



BEAR CREEK LAKES CIVIC ASSOCIATION

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

Board of Director's Meeting: March 18, 2017

ATTENDEES

Present: Pat Ayers, Gary Benedick, Rich Berger, Colleen Bradley, Mike Brennan, Tom Larney, Ken Levitz, Bill Malone, Neil Mullen, Tom Nanovic, Margo Schaefer, Roger Stewart, Todd Wagner, Steve Sosnowski, Nadine Young

Absent: Marty Palmer & Kevin McGrath

Visitors: None

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

PREVIOUS MEETING MINUTES

- **Review and approved February 2017 minutes:**
 - **MOTION: 17, 03-18-01:** Steve Sosnowski moved to accept the January 2017 minutes as already corrected. Seconded by Margo Schaefer. Motion carried.
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TREASURER REPORT

- Todd Wagner distributed the Treasurer's Report

>> Profit and Loss: January

- Dues revenue of \$56,143 and total revenues of \$59,311
- Net Income of \$29,448 vs \$38,872 in prior year (Reversal of Lake/Dam security bond prepaid to insurance \$6,300; Security \$2K and Bylaws Legal Fees)
- YTD Net income of \$196,722 and Net Income (Operating) of \$29,634
- Fishery Management revenue of \$0 for the mo., \$924 YTD
- Misc. income \$86.23, comprised of Admin fees on payment plans
- Capital Improvement Fee Income of \$2,229 (three accounts)
- Bylaws legal fees of \$3,984
- ***Balance sheet:***
 - Cash Balance of \$1,262,003 as of February 28, 2017
 - ***Cash Balances comprised of:***
 - operating \$363,332
 - road 489,936
 - capital reserves 381,227

- construction escrow 27,508
- Accounts Receivables (gross) Down approx. \$5,285 from prior mo. (\$58,455 at 2/28 vs \$63,740 at 1/31)

- **Review and Approval of the above Treasurer's Report for Feb. 2017:**
 - **MOTION: 17, 03-18-02:** Rich Berger moved to accept the Treasurer's Report. Seconded by Bill Malone. Motion carried.
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VISITOR'S COMMENTS

- None, no visitors at this meeting.
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COMMITTEE REPORTS

>> Attorney:

- No reports.

>> Permits:

- Rich Berger brought up legal zoning regulations for Business lots in BCLCA - passed issue off to Todd Wagner to review.
- There was a propane upgrade need to get bigger tank from Superior Plus...ensure 10' from house
- Garage deck to house, No Permit necessary. Note that anything above 18" needs a permit to be in compliance with both Penn Forest and BCLCA Regulations.

>> Lake/Dam:

- Steve Sosnowski reported/ updated on the work for the retaining wall, sent out request for quotes from 3 companies (Carefree Landscape, Jeff Day and Bailey's Lawn Care). Work needs to be done by Memorial Day.
 - Request for the Chair / Co-Chair to be able to sign off on scope of work to start work with President to sign contract (as long as quote is in the pre-approved budget for project) to ensure work is completed on time. Pre-Approval for the budget is \$10,000.
 - **MOTION: 17, 03-18-03:** Todd Wagner moved to accept; Seconded by Bill Malone. Motion carried.

>> Rules:

- See Special Projects Below:

>>Special Projects

- Todd Wagner discussed the changes we made to the bylaws from the last meeting.
 - Direct proxy vote, timeline for elections...when to send, when to get back and required votes
 - Budget - vote, then give 30 days to oppose in line with Act 180. Needs publication of budget on website and include timeline of actions in bylaws. (30 days to oppose, when does the clock start?)
 - Discussed different sections for filling of open positions, which are consistent with current bylaws. If a person is appointed by the Board when do they start: Start with service directly after board approval
 - Assessing adjacent/non-adjacent lots; should we have old assessment classification grandfathered in for a time period (proposed 5 year)

- **PUT TO A VOTE:** 10 of 14 present (we need to decide put in now or to hold back...use to help get bylaws passed)
 - Above items need clarification from Alan.
 - Town hall sessions to be conducted in April; may need to make tweaks to Bylaws based upon those sessions to address Member comments where appropriate; with Board voting on final version at April Board meeting The final Board approved version is to be mailed to Members at least 30 days in advance of May General Meeting
- Going to move the newsletter to late September to put a notification to members, also going to send a separate mailing to members
 - **MOTION: 17, 03-18-04:** Steve Sosnowski moved to accept; Seconded by Margo Schaefer. Motion carried.

