



BEAR CREEK LAKES CIVIC ASSOCIATION

57 Pool Drive, Jim Thorpe, Pennsylvania 18229
(570) 325-3334

Board of Director's Meeting: June 17, 2017

ATTENDEES

Present: Pat Ayers, Gary Benedick, Rich Berger, Colleen Bradley, Mike Brennan, Tom Larney, Ken Levitz, Bill Malone, Kevin McGrath, Marty Palmer, Margo Schaefer, Roger Stewart, Todd Wagner, Steve Sosnowski, Tom Nanovic

Absent: Neil Mullen

Visitors: none

President Steve Sosnowski called the meeting to order at 9:00 AM

PREVIOUS MEETING MINUTES

- **Review and approval of May 2017 minutes:**
 - **MOTION: 17, 06-17-01:** Todd Wagner moved to accept the May 2017 minutes with changes as noted. Seconded by Roger Stewart. Motion carried.
-

TREASURER REPORT

- Todd Wagner gave a brief review of the process used to re-write the Bylaws

>> Profit and Loss: May

- Dues revenue of \$56,143 and total revenues of \$61,255
- Net Income of \$26,076, vs. \$27,977 in prior year
- YTD Net Income of \$293,410 and Net Income (Operating) of \$46,620
- Fishery Management revenue of \$500 for the month; \$2,075 YTD. Net cumulative donations and carryovers of \$876 in excess of expenses; one expenditure of \$897 for Aquatics Environmental Consultants for Lake/dam expense
- Misc Income of \$104, comprised of Citations (\$55); temporary badges (\$24); and Return check fee (\$25)
- Capital Improvement Fee income of \$1857.50 (two full fees and on ½ fee); \$23,865 YTD income
- Newsletter income of \$900 for month; \$5,080 YTD
- Pool equipment repairs included \$901 for replacement cartridges
- Recreation equipment supplies includes \$948.21 for soda restocking (funded by deposit las Fall); \$296.33 for portable lights; and \$371 for bocce ball court

Balance Sheet

Cash balance of \$1,192,141 as of May 31, 2017 comprised of:

- Operating Funds \$304,903
- Roads Funds 491,328
- Cap Reserve & Improvement 375,902
- Construction Escrow 20,008

Accounts Receivables (gross) down approximately \$4,117 from prior month (\$41,336 at 05/31 vs \$45,453 at 04/30)

Capital Expenditures in May 2017:

Carefree \$5,800 final payment on retaining wall project

Total YTD Capital Expenditures and other funded from reserved funds - \$40,178.92

- **Review and Approval of the above Treasurer's Report for June 2017:**
 - **MOTION: 17, 6-17-02:** Kevin McGrath moved to accept the Treasurer's Report. Seconded by Ken Levitz. Motion carried.

COMMITTEE REPORTS

>> Permits:

- Pat Ayers reported no issues with permits.

>> Lake/Dam:

- Gary Benedick reported that the dock that was in the lake has been pulled to shore.
- The Lake and Dam committee recommends stocking of additional catfish in the Fall. This is in agreement with the recommendation of the stocking plan
- Fishing rules will be posted on signs at the boat dock and dam, and posted on the website
- The lake was recently treated for weeds (less than 5% of the lake needed treatment). We will ask the vendor for notification of the chemicals used so we can post the information prior to spraying next year.
- The state system is being updated to electronic record keeping for Emergency Action Plans for dams. BCL is complying with the request.
- There was discussion regarding activity along the lake on a lot near the peninsula. Pat Ayers will investigate.

>>Rules

- Rich Berger is updating the Rule Book to make sure new Bylaws are correctly reflected
- Rich is working on a new form for the citation appeals process
- Wording is being modified to make it clear that Stewart Hall is not to be rented / used for commercial activities
- Will investigate a property on White Oak that seems to be storing debris / junk on the property
- Will check whether the Rule Book correctly states the rules for boat trailer stickers

>> Lifeguards:

- Colleen Bradley reported that there have been no issues to date
- First in-service training was at the beach last week. Next in-service training is scheduled for 6/30
- Colleen is meeting with each lifeguard to determine their availability at the end of season, so she can be adequately staffed to keep the pool open.

>> Landscaping/Stewart Hall:

- The boat dock and pool will be getting more flowers
- The AC unit in Stewart Hall is now functioning
- Discussion regarding the AV system in Stewart Hall. We will try to make it simpler for members who rent the hall to use the equipment. Margo Schaefer will take the lead in this project.

>> Roads:

- Tom Larney reported that he has approved some driveway permits. Discussion around drainage issues resulting from paved driveways.
- **MOTION: 17, 6-17-03:** Kevin McGrath moved to raise the driveway paving permit fee to \$150. Roger Stewart seconded. Motion was defeated.
- Tom will be advertising for bids (on 6/23) for planned road paving. The advertisement was shared with the Board

>> Environmental:

- No report

>> Maintenance:

- No report
- Kevin remarked that we should consider LED light fixtures for the exterior lighting at the beach houses and pool
- Colleen noted that one of the toilets at the North Beach doesn't work well.
- **MOTION: 17, 6-17-04:** Kevin McGrath moved that Maintenance check the toilets at the beaches and replace as necessary. Seconded by Margo Schaefer. Motion carried.

>> Safety / Security:

- Bill Malone reported that a four-wheeler was found in the community. The news was shared on the Announcements page of the website
- An additional badge monitor was hired
- A four-way stop sign was recommended at the Indian Trail triangle
- We discussed ways to slow traffic for people crossing the street to the bathrooms at the South Beach
- Rich Berger requested a "courtesy stop" speed check along Indian Trail, as speeding seems to be prevalent

>> Membership Services:

- Kevin McGrath noted that collection efforts are proceeding

>> Pool:

- No report

>> Recreation:

- Marty Palmer reported on upcoming events

- The Pig Roast will be held on 7/15
- The Chicken Dinner is being rescheduled (from 8/5) to Saturday 8/26
- Tickets for the pig roast and chicken dinner will be sold at the office. Only checks will be accepted – no cash

>> Comp. Tech./Communication:

- No report
- Discussion about nominations for September elections. Flyers will be posted at the office and on the bulletin boards; in addition to electronic communications

>> Long Range Planning:

- Roger Stewart reported that he is working on the maintenance manuals
- He will investigate the lots that are for sale across from the boat dock, to see if they would be a solution to the lack of parking at the docks

>> Finance:

- Todd Wagner reviewed the proposed insurance coverage that is due for renewal.
- **MOTION: 17, 6-17-05:** Kevin McGrath moved that we renew the insurance coverage as presented. Steve Sosnowski seconded. Motion carried.
- **MOTION: 17, 6-17-06:** Kevin McGrath moved that we increase the Umbrella policy coverage from \$4M to \$5M. Bill Malone seconded. Motion failed.
- A proposed budget for next fiscal year was presented. Each director needs to look at their individual line items and get back to Todd before the July meeting
- Todd needs a detailed capital budget for the next three years from each director. (Anything over \$1000 is a capital expenditure)

>> Human Resources:

- No report

>> Special Projects:

- No report

OLD BUSINESS

- A letter will be sent to the homeowner who has lent a parking pass / badge to a non-member, regarding the guest breaking the fishing rules

NEW BUSINESS

- No New Business

EXECUTIVE SESSION

- No Executive Session

ADJORNMENT

- 11:43 AM
 - **MOTION: 17, 6-17-07:** Roger Stewart moved to adjourn.
Seconded by Pat Ayers. Motion carried.

Respectfully submitted,

Margo Schaefer, Secretary