



## BEAR CREEK LAKES CIVIC ASSOCIATION

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

### Board of Directors Meeting – May 19, 2018

**Attendees:** Ken Levitz, Margo Schaefer, Rich Berger, Kevin McGrath, Colleen Bradley, Tom Larney, Madeline Ligenza, Bill Malone, Neil Mullen, Roger Stewart, TJ McKeon, Bill Gullone

**Call-In:** No one                      **Absent:** Charles Sgrillo, Tom Nanovic, Gary Benedick, Mark Donski

**Visitors:** Bob and Barb Skiffington – 18 White Oak Drive; Chuck Bender – 62 Indian Trail

**President Ken Levitz:** Roll call and called the meeting to order at 9:03AM.

### PREVIOUS MEETING MINUTES

- **Reviewed and approved April 2018 minutes:**
  - **MOTION: 18, 05-19-01:** Margo made motion to approve. Seconded by Neil. All in favor. Motion carried.

### TREASURER REPORT

- Rich distributed and discussed report

#### Balance Sheet

Cash Balance of \$1,470,610 as of April 30, 2018 comprised of:

Operating Funds	\$651,913
Road Funds	389,729
Capital Reserves & Improvement	416,456
Construction Escrow	12,512

Sweep Account included in operating funds, but somewhat less than \$299,000 will be moved to Roads and Reserve Funds.

Accounts Receivable lower than last year – dues collection better this year.

#### No Capital Expenditures during April 2018

#### Profit & Loss

Dues revenue of \$56,143 and total revenue of \$61,363

Net income of \$32,445 versus \$32,076 in prior year

YTD net income of \$258,622 and net income (operating) of \$277,780

Capital improvement fees of \$20,433

- **MOTION: 18, 05-19-02:** Roger moved to accept Treasurer's Report. Seconded by Madeline. All in favor. Motion carried.

### VISITORS COMMUNICATIONS

- Bob and Barb Skiffington – 18 White Oak Drive and Chuck Bender – 62 Indian Trail: No comment.

### OTHER OFFICERS REPORTS

- No reports.

### COMMITTEE ACTION ITEMS

- Guidelines for Use of Stewart Hall – Rich led the discussion on the proposed Guidelines, e.g., increasing cost of rental fee, security deposit, or cancellation of event. Edited version of guidelines needs to be attached to the agreement. Agreement still needs to be updated.
  - **MOTION: 18, 05-19-03:** Kevin made motion to adopt proposed guidelines with the exception of additional notes. Seconded by Roger. All in favor. Motion carried.
  - **MOTION: 18, 05-19-04:** Kevin made motion to increase security deposit to \$200 effective at beginning of new Fiscal Year. Seconded by Bill G. 8 Opposed. Motion Defeated.
  - **ACTION ITEM: Charles needs to update agreement.**
- Additional Security in Summer – Bill M said he is adjusting Security hours for the summer. Starting May 25, Fridays and Saturdays (and Sunday for Memorial Day weekend), Security will come in earlier, check out the problem spots-beaches, boat dock, dam, and have 2 shifts. They will be here when pool opens and stay until it closes.
- Proposed Agenda for Spring Informational Meeting – Tom N provided draft prior to meeting. Have members line up for Q&As. Members can also address their issues one-on-one with Board member.
  - **MOTION: 18, 05-19-05:** Kevin made motion to approve. Seconded by Margo. All in favor. Motion carried.

### UNFINISHED BUSINESS

- South Beach Restroom Issue – Bill G will have drain line snaked and camera inserted to inspect for any issues.
- Future Planning for Lifeguard Recruitment and Supervision – Colleen has reached out to Towamensing Trails. They are the only other community with an outside pool management vendor.
- Dam Safety Engineering Services – Ken said quarterly inspection scheduled and arranged. Additional field work for Emergency Action Plan and incremental breach analysis will begin next week.
- Declaration Rewrite Project – Ken reported that this will proceed during the next fiscal year.
- Reserve Update – Rich reported that he has the revised draft study and that he and Kevin will review.
  - **ACTION ITEM: Rich and Kevin will report back to the BOD at the June meeting so budget can be updated and ready for approval in July.**
- Member Feedback to Revised Dock Regulations – Margo received 2 requests for “grandfather” waivers. She will report at a future meeting.
- Stewart Hall Maintenance – Charles had been getting estimates on deck staining. However, new maintenance person has been hired so this work can now be done in-house.
- Beach Sand Replenishment – Before the beach bulkhead project, we would add sand every other year. Bulkheads have reduced sand loss, but members are asking for more sand.

- **MOTION: 18, 05-19-06:** Kevin proposed adding sand on beaches. Seconded by Bill G. 1 opposed. Quorum approved. Motion carried.
- Sample Envelope and Ballot for Voting – Bill M displayed extra envelope for balloting as proposed by Charles. Discussion ensued. It was noted that electronic voting is in the bylaws but we have not adopted it yet.
  - **MOTION: 18, 05-19-07:** Kevin proposed that the September vote be held the same as last year. Revisit this topic in one year. Seconded by Margo. 1 opposed. Quorum approved. Motion carried.
- Credit Card Change – BCLCA currently does not have a business credit card and the Board thinks we should have one. Rich checking to see who issues corporate cards.
  - **ACTION ITEM:** Rich will have BCL credit card changed from personal to corporate credit card.
- Thermostat Responsibility – Margo and Barb (office) can access remotely.
  - **ACTION ITEM:** Charles needs to have his and one other name and phone numbers posted on wall above thermostat.
- Additional Office Support – Discussion about the need for additional hours for office staffing. Noted that any personnel increases would need to be built into the budget. Discussion tabled for budget process.

