

THE BLUE MOUNTAIN LAKE CLUB

Board of Directors – Meeting Minutes

Date: February 10, 2018

Operations Office at 9:00am

Call to Order:

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

Directors in attendance: Steve Melnick, Vince Ricci, Michelle Pinnock Harper, Penny Welliver, O'Dell Jones and Claire Miller.

Rob Temple was absent and excused.

Others in Attendance: Preferred Management: Amy Janiszewski.

Minutes:

Motion 021018-01 made by Steve Melnick and seconded by Vince Ricci to accept and approve the minutes as distributed of the January 13, 2018 Board of Directors Meeting. All were in favor. The motion passed.

Committee Reports:

a. Amenity Ad Hoc Committee:

O'Dell Jones has been appointed Chair of the Committee. He reviewed the notes of the first meeting that was held on 2/3/18 and noted that meetings will be held on the first Saturday of each month. Sarah Koletas was appointed as Secretary. She will produce minutes on the Mondays following the meeting so that they can be included in the packet for the Board of Directors. Among the discussion and future plans were:

- At the March 3rd meeting the committee plans a community tour of facilities and amenities and asks that either Laurie or Greg be available for an hour or so to assist.
- Steve has made a new sign to replace the A-frame that keeps falling. If it works a second one will be made to be used in alternate areas.
- A short survey will be implemented to allow members to submit their ideas. The survey will be emailed and placed at the mail pods. In addition, a QR reader will be included so that members can access the survey directly from their phone.
- Discussion about sending postcards to those that don't have email access. Amy advised that the website allows the production of labels to those owners who do not have email addresses registered with the community. Currently there are 453 members being reached via email blasts; although, some of these are for multiple residents of one property.
- Plans on replacing the playground equipment will be discussed on the day of the tour.
- Events Committee will coordinate with Amenities Ad Hoc Committee for thoughts and ideas moving forward.

b. Finance Committee: The Finance Committee is scheduled for 2/21/18 so there was no report available.

Management Report & Financial Reports:

- Amy had provided the financial report before the board meeting. She fielded questions and advised that the Finance Committee would be reviewing it at their 2/21 meeting.
- Confirmation of new Citizen Savings accounts that will accrue 1.25% interest for one year.
- Confirmation that Amy is currently working with FNCB in obtaining additional information on "ICS" (*Insured Cash Sweep*) Service. Additional information will be discussed at the upcoming Finance Committee Meeting.

Amy reviewed the Management Report that Laurie had completed and distributed prior to the meeting (the report is attached).

Management Update and Discussion:

- *Amy provided emphasis on the fact that the DEP has mandated a Dam Breach Analysis. BMLC received proposals for the engineer that is currently correcting the Emergency Action Plan that was submitted incorrectly in 2015. The same engineering firm will be providing services on the analysis. Overall, they expect the project to span 2 years. This is a reserve item and is not elective.*
- *Discussion regarding the request for Zumba classes. The board has had requests in the past to close the pool for laps. Discussion - open two pools with 4 guards - one pool for the Zumba classes and the other for laps. All are welcome aged 15 and older. Management should check into lane buoys. This can be done on a one-month trial and if it works well can be extended.*

Financial:

- *The February 6th auditor meeting was postponed due to weather.*

Judgment Updates:

- *Very pleased with the success in collections and noted that the one account paid in full already made up for the payments to file the complaints.*

Sealcoating Payment Updates:

- *Amy confirmed that these payments are subject to the same collection action and liens as dues. Owner who do not submit payment will be sent to collections.*

Cornerstone Update:

- *Amy provided a second sign quote that was received. Initial estimate was \$4,900. 2nd received is \$3,165. **Motion 021018-02** made by Steve and seconded by Vince to accept the bid from Barrett Signs in the amount of \$3,165 with the caveat that they flood the back with a wood grain look. All were in favor.*

OLD BUSINESS:

- Volunteer Lunch/Dinner - Michelle will provide Laurie with a list of members so that plans can be made. Certificates/Frames should be produced in house and handed out at the event.
- There will also be a volunteer highlight in the upcoming newsletter to focus on an important volunteer.

