

**Masthope Mountain Community
Board of Directors Meeting
April 25, 2020**

Transcriber: Kelli Myers
Teleconference (no recording)

8:33 AM Meeting called to order.

Roll Call: Present Gerhard Buhler, June Murphy Carrozza, Bruno de Vinck, Anthony Falcone, Jim Fox, Herman Matfes, Ed McClary, Foster McCoy, Maria Porter, Eugene Principe, and Peter Torchio

Bruno added the adapted procedure for collecting signatures for the candidate's petition necessary to run for the of Board of Directors to Old Business.
The Agenda was approved unanimously.

Bruno asked for the approval of the Minutes from the February 22, 2020 Board of Directors Meeting, Special Meeting held March 12, 2020 and Special Meeting held March 20, 2020.
All Minutes were approved unanimously.

Treasurer's Report- for period ending March 30, 2020-Gerhard Buhler-see attached.
Treasurer's Report was approved unanimously.

Correspondence Report-see attached.

Committee Reports will not be given during this meeting.

President's Report-June Carrozza-see attached.

Manager's Report-Randy Schmalzle-see attached.

Old Business:

The mailing for the July GMM was sent to property owners regarding the proposed bylaw changes.

The approval of the Community Management contract with Recreation Management will be a motion presented before the Board today.

New Business:

It was explained how active the Board has been during this difficult time. There have been electronic motions that have been passed that will be memorialized during this meeting.

Anthony reads the motions.

Eugene asked about possibly purchasing a smaller vehicle for public safety. Randy responded that it is best going with the larger vehicle. The vehicle will be fully equipped with all necessary public safety equipment. Further discussion continued.

Bruno asked if the focus from Aqualink was mainly controlling the milfoil. The response was yes and that the approval of the contract with Aqualink would be a motion to be presented during this meeting.

Anthony and Gerhard explained the new electronic procedure for submitting signatures for a candidate to run for the Board. The deadline for submission is May 15th. June explained this will make the process easier during the current conditions. Herman added that whoever decides to run should collect extra signatures in case someone is not in good standing.

June discussed the proposed new rules at the pool. Randy clarified that smoking will be prohibited in the pool area. See attached.

Property Owners Time 9:13am:

Michelle Dragan 233FW-She was concerned about being compliant with social distancing at the pool and beach. She suggested reducing the number of seats or set up designated times and possibly not allowing renters at these facilities. Randy responded that we would follow the Governor's recommendations. He added that the Governor mandated that all rentals must be no less than 30-days until further notice.

Robert Kormendi1018FW-He asked about homeowners' passes and if any changes occurred. June explained that no pass policy changes have taken place. Randy added that no changes will take place without a townhall for property owners to express their opinions.

Louis Bell 347FW-He asked if Masthope was using a police package regarding the purchase of the public safety vehicle. He suggested that the community may be able to coordinate with local municipalities to lessen the costs. Randy answered that the vehicle is a police package however we do not qualify to join the municipalities.

Ryan Lear 345FW-He thanks the Board for having the teleconference meeting. It works well.

Rose Perrotti 164RF-She thanks everyone for the outstanding job of maintaining business operations. She would like to see some new beach rules go into effect. She would like the Board to consider not allowing tents on the beach. Randy answered that they could reevaluate the beach rules.

Ivy Skow 651RF-She would like the pool rules to include no vaping in the pool area as well. Randy answered yes that can be included. Discussion about pool capacity ensued. Capacity information will be posted on the web.

Tom Brown 701CM-He would like to see the some of the suggestions from the Pass Policy Committee that are not being considered to be removed from the proposal.

Mark Bednarz 1045FW-He is asking about contractor restrictions that are in place. Randy answered that construction may begin May 1st. He continued that there was one confirmed case of COVID-19 in Masthope. Lackawaxen has very few cases. June added that there is not as much testing being done in PA as in NY.

John Schulken 543RF-He asked where he can find summer job applications. Randy answered that he can find them online.

John Mangan 104FW-He thanks everyone for the work that they do and continue to do. He would like to see improvements at the boat launch area. He feels it is dangerous and there is limited visibility. Randy answered that they will look at the area and see if any changes can be made. It is a limited space.

Christine Brown 701CM-She would like the Board to review the floats that are permitted at the lake. She is concerned about safety. Randy answered that they can re-evaluate what rafts and floats can be used.

It was announced that there was a total of 87 participants in today's meeting.

There was a brief discussion regarding 14-day self-quarantining and no way of enforcing it.

The Board proceeded to vote on motions.

