

Masthope Mountain Community
Board of Directors Meeting
April 26, 2014

Beach House
Transcription: Donna O'Grady

8:36AM Call to order and Pledge of Allegiance

8:38AM Roll Call: Dan Clark, Ed McClary, Foster McCoy, Paul Bakos, Peter Torchio, Michele Torre, Joe Kosiba, Fred Suljic, Ralph Silvestri
Absent: Steve Stern and Joe Gladis

Additions to the Agenda: Under New Business: e. Holbert Conditional Use and Under Old Business: c. Board SOP's.
Fred Suljic asked the board members if anyone attended the Township Meeting on the 21st of April. No one attended the meeting. Randy Schmalzle stated he would follow up and try and get a report on what went on at the Township meeting.

9:00AM Approval of Agenda as amended – approved

9:03AM Approval of the Minutes
February 22, 2014 Minutes – accepted as given

9:05AM Treasurers Report – Foster McCoy

<u>Collections</u>	<u>Mar – 13</u>		<u>Mar – 14</u>	
Total Lots	2,083		2,081	
Billable	1,784		1,782	
P.I.F.	1,617	91%	1,570	88%

<u>Unrestricted Income & Expense Year to Date</u>	<u>Mar - 2014</u>
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	<u>Jan – y-t-d</u>	<u>Feb – y-t-d</u>	<u>Mar – y-t-d</u>
Revenues to date	\$3,662,981	\$3,953,066	\$4,124,779
Expenses to date	3,265,032	3,651,104	3,908,516
Net Profit (Loss)	397,949	301,962	216,263

The Summit

Income to date	946,374	1,171,503	1,260,469
Expenses to date	946,374	1,106,576	1,179,548
Net Profit (Loss)	(9,617)	64,927	80,921

The Market Place

Income to date	419,952	470,474	505,402
Expenses to date	379,760	421,217	449,583
Net Profit (Loss)	40,192	49,263	55,819
<u>Summit/Market Net Profit/(Loss)</u>	+30,575	114,190	136,740

Report Accepted.

9:15AM

Dan Clark voiced his concern over collections.

Randy Schmalzle explained there is a huge number of property owners that owe less than \$500.00 so 1600 number is well within reach. In general our collections are pretty good and we should reach that number. In addition there has been a rise in payment plans and some of the property owners have been refused because they defaulted last year. They can appeal to the Board of Directors to be allowed to go back on the payment plan. People are not prompt in returning their payment plan letters. In order to go on a payment plan they must return a signed copy of the letter of contract we send them; if they do not they are not considered a member in good standing and they are not on the payment plan. Some property owners went on the payment plan, paying three months so they could use the summer amenities and then not pay the remainder until ski season. We are trying to stop that from happening. Obviously if someone has a circumstance we take that into consideration. Dan Clark agreed with management concerning dues payments and the payment plan. The Board and Management discussed taking over foreclosures. The problem is there are mortgages on the foreclosures and it's not worth it. As far as collections on foreclosures, we can only go back six months and only a certain amount on ECC citations. Karen Kilgallen is working with ECC on collecting citations. Randy Schmalzle stated that a high percentage of the property owners that have claimed bankruptcy are paying their dues on time.

John Castellano stated we met with Karen Kilgallen yesterday and Debi Ferraro is printing out a report of the thirty-one or so property owners that owe one hundred dollars or less. Randy Schmalzle stated that there is a collection process that people do not know about and unless your dues are not paid that process does not come into play. Dan Clark stated that on paperwork that goes out for a payment plan it says please call for your last payment and that's because the payment could be different depending on when your payment was received; it would be a difference in the interest.

Fred Suljic stated that some of the charges could be fines. Randy Schmalzle agreed.

John Castellano stated that in the end the numbers will be in line.

The Board discussed the operating budget, with the surplus and why it cannot be used to lower the dues. Randy Schmalzle stated that until Bill Owens completes the audit we do not have the number for the surplus;

we only have a general idea. Plus we are a Not for Profit organization and rules apply.

Randy Schmalzle stated that we are going to educate the property owners so they are confident in what we are doing. We are going to put together an analysis of the entire collection process and we would like to meet with Dan Clark, Foster McCoy and Bill Owens for their input before we present this to the property owners. It's going to take some time and work to get it all together, but we are working on it. Randy Schmalzle stated that they are also discussing bad debt with Bill Owens and what we can do about it. The problem is again, we are a Not for Profit community so the bad debt cannot be taken off our taxes.

Dan Clark stated no correspondence was received this month, but did explain the correspondence received from Nancy Mawhinney. Nancy Mawhinney requested a copy of the petition from 2010 that changed the POA's to Directed Proxies. Sheldon Langer had a copy of said petition and it was forwarded to Nancy. Sheldon Langer stated he submitted the petition with over 300 signatures. The Directed Proxy does not eliminate the POA's, but there is a procedure the property owner must follow for a POA.