NEW BUSINESS:

- CAI Community Assets Magazine May/June Issue - Claire volunteered to author the article for the Assets Magazine. She will get together with Laurie for a few bullets.
- Board 2018 Goals - The Board discussed everyone's goals for 2018 and prioritized them. Steve will complete a board for display at the office.
- 2018 Earth Day Event - The Community will be planning a 4/21/18 community clean-up. Steve will write an article for the newsletter. Those who volunteer will receive a certificate for their volunteerism and efforts.
- Discussion with regard to letter from resident - Steve and Laurie will provide a response.

Board Comments:

- During the Super Bowl storm every single driveway on Snapdragon was salted. This was no added expense to the Association, but Dan Erb should be advised so that he can tell his crews.
- Overall the Board is satisfied with winter services from Erbs. They do feel that they need to practice due diligence by requesting proposals.
- Reminder of the February 28th CAI Dinner at the clubhouse. All board members are registered as it is a free event for BMLC Board. Please try to attend—even if you can only stop in for a bit.
- Laurie - Please put Reunion Ridge lot foreclosure and builder sale on the agenda for the next meeting and leave it there until done.
- Please add community-wide garage sale to the next agenda.
- Management should check Facebook members to be sure they are deeded owners and in good standing.

Adjournment:

Motion 021018-03 made by Michelle and seconded by Claire. All were in favor and the meeting adjourned at 11:25am.

Management Report: February 10, 2018

Provided by Laurie Gonzalez, Community Manager (Preferred Management Associates)

Security/Patrol Update:

- 1,210 miles of road were patrolled for the month of January 2018. Daily logs are available at the office.

Property Inspections:

- Management provides community inspections on a weekly basis.
 - 2 fines were issued: 1 - Camper stored on property; 1 inoperable vehicle stored on property.
 - A resident reported dog not tethered or attended to. A warning letter was sent to owner.
 - An abandoned vehicle was noticed on Eastshore Court. Management contacted SARPD who advised the owner of the vehicle was in jail and they would have the vehicle towed. The vehicle was removed by SARPD within two hours of being reported.

Maintenance:

- Property inspections performed weekly.
- Resale inspections as requested.
- Installed Entrance Only and Exit Only signs at Office parking lot. Directional arrows will be painted on parking lot in spring.
- Wi-Fi thermostats installed at clubhouse. Management can now turn on and off heat and a/c remotely.
- New toilets installed in pool bathrooms.
- New faucets installed in pool bathrooms.
- Followed up with the snow plow contractor during and after several winter events.
- Reflective markers for all intersections have been ordered (per the Board) for installation in the spring.
- Toyota Highlander detailed with decals removed for trade-in.
- Clubhouse heating units: replaced circulating motors on both units.
- The Smith's donated an artificial Christmas tree and board games to the Association. Picked up these items and placed in storage at clubhouse.
- Inhouse dam inspection completed.
- The Clubhouse/Pumphouse roof replacement has been scheduled. We anticipate this project to begin in February.
- Meeting with contractors to schedule 2018 capital projects.
- Road sweeping has been scheduled for spring.

General

- For the month of January, we processed five (5) resale packets (\$1,250.00 of resale income
- For the month of January five (5) homes sold (\$5,700.00 Capital Improvement Fee income.
- 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.
- Coordinated the Christmas Tree Recycling program. Fifteen (15) trees were dropped off at the Maintenance site. Stroud Township has picked up these trees (as well as the leaves from the leaf drop off program).
- Permit application was submitted to Stroud Township for the Clubhouse roof replacement.

- We have received notification that the claim we submitted for the repair to the guardrail (that was damaged by a resident in a vehicle accident) has been approved and payment/reimbursement has been mailed.
- Email blasts: Community events; Weather alerts
- The DEP is requiring that BMLC provide a Dam Breach Analysis along with Inundation Maps and revisions to the EAP (Emergency Action Plan), that were not submitted properly by PMA in 2015. These DEP requests have been submitted to the Association's engineer for review. The engineer has advised that the costs for the DEP requirements will approximately \$10,300.00. While these costs will be spread out over 1-2 years (with approximately \$6,800 in 2018), they are unanticipated and unbudgeted costs.
- Lisa Darrigo and another Zumba class member are receiving their Aqua Zumba license and would like to offer Aqua Zumba classes this summer one to two days a week. The classes would be held after the pool closes at 7:00 pm and would require that 2 lifeguards stay during this class time. The approximate cost (for the 2 lifeguard's additional hours) would be \$60.00 per week.

