

## THE BLUE MOUNTAIN LAKE CLUB

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### Board of Directors – Meeting Minutes

Date: December 9, 2017

Clubhouse at 9:00 am

The meeting was called to order by Steve Melnick at 9:03 am

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

Others in attendance: Preferred Management: Laurie Gonzalez, Community Manager and Amy Janiszewski, Senior Managing Partner. Chief Jennifer Lyon, Stroud Area Region Police Department.

#### 1. SARPD – Chief Jen Lyon.

- a. Chief Jen Lyon of SARPD provided the Board with a report of all incidents that occurred in BMLC from January 2017 – November 2017 as well as the October Police Commission Report.
- b. Chief Lyon assured the Board that the SARPD Liaison Program with BMLC is strong and herself as well as Officer Kenny Palmer will remain very involved.
- c. Laurie will provide Chief Lyon with the 2018 schedule of meetings (Board and Member).

#### 2. Minutes

- a. Motion 120917-01 made by Vince Ricci and seconded by Steve Melnick to accept and approve the minutes of the November 18, 2017 Regular Meeting. All in favor.
- b. Motion 120917-02 made by Steve Melnick and seconded by Rob Temple to accept and approve the minutes of the November 18, 2017 Annual Meeting. All in favor.
- c. Motion 120917-03 made by Steve Melnick and seconded by Michelle Pinnock Harper to accept and approve the minutes of the November 28, 2017 Special Meeting. All in favor.

#### 3. Board of Directors Vacant Seats: Candidate Interviews:

- a. 9:30 am. The Board met with resident Terrance Holder
- b. 10:00 am. The Board met with resident Odell Jones
- c. The Board scheduled an interview with resident Claire Miller for Thursday, December 14, 2017 at 7:00 pm in the Clubhouse.

#### 4. Management Report & Financial Reports

- Amy provided the financial reports for period ending 11/30/17.
- Laurie presented the Management Report as follows:

##### Security/Patrol Update:

- 1,124 miles of road were patrolled for the month of November 2017. Daily logs are available at the office.

- The security vehicle broke down at the gas station on November 29, 2017 and was towed to Haltermans for repair. A new battery was special ordered and installed. We were also advised that the vehicle needs yet another set of new tires. This will be the 5<sup>th</sup> set of tires in 4 years. We have asked Haltermans to investigate the reason this vehicle's tires (no matter what the brand) only last approximately 10,000 – 11,000 miles. The last set of tires were purchased on March 3, 2017.
- The Board approved Laurie (and Vince) to research the purchase of a new security vehicle with trading in the Toyota Highlander. The Board will make a final decision at the January 2018 meeting.

### **Property Inspections:**

- Management provides community inspections on a weekly basis.
  - 4 Roadside parking warnings were issued.
  - 1 parking violation was issued with fine.

### **Maintenance:**

- Boat dock has been removed for winter.
- Tennis Courts have been winterized (nets removed).
- Lights for Tennis and Basketball courts have been set for winter hours.
- Tree removed from swale on Hilltop Circle.
- Office Fall decorations removed and stored for winter.
- Maintenance vehicle received new tires and an oil change.
- Tree removal and maintenance scheduled for November.
- Community wide property inspections performed weekly.
- PA American Water provided 2A modified stone to fill pot holes at the entrance of the Maintenance area (Greg provided the labor).
- The fall cleanup has been completed.
- Walking trails have been cleaned and blown out
- Removed cabinets and counters from room in clubhouse and installed shelving units and organized event supplies (i.e. kitchen, seasonal, etc.). The cabinets and countertops have been repurposed and installed in the basement of the office to be utilized as work benches and storage for maintenance.
- Removed dead deer from gazebo/dam area.
- Receiving pricing for 2018 capital projects.

### **General**

- For the month of November, we processed seven (7) resale packets (totaling \$1,775.00 of resale income)
- For the month of November two (2) homes sold, adding \$2,736.00 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.

- For the month of November two (2) new home construction permits were issued (Reunion Ridge and Blue Mountain Crossing). Total fees received: \$1,500.00.
- Management met with Erb's Landscaping to review the upcoming winter season (i.e. expectations, communication, staffing, equipment, marker placement, etc.). Laurie and Amy requested the Board provide a place for the snow removal crew to use that is heated and can accommodate an area where the crew can rest to ensure the staff does not have to leave the community. **Motion 120917-04** made by Steve Melnick and seconded by Michelle Pinnock Harper to allow the snow removal contractor to use the clubhouse to take a break, rest, warm up, etc. during significant winter events. All in favor.
- The 2018 Annual Billing has been prepared and will be mailed the week of December 4<sup>th</sup>.
- Received two letters of interest for the 2 vacant Board of Directors seats. The Board has scheduled interviews for Saturday, December 9<sup>th</sup>.
- Met with Chief Jennifer Lyon of SARPD. Chief Lyon has assured BMLC that the community relationship with SARPD is strong. Chief Lyon will be attending the December 9<sup>th</sup> Board of Directors meeting.
- Per the request of the Board, attorney Ed Hoffman will move forward with title research for Cornerstone common areas (i.e. roads, walking trails, etc.).
- Both websites have been updated with current minutes and information.
- Email blasts were sent regarding Toys for Tots as well as the extension of the bulk leaf drop off.
- The Beautification Committee has decorated the outside of the office for the Holiday season (Thank you!).

