

Board



BEAR CREEK LAKES
CIVIC ASSOCIATION

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

of Directors Meeting –
October 20, 2018

Attendees: Ken Levitz, Todd Laudenschlager, Kevin McGrath, Margo Schaefer, Gary Benedick, Tom Larney, Madeline Ligenza, Neil Mullen, Bill Gullone, Roger Stewart, Ray Bradley, Steve Sosnowski, Rand Asher, Tom Nanovic

Call-In: Ed Miller

Absent: TJ McKeon

Visitors: Debbie Rotter, Bob and Barb Skiffington – White Oak Drive; Peter Hillman, Barb and Dalton Fine – Bear Creek Lake Drive; Bill Malone – Indian Trail; Rich Taylor – Larch Road; Matthew Smith – Beech Drive

President Ken Levitz: Roll call, has a quorum, and called the meeting to order at 9:00AM.

PREVIOUS MEETING MINUTES

- **Reviewed and approved September 2018 minutes:**
 - **MOTION: 18, 10-20-01:** Schaefer made motion to approve. Seconded by Ligenza. All in favor. Motion carried.

TREASURER REPORT

- Kevin distributed and discussed report

Balance Sheet

Cash Balance of \$1,292,838 as of August 31, 2018 comprised of:

Operating Funds	\$428,188
Capital Reserves & Improvement	824,634
Construction Escrow	40,016

Sweep Account included in operating funds, but the annual reserve allocation (\$299,203), less this year's capital expenditures, will be moved to Reserve Funds.

Capital Expenditures during August 2018

None

Profit & Loss

Dues revenue of \$674,447

Net income of \$323,612 less reserve transfer yields net of approx. \$24,600

Capital improvement fees of \$31,577

- **MOTION: 18, 10-20-02:** Stewart moved to accept Treasurer's Report. Seconded by Bradley. All in favor. Motion carried.

VISITORS COMMUNICATIONS

- Rich Taylor – Larch Road: The flooding at Blue Jay and Larch Roads is getting worse. He stated that he had submitted a potential plan 10 years ago and it was rejected. Ken replied he and Tom L have looked at the area. We are looking at potential things we could do (e.g., use association-owned lots as a rain barrier). Ken asked that Rich re-submit the plan and the Board will look into it.
- Peter Hillman – BCL Drive: Peter wanted to thank the BOD for posting the agenda prior to today's meeting. He asked that all community lots be posted on the web. Ken replied that Roger and the LR Committee are working on this. There is a map that shows lots by number and association-owned lots. Roger stated he has this and will meet with Peter after today's meeting.
- Matthew Smith – Beech Drive: He's a dog walker and the amount of litter in the community seems to be increasing—he reported that an air conditioner sat on Ash for five months until someone moved it to the shoulder, cans, Christmas trees, lottery tickets. Wanted to see if anything can be done. Madeline replied that there is a listing outside the office to help clean the community. Steve said that we could consider something like adopt-a-road here. All owners are encouraged to call Security or the office and report the issue.
- Dalton Fine – BCL Drive: Congratulated Maintenance on doing a fine job. At the South Beach restrooms, stones are all over the road from people backing out of parking spots--need additional stones added. The door between tennis and basketball courts scraping the finish off the courts and needs to be raised. Dalton reported seeing kids riding their bikes on the courts the other night. Can we lock some gates so there are only 1-2 gates open? Years ago there were 6 vertical posts to prevent entry of bikes. Tom L and Bill will check out the road/stones at the South Beach restroom area and Bill will ask maintenance to check out the gate and have it repaired.
- Bob Skiffington – White Oak Drive: Bob would like clarification on Article 6 of the bylaws on availability of Committee Meeting Minutes. Margo will look into this.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- No reports.

COMMITTEE ACTION ITEMS

- Playground Equipment Inspection and Maintenance Webinar – Ken will give Ray and Bill information after the meeting. Ken also reported that we have 120 days free access to the equipment maintenance webinar.
- Black Bear Feeding Issues – There are a quite a few people in this community that are feeding the bears. Kevin suggested that the Rules Committee add the same rule as feeding waterfowl and give the Association authority to act on this issue.
 - **ACTION ITEM: Rules Committee will propose a new rule on feeding of bears.**
- Baby Pool Handrail Installation – Neil reported that the estimate for Strand to install is \$623.48 plus an additional cost for an electrician to install ground wire. Kevin suggested not acting on this until Neil has the total cost and discuss it at the November meeting. Roger asked if it would be less expensive to install plastic or fiberglass rail. Neil had already discussed this with Strand and they decided it would not be strong enough.
- Insurance Provider Selection – Kevin reported that we are changing insurance providers from Resort Guard to Cincinnati at the recommendation of the agent. The cost is \$1000 less a year, it is a three-year policy, and we get better coverage.

