

**Masthope Mountain Community  
Board of Directors Meeting  
July 27, 2019**

Transcriber: Kelli Myers  
Property Owners Lounge

8:34 AM Meeting called to order and Pledge of Allegiance said.

Bruno begins by recapping the July's General Membership Meeting. He explains that there were five seats up for election. Three incumbents were reelected Gerhard Buhler, Eugene Principe and Anthony Falcone. Two new members elected were June Carrozza and Herman Matfes. Then a reorganization meeting took place; where they elect the executive committee. The executive committee consist of the president, vice president, treasurer and secretary. There is a new president, June Carrozza. Foster McCoy was reelected vice president. Anthony Falcone is the new secretary. Gerhard Buhler was reelected as treasurer. Bruno deVinck was reelected as chair.

Roll Call: Present –Gerhard Buhler, June Murphy Carrozza, Bruno DeVinck, Jim Fox, Herman Matfes, Foster McCoy, Rich Neidkowski, Eugene Principe, and Peter Torchio.

Teleconference: Ed McClary

Absent: Anthony Falcone

Bruno asked for approval of the agenda. Peter Torchio adds the DMAP Presentation in New Business. Gerhard would like to add a board decision on the initiative from the Document Review Committee with the proposed language change for the Bylaws. Herman would like to provide a technology update for the community. The agenda was approved unanimously.

Randy added that he has several items for executive session.

Bruno asked for the approval of the Minutes from the June 22, 2019 Board of Directors Meeting.

June stated that both she and Herman are new and should abstain from voting on the approval of the June 22<sup>nd</sup> Minutes.

The Minutes were approved with two abstentions.

Treasurer's Report- for period ending June 30th, 2019. Gerhard Buhler-see attached. Gerhard explains that the figures reset at zero when the new fiscal year begins on May 1st. So, this is a startup curve which is normal at the beginning of the year.

The Treasurer's Report was approved unanimously.

Correspondence Report- June Carrozza stated that she received two pieces of correspondence. Ed forwarded one from Paul Purcell to Gerhard and her. It was regarding the HB Algae the is surfacing in New Jersey. Gerhard will be addressing that concern at the Westcolang Lake Association meeting tomorrow. He added that the meeting is tomorrow at 10am at the Fawn Lake Club House. He encouraged all to attend. June added that the Penn State Extension has collected samples throughout Pennsylvania and found this algae only in the Erie area. This would be an option if we wanted a sample done. Mike Seyfried sent an email which she responded. He expressed concerns about new board members and their positions.

Bruno called for Committee Reports

- a. Ski & ATV-Sheldon explained that the ATV Class was successful. The next class is tomorrow. He is still collecting names if anyone is interested in attending an ATV Class. Randy had nothing to report on ski.
- b. Audit-Maria Porter-No report.
- c. Strategic Plan-Rose Perrotti-The committee has given a report to the board on the proposed community survey. They are asking for the board's approval for the committee to release the 2019 survey. Some board members have had the opportunity to take the survey. Gerhard has given some feedback to the committee on the survey. There is also a cover letter that would be released to the membership prior to the survey going live. The committee expects to do a minimum of two surveys back to back but possibly three. Rose acknowledges all of the hardwork that the committee members have done.
- d. ECC-Peter Torchio-See attached. They will attempt to have some greenhouse specifications ready for the next meeting. He continued that the committee would like to change the burning rule to allow burning on weekends from Labor Day through the weekend before Memorial Day. He then addresses propane tanks and the sizes that require burying. He would like to discuss changing the rules applying to 200-gallon tanks.
- e. Westcolang Lake Association- Gerhard Buhler-The committee meeting is tomorrow morning at 10am at the Fawn Lake Club House.
- f. Document Review-Gerhard explains that the committee presented a motion before the board to consider changing the wording used in our documents to align with the Uniform Planned Community Act. The committee would like to use the word "assessment" to replace dues, fines, fees, etc. in the governing documents. They would like to standardize the language. June asked if the committee will be doing a town hall on the proposed covenants. Gerhard answered yes.
- g. Fire Prevention-Jim Fox-Everything is good. Smokey turned 75 years old last week. The sign is looking worn. He is trying to get him fixed up.
- h. Beautification-Leatrice Langer-The community looks wonderful. She says it is all due to Tom Thompson and his maintenance department. Bruno seconds Leatrice's statement. He adds that we have done so much in house from the Tiki expansion to the extended patio. He stated that maintenance has a lot of talented staff working in that department. Jim added that they do their work quickly too.
- i. Ski RFI/RFP-Ed McClary-The Committee is on hiatus until there is a new pass system in place and data has been collected.
- j. Pass Policy Review-Gerhard Buhler-He hasn't met with Randy yet regarding the plan and budgeting for the new scanning system. The target is to budget for that system in the next fiscal year.