#### **Annual Meeting Follow Up:**

- **Amerigas:** Penny Welliver and Lynn Ball confirmed that Country Club of the Poconos did NOT enter into any agreement with Amerigas (as our residents were advised by Amerigas). An email blast has been prepared to all residents regarding Neighborhood Pricing as well as a summary of the events that took place.
- **Street Lights:** Received pricing on solar street lights for all intersections. Laurie has also contacted Daryl Eppley for information regarding compliance with the Township (if any) should BMLC decide to move forward with this project.
- **Amended and Restated Bylaws:** Unfortunately we did not receive the required number of votes to pass the Amended and Restated Bylaws. Since the proxy was to be used for the Annual Meeting and the meeting went forward (as we met the quorum requirements), it will be back to the drawing board with a new effort in 2018 (new ballots/proxies and a new meeting).
- **Security:** Management met with UAS (security personnel contractor) to discuss the performance of the bus stop patrol officer and the

expectations Management has of this officer. Also discussed was property inspections to be done by security personnel on a weekly basis with reporting to Management for follow up. Beginning January 1, 2018, Security will be doing property inspections (i.e. unsightly, inoperable vehicles, illegal parking, etc.). This is part of our contract and we will not be charged any additional fees for this service.

- Amenity Ad Hoc Committee: Many residents were interested in forming an Amenity Ad Hoc Committee. Management has provided a description of this committee along with a mission statement and responsibilities of the committee to the Board to be discussed at the December 9<sup>th</sup> meeting. Management also has provided the Board with the names of the residents who were interested in becoming members of this committee.
- Townhouse Development: Laurie met with the Managers (DLP Realty) of the townhome development (Mountain Hollow) that borders Cornerstone to see if the owners (DLP) of Mountain Hollow would be willing to provide some type of live fencing to assist with the privacy of the Cornerstone owners who have been affected by the building of townhomes directly next to their properties. The Manager, Bruce, advised that he would reach out to the owners to see if they would accommodate or at least assist with the cost of these plantings.
- Electronic Voting: Management is looking into the cost as well as pros and cons of electronic voting for next years election as well as if we would be able to utilize this process for the Bylaw amendments.
- Landscaping Upgrades: The Board as well as Management will continue to work with the Beautification Committee to provide landscaping upgrades throughout the community next year (i.e. Blushingwood Grove common areas, entrances, etc.).
- Feral Cats: Management contacted the Eastern Animal Alliance – the fee to spay and/or neuter each feral cat is \$20.00. The rental of the cage trap is \$35.00 per cage (which is refundable when returned). Community Volunteers will be needed for this program to be launched as well as for the program to be successful. The volunteers would trap the feral cats and bring them to the facility to be spayed and/or neutered and then these cats would then be released back into the community. The cost of the spay and/or neuter could be paid for by the Association as it is minimal.
- Main Entrance for Amenity Area: Management is gathering costs for fencing in the main amenity area (Clubhouse/Pool) with 8’ or 10’ fencing as well as the purchase and installation of a “guard house” that will be used when the amenities are open for check in purposes.

## 5. Old Business

- a. Cornerstone Common Area Deed: The Association attorney advised Laurie that there were a few issues that came up when doing the title research (potential mortgage issues from LTS). Laurie should receive the final report for the January 2018 meeting.
- b. Updated Rules & Regulations: Continued review of draft: This item was tabled to the January 2018 meeting.
- c. Amended and Restated Bylaw Update: Laurie advised that the process to change the BMLC Bylaws will start all over again. The Board and Management discussed ways in which we can advertise the importance of the Amended and Restated Bylaws to membership over the next year to assist with getting the number of votes needed to pass the new Bylaws. It was agreed that along with mailings, email blasts and website notifications, the Bylaws will be an agenda item at each Open Member meeting.
- d. Annual Meeting Review and Follow Up: The Board reviewed all question cards and the Management report and advised Laurie to send letters to any open questions.

## 6. New Business

- a. BML Deck the Halls Contest: The Board asked Laurie to reach out to the Beautification Committee to be the judges for this contest.
- b. Amenity Ad Hoc Committee: **Motion 120917-05** made by Steve Melnick and seconded by Michelle Pinnock Harper to establish an Amenity Ad Hoc Committee as well as the Mission Statement, etc. as provided by Laurie. All in favor.
  - i. The Board appointed the following residents as members of the Amenity Ad Hoc Committee:
    1. Lincoln Sessoms, James Hurdle, Odell Jones, Sara Koletas-Flanagan, James Flanagan, Robenniah Spain-Brandon, Kevin Jackson, Eric Miller and Gavin Pinchback.
    2. Steve Melnick was appointed as the temporary Board liaison to this committee.

## 7. Board Comments:

- a. The Board asked Laurie to get pricing for installing reflective posts/markers at all intersections/corners in the community.

Steve Melnick, President, adjourned the meeting at 11:27 am.

Respectfully submitted by Vince Ricci, Secretary

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