



## BEAR CREEK LAKES CIVIC ASSOCIATION

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

### Board of Directors Meeting – August 18, 2018

**Attendees:** Ken Levitz, Margo Schaefer, Rich Berger, Kevin McGrath, Gary Benedick, Tom Larney, Madeline Ligenza, Bill Malone, Neil Mullen, Todd Laudenschlager, Bill Gullone, Charles Sgrillo

**Call-In:** No one      **Absent:** Tom Nanovic, Colleen Bradley, Roger Stewart

**Visitors:** Bill Allison – Piney Woods Drive; Elaine Carosella – Behrens Road; Elizabeth Cain – Midway Drive

**President Ken Levitz:** Roll call and called the meeting to order at 9:00AM.

### PREVIOUS MEETING MINUTES

- **Reviewed and approved July 2018 minutes:**
  - **MOTION: 18, 08-18-01:** Levitz made motion to approve. Seconded by Berger. Motion carried.

### TREASURER REPORT

- Rich distributed and discussed report

#### Balance Sheet

Cash Balance of \$1,362,725 as of July 31, 2018 comprised of:

Operating Funds	\$508,601
Capital Reserves & Improvement	814,108
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 by the end of the year.

#### Capital Expenditures during July 2018

None

#### Profit & Loss

Dues revenue of \$56,143 and total revenue of \$60,969

Net income of \$16,569 versus \$14,638 in prior year

YTD net income of \$321,169 and net income (operating) of \$347,093

Capital improvement fees of \$29,720

- **MOTION: 18, 08-18-02:** McGrath moved to accept Treasurer's Report. Seconded by Laudenschlager. All in favor. Motion carried.

### VISITORS COMMUNICATIONS

- Elaine Carosella – Behrens Road: Elaine has been a member since 1977. She reported that she had brought up this same subject last September at the general meeting. Beaches are crappy, especially North Beach. Grass is growing on the beach; no stones in the cooking area. Lifeguards are supposed to clean the area. We are always worried about the pool, not the beaches. Ken replied that we are not the shore; we are a lake in the mountains. Kevin asked Elaine to send an email to the office with specifics. Elaine said that she would do that.
- Bill Allison – Piney Woods Drive: Bill has lived here for 11 years and is a former Board member. Bill reported that PPL's contractor (Nelson) is cutting trees back from the electrical wires. Some are being cut back 15 feet from the road, others are not being touched, and some owners are asking them to go back 20 feet. There is no consistency. They are blocking our streets. Bill does not think that they are following tree trimming policies as per PPL. Ken reported that he will go on their website and start a discussion.
- Petitions/Hearings – Bill M explained that Security issued a parking citation to a member on August 4. Member said they have a limited number of placards. If it is their car, BOD decided for Bill M to have member put sticker on car and citation will be waived; if not their car, citation stands.

### OTHER OFFICERS REPORTS

- No reports.

### COMMITTEE ACTION ITEMS

- Proposed Addition to Nomination Policy – Kevin emailed the Candidate Data Sheet to the BOD asking for comments. This which will be used for nominees starting in 2019. Discussion ensued—how can we pull more info out of a person, have a meet and greet with candidates, limit verbiage. Charles inquired where it was written that certain info cannot be placed on nomination form. The Corporate Chair, Executive Committee, and the Nominating Chair will review and edit information prior to it being published. Bill M stated the office will keep track of those members who sent in their vote and that person will not get another ballot. The bylaws do not say that you cannot change your vote up to and at the Annual Membership Meeting.
  - **MOTION: 18, 08-18-03:** McGrath made a motion to accept the Candidate Data Sheet, revising it so there is a 150-word per section limit. Seconded by Laudenschlager. Motion carried.
- Stewart Hall Rental Agreement – Charles confirmed that the information is in the office. He will check with them to ensure that they are attaching the information to each agreement.
- Dedication Request – Maryann Kessler has a memorial plaque she would like to place on a bench to commemorate her late husband. There is a damaged bench at South Beach. Ken will advise Maryann that if she pays for repairs to the bench, she can then add the memorial plaque.
  - **ACTION ITEM:** Charles will bring samples and estimates of memorial pavers to a future meeting.
- Pickleball Court Line Painting – Received a 2<sup>nd</sup> estimate from Barker & Barker. Estimate ranges from \$950-\$1350. Larry S can get a kit that includes a template and paint and we could paint them ourselves. Margo asked she be consulted prior to painting since there is some pre-work to be completed.
  - **MOTION: 18, 08-18-04:** Ligenza made a motion for Larry S to obtain the kit and paint NTE \$500 and paint pickleball lines on both courts. Seconded by McGrath. All in favor. Motion carried.
- Treasurers Budget Process Explanation Letter – Rich sent copy to the BOD asking for their comments.

