



BEAR CREEK LAKES

CIVIC ASSOCIATION

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

Board of Director's Meeting October 15, 2016

Attendees: Gary Benedick, Rich Berger, Mike Brennan, Tom Larney, Ken Levitz, Bill Malone, Kevin McGrath, Neil Mullen, Marty Palmer, Margo Schaefer, Steve Sosnowski, Todd Wagner, Attorney Tom Nanovic, Suzan Whiteley

Absent: Pat Ayers, Colleen Bradley, Roger Stewart.

Visitors: Bob Skiffington, Barb Godshalk, James A. Young, Arthur Cszar

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

Review and approval of September 17, 2016 minutes:

Motion: 16/17, 10-15-01: Rich Berger moved to accept the Sept. 17, 2016 minutes as corrected.
Seconded by Margo Schaefer. Motion carried.

Review and Approval of Treasurer's Report of August, 2016: Todd Wagner distributed the Treasurer's Report

Profit and Loss: Current Month

- ⤴ Total dues revenue (operating, roads, and capital reserves) of \$56,246
- ⤴ Total revenue of \$65,838
- ⤴ Total operating expenses of \$29,798
- ⤴ Net income of \$33,466.14
- ⤴ 10 capital improvement fees received this month – total \$4,918.50 (6 full, 4 partial)
- ⤴ Nine resale certificates totaling \$1,125 (nine YTD)
- ⤴ Fishery Management donations - \$121 in Sept. 2017, with \$2340.50 available
- ⤴ Misc. income at \$1760 - includes \$340 in citations, \$20 for swimming lessons and \$60 for temporary badges, and soda sales.
- ⤴ Pool – contracted services \$1524.80 due to Pool Pro Services.
- ⤴ UAS bill was \$6,331 for the month, actual expense \$575 less due to over accrual from prior month

Balance sheet:

- ⤴ Allowance for bad debt of \$4939 set up for 2 accounts; additional amount needed based upon specific review of collectible amounts for each outstanding member with the Chair of Member Services.
- ⤴ \$33,492 of FY 2016 and prior A/R

- ⤴ *Disbursement of \$2,460 from Capital Improvement fund for deposit on garage doors.*
- ⤴ *Cash Balances comprised of:*
 - *operating \$100,443*
 - *road 323,837*
 - *capital reserves 273,364*
 - *construction escrow 37,508*
 - *TOTAL 735,152*

Motion: 16/17, 10-15-02: Kevin McGrath moved to accept the Treasurer's Report. Seconded by Rich Berger. Motion carried.

Visitor's Comments:

- ⤴ *James Young questioned the change in road assessment for his property based on 3 lots rather than 1.*
- ⤴ *Arthur Csaszar complained about Winter road conditions on hills near his home. He claimed they were hazardous and not treated correctly. He also noted a citation he had received and asked for clarification.*

Committee Reports

Lake/Dam: Steve Sosnowski reported that the stone walls at the boat dock are leaning. He will get an estimate for repairing them in-house. The recent lake study was a success and shows the lake to be in excellent condition. Annual Dam inspection has been completed.

Rules: Rich Berger noted that the revisions to the rule book have been completed. There are still some questions regarding the appeal process for citations and the involvement of Crime Watch volunteers. The Crime Watch committee was asked to make recommendations regarding the appeal process and the amount of fines.

Motion: 16/17, 10-15-03: Kevin McGrath moved to add to/amend the rule book requiring homeowners to screen propane tanks. Seconded by Steve Sosnowski. Motion failed. This issue will be discussed further.

Landscaping/Stewart Hall: Mike Brennan seeded the grass/dirt areas around the pool and he continues to look for more volunteers.

Roads: Tom Larney has been surveying road conditions throughout BCL and is in the process of preparing a proposal for road repair.

Motion: 16/17, 10-15-04: Kevin McGrath moved to raise the bid threshold from \$1500 to \$3000. Seconded by Steve Sosnowski. Motion carried.