k. Amenities-Anthony Falcone-Absent.

President's Report-June Carrozza-This is the first meeting of her presidency. She is getting caught up on everything that is going on in the community. There are going to be a few town halls scheduled on various topics. A master calendar is being created for the board, listing all meetings that will be taking place throughout the year.

Manager's Report-Randy Schmalzle-see attached.

Eugene asks about the road shoulders near the pond, if they will get repaired. Randy explained that area is on the road bids for this year. The road bids will be opened at the next board meeting. June asks about the senior discounts at the market and Summit. Randy spoke to Nick and Linda about it and they will look into different options. She asked about a possible discount at the market. Randy stated that he struggles with that idea at the market. The market is having difficulty now and he cannot see giving things away. He will have a definite answer for the board next meeting. Jim brought up the idea of leasing the market out to another company. Randy answered that is a board decision. Jim asks about the surplus equipment for sale. Randy clarified that the items will be on eBay, August 10<sup>th</sup> for bidding. Gerhard asked about the merger of the cell companies on the tower, will our income decrease? Randy answered that he did not know.

**Old Business:**

Peter would like to know the status of the online phone systems. Randy will follow up.

Bylaw Changes-The Document Committee would like the board to approve a motion to send proposed changes of the bylaws to the membership. These are clean-up items that would bring our document current as to the way tasks are done in the community. The proposed motion was sent to the board along with a side by side comparison of what is current and what the proposed changes are. June explains that mailings will continue, and this is futuristic with the notification of GMMs.

**New Business:**

Broadcast board meetings online-Herman is researching how Masthope can broadcast meetings. There are legal and privacy concerns. The board is looking for transparency. A policy will need to be put in place. We need to get a few board members to create a guideline for the broadcasting. Issues that need to be decided would be how would meetings be recorded, how long would the broadcast be available, etc. Randy has consulted with other communities and how they handle their meetings. He will continue to gather more information from surrounding communities and present his findings to the board. Alan Young, our legal counsel, is concerned about legal consequences. Nick Haros, Alan Young's partner is familiar with the recording process. Gerhard has a lot of concerns, among them retention periods and authentication of users. The board would like more members attending meetings, so the membership would know what is being discussed at the meetings. Herman added it is not only attendance of meetings but growing number of commentaries. He has heard from numerous

amounts of members that 8:30am on a Saturday is not a convenient time to hold a meeting. Everyone at this meeting made an effort to be here. There is a need to make meetings more accessible. Individuals that cannot make the meetings need to have access to the meetings also. He expressed that we need to have a recording policy in place. Gerhard added that he has been an advocate for a private section on website. Herman asks for some volunteers from the board to create suggestions for a recording/broadcasting policy. June, Gerhard and Herman volunteer with Randy's assistance. Randy added that the attorney advises that a professional should sign off on the privacy policy. June added that there is no rush on this. Foster would like the D&O carrier to sign off on the privacy policy also.