- Playground Equipment Inspection – Table until September.
- Barrow Hoffman Declaration Rewrite Proposal – Kevin reported that the first step was updating the bylaws. Then we were to start working on covenants and declarations and rules and regulations. Covenants/declarations are very old; some deeds say one thing and other deeds say another thing. Allen Young of Young and Harros did rewrite of the old bylaws. Since then we have had disagreements and the BOD does not want to move forward with them. We are now considering Hal Barrow of Barrow and Hoffman Associates. The proposal is \$10,500 to create a draft set of documents, one round of revisions, and get us ready to take to the community. It was noted that there will be additional costs for mailings and recording if successful. Approval of a new declaration will require a 2/3 majority of all members in the community agreeing (600+). Margo stated that this has to be done to bring declarations in compliance with the current law. This bid is comparable. The draft will build on the covenants we have and expand on them. Once completed, they will be recorded and attached to every deed in the community. The presentation for the members will compare old to new. Table this until Tom N is present.
- Long-Range Planning – Table until September when Roger can present his updated list of all concepts.
- Propane Supplier – Superior is the new supplier for 2019. Information/letter posted on the web site.

### **UNFINISHED BUSINESS**

- Credit Card Change – Ken and Jim (maintenance) have new credit cards.
- Community Bulletin Boards – TJ stated this has been resolved. Madeline and Linda S have been updating the board and then Madeline posts a picture of it on FB.
- Proposed Meeting of Old/New Directors – At the September BOD meeting, each retiring director will be invited to spend 15-30 minutes with the new Director to discuss their area. Ken will ask the sitting Board and nominees for their top 3 choices for committee chair, including their skills and background. Will have new Executive Committee. They will assign each Director an area. There is a book outlining what each committee does. Bill M said in the past Recreation had 2 directors. New Board members need orientation about meeting processes. BOD would also like a social event to thank retirees and cement the new relationships. Event would have to be after the first meeting (September) so committee chairs can be assigned. Social will take place September 28 at 6PM and will include spouses and office staff.
- Handrail Installation at Baby Pool – Neil is discussing with Strand. We have some issues with a leak in the baby pool—pool has been emptied and can't find the leak. Pool can't go too low or it will burn out pump. Strand will fix tiles and we will let them know we want them for next spring. Neil and Bill G working on this.
- Black Bear Feeding Issue – Table until October.
- Association-owned Property Inventory – Table until September.

### **STANDING COMMITTEE REPORTS**

- Lake/Dam – Gary stated dam inspection next week. Environmental consultants will be later next week. Everything was late this year due to the weather.
- Finance & Special Projects – Rich confirmed the final reserve amount stands at \$299,000. Rich will ensure the office has this. TJ will post on finance page of website after removing old one. Rich is working on SOP for new Treasurer.
  - **MOTION: 18, 08-18-05:** Berger made motion to accept final reserve study. Seconded by McGrath. All in favor. Motion carried.
- Lifeguards – No report.

