

Board



BEAR CREEK LAKES
CIVIC ASSOCIATION

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

of Directors Meeting –
November 17, 2018

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

Call-In: Margo Schaefer

Absent: Todd Laudenschlager, Ed Miller

Visitors: Rosemarie Barnes and Barb and Bob Skiffington – White Oak Drive; Jack McGeehan and Barb and Dalton Fine – Bear Creek Lake Drive; Chuck Bender – Indian Trail; Rich Taylor – Larch Road; Randy Eberhardt – Pool Drive

President Ken Levitz: Roll call, has a quorum, and called the meeting to order at 9:07AM.

PREVIOUS MEETING MINUTES

- **Reviewed and approved October 2018 minutes:**
 - **MOTION: 18/19, 11-17-01:** McGrath made motion to approve. Seconded by Bradley. All in favor. Motion carried.

TREASURER REPORT

- Kevin suggested getting outside assistance from an accounting firm, Buckno Lisicky, who did past accounting work for BCL. The cost would be \$500/month, which has already been built into the budget. They will do a hybrid version of accounting services, with Sheila Knappenberger being our contact, as she was in the past. Kevin distributed and discussed the report that Buckno put together for us. In the future, Kevin will write the Treasurer's summary.
 - **MOTION: 18/19, 11-17-02:** Stewart moved to accept Treasurer's Report. Seconded by Mullen. All in favor. Motion carried.

VISITORS COMMUNICATIONS

- Rosemarie Barnes – White Oak Drive: Rosemarie had pictures of the trash (batteries, tires) in the backyard of her neighbor. Ken distributed the photos to the Board. The owner has been notified that they are in violation of the rules and regulations and were given a deadline to clean up the mess. If they fail to remove the items, they will be issued a fine with a penalty. Todd contacted Penn Forest Township and will meet with the zoning officials to discuss this issue. There is a trail from Piney Woods to Midway behind this property. Rosemarie said much of the trash is on this trail. She has a map showing this trail. Tom N asked to see this map. Rosemarie will bring copy of map to the office.
- Dalton Fine – BCL Drive: Congratulated Bill on adding shale and stone to the restroom area at South Beach. Wanted to check on the issues of keeping bikes off courts, limiting the number of places to enter and exit, and the wind turbine status.
- Bob Skiffington – White Oak Drive: Bob congratulated the BOD on improving communications and posting the meeting agenda on the web. He would like to offer his assistance to TJ on the email address issues (junk/spam). TJ replied that he is working on this and may contact Bob if he can't resolve it.

OTHER OFFICERS REPORTS & ATTORNEY COMMENTS

- Margo led discussion on three changes to Rules and Policies
 - **MOTION: 18/19, 11-17-03:** McGrath made motion to adopt the Business and Banking Statement Policy to have hardcopies of all banking, investment or credit card statements mailed to the office. Seconded by Stewart. All in favor. Motion carried.
 - **MOTION: 18/19, 11-17-04:** McGrath made motion to adopt the Transition of Treasurer Policy to allow outgoing Treasurer to close the books for the fiscal year and help transition duties to incoming Treasurer. Seconded by Ligenza. All in favor. Motion carried.
 - **MOTION: 18/19, 11-17-05:** McGrath made motion to add rule prohibiting bear feeding, including feeding from bird feeders. Seconded by Stewart. Motion defeated.
 - **MOTION: 18/19, 11-17-06:** McGrath made a motion to accept the rule prohibiting bear feeding, but striking the last sentence, and adding bears to the fee schedule in Category II.B. Seconded by Stewart. Motion carried.
- Ken stated that they are increasing the office staff effective 12/15. Linda Sott will be trained by Barb and Pat and will also work on certification of lifeguards.
- Kevin said we will continue to use QuickBooks and Paychex and lifeguard tracking software.
- Attorney – No comments.

COMMITTEE ACTION ITEMS

- Playground Equipment Inspection and Maintenance Webinar – Ray watched the webinar and spoke to an outside source and Bill. We will conduct an in-house inspection of equipment to see if we can service it. Institute an inspection checklist of equipment and update equipment and servicing as we go.
- Baby Pool Handrail Installation – Neil has no final price from Strand. Proposal \$1900. They dug a few holes and found a leak in baby pool. Can't do ground wire so they will be installing white plastic rail. Big pool leak fixed for \$300, which was inside pumper.
- Boat Launch/Retrieval Safety Issues – Will be discussed as part of the long-range planning.
- Revised Sexual Abuse/Crisis Management Policy – Kevin and Margo still working on this. Hold until January meeting.
- Hardcopy Bank Statements – Everything completed. Hardcopies will be mailed to the office.