### **STANDING COMMITTEE REPORTS**

- Lake/Dam – Ken reported for Gary. 2<sup>nd</sup> dam inspection reported. Engineering firm moving ahead with DEP. Area by wall at boat dock will be fixed to avoid more erosion. BCL will buy supplies but Carefree (Bill G) will donate the labor costs.
- Finance & Special Projects – No report.
- Lifeguards – Colleen hired 16 lifeguards. State went with a new company for required fingerprinting. This process is proving to be a problem. Colleen will consult with Tom N for advice. “No Smoking” signs have been posted at beaches. Margo will remind members at Informational Meeting. TJ posted on FB, web site, and email. Security cameras at pool need to be checked. Maintenance will check them.
- Maintenance – Bill G reported everything going forward, even with weather-related issues. Some lights at pool area need to be reconfigured. Bill G will ask Franz Electric for his opinion. LED cheaper, put them on a timer, have them shine down not up.
- South Beach Sand – Bill G will research washed vs. unwashed sand.
  - **MOTION: 18, 05-19-08:** Ken moved to get the most economical sand. Seconded by Bill G. 1 opposed. Quorum approved. Motion carried.
- New Hire – Joe Babaldi is our new maintenance person. He starts May 21. He will work Tuesday-Saturday 11AM-7PM and setting up for functions as needed. Bill G will adjust his schedule as he sees fit.
- Rules – Margo will update Rules Book to reflect that horseshoe and bocce can be used after dark. Timers will shut off at 10PM.
- Roads – Tom L stated road work delayed because of weather. Said 95% of bid documents will be completed by June 9. Will present at June meeting. Bill M reported problems with curves where stones have been added; trucks tend to kick them up.
- Environmental – No report.
- HR – Ken stated the newly-hired maintenance person’s background includes masonry work, security, CPR, first aid.

- Permits – Since Mark Domski resigned, Ken will temporarily assume these duties. A member asked if they could have an in-ground pool. Yes, since there is no rule saying they can't.
  - **MOTION: 18, 05-19-09:** Ken proposed to appoint Todd Laudenschlager to complete Mark's remaining 3-year term of office. Todd is a former BCL President. Seconded by Neil. 1 opposed. Quorum approved. Motion carried.
- Recreation – Pickle ball widely accepted. Larry Schubert will provide instructions to members on Sunday. Lines have not been painted yet; Larry will add tape lines temporarily. Where will equipment get stored? Bill M said same place as other sports—lifeguard shack and sign-out on clipboard. Bill G said horseshoe pit boxes will be moved from pavilion this week. Bill G said Mark Domski will still be working with him on horseshoe pits. Madeline looking for volunteers for sandcastle contest and tubing on the lake. Hot dogs and beer ready to go after Informational Meeting. She will be replacing boom box for water aerobics at the pool.
- Security – Bill M received check for \$230.08 profit from vending machines at pool and requested it be used for a special purpose. Bill M said after Security spoke to resident on Mountain View, abandoned autos were removed. Bill M thanked a BCL member, who has radio expertise, for updating the radios and walkie-talkies.
- Membership Services – Kevin reported that late fees have been assessed—5 properties in litigation and 15 on payment plans.
- Communications – TJ said it is very time-consuming to email, post in FB and on website. He asked if the board at main entrance is really needed. Comments that we have a lot of old-school members and the board plays a big part in keeping the residents informed about community events. Bill M said he will update until September. Bill G can have maintenance update every week.
  - **ACTION ITEM: Table this issue until June meeting.**
- Pool – Neil said all OK. Large pool pump working good; baby pool pump was replaced for \$500. Heater in large pool will be turned on Monday. Three BCL members did a beautiful job planting flowers in pool area and mulching.
- Landscaping & Stewart Hall – No report.
- Long-Range Planning – Roger will do presentation on the living document at the June BOD meeting.

### **NEW BUSINESS**

- Proposed Increase in Office Hours – Table this until June for budget purposes. Work on succession planning.
- Community Bulletin Boards – Table until June.
- Feral Cats – TJ received an inquiry about feeding them near White Birch. There are no rules in BCL. No action taken. Put it out on web if anyone wishes to donate to get them neutered.
- Awarding of Contracts – No report.

### **FUTURE ACTION ITEMS**

- Revision of Stewart Hall Rental Contract – **Charles will edit the contract and present to the Board for approval. (June)**
- Thermostat Responsibility – **Charles needs to have his and one other name and phone numbers posted on wall above thermostat. (June)**

- Reserve Update - Rich and Kevin will report back to the BOD at the June meeting so budget can be updated and ready for approval in July. (June)
- BCL Credit Card - Rich will have BCL credit card changed from personal to corporate credit card. (June)
- Community bulletin boards - Table this issue until June meeting. (June)
- LR Planning - Roger will do presentation on the living document at the June BOD meeting. (June)
- Proposed Increase in Office Hours – Additional hours needed by office staffing need to be added into budget for 2019. Table this until June for budget purposes. (June)
- Roads – Tom L said 95% of bid documents will be completed by June 9. Will discuss at June meeting. (June)
- Sample Envelope and Ballot for Voting - Revisit this topic in one year. (May 2019)

### ADJOURNMENT

- Adjournment 11:20AM
  - MOTION: 18, 05-19-10: Ken moved to adjourn.

Respectfully submitted by Linda Sott, Recording Secretary