- **MOTION: 18, 10-20-03:** Laudenschlager made a motion to accept Cincinnati as our insurance provider. Seconded by Stewart. All in favor. Motion carried.
- Boat Launch/Retrieval Safety Issues – Roger and Gary will develop a plan for either moving some racks or building new racks at the North and South beaches in order to increase the parking area at the boat launch. Will report on this next month.
- Revised Sexual Abuse/Crisis Management Policy – Cincinnati Insurance Company wants us to update our policies and procedures to protect our employees and staff and protect the children in our community. Kevin sent this out to all BODs asking for feedback. He will discuss in November. Margo replied the children are never here without a parent/guardian and is afraid we may not get volunteers. Tom N said that we need to find a balance to comply with the insurance company and make sure the community can still get volunteers.
- Construction Bonds Change – Currently, members receive minimal interest on funds posted that were held in escrow account. Kevin reported that the bookkeeping required for the minimal amount of interest is not worthwhile.
 - **MOTION: 18, 10-20-04:** McGrath made a motion to stop paying interest on construction bonds and to make the escrow account non-interest bearing. Seconded by Stewart. All in favor. Motion carried.
 - **ACTION ITEM: Margo will rewrite provision.**
- Conversion of Payroll Periods from 26/year to 24 – Currently, the staff is being paid every 2 weeks. Kevin found it would be more efficient with greater savings if we change the payroll to semi-monthly. This will simplify the association's accounting and save processing fees.
 - **MOTION: 18, 10-20-05:** McGrath made a motion that effective January 1, 2019, staff payroll will be changed to semi-monthly. Seconded by Schaefer. Motion carried. Rand will inform staff.
- Provision for a Temporary Assistant Treasurer at Fiscal Year-end – A Treasurer is elected for our fiscal year and on August 31 someone else is elected and the prior Treasurer leaves and the new Treasurer has to close the books from the prior administration. There is a need for an Assistant Treasurer for transition purposes.
 - **MOTION: 18, 10-20-06:** McGrath made a motion that in the normal course of our election process, the outgoing Treasurer will automatically be appointed Assistant Treasurer for a minimum of 30 days to close out the books from the prior year and assist in the new Treasurer's transition. Seconded by Stewart. All in favor. Motion carried.
 - **ACTION ITEM: Margo will update policy and procedures.**
- Hardcopy Bank Statements – All current account statements are only available on-line. This is not good business policy. Need copies mailed to the office in addition to on-line copies for fraud protection.
 - **MOTION: 18, 10-20-07:** McGrath made a motion to get hardcopies of all business statements mailed to the office. Seconded by Stewart. All in favor. Motion carried.

UNFINISHED BUSINESS

- Long-Range Planning – Table until November.
- Association-owned Property Inventory – Table until November.
- Pool Security – Table until November when TJ can discuss.

STANDING COMMITTEE REPORTS

- Lake/Dam – Gary stated fish were delivered and look healthy. Annual dam inspection is October 24. Docks and port-a-potties will be removed next week. South Beach soft spot markers were removed to prevent ice over. Nothing new from Benesch Engineering. Moving ahead with updating the Emergency Action Plan.
- Finance – Kevin needs to form and meet with the Finance Committee to discuss investment policy. When current dues come in, we will have over \$1 million of operating and reserve funds. Right now we have the money in CDs. Questions to consider include: Do we want to continue with CDs, place funds in T-bills, go to investment broker? Roger volunteered to work with Kevin on this committee. Kevin working to get Quick Books to be an organized, comprehensive tool. If he can't get it fully operational, then we may have to hire an outside accounting service to provide assistance. Kevin will get some ideas together and present to the BOD.
- Special Projects – Kevin said declaration rewrite will be discussed next month.
- Lifeguards – Ray had no report.
- Maintenance - Bill reported that the 3rd maintenance person's shift changed. He will be working as a team with the other maintenance person during the week, and will revert back to Saturdays in the spring.
- Roads – Tom L stated paving work is complete. Steve asked next year if we could have signs at the entrance if a road is blocked off. The tree people's signage needs to be improved. Tom L has no permits for driveways. Will talk to Jim and Bill about installation of heavy stone and shale near the South Beach restroom. Stop sign on BCL Drive between Tom and Kevin is about 30 feet from the intersection. They asked if Tom can have it moved closer to intersection so you can see cross-traffic. Need tree trimming on Behrens Rd near BCL Drive.
- Environmental – Ken stated that he has 3 concerns with storm water management: (1) Larch and Blue Jay, (2) upper end of Dogwood and (3) other side of lake. Reconfigured parking lot runoff for County Park on 903 should help #1 since paving is complete.
- HR – Rand spoke about security and access to the office (from hallway). He suggested replacing the lock with an electronic door button to unlock the door. When the office staff is with a customer, they won't have to get up and unlock the door for someone. What systems he found so far were (1) a programmable entrance, no keys, electronic strike and keypad with wireless capability to track who enters/exits, key fobs, can also work with a key for \$1541, (2) upgrade our current system, key fobs, electronic strike and keypad with wireless capability to track who enters/exits from Control Security (who currently manages our security system) for \$1510, (3) lesser system than we currently have, 40 codes can be programmed, no computer access, electronic strike for \$950 from Control Security. Will be discussed in Executive Session.
 - **MOTION: 18, 10-20-08:** McGrath made motion that the staff be instructed to keep door closed and locked at all times. Seconded by Gullone. All in favor. Motion carried.
- Permits – Todd had no report. Kevin asked to make sure that driveway permits are not screwing up the drainage and when house goes to be sold, it is listed as such.
- Recreation – Madeline reported the Halloween party is October 27 from 1-3 and trunk or treat 3-4 with a special guest appearance of Sparky and the firetruck. George Mooseburner would like to consider a tennis round robin in June. Novemberfest will be November 10 from 1-5—Ray will publicize. Madeline also inquired when the tennis nets are removed so as not to interfere with pickleball. Madeline thanked Tom L, Vera, and Linda S for their help at the Meet and Greet.
- Security – Ed thanked Crime Watch members for doing a good job. He had no other items to report except for the suicide a few weeks ago on BCL Drive.