Financial:

- Penny Welliver, Treasurer and Amy Janiszewski, Preferred Management opened a money market account with Citizens Bank to take advantage of the 1.25% rate for one year. \$140,000.00 was moved from the FNCB Reserve Account.
- The 2017 Audit is underway. Onsite inspection scheduled for February 6, 2018.

Judgement(s) Update:

- December 2017: The collection attorney filed for judgement on ten (10) accounts:
 - Of these 10 accounts, we were able to effectuate service on three (3). Hearings scheduled for 1/28/18 for these 3 accounts.
 - One account paid their account in full prior to judgement. The judgement filing was cancelled.
 - Two accounts did not show up to the hearing and did not file an intent to defend. Therefore, we were granted judgements on both of these accounts.
 - One account entered into a payment plan with the attorney and made a payment of \$2,200.00 and agreed to pay \$200.00 per month on the remaining judgement balance.
- January 2018: The collection attorney filed for judgement against another ten (10) accounts.
 - Hearings are scheduled for all ten accounts for February 26, 2018 (this means that we were able to effectuate service on all ten of these filings). At this time, we have not received an intent to defend from any of these ten accounts.

Sealcoating Payment Updates:

- The Association paid \$25,427.00 for the sealcoating of Manor and Patio home driveways (Brushy Mountain units will be completed and billed in the spring of 2018).
- We billed a total of \$25,427.00 to Manor and Patio home unit owners (total of 110 units)
 - Of these 110 units, 31 still have a balance due
 - 27 of these 31 have not made any payments towards this service.
 - Collection letters have been sent to these 27 accounts and their amenity badges have been deactivated.
 - Total uncollected balance as of 2/2/18 is \$7,172.82.
- Brushy Mountain sealcoating to begin April (weather permitting).

Cornerstone Update:

- The Association attorney has completed the title search for the Cornerstone common area parcels that BMLC is looking to take ownership of. This search did find these parcels are still

encumbered by a mortgage (Clouds on title). The attorney is working with the bank to have all liens released. We anticipate these releases to be completed in the next few weeks. Once the releases are complete (and filed), the Association can move forward with taking ownership.

- The entrance sign rotted and fell off the posts. We have received one estimate (\$4,900.00) and are awaiting 2 more. We have requested that the sign be a BML sign with Cornerstone Conservancy at the bottom (similar to other BML entrance signs).

New Security Vehicle:

Laurie Gonzalez and Board Director Vincent Ricci met with the sales departments of Ray Price Honda and Major Hyundai and test drove a 2018 Honda CRV EX and 2018 Hyundai Tucson SE.

The Toyota Highlander was detailed with decals removed and inspected by each dealer for trade in value.

Ray Price Honda offered the following:

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|------------------------------------|--------------------|
| 2018 Honda CRV | |
| Sales Price: | \$27,089.00 |
| Trade In (2013 Toyota Highlander): | <u>\$14,000.00</u> |
| Subtotal | \$13,089.00 |
| Fees | \$ 274.55 |
| PA State Sales Tax | \$ 785.34 |
| Payoff amount of trade-in: | \$ 5,704.02 |
| Total due at delivery: | \$19,852.91 |

Major Hyundai offered the following:

| | |
|-----------------------------------|---------------------------|
| 2018 Hyundai Tucson SEL | |
| Sales Price | \$20,200.00 |
| Trade in (2013 Toyota Highlander) | \$14,500.00 |
| Sub Total: | \$ 5,999.00 |
| Payoff amount of trade-in: | \$ 5,704.02 |
| Fees | \$ 224.55 |
| PA State SalesTax | \$ 329.94 |
| Total due at delivery | <u>\$11,757.51</u> |

On January 31, 2018 we moved forward with the purchase of a 2018 Hyundai Tucson SEL.

BML Security decals to be done in the next 1-2 weeks.

Snow Removal RFP

- It is the desire of the Board to have two separate contracts offered for the Snow Removal RFP. One contract for the roads and one contract for the Manor and Patio home driveways and walkways.
- This RFP will be provided to the Board for review at the March 10, 2018 meeting.

Capital Projects 2018:

- The clubhouse roof and pump house are scheduled to be completed by the end of March 2018.
- Lakeside Playground: We are in the process of obtaining pricing for several different styles of playgrounds. We are awaiting a location to be chosen by the Board.