>> Lifeguards:

- Colleen Bradley reported that she is getting ready to conduct interviews. Needs final pack of forms from Todd.
- Needs two rescue boards - Capital purchase.

>> Landscaping/Stewart Hall:

- No report. Bill Malone noted to keep an eye on the thermostat.

>> Roads:

- Tom Larney reported that he is still reviewing options for the road work. Couldn't get out to properly review due to the weather but set goal of 5/20/17 to review bids and 6/17/17 to start and establish a firm timeline with the work to be complete 9/29/17 to pave.
- Steve Sosnowski will make call on plowing roads
 - Procedurally it falls under roads/maintenance, and it was noted that we need to add to bylaws.

>> Security:

- Bill Malone reported that he is attempting to get a list of all the keys board members have for the Hall and Pool. Requested that the members let him know which keys they have. New keys/key system was suggested by Bill Berger, he will review options.

>> Environmental:

- Ken reported that there was a need to increase the budget for the containment of the chlorine of 1K (from 23K to 24K) to finish the project.
 - **PUT TO A VOTE:** Unanimous of all present
- Gypsy Moths should be better this year. There is no federal funding for spraying. Will send link to homeowners for how to combat the problem individually, Margo to send an email blast.

>> Maintenance:

- No report...Good efforts on all the plowing. The email blast went out to let residents know the struggles with all the efforts of keeping our roads cleared.

>> Membership Services:

- Kevin McGrath noted via an email that collections is in good shape. We filed 12 lawsuits last month. Hearings to be on April 10th. This means all other members have paid or on payment plans.
- There is 1 bankruptcy and 2 foreclosures.

- It is also noted that there has not been a report provided tracking legal expenses vs. money collected/recovered for Membership for 2 months.

>> Recreation:

- Marty Palmer was absent and no report but we were made aware he is finalizing the schedule.

>> Comp. Tech./Communication:

- Margo Schaefer-No Report.

>> Long Range Planning:

- Roger Stewart addressed the commercially zoned lots adjoining 903. It now appears that most of them are also part of BCLCA, pay our assessments, and are subject to our development restrictions. Todd will work with Roger to validate the contracts/deeds to properly assess.

>> Finance:

- Todd Wagner reported that he was doing an insurance review for umbrella coverage for the lake and dam/environmental concerns. Getting firm pricing.
- Presented information on policy and procedures for roles and responsibilities for getting approval for payment. Define the review process. Insurance requirements for contractors (define set amount indemnity claims and property damage). Will put to vote at next meeting.
- Investment policy statement document was passed out for the boards review. Outlined how and where the money is and the exposure with CDAR and CDs etc. Reaching out to Centera for advice for going to bonds for diversification. By summer will have an investment agency in place.

>> Human Resources:

- Todd to review the Employment Package, wants Tom Nanovic to review language in the document.
- Volunteers and the need for background checks were brought to the attention of the board. Under Chapter 63 there is a potential need to require background checks for Volunteers working with children. This needs to be reviewed further. Tom Nanovic will need about 5 hours to properly evaluate. Tom will confer with Todd and give the board his recommendation.
 - **MOTION: 17, 03-18-05:** Ken Levitz moved to approve the 5 hours for the review of the Volunteers.
Seconded by Pat Ayres. Motion carried.

OLD BUSINESS

- Finished addressing the bylaws, see Special Projects.

NEW BUSINESS

- No New Business

EXECUTIVE SESSION

- 12:37 PM

- **MOTION: 17, 03-18-06:** Steve Sosnowski moved to go into Executive Session. Seconded by Todd Wagner. Motion carried.
 - 12:56 PM
 - **MOTION: 17, 03-18-07:** Steve Sosnowski moved to come out of Executive Session. Seconded by Margo Schaefer. Motion carried.
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ADJORNMENT

- 12:58 PM
 - **MOTION: 17, 03-18-08:** Steve Sosnowski moved to adjourn. Seconded by Margo Schaefer, all in favor. Motion carried.
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Respectfully submitted,

Nadine Young, Recording Secretary