- 9:15AM Sheldon Langer addressed the ski season and how great it was. Sheldon then addressed the ATV class. Sheldon stated that Masthope is looking for a place to take the ATV training class. The youths who are on the list to take the class are allowed to drive their ATV with a parent without getting a citation. Randy Schmalzle stated an area has been located on Butternut Court and he has met with a contractor to develop this course. A motion for \$12,000.00 was passed in 2007 for the ATV trails, but it was approved out of contingency, which is good for only one year so it will have to come up again. Dan Clark explained if a motion was made to take the money from contingency and the project is not done within one year the motion is killed. Dan Clark questioned the proximity to homes on the new proposed course. Randy Schmalzle responded there are 3 houses and they are off Maple Leaf – these roads have been roughed in, so there are no homes built. Sheldon Langer stated also, the area is between wetlands so homes cannot be built in that area. Randy Schmalzle said a letter would be going out before the next board of directors meeting informing the property owners bordering that area of Masthope's intention.
- 9:21AM Dan Clark asked for the Real Estate Report. No report given.
- 9:22AM Dan Clark asked for the Audit Report. Mary Apuzzo stated the Audit Committee is in the process of auditing the fuel. There is no written report.
- 9:24AM Dan Clark asked for the Strategic Plan Report. Paul Bakos gave a verbal report. Paul stated the committee has three drawings from Kiley Associates to review this afternoon. Hopefully it will take one meeting to decide in which direction we should go.

- 9:26AM Dan Clark asked for the ECC Report. Russ Longo was not at the meeting so Peter Torchio gave the verbal report. Peter stated there is a burn ban in effect until May 1, 2014 and we would also like to talk about propane tanks and the three Variance Hearings on May 17th. Randy Schmalzle stated he would have a meeting with ECC concerning the Variance Hearings. The Board of Directors decided that the height of garages being built within Masthope has to be addressed. Randy Schmalzle said that a decision does not have to be made on the date of the Variance Hearing; typically you have 35 to 45 days after. Randy stated he would work with the committee on the height of garages if they would like.
- 9:37AM Dan Clark stated the Westcolang Lake Association meeting is tomorrow regarding dues and new fees for the communities from the State. The meeting is in the Fawn Lake Clubhouse at 10AM; the lake discussions take almost the whole meeting.
- Dan Clark stated he would be chairing the Documents meeting next Saturday and as soon as Joe Gladis signs the Bylaw changes it will be published on the website. The changes cannot be published until the President and the Secretary sign the document. Michele Torre stated the changes should go into our SOP's.
- 9:49AM Dan Clark gave the Presidents Report. Dan stated he is available to meet with property owners on request. Dan met with Jerry Jacobs last night regarding his concerns regarding the bus stop. Fred Suljic stated that Public Safety is doing a very good job with movement at the bus stop. Dan stated Jerry Jacobs will be coming before the Board of Directors and also will meet with Randy Schmalzle.
- 9:55AM Dan Clark asked for the Managers Report. Randy Schmalzle gave the Mangers Report.
- River Park – Work is completed and inspections will be done in the next week.
 - Otteson Property – No work on this.
 - Paving – Proposals will be opened at this meeting.
 - Trash Compactor – Waiting for PPL to tie in electric to service building.
 - Snow Making – Design work and permits are being finalized.
 - House Purchase – Contracts will be prepared once signed inspection and appraisals are done.
 - ATV Training Course – An appropriate site has been found in the McKasky lots area.
 - Aqua – Water main replacement will begin on Falling Waters Blvd. in mid-May.
 - POC Remodel – Permits have been processed; work will be done this spring or early summer.

- Public Safety – Additional officers have EMT training; a summer schedule has been developed with an officer stationed at the boat launch/beach on weekends.

Maintenance:

- Pool – The pool has been opened and repairs are complete. Furniture will be ordered this week.
- Cameras & Security Lighting – We are in the process of installing motion activated cameras and lighting. If motion is detected a message will be sent via text or email immediately alerting us of such.
- Wood Chipper – The chipper was purchased and already in use.
- Landscape – Landscaping will take place at the lodge, pool, and beach and in front of the Administration Building.
- The “Patio” at the beach is being reviewed & a design will be completed in the next weeks.
- Summit – The summer menus will be developed for all areas, staff is being hired and the garden is being planted again.
- Ski – The Mountain has been put to bed.
- Administration – the insurance coverage is complete and proper coverage is in place.
- Invoices have been sent & dues are being received. There have been many requests for the payment plan.
- Staff reviews have been completed.
- Activities - The summer activities center in the ski rental shop will be completed for opening on Memorial Day weekend. The activities calendar is being developed and will be published in all the appropriate areas.
- Fitness - Expanded hours for the summer season have been scheduled and will be posted. Additional programming is being developed, including programs for teens and pre-teens.

