning stages are underway for the Fall Festival. Fingers crossed the warmer temperatures we have been experienced will continue!
- Property inspections are performed on a weekly basis (by the CM or FM) with Warning letters and Violation letters being sent out. (Those properties who receive a Warning and do not comply by the reinspection date receive a fine notice). The Assistant CM send out the correspondence and tracks reinspection.
- The basketball courts were re-opened Monday, 9/25/17. I have provided pictures of the litter that has been occurring in this area once again. We have had no calls or complaints regarding poor behavior.

- We would like to remove the cabinets & counters from the “storage” room (old internet café) of the clubhouse and replace with shelving units. We would utilize this room for event supplies, decorations, etc. used for community events. The cost for the shelving will be approximately \$350.00 (for 5 units). **Motion 101417-03** made by Steve Melnick and seconded by Penny Welliver to remove the cabinets and countertops in the clubhouse storage room and install shelving for the estimated cost of \$350.00 to be funded from the Operating Contingency. All in favor.
- The CAI LAC (Legislative Action Committee) is looking for HOA support. **Motion 101417-04** made by Steve Melnick and Vince Ricci to donate \$787.00 to the CAI LAC to be funded from the Operating Contingency. All in favor.

4. Old Business

- Basketball Backboards and Update: Provided in the Management Report.
- Bylaw Proxy/Ballot Update: Provided in the Management Report.
- Gold Star Application Update: Provided in the Management Report.

5. New Business

- Rules and Regulations: Laurie is working on updating and revising the BMLC Rules and Regulations as well as Fee/Fine Schedule. Laurie will email the draft of each to the Board prior to the next meeting.

6. Board Comments:

- Vince Ricci would like to donate any left over hot dogs from the Fall Festival to Meals on Wheels. The Board was in favor.
- Penny Welliver asked if we could place cones in the No Parking area of the Mail Pod as many are parking in this area and creating a safety issue, especially when buses are dropping off children.
- Steve Melnick stressed the importance of staying on top of roadside parking to ensure no issues this winter.
- A Marketing Committee was discussed that would work in partnership with Realtors

Steve Melnick, President, adjourned the meeting at 10:24 am.

Respectfully submitted by Vince Ricci, Secretary