MOTION 01:04:25:20

**Whereas one of Masthope's Public Safety vehicles is in need of replacement, and
Whereas funding for a new vehicle is identified in the Restricted Reserve Account -
General**

**Therefore, be it resolved that the Masthope Mountain Community Board of Directors
approves the purchase of a new Public Safety vehicle, to be paid from the Restricted
Reserve Account - General, at a cost not to exceed \$42,000.**

FIRST: Bruno de Vinck

SECOND: Herman Matfes

MOTION PASSES: Unanimously

MOTION 02:04:25:20

**Whereas, lot 121MR situated adjacent to the Community fitness center has become
available for sale, providing Masthope Mountain Community an option for future
expansion and use**

Therefore, be it resolved that the Masthope Mountain Community Board of Directors approves the purchase of lot 121MR at a total cost not exceeding \$40,000 including closing costs and legal fees. Funding to come from two sources: \$15,000 from Real-Estate Fund and \$25,000 from Board Capital contingency.

FIRST: Gerhard Buhler
SECOND: June Carrozza
MOTION PASSES: Unanimously

MOTION 03:04:25:20

Whereas capital assets have been identified for replacement as part of the annual budget process,

Therefore, be it resolved that the Masthope Mountain Community Board of Directors approves the following purchases, to be paid from the Restricted Reserve Account - General:

- RTV for the stables, not to exceed \$12,000
- Mower, not to exceed \$15,000
- Lake and Pool furniture, not to exceed \$7500
- Tiki furniture, not to exceed \$7500
- Grounds replenishment work (Lodge, POC area), not to exceed \$5,000
- Picnic tables, not to exceed \$2000

FIRST: Jim Fox
SECOND: Marie Porter
MOTION PASSES: Unanimously

MOTION 04:04:25:20

Whereas, there is a yearly need to treat invasive vegetation in portions of Westcolang Pond, including the Beach area, Briar Pond (snow pond), and Remembrance Pond and Whereas permits need to be obtained prior to spraying

Therefore, be it resolved that the Masthope Mountain Community Board of Directors approves the contract with Aqua Link Inc. to treat the portion of Westcolang Pond (as outlined on map, cost \$6850), Beach area (cost \$2295), Remembrance Pond (cost \$795), and Briar Pond (snow pond, cost \$2025), for a total cost of \$11,965.

FIRST: June Carrozza
SECOND: Eugene Principe
MOTION PASSES: Unanimously

MOTION 05:04:25:20

Whereas, there is a need for a new contract with a Management Agent and Whereas Article III, Section T Subsections 1 and 2 in our Bylaws gives the Board of Directors authority to make contracts with managing agents not to exceed 3 years.

Therefore be it resolved Masthope Mountain Community Board of Directors approves the contract with Recreation Management commencing on May 1, 2020 and terminating on April 30, 2021. The contract is attached to this motion.

FIRST: Bruno de Vinck
SECOND: June Carrozza
MOTION PASSES: Unanimously

MOTION 06:04:25:20

Whereas time critical decisions had to be made by the Masthope Community Board of Directors via electronic voting on motions, and
Whereas these motions need to be memorialized in a regularly scheduled board meeting,

Therefore, be it resolved that the Masthope Mountain Community Board of Directors memorializes the following motions:

- Motion 01:03:05:20, Truck purchase, Approved 10 yes, 0 no, on March 05, 2020
- Motion 01:03:23:20, Mail bylaws amendments, Approved 11 yes, 0 no, on March 23, 2020
- Motion 01:04:09:20, Hardship payment plan 1, Approved 9 yes, 0 no, on April 9, 2020
- Motion 02:04:09:20, Hardship payment plan 2, Approved 9 yes, 0 no, on April 9, 2020

FIRST: Anthony Falcone
SECONG: Eugene Principe
MOTION PASSES: Unanimously

The memorialized motions follow:

MOTION 01:03:05:20

Whereas Masthope Mountain Community is in need of replacing plow trucks, and
Whereas replacement funds have been identified in the Reserve Study, and
Whereas due to current weather conditions, a large selection of used plow trucks in very good condition is available at discounted prices,

Therefore, be it resolved that the Masthope Mountain Community Board of Directors approves the purchase of two plow trucks including transfer, taxes and any needed setup for service in Masthope at a total, combined cost of not exceeding \$65,000 to be paid from the Restricted Reserve Account - General. This Electronic Motion shall be confirmed through regular motion at the next public Board of Directors meeting in March, 2020.