UNFINISHED BUSINESS

- Association-owned Property Inventory – Will be discussed today as part of Roger's presentation.
- Pool Security – TJ worked with Blue Ridge on cameras and Internet access service in pool area. They would need to set up and install. TJ will get all specs, share it with the BOD and discuss it at the January meeting. May need new phone line since the phone line in maintenance is for member complaints. Voicemail is checked and responded to in timely manner. Wouldn't like us to use the same line.
- Storm water Management Issues – We are not only flooding member's yards, but we are adding to the sediment in the lake. Ken and Tom L visited the yards in question on more than one occasion and would like to reach out to a consulting engineer for a full-scale storm water management assessment.

- **MOTION: 18/19, 11-17-07:** Levitz proposed a motion that he and Tom L reach out to a reputable engineering firm, explain the issues, and ask how to address them internally and externally .
Seconded by McGrath. All in favor. Motion carried.

STANDING COMMITTEE REPORTS

- Lake/Dam – Gary stated quarterly annual dam inspection was conducted 10/24. Docks and Port-a-potties were removed. Maintenance did some minor repairs after the quarterly and 11/8 dam inspection. Received letter from Benesch Engineering on 11/13 stating the dam breach analysis report should be in by the end of December. The quarterly inspection did not find any items of concern. At the January BOD meeting, one of the engineers will be present to discuss the report and go over findings. The report will then be submitted to DEP for feedback and input; they will get back to us with a final cost estimate for repairs on the spillway. At that time, we can initiate discussions for an offer of support on public funding and look for funding available through programs. Dust off BCL watershed conservancy. We may be able to reach out to use Penn Forest Township as a sponsor for the loan (if necessary). Our water quality is above 6 on PH (Normal standards). DEP happy between 6-9 PH. Maintenance will post “thin ice” signs.
- Finance – Ken gave him the name of someone who wants to be on this committee. Need to get an investment policy in place so our finances are properly and safely invested. Kevin is rescinding last month's motion to change pay to semi-monthly. He found that since everyone is hourly, semi-monthly pay would not work for us so pay will remain bi-weekly.
 - **MOTION: 18/19, 11-17-08:** McGrath proposed motion to remain on bi-weekly pay schedule.
Seconded by Tom L. All in favor. Motion carried.
- Special Projects – Kevin said we are supposed to be moving forward with updating declaration rewrite and covenants since they are out of date. Will need a 2/3 majority approval from all members. We should have a plan in place to update declarations. Nothing wrong with what we have but the process is antiquated and will also become a fiduciary issue. Approximate association cost for process: \$15,000 for corrections, attorney fees, draft of new declaration, BOD approval, homeowners notification, town hall meetings, written ballots, administrative expense, recording fees, recording of documents. Kevin will work on an updated proposal and submit it to the BOD prior to the January meeting.
- Lifeguards – Ray had no report.
- Maintenance - Bill reported everything OK.
- Roads – Tom L is working on next year's paving work and moving stop sign.
- Environmental – Ken is working on storm water management and dam.
- HR – Rand had office door installed with code lock (key if emergency). He is still working on Security system, electronic striker, and tempered safety glass instead of sliding window. No cost to members. Rand donated his company's services and equipment. BCL maintenance will install. BOD thanked Rand for his services. He asked that we think about time clocks in office, pool, maintenance to show who entered/exited. Lifeguards will use on-line program with a virtual time clock. Kevin asked that Rand and Ray get together to discuss virtual time clocks.
- Permits – No report since Todd was not present.
- Recreation – Madeline reported the Halloween party was a success and thanked the committee for their assistance. There will be no walking program on November 19, 21, and 26.
- Security – No report since Ed was not present.