Technology update-Herman-The website is antiquated. We should be able to pay assessments online; minutes should be in a private homeowner section online that is not open to the public. He has done research on our web and carrier. It is over a decade old. The company that we use does have updates that we could do. There are passes available that could give access to facilities/amenities. He suggests creating a technology committee. Herman read a draft of a motion for the creation of the Technology Committee. Members should have a technology background.

DMAP-Peter said that he received 50 tags for the hunt. He is asking the board to approve the hunt for this year. There would be the same rules and maps used from last year. Hunting is only Monday-Thursday. The hunters will have to qualify with their bows before they receive the tags. June asked if the hunters needed licenses. Peter answered yes, they do need licenses. A motion is needed annually to approve the hunt.

Bruno asks for the approval of the May Board of Director Meeting Minutes. Minutes were approved unanimously.

Foster reads the motions prior to property owners time.

Property Owners Time 10:19am:

Karen Spano 541FW-She asks Sheldon if all kids operating ATVs take the training course. Sheldon answered that yes, if they are under 16, they are supposed to, and they are supposed to be accompanied by a licensed adult until they possess a driver's license.

Carl Harrison 22FW-He stated the need for a better sound system. Herman will look into a microphone system that will work for the community.

John Grandy 6CM-He asked what will take the place of the spruce trees at the cell tower. Randy answered privacy barrier/slats. John stated that we need trees. He added that concrete work needs to be done at the mailboxes. Randy answered that it will be done.

Karen Spano 541FW-When the compactors are broken and property owners have to use the other dumpsters, they are very high and hard to lift bags into it. There is no handrail either. Randy stated that if that happens again to leave the trash on the ground and maintenance will take care of it.

Rose Perrotti 164RF-When the mailboxes are getting installed can a handrail be installed also? Randy answered yes, a handrail can be installed. She would also like a cut in the concrete for seniors that have difficulty with the step. Randy said yes, they can.

Karen Spano 541FW-She asks about the goals for the deer program. Peter explains that they can harvest 50 deer.

Rose Perrotti 164RF-If a female deer is killed that had the potential of having 2 fawns, we reduced the population by 3 deer. If we went after the male deer that could impregnate multiple female deer, we could eliminate so much more of the population. It was answered that it is state governed as which deer can be hunted.

**MOTION 01:07:27:19**

**Whereas the community's technology capabilities may be improved for both the efficiency of operations and engagement of its members**

**Therefore be it resolved that the Masthope Mountain Community Board of Directors establishes a special committee on technology of no more than five (5) members. The technology committee will be charged with reviewing current capabilities, along with pending projects and long term goals, from a technical perspective the review shall result in returning to the board with strategic recommendations and plans to improve the same. All members shall have a professional technical background.**

**FIRST: HERMAN MATFES**

**SECOND: JUNE CARROZZA**

**MOTION PASSES: FOR 10, AGAINST 0**

**MOTION 02:07:27:19**

**Whereas the Document Review Committee has made recommendations to provide changes to the Masthope Bylaws and**

**Whereas these changes need to be approved by the Masthope Membership**

**Therefore be it resolved that the Masthope Mountain Community Board of Directors approve the attached motion to be sent to the community and be voted on during the November General Membership Meeting.**

**FIRST: GERHARD BUHLER**

**SECOND: JIM FOX**

**MOTION PASSES: FOR 10, AGAINST 0**

**MOTION 03:07:27:19**

**Whereas the minutes of the election of the executive committee reorganization meeting after the general membership election meeting occurred**

**Therefore be it resolved that the Masthope Mountain Community Board of Directors approves/disapproves the minutes of the reorganization meeting of July 13<sup>th</sup> 2019**

**FIRST: FOSTER MCCOY**

**SECOND: PETER TORCHIO  
MOTION PASSES: FOR 10, AGAINST 0**

**MOTION 04:07:27:19**

**Whereas the deer population has a negative impact on Masthope's ecosystem**

**Therefore be it resolved that the Masthope Mountain Community Board of Directors approves DMAP hunting with the rules to be forth coming. These rules must be approved prior to the hunt. (SEE ATTACHED)**