Environmental: Ken Levitz reported that containment vessels will be purchased as discussed at the last meeting. He plans to purchase double-wall tanks. He has a price of under \$3000. A resident has suggested planting a tree screen along Rte. 903. He provided some information and asked the board to consider his request. The Board will ask this resident to come before the Board and explain his proposal and answer questions.

Maintenance: Steve Sosnowski and Ken Levitz will chair this committee. They have 3 bids for replacement/repair of fences around tennis court and multipurpose court. Pat Ayers will present a

proposal at the Nov. meeting. The backboards have been repaired and Maintenance is preparing for Winter.

Safety/Security: Bill Malone reported that there were no incidents. He noted that Crime Watch will meet to discuss changes to fine schedule and hearing process.

Membership Services: Kevin McGrath noted that there would be a discussion regarding the collection procedure during executive session.

Recreation: Marty Palmer asked about the condition of the shuffleboard equipment. He will look into it.

Comp. Tech./Communication: Margo Schaefer reported that she has looked into the service contracts for BCL printers. She canceled the contract for the printer in the maintenance bldg. She will be taking care of the sign at the main entrance. The approved September minutes will be published in "Members Only" section of BCLCA.org web site.

Finance: Todd Wagner reported that invoices have been sent out and thanked Kathy, Barb and office staff for their help. The finance committee is looking at current procedures and the possibility of other investments. They are also looking at other banks with more capability for online banking with internal controls. Todd is continuing to work on getting a letter of credit to replace the required Surety Bond.

Special Projects: Todd Wagner reported that he has been working with Alan Young and looking at By-Laws from 2 other communities as a starting point. He plans to hold town hall sessions to present changes. The Board will need 67% of a quorum present at the May meeting to pass changes to the by-laws.

Motion: 16/17, 10-15-05: Todd Wagner moved to enter into an agreement with Young and Haros for assistance in rewriting the by-laws of BCLCA for \$4000. In addition to assist with a rewrite of the Declaration of Covenants for \$6000 or less. Seconded by Rich Berger. Motion carried.

Human Resources: Todd Wagner reported that he is still looking into a policy regarding volunteers.

Old Business:

- ✧ the Board is communicating with Sunrise Ridge regarding emergency access road. They will get back to us.

New Business:

- ✧ Margo Schaefer cleaned the recreation storage area and suggested using more efficient fridge and discarding the old one.

Motion: 16/17, 10-15--06: Steve Sosnowski moved to go into executive session at 11:30 am. Seconded by Margo Schaefer. Motion carried.

Motion: 16/17, 10-15-07: Steve Sosnowski moved to come out of executive session at 12:20

pm. Seconded by Margo Schaefer. Motion carried.

The Board reported the following:

- ✧ The Board agreed to have the Membership Chair send the owner of BCL lots LD14, LD 15, LD 16 a letter stating the Board's position supporting the dues associated with his lots.
- ✧ The Board agreed to uphold the citation issued to the owner at 157 Mountain View Dr. as he did file a citation appeal form within 20 days but never showed up for a hearing. Regarding the resident's complaint about hazardous driving conditions on Mountain View Dr., the Board agreed to have the Maintenance Chair respond to the resident stating that the maintenance crew will monitor conditions closely and treat the roadway accordingly.
- ✧ **Motion:** 16/17, 10-15-08: Kevin McGrath moved to remove the requirement to place phone calls to members as stated in the current Collection Policy approved in August. Seconded by Tom Larney. Motion carried.
- ✧ **Motion:** 16/17, 10-15-09: Kevin McGrath moved to suspend the reporting requirements as stated in the current Collection Policy approved in August. Seconded by Mike Brennan. Motion carried.

Adjournment:

Motion: 16/17, 10-15-10: Ken Levitz moved to adjourn the meeting at 12:40pm. Seconded by Rich Berger. Motion carried.

Respectfully submitted,

Suzan Whiteley, Recording Secretary