

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minutes

Date: September 9, 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 (arrived at 10:18 am), 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 090917-01** made by Steve Melnick and seconded by Penny Welliver to accept and approve the minutes (with corrections as reviewed and approved) of the August 12, 2017 Regular Meeting and the August 31, 2017 Special Meeting. All in favor (Lynn Ball absent).

2. **Basketball Fundamentals: Spring 2018.** Presentation by Steve Harper. Steve Harper requested Board approval for a Spring 2018 Basketball Fundamentals program that would follow the same template used at the YMCA. This program would engage the youth of the community in a positive way and provide character building. Steve Harper thanked the Board for the purchase of the junior hoop systems as well as the purchase of new backboards for the existing courts. Steve Harper asked if the Board would consider opening the program to people outside the community. The Board denied this request. The Board approved the Spring program and agreed to pay for the cost of basketballs for this program.

3. Committees

a. **Finance Committee:**

- i. The Board approved the Operating Contingency Funds Request Form (with change as discussed).

b. **Events Committee:**

- i. Laurie reported her and Michelle will be meeting next week to finalize the Fall Festival (contests, prizes, volunteers, etc.).

4. Management Report & Financial Reports

- Amy provided the Board with the Financial Reports for period ending 8/31/17.
- Laurie presented the Management Report as follows:

Security/Patrol Update:

- 1,251 miles of road were patrolled for the month of August 2017. Daily logs are available at the office.

- School is back in session and so is our Bus Stop Patrol. Please remember that there is a total of 19 bus stops within the community. Our security personnel cannot be at all 19 stops at the same time.
- Guard House Lighting: We have had issues with the lighting at the Guard House. The electrician has completed a few upgrades as well as repairs to existing electrical.

Maintenance:

- Daily pool maintenance
- New refrigerator installed at clubhouse
- New gutters installed at Gazebo
- Pole Barn overhead doors: Replaced bottom panels and installed new hardware
- Re-painted benches and sign posts at lakeside areas.
- Line striped mail pod parking lot
- New banquet chairs received at clubhouse
- New ceiling fan installed in women's interior bathroom of clubhouse
- Met with many contractors for 2018 Capital Projects

2017 Manorhome and Patiohome Driveways (Limited Common Areas)

- The 2017 Manorhome and Patiohome Driveway project is underway:
 - Sealcoating Completed: Cabinsglade, Snapdragon, Blushingwood.
 - Sealcoating to be completed: Archers Mark, Witness Tree Circle (80% complete), Witness Tree Ct., Meadowsage Ct., Brushy Mountain.
 - Driveway Repairs completed 9/8/17: Meadowsage, Witness Tree Circle and Court, Brushy Mountain.
 - Billing notices sent to all owners whose work has been completed. Many owners have pre-paid for the sealcoating.

General

- For the month of August, we processed three (3) resale packets (\$750.00)
- For the month of August four (4) homes sold, adding \$4,822.00 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.
- Management Issued the following permits in August:
 - Roof permits (3)
 - Tree removal permits (5)
 - Fence permit (1)
 - Driveway paving (1)
- 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 installed 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.
- Management advised Stroud Township that several Pocahontas Rd. street signs were misspelled (Poc~~o~~hontas). New signs were ordered and have been received. Install/replacement is being scheduled.
- Attended the Basketball Fundamentals ceremony.
- Management and the Finance Committee met with Falcon Engineering to review the final Reserve Study.
- Met with engineer to review all road maintenance as noted in the Road Study.
- Scheduled contractor to address all swale and culvert issues as noted in the Road Study report. Work will begin week of September 11, 2017.
- Worked with the Bylaw Ad Hoc Committee and the Association attorney to draft a Amended and Reinstate Bylaws that was approved by the Board on August 31st with the Special Meeting called for November 18, 2017.
- Working with the Association attorney to establish the Ballots and Proxies for the upcoming Bylaw meeting as well as the Notice to membership.
- Fall Festival planning continues.
- Roadside mowing was completed prior to Labor Day. This was the third (3) roadside mowing (contract calls for 3). Any additional roadside mowing will be at an additional cost.
- Planning continues for the first CAI Seminar to be held at BMLC (9/27 – 5:30 pm).
- Management is currently reviewing the BMLC Rules & Regulations and will provide recommendations to the Board at the October meeting for updates as well as to include for proper due process when violations are issued.
- Total pool attendance was much lower than 2016 due to the significant number of inclement weather days. The report has been provided to the Board.
- The application for the CAI Gold Star Community has been completed. Needs to be submitted no later than 10/1/17.

5. Old Business

- a. Manorhome and Patio home – Driveway repair and sealcoating project update. Laurie reported that the project is going well.

6. New Business

- a. CAI Gold Star Community Application signed and approved.
- b. Basketball/Common Area: Laurie reported that the completion of the basketball court fencing and gate will be completed next week. Motion 090917-02 made by Steve Melnick and seconded by Vince Ricci to publicize the Common Area Rules (as approved at the 8/31/17 Special Meeting) for one week from completion of the fence. Once these rules have been circulated and posted for one week, the basketball courts will be re-opened. All in favor (Lynn Ball present for vote)
- c. Collections Next Steps: The Board set the following criteria for the next round of filing judgements against delinquent property owners:
 - i. Accounts sent to collection who have not responded to all notices sent by collection attorney.
 - ii. Amount owed between \$2,000.00 and \$8,000.00
 - iii. Property apparently occupied.
- d. 2018 Operating & Capital Budgets
 - i. **Motion 090917-03** made by Steve Melnick and seconded by Vince Ricci to approve and accept the 2018 Operating Budget (as attached). All in favor.
 - ii. **Motion 0909187-04** made by Steve Melnick and seconded by Vince Ricci to approve and accept the 2018 Capital Budget (as attached). All in favor. (Rob absent from vote).
 - iii. **Motion 090917-05** made by Steve Melnick and seconded by Michelle Pinnock-Harper to approve and accept the 2018 Capital Improvement Budget (as attached). All in favor. (Rob absent from vote)
 - iv. **Motion 090917-06** made by Steve Melnick and seconded by Vince Ricci to have the gutters for the Mail pod, Pool Pump house and Guard House be installed this year with the cost to come from the Capital Improvement Fund. All in favor. (Rob absent from vote)

Laurie left the meeting at 11:50 am

- e. The Board entered into a new three-year contract with Preferred Management Associates beginning January 1, 2018. This early renewal was done to provide the Association with a cost savings (annual increases were negotiated from 3% to 2% over the next three years) as well as providing the Board with more options going forward at no additional cost (such as direct hires and expanded job descriptions). Motion made by Steve Melnick and seconded by Vince Ricci to release Preferred Management from the current contract as of 1/1/18 and renew at a new term of three years beginning 1/1/18. All in favor. (Rob Temple provided his proxy vote in favor to Vince Ricci).

Steve Melnick, President, adjourned the meeting at 12:36 pm.
Respectfully submitted by Vince Ricci, Secretary