**FIRST: JUNE CARROZZA  
SECOND: RICH NEIDKOWSKI  
MOTION PASSES: FOR 10, AGAINST 0**

**MOTION 05:07:27:19**

**Whereas there is a need for additional mailboxes due to additional full time residents**

**Therefore be it resolved that the Masthope Mountain Community Board of Directors move to provide two additional mailbox pods in order to meet the need for mailboxes cost not exceeding \$3,000 to be funded from the MMC BOD Capital Contingency Fund.**

**FIRST: BRUNO DEVINCK  
SECOND: GERHARD BUHLER  
MOTION PASSES: FOR 10, AGAINST 0**

**MOTION 06:07:27:19**

**Whereas there is a need for the strategic planning committee to release the first of the community surveys**

**Therefore be it resolved that the Masthope Mountain Community Board of Directors will vote to approve/disapprove the release of the first of the surveys to poll the opinions of the community**

**FIRST: BRUNO DEVINCK  
SECOND: HERMAN MATFES  
MOTION PASSES: FOR 10, AGAINST 0**

**MOTION 07:07:27:19**

**Whereas it is Masthope Mountain Community policy to notify PLCB and necessary banks of new officers**

**Therefore be it resolved that the Masthope Mountain Community Board of Directors two new board members: June Murphy Carrozza and Herman Matfes and existing board members Eugene Principe, Rich Neidkowski, Jim Fox, Peter Torchio, Bruno deVinck, Gerhard Buhler, Foster McCoy, Anthony Falcone and Ed McClary.**

**FIRST: JUNE CARROZZA**

**SECOND: GERHARD BUHLER  
MOTION PASSES: FOR 10, AGAINST 0**

**MOTION 08:07:27:19**

**Whereas it is Masthope Mountain Community policy to safeguard assets with two signatures on checks**

**Therefore be it resolved that the Masthope Mountain Community Board of Directors lists June Murphy Carrozza, Gerhard Buhler, Foster McCoy, Anthony Falcone and Peter Torchio to provide two signature verification. Kelli Myers, office manager, as a signer on the Summit account.**

**FIRST: JUNE MURPHY CARROZZA  
SECOND: GERHARD BUHLER  
MOTION PASSES: FOR 10, AGAINST 0**

**MOTION 09:07:27:19**

**Whereas MMC legal representation, UPCA, and the proposed draft Declaration of Covenants defines 'Assessment: as all assessments levied by the Association against a Lot either as an annual common expense assessment, a special assessment or other charge. The term shall also include fees, late charges, interest, costs, expenses, legal fees, etc.' and**

**Whereas the Document Review Committee (DRC) recommends updating Bylaws for consistency purposes to replace all general and special fees levied against a lot, such as dues, with the word 'Assessment'**

**Therefore be it resolved that the Masthope Mountain Community Board of Directors approve the DRC to draft a Bylaws change to use 'assessment(s)' to replace all current terms used to denote an expense(s) levied against a Lot. DRC is directed to provide for the Board and potential GMM approval an outline of where all proposed updates will occur.**

**FIRST: GERHARD BUHLER  
SECOND: JUNE MURPHY CARROZZA  
MOTION PASSES: FOR 10, AGAINST 0**

Public Meeting Adjourned 10:40am.  
Executive Session began 10:55am.  
Executive Session ended 12:30pm.  
Meeting Adjourned 12:31pm.