- Membership Services – Kevin stated dues are coming in. No unusual issues. There are about 25 members on payment plans. Late dues notices will go out in December. One problem property will be settled. Tom N and he will work on the rest.
- Communications – TJ continues to post communications in partnership with Madeline, along with BOD agendas and meeting minutes. Will continue to post as awareness and informational items.
- Computer Technology – Software issue in the office that TJ will work on with Barb. TJ will check on Member Only vs. BCL Website -- may be erroneous info on the opposite sites.
- Pool – Neil reported he had nothing additional to report until the capping is completed on the tiles in the spring.
- Rules – Margo had nothing further to report.
- Landscaping – Steve had nothing to report. He will have initial meeting of committee members before the January BOD meeting.
- Stewart Hall – Steve is looking into a keypad for door instead of keys, but some issues arose (panic bars, global policy, lockbox, Wi-Fi, combo lock/key fob).
- Long-Range Planning – Roger presented the Comprehensive and Tactical Lists of Strategic Plan options at BCL. The BOD reviewed them one by one. These are their findings:
 - **MOTION: 18/19, 11-17-09:** McGrath made a motion for LRP to get more details on N-1, Pavilion at North Beach. Seconded by McKeon. All in favor. Motion carried.
 - **MOTION: 18/19, 11-17-10:** McGrath made motion for LRP to get cost estimate and planned drawing on N-5, Boat Racks at North Beach. Seconded by McKeon. Motion carried.
 - **MOTION: 18/19, 11-17-11:** McGrath made motion not to move forward on R-3, Noise, since it does not benefit everyone in BCL. Seconded by Sosnowski. Motion carried.
 - **MOTION: 18/19, 11-17-12:** McGrath made motion to refer R-4, Speed Ramps to Roads for action and follow-up. Seconded by Bradley. Motion carried.
 - **MOTION: 18/19, 11-17-13:** Stewart made motion to reach out to Penn Forest Township to implement R-5, Safety Crossings. Seconded by McGrath. All in favor. Motion carried.
 - **MOTION: 18/19, 11-17-14:** Sosnowski made motion to proceed with H-1, Sound in Stewart Hall, and move action to Steve's Committee. Seconded by Stewart. All in favor. Motion carried.
 - **MOTION: 18/19, 11-17-15:** Bradley made motion to move H-3, Hot Spot, to TJ's Committee for action. Seconded by Gullone. Pending Jack McGeehan's suggestion for Kevin to check with insurance company on this. All in favor. Motion carried.
 - **MOTION: 18/19, 11-17-16:** Stewart made motion to ask LRP to look at G-5, Badges, and strike last sentence from the item as written. Seconded by McKeon. Motion carried.
 - **MOTION: 18/19, 11-17-17:** McGrath made motion to table G-8, Commercial Development, indefinitely until we have pursued the concept of our covenants. Seconded by Sosnowski. All in favor. Motion carried.

NEW BUSINESS

- Regulation of Short-Term Rentals – Gary suggested this be added at declaration time.

AWARDING OF CONTRACTS

- **MOTION: 18/19, 11-17-18:** McGrath made motion to send Letter of Understanding to Buckno Lisicky accounting firm to use their services for BCL. Seconded by Stewart. All in favor. Motion carried.

EXECUTIVE SESSION

- **MOTION: 18/19, 11-17-19:** Levitz made motion to go into Executive Session at 11:41AM. Seconded by McGrath.
- **MOTION: 18/19, 11-17-20:** McGrath made motion to exit Executive Session at 12:34PM. Seconded by Ligenza.
- **MOTION: 18/19, 11-17-21:** McGrath made motion to levy a fine of \$300 on 108 White Oak Drive and an additional fine of \$300/day if they do not clean up trash on property within 15 days. Seconded by Sosnowski. All in favor. Motion carried.

FUTURE ACTION ITEMS

- On Call Maintenance – Kevin suggested that we develop an “on-call” system with our maintenance staff for emergencies. Need further discussions on this. (June-Jan)
- Permits - Ken will provide Margo with his current process and work with her to complete a formal SOP. (July-Jan)
- Barrow Hoffman Declaration Rewrite Proposal – Kevin will work on an updated proposal and discuss at January meeting. (July-Jan)
- Revised Sexual Abuse/Crisis Management Policy – Kevin and Margo working on this and will discuss at January meeting. (Oct-Jan)
- Elimination of Interest Payments on Construction Loans - Kevin will rewrite provision. (Oct-Jan)
- Meet and Greet for Candidates – Discuss at March meeting. (March 2019)
- Sample Envelope and Ballot for Voting - Revisit this topic in one year. (May 2019)

ADJOURNMENT

- **MOTION: 18/19, 11-17-22:** McGrath moved to adjourn at 12:37PM. Seconded by Sosnowski.

Respectfully submitted by Linda Sott, Recording Secretary