FIRST: Anthony Falcone
SECOND: Gerhard Buhler

MOTION PASSES: Unanimously

MOTION 01:03:23:20

**Whereas the Document Review Committee has made recommendations on updates and changes to the Masthope Bylaws, and
Whereas any amendments of the Bylaws need to be approved by the Masthope Membership:**

Therefore, be it resolved that the Masthope Mountain Community Board of Directors approves the attached Motions and Explanations of Amendments to be sent to the community and to be voted on at the July General Membership Meeting. A Directed Proxy for these Motions will be sent separately at a minimum of 30 days prior to the July General Membership Meeting.

**FIRST: Gerhard Buhler
SECOND: Eugene Principe
MOTION PASSES: Unanimously**

MOTION 01:04:09:20

**Whereas common expense assessments for operating and capital expenses are due on May 1, 2020, for the 2020-2021 Fiscal Year, and
Whereas the impacts of the ongoing COVID-19 pandemic are expected to create potential hardship for many property owners, and
Whereas an expedient administration of hardship payment plans is needed,**

Therefore, be it resolved that the Masthope Mountain Community Board of Directors approves the following additional payment plans for the 2020-2021 Fiscal Year only. All existing rules for assessment payments remain in effect.

Hardship Payment Plan Option 1

- A letter needs to be addressed to the BOD explaining the hardship
- The standard 6-months payment plan will be offered with a 50% reduction in interest (no interest charged in first 3 months)
- Member will continue to be in Good Standing as long as all payment plan conditions are fulfilled.
- A prepayment option is available

Hardship Payment Plan Option 2

- A letter needs to be addressed to the BOD explaining the hardship
- A new 8-months payment plan will be offered, which allows lower monthly payments compared with the 6-months plan. Interest will be charged at the same rate as the existing 6-months plan and will not be waived.
- Member will continue to be in Good Standing as long as all payment plan conditions are fulfilled.
- A prepayment option is available

The Board of Directors authorizes management to administer these new hardship options.

This motion will automatically be rescinded without additional vote on April 30, 2021.

FIRST: Gerhard Buhler

SECOND: June Carrozza

MOTION PASSES: Unanimously

MOTION 02:04:09:20

Whereas common expense assessments for operating and capital expenses are due on May 1, 2020, for the 2020-2021 Fiscal Year, and

Whereas the impacts of the ongoing COVID-19 pandemic are expected to create potential hardship for many property owners, and

Whereas current rules limit payment plans to only one property per member, and

Whereas an expedient administration of hardship payment plans is needed,

Therefore, be it resolved that the Masthope Mountain Community Board of Directors approves the following modification of rules for the 2020-2021 Fiscal Year only. All existing rules for assessment payments remain in effect.

Multiple Non-Combined Lot Payment Rule

- A letter needs to be addressed to the BOD explaining the hardship**
- A new 8-months payment plan will be offered for up to and including two single, non-combined lots, which allows lower monthly payments compared with the 6-months plan. Interest will be charged at the same rate as the existing 6-months plan and will not be waived.**
- Member will continue to be in Good Standing as long as all payment plan conditions are fulfilled.**
- A prepayment option is available**

The Board of Directors authorizes management to administer these new hardship options.

This motion will automatically be rescinded without additional vote on April 30, 2021.

FIRST: Gerhard Buhler

SECOND: June Carrozza

MOTION PASSES: Unanimously

Open Session Adjourned 9:46am (End of Teleconference Call)

Treasurer's Report for Period Ending March 31, 2020

Unaudited

Collections - YTD

	Mar 19	Feb 20	Mar 20
Total	2039	2034	2034
Billable	1719	1714	1714
Paid in Full	1621	1616	1620
Percent	94.3%	94.3%	94.5%
Outstanding - Lots	98	98	94
Outstanding - Dues	\$173,400	not updated	\$169,975
Total Bad Debt Lots	31	31	31

Unrestricted Income and Expense - YTD

	Mar 19 YTD	Feb 20 YTD	Mar 20 YTD
Revenues to date	\$2,720,420	\$2,873,096	\$2,915,186
Expenses to date	\$2,493,520	\$2,442,167	\$2,659,504
Net Surplus (deficit)	\$226,900	\$430,929	\$255,682
Margin (Net/Revenue)	8.3%	15.0%	8.8%

The Summit - YTD

Revenues to date	\$1,612,780	\$1,658,106	\$1,719,776
Expenses to date	\$1,461,184	\$1,479,044	\$1,614,337
Net Surplus (deficit)	\$151,595	\$179,062	\$105,439
Inventory	\$33,760	\$44,195	\$40,928