Treasurer's Report for Period Ending June 30, 2019

Unaudited

Collections - YTD

	Jun 18	May 19	Jun 19
Total	2042	2038	2038
Billable	1744	1718	1718
Paid in Full	1392	1334	1385
Percent	79.8%	77.6%	80.6%
Outstanding - Lots	352	384	333
Outstanding - Dues		\$645,063	\$442,340
Total Bad Debt Lots	53	31	31

Unrestricted Income and Expense - YTD

	Jun 18 YTD	May 19 YTD	Jun 19 YTD
Revenues to date	\$2,163,395	\$2,143,612	\$2,328,720
Expenses to date	\$457,297	\$221,324	\$437,921
Net Surplus (deficit)	\$1,706,099	\$1,922,288	\$1,890,799
Margin (Net/Revenue)	78.9%	89.7%	81.2%

The Summit - YTD

Revenues to date	\$186,008	\$98,030	\$207,466
Expenses to date	\$245,612	\$154,760	\$266,444
Net Surplus (deficit)	(\$59,604)	(\$56,730)	(\$58,977)
Inventory		\$48,928	\$44,248

The Market Place - YTD

Revenues to date	\$74,312	\$42,627	\$85,159
Expenses to date	\$107,500	\$55,499	\$102,757
Net Surplus (deficit)	(\$33,188)	(\$12,871)	(\$17,598)
Inventory		\$28,682	\$0

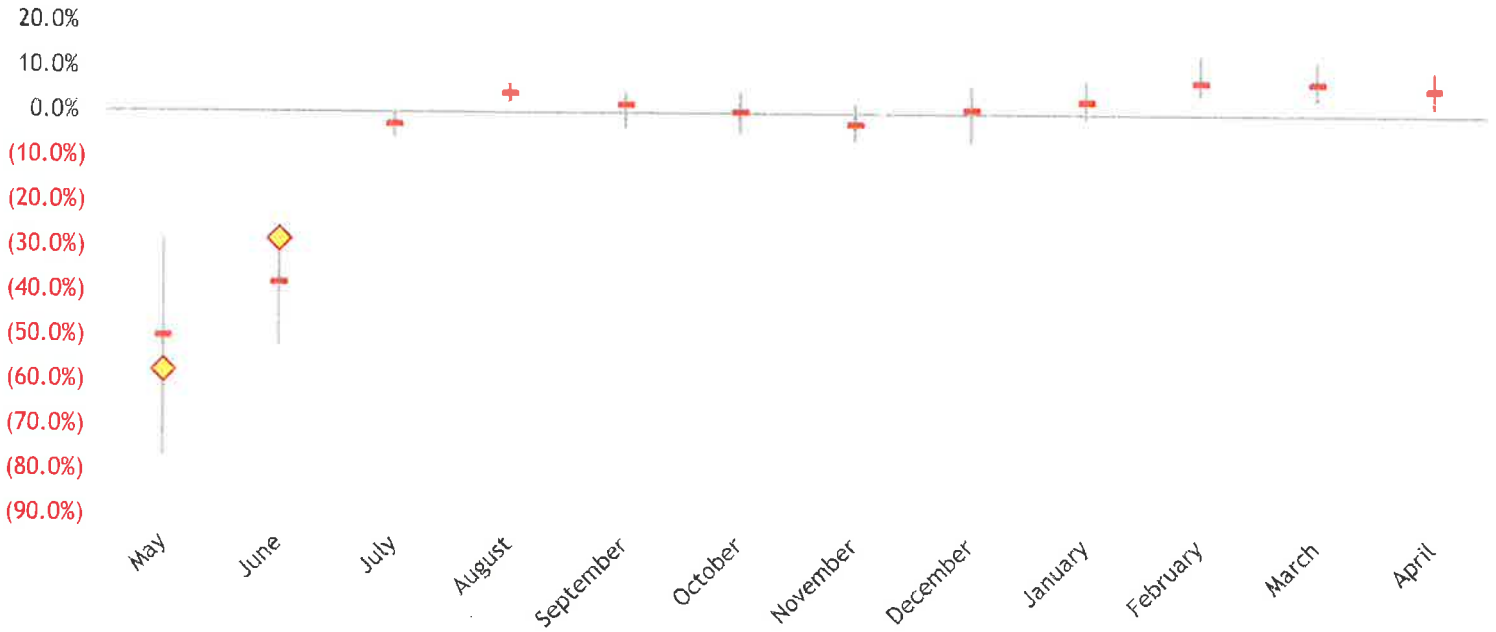
Summit/Market Net Surplus (Deficit)