- Maintenance -- Bill G reported that they were working on schedule as best they can due to rain. Trying to keep up with the maintenance. Horseshoe pits done. He checked both docks in question from last meeting about grandfathering. The dock at the west end is floating. Got from her neighbor and ties it off each winter. Should last a few years. Dock near North Beach is sitting there but doesn't appear to be floating. Swim platform tied to shoreline. Bill G suggested approving grandfathering and to re-evaluate each season.
  - **MOTION: 18, 08-18-06:** Schaefer made motion to "grandfather" dock near North Beach. This will last only for the physical life of the dock. If dock is replaced, will need permit and to comply with all rules. Seconded by McGrath. All in favor. Motion carried.
  - **MOTION: 18, 08-18-07:** Schaefer made motion to "grandfather" dock at west end. This will last only for the physical life of the dock. If dock is replaced, will need permit and to comply with all rules. Seconded by Mullen. Motion carried.
- Roads – Tom L stated paving work will begin around 9/10. Approved driveway permit for home next to the boat dock. Driveway on Behrens will continue. Working on Mountain View permit. Hawthorne driveway drainpipe clogged and water coming across road—cleaned and it is OK.
- Environmental – Ken stated that tree removal requests are a major issue. Sub-committee will meet in the next couple of months and review tree preservation policies and communications. Ken will pursue PPL power line issues.
- HR – Ken shopped for on-line employee evaluation tools and will try the inexpensive one. Will meet with Bill G this week to discuss.
- Permits – Todd had no report.
- Recreation – Madeline reported she has 56 people coming to the chicken dinner tonight. Madeline thanked Julie for baking today. Someone reported to Madeline that a woman is getting changed in and out of swimsuits at the pool and beach.
- Security – Bill M reported he called 3 companies to bid on replacing the cameras at the pool. He has 2 proposals. Both estimates about the same. \$2600 for new DV recorder and 8 new cameras. We now have 6 cameras all watching the water. Can add 2 and position them elsewhere. Lifeguards will have access and can also access on Internet.
  - **MOTION: 18, 08-18-08:** McGrath made motion to approve the camera purchase from Royal NTE \$3,000. Seconded by Ligenza. All in favor. Motion carried.
  - **ACTION ITEM: Discuss using the Internet for pool cameras and public Wifi. TJ will check our contract with Blue Ridge.**

The woman previously reported is changing at the far corner of the pool area. Bill M will write a letter to the member since he has her address.

- Membership Services – Kevin reported that we have +/- 12 members who are in arrears and cannot vote.
- Communications – TJ had no report.
- Pool – Neil reported the pool passed inspection with Dept of Health. Findings: maintain safety torpedo floats at beaches and chlorine testers at pool. Some caulking loose at pool. May need a mason in off season.
- Landscaping & Stewart Hall – Charles read an email he had sent to the BOD and asked that it be part of the minutes. After editing by the President and Secretary, these were Charles' concerns: Charles inquired as to status of deck refinishing. Bill G explained weather delays had pushed the project back. Charles will bring samples and estimates of memorial pavers to a future meeting. Charles remarked again about his concern about the theft of the artificial flowers.
- LR Planning – No report.

- Rules – Margo had no report.

### **NEW BUSINESS**

- Preparation for Annual General Membership Meeting – Will look at last year's agenda. Margo will send Linda S a copy of last year's minutes, which will be approved at this meeting. Format: Committee reports, budget review, membership commentary, elections, hot dogs after meeting.
- Newsletter – Ken reported that the editor does not have many articles. You have until August 31 to submit them.
- Candidates – Next summer, we will have a meet and greet for the candidates who are running for the Board.
  - **ACTION ITEM: Discuss this at the March meeting.**
- Insurance Company – Inspection on Monday. Kevin still looking for new carrier with better prices.
- Dam – CAI dam bill passed but DEP has no clue. Do not have to renew line of credit since below \$2,000. Think about our community making a contribution to the CAI Legislative Action Committee in October.

### **EXECUTIVE SESSION**

- In 11:20AM and out 11:25AM

### **FUTURE ACTION ITEMS**

- LR Planning - Roger will have an updated list of all concepts. (June-September)
- On Call Maintenance – Kevin suggested that we develop an “on-call” system with our maintenance staff for emergencies. Need further discussions on this. (June-September)
- Permits - Ken will provide Margo with his current process and work with her to complete a formal SOP. (July-September)
- Barrow Hoffman Declaration Rewrite Proposal – Table until Tom N present. (July-September)
- Dedication Request - Charles will bring samples and estimates of memorial pavers to a future meeting. (August-September)
- Playground Equipment - Check for the safety of playground equipment. (August-September)
- Association-owned Property Inventory – Table until September. (September)
- Security – Discuss using the Internet for pool cameras. TJ will check our contract with Blue Ridge. (September)
- Black Bear Feeding – Table until October. (October)
- 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**

- Adjournment 11:25AM

Respectfully submitted by Linda Sott, Recording Secretary