The Market Place - YTD

Revenues to date	\$445,177	\$459,778	\$489,569
Expenses to date	\$497,329	\$460,034	\$512,856
Net Surplus (deficit)	(\$52,152)	(\$256)	(\$23,287)
Inventory	\$25,268	\$12,456	\$14,052

Summit/Market Net Surplus (Deficit)

	\$99,444	\$178,806	\$82,152
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President Correspondence

39 Correspondences were answered.

Majority dealt with issue surrounding Covid-19. Homeowners for and against closures at beach, lake, playgrounds. How does the BOD justify closure when I pay 3k. Stay at home rules, ATV usage, social distancing, wearing masks. Complaints on garbage area, stopping recycle, requesting for more hours for garbage. Financial impact Covid-19 will have on Community. How to pay dues.

Reminder about vegetation overgrowth at lake swimming area. Management is pricing Aqua link.

A couple were homeowners who wanted to join or form Committees. Views on problems with dues, construction and renters, I asked for solutions and great input from the homeowner was forwarded.

Following up on variance hearing. Different views on upcoming Virtual meeting. Complaint on missing an update on channel 80.

Several on complimenting staff and property owners on social distancing. Donating masks to staff and homeowners. Raising food for the local pantry.

President report:

These are challenging times, but I would like to reassure you the BOD and RMC is hard at work. We are following Gov. Wolf's and the CDC guidelines to keep our staff and homeowners safe. I would like to thank all of you for your patience and assistance. Thank you to our staff. They have gone above and beyond. Thank you to homeowners who have donated masks, food to the local food pantry, and raised money for staff.

We have changed how we function. Limiting staff while keeping our Marketplace and Summit open, providing essential food. The doors may be locked but behind the scenes our staff is going above and beyond for you. Amenity closures, teleconference calls, Special Meetings, emails, weekly updates to our Property Owners, and our first Virtual meeting. Many worry about the financial impact Covid-19 will have, only time will tell. We are a strong community. Our homeowners are paying their dues in full, or on payment plans. Those with a hardship are reaching out. The Financial Committee and RMC have been proactive in having a reserve plan. We will continue to update you weekly.

Stay safe and stay at home, so we all can be together soon.

June Murphy Carrozza

President



Managers' Report

In early March, our way of life was turned upside down because of Covid 19. To adjust and comply with the orders from the government, Masthope has changed operational procedures and shifted priorities to assure the safety of staff and our members. Just like you, our staff is suffering with the uncertainty of the times, many have now been furloughed and wait for the reopening of business.

To project a return to "normal" operations is not easily done. There will be many factors to consider. The most prevalent is social distancing. There will be guidelines from the government on all operational standards effecting how businesses may reopen. Pike County does have active Covid 19 cases with several fatalities, Lackawaxen Township has had very limited cases. With a high concentration of second homes, the county will be greatly impacted by what happens in the metro regions, which are all on different timelines to peak.

What do we see in our future: staff continues to prepare for the opening of the recreational facilities, the pool is open, and staff has been hired. The beach is being prepared, sand ordered, docks under repair, kayaks and peddle boats have been ordered. Food and beverage have been planning and creating new menus as well as preparing to open all venues. You can see we are preparing and will be ready to open when permitted.

Working with the Board, we have scaled back operations and will be scheduling projects. Some projected dates of other projects may change to assure the community is in the best financial position.

The Board has been very active to assure the community continues to move on a positive path and will be in the best possible position coming out of this crisis. Management will continue to work with the Board in getting out regular updates detailing community happenings and actions.

Pool Rules

1. Staff will enforce all rules and may adapt rules under certain conditions
2. Staff may limit or remove flotation devices or ball playing when safety may be an issue
3. No Running/horseplay in the pool facility
4. No flotation devices in the deep end of the pool
5. Users of the diving board or slides must be able to swim without aid to the ladders without the use of floatation devices.
6. Use stairs and ladders to exit the pool
7. A waterproof swim diaper cover must be worn by all non-potty-trained children
8. Drinks are not allowed on the pool deck area, please keep all drinks at the seating area
9. No coolers, food, outside alcohol or glass permitted in the pool area.
10. Bags may be checked by staff upon entering
11. No changing clothes or diapers except in changing room or bathrooms
12. Pool visitors 14 years and younger must be accompanied and supervised by an adult
13. Saving of chairs is prohibited, any belongings left unattended for a prolonged period will be removed.
14. The pool area is a smoke free amenity, there is no smoking inside the fence.

15. Family friendly language and behavior is always expected
16. Any verbal abuse of staff will result in the individual's removal from the pool area immediately
17. Abusive behavior of any type will result in removal from the pool area