	(\$92,792)	(\$69,602)	(\$76,575)
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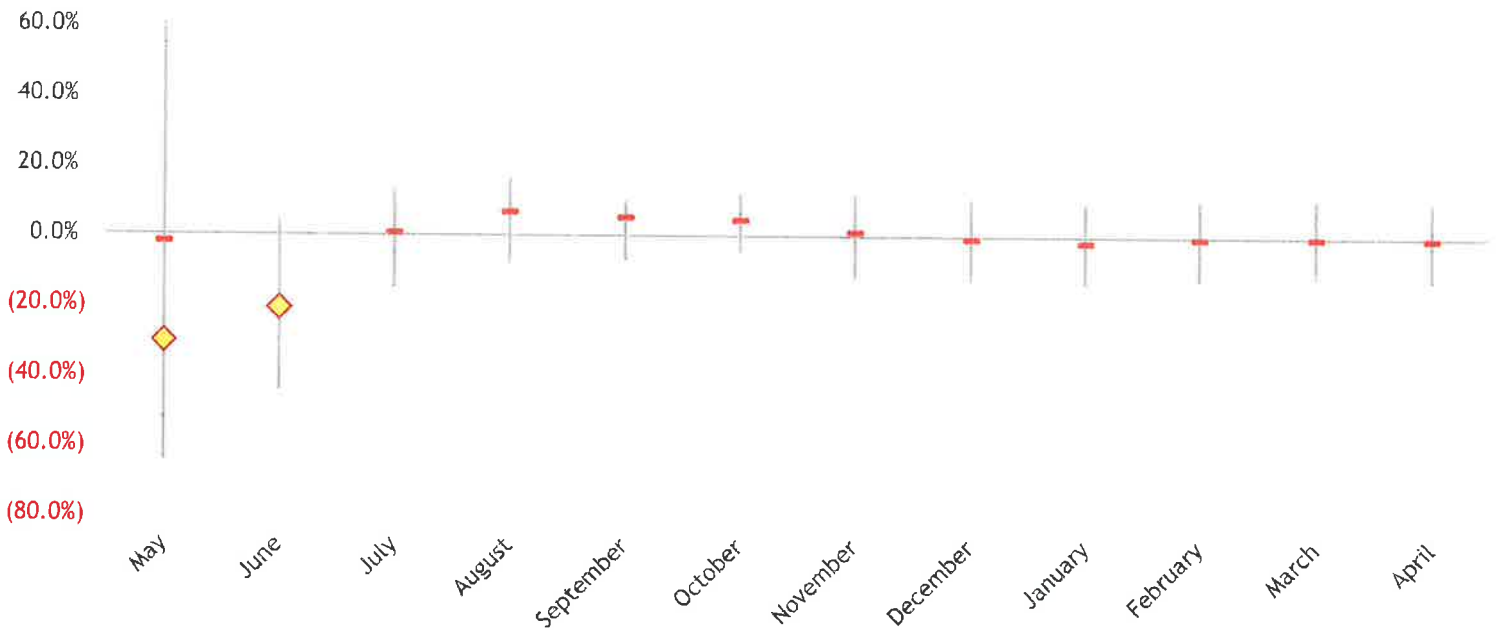
## SUMMIT CHART - YTD MARGIN