- Membership Services – Kevin had no report.
- Communications – No report since TJ was not present.
- Computer Technology – No report since TJ was not present.
- Pool – Neil reported the leak in the baby pool has been found and it will cost \$1920 to jackhammer and repair. There is also a leak in the big pool (pump room) that will cost \$340 to repair. Cost of repairs coming from Pool budget. Neil and Bill will talk about the tile in the big pool and capping. Leak repairperson should be here at the end of October. Where are we on having the fence repaired from when a car ran into it? Bill will have fence fixed or address the issue at next meeting.
 - **MOTION: 18, 10-20-09:** Gullone made a motion to install the handrail in the baby pool NTE \$1000. Seconded by McGrath. Funding from Capital Improvements. All in favor. Motion carried.
- Rules – Margo replied to a question that was raised on short-term rentals. Penn Forest Township has no rules or laws for occupancy on short-term rentals. They only get involved if there's a failure in septic.
- Landscaping – Steve had no report.
- Stewart Hall – Steve reported he is checking into simplifying the A-V equipment and soundproofing Stewart Hall. He is concerned with the number of broken window locks. He received an estimate of \$5000 to replace the windows with casement windows. However, casement windows cannot be opened on the deck. Kevin suggested fixing the locks.
- LR Planning – Roger had no report.

NEW BUSINESS

- Nothing to report.

EXECUTIVE SESSION

- **MOTION: 18, 10-20-10:** Levitz made motion to go into Executive Session at 11:02AM. Seconded by McGrath.
- **MOTION: 18, 10-20-11:** McGrath made motion to exit Executive Session at 11:40AM. Seconded by Ligenza.

FUTURE ACTION ITEMS

- LR Planning - Roger will have an updated list of all concepts. (June-Nov)
- On Call Maintenance – Kevin suggested that we develop an “on-call” system with our maintenance staff for emergencies. Need further discussions on this. (June-Nov)
- Permits - Ken will provide Margo with his current process and work with her to complete a formal SOP. (July-Nov)
- Barrow Hoffman Declaration Rewrite Proposal – Table until November. (July-Nov)
- Playground Equipment - Check for the safety of playground equipment. (August-Nov)
- Association-owned Property Inventory – Table until November. (Sept-Nov)
- Security – Discuss using the Internet for pool cameras. TJ will check our contract with Blue Ridge. (Sept-Nov)
- Boat Launch/Retrieval Safety Issues – Roger and Gary will make recommendations in November. (Oct-Nov)
- Revised Sexual Abuse/Crisis Management Policy – Kevin will add to the agenda for November. (Oct-Nov)

- Construction Bonds - Margo will rewrite provision. (Oct-Nov)
- Black Bear Feeding Issue - Rules Committee will propose a new rule on feeding of bears. (Oct-Nov)
- Provision for a Temporary Assistant Treasurer at Fiscal Year-end - Margo will update policy and procedures. (Oct-Nov)
- Meet and Greet for Candidates – Discuss at March meeting. (March 2019)

ADJOURNMENT

- **MOTION: 18, 10-20-12:** McGrath moved to adjourn at 11:45AM. Seconded by Sosnowski.

Respectfully submitted by Linda Sott, Recording Secretary