High Low Average Current



## MARKETPLACE CHART - YTD MARGIN

High Low Average Current



	NEW H	ADDITION	DECK	GARAGE	SHED	SIDING	ROOFING	TREE	BURN	PAINT/STAIN	SIGN	LANDSCAPE	DRIVEMWAY	PROPANE	DUMPSTER	TOTAL
<b>Jun-18</b>	0	0	6	0	1	0	2	17	8	11	3	0	25	0	2	51
<b>Jul-18</b>	2	2	2	2	2	0	1	16	8	11	4	0	13	2	1	67
<b>Aug-18</b>	1	1	3	0	3	2	1	10	5	6	12	0	10	3	1	58
<b>1-Sep</b>	4	1	0	6	4	0	0	4	11	4	2	0	5	2	1	44
<b>18-Oct</b>	1	0	0	5	2	1	4	10	4	2	1	0	8	1	5	45
<b>Nov-18</b>	1	0	2	1	1	0	0	3	7	3	9	0	1	3	3	34
<b>Dec-18</b>	2	0	0	0	0	0	0	1	0	0	8	0	3	1	1	16
<b>Jan-19</b>	2	0	0	0	0	2	2	3	3	0	2	0	1	1	3	18
<b>Feb-19</b>	3	0	1	1	0	0	1	0	0	1	9	0	1	3	2	22
<b>Mar-19</b>	9	1	0	0	0	1	3	5	4	0	2	0	1	11	1	28
<b>Apr-19</b>	0	2	0	3	0	2	2	9	9	4	4	1	0	3	5	37
<b>May-19</b>	1	3	2	3	0	0	3	10	5	8	8	2	7	2	4	58
<b>Jun-19</b>	1	3	5	2	2	2	8	8	11	16	4	0	17	0	2	81
<b>Jul-19</b>	0	0	3	0	0	1	3	5	2	5	0	1	0	0	1	21

## Managers' Report

July 27, 2019

### Projects:

1. Top of Mtn – Final grade and seeding in the fall
2. Drainage Repair – Work completed

### Public Safety

1. Generally busy summer.

### Maintenance

1. Surplus Equipment sale – See attached sheet of equipment to be sold. All items will be listed on EBay, the auction will begin on August 10<sup>th</sup>. Notice of the sale will be posted to alert members of the sale.
2. New Pool heater installed.
3. Repair completed to the pool pump. Delayed opening by 2 hours for one day.
4. Grounds work continue
5. Replacing large drainage pipe on Pioneer Drive.
6. Roadside mowing and cutting continues.

### Food and Beverage

1. Staffing changes have been done. Nick, Linda and Paula are working as a team to oversee management. Each have their areas of expertise; they are working together very well.
2. Staffing is very difficult, we are looking for line cooks and other help.
3. Marketplace staffing – We have advertised in all fashions and have not been able to find staff.

### Administration

1. Mail boxes – Comments were made at the General Membership meeting about seasonal or part time residents having boxes at Mashope. We have contacted the Post

master who explained the requirements for having a local box other than a PO box. The POC office cannot get involved in the post office requirements for having a box, people must contact the Post Office.

2. Purchase of additional mail boxes – The community is responsible for the purchase and installation of mailboxes, once installed the keys are given to the Post office who is responsible for assigning them. The number of boxes used has reached capacity of the existing boxes, we need to purchase additional equipment.

The cost of an additional bank of boxes which has 16 boxes and 2 oversized boxes is \$1370 each for 2. Installation will cost approximately \$200.

This is a unanticipated capital expense, I ask that the BOD approve this purchase of 2 additional mail boxes for a cost of not more than \$3000. Funding should come from the BOD capital discretionary funds.

3. Cell tower – A recent question was asked about the carriers on the tower. Currently the is Verizon, Sprint and T-Mobile. Sprint and T-Mobile are under construction at this time.

Current income on the tower is \$1200 per month.

We have asked that the dying spruce trees around the enclosure be removed and privacy slats be installed.

Equipment to be sold	Minimum Bid
2002 GMC 2500 HD	5000
1995 Ford Van	700
2005 Ford F350	4000
2007 Dodge Charger	500
1990 International 4700	2500
2009 Kubota RTV 900	3000
1987 International 1954	3500
1999 International 4700	4500
7.5 Fisher Plow	50
Alamo mower	30
11' Plow	300
9' Western Pro Plow	100
12' Trailer	100
Compactor	500