Ralph Silvestri asked what the hours are and where are they being posted for the River Park bathrooms. Randy stated they would be put in the Weekly Messages, and the website and the hours are dawn to dusk. Fred Suljic questioned the workers compensation insurance. Randy Schmalzle stated that the company gives Masthope a list of medical providers and that is where our employees must go.

Randy Schmalzle stated he is meeting with Aqua on May 5th about their project in Masthope. We are requiring Aqua to do a wide patch on the shoulders.

Pete Torchio asked if maintenance could dress up the four corners going up Karl Hope Blvd. Pete said maybe if we dressed it up that would deter people from parking there to use their cell phones.

In the River Park area the timer for the lights have to be adjusted; they come on at 4AM.

- 10:26AM Dan Clark opened the floor to Jerry Jacobs.
- Jerry Jacobs spoke about the bus stop and vehicles moving while the children are loading and unloading. There was a discussion regarding how the buses enter the lot and how the parents should park. Randy Schmalzle stated that he would meet with Jerry regarding this issue and send the Board of Directors a briefing on what was discussed and any decisions made. Jerry Jacobs gave kudos to George Blaine and Public Safety for their patience at the bus stop.
- 10:39AM The Electric Signs were discussed. Ralph Silvestri stated he was unhappy with the way the decision was made not to have signs. Ralph stated the signs we have now are not pleasing to look at. The signs he was talking about are digital and look like they are in a picture frame. Joe Kosiba stated if it was a done deal the signs would not be on the Agenda. Fred Suljic stated we should look at the signs Ralph is talking about and then decide. Paul Bakos stated we need to know exactly what products are out there and what the cost would be. Michele Torre stated that it was indicated to Randy not to waste his time looking into an electric sign. Randy stated he would do the research, but he needs more information. Randy Schmalzle stated he needs guidance before he starts to research – placement, electric, heat, décor, size. A heated discussion took place regarding the signs. Randy Schmalzle stated he would do some research before the next meeting and he would meet with Ralph.
- 10:56AM Randy Schmalzle stated he has a package of six (6) kayaks and one (1) paddle boat. The kayaks would be \$3,000.00 for the lot and \$2,000.00 for the paddle boat, totally \$5,000.00. Peter Torchio stated he would like Masthope to purchase two (2) paddle boats and four (4) kayaks. Randy stated that the upcoming water activity are kayaks. A discussion took place regarding the purchase of the six (6) kayaks and one (1) paddle boat.
- MOTION: 4:26:14:1
 Therefore be it resolved that the Masthope Mountain Community Board of Directors authorizes the purchase of six (6) Kayaks at \$3,000.00 and one (1) paddleboard at \$2,000.00 for a cost not to exceed \$5,000.00.
 Maker: Paul Bakos
 Second: Ed McClary
 Vote: 7 – 2; Motion passes.
- 11:09AM Old Business:
 The Board of Directors reviewed the S.O.P. changes, highlighted in red. Dan Clark stated the document committee will review this document next Saturday. Ralph Silvestri was invited to attend the Document Committee meeting. This meeting runs from 8AM to 11AM.
- 11:17AM New Business:
 Fuel Tanks – a discussion took place regarding propane tanks and what size could and should be buried.

MOTION: 4:26:14:2

Whereas there is a need to clarify our current rules regarding fuel tanks be it propane or other fuel.

Therefore be it resolved that the Masthope Mountain Community Board of Directors that all abandoned propane tanks above or below ground be removed from the property with thirty (30) days of abandonment. All new construction and upgrades of existing storage, capacity above two (200) hundred gallons, would require burial unless the applicant demonstrates it is not possible. Replacement of like kind tanks due to age or change of provider will not require burial.

No vote taken.

11:31AM

Dan Clark opened the floor to the property owners.

Al Hartman – 364MR – suggested regarding the electric sign; it should be bullet proof.

Rich Seidel – 578MR – We moved the shed but the emergency phone lines not moved with shed. The emergency phone at River Park is still active, but not at the lake. A phone should be installed for emergencies at the lake for 911 and local calls only.

Dorothy Dexter – 506FW – Requested a sign for the Fitness Center.

Randy Schmalzle stated we are in the process of looking into one. Also, the lights in front of the Fitness Center are always on. Randy Schmalzle stated he would check it out.

Ralph Silvestri stated that if we do get a sign for the Fitness Center it should be two-sided.

Bruno DeVinck -381MR – asked if the bathrooms are complete at River Park. Randy Schmalzle stated we are waiting on the inspection.

Lea Langer – 458MR – Do we know how much we were charged in legal fees regarding the issues with directed proxies, renters, etc. Dan Clark replied yes there have been costs. Randy is in the process of reviewing the legal fees for concerning those issues.

Melissa Silvestri – 175FW – Would like to see cameras at the stables.

Also, on the electric sign we could put the burn ban, etc. on it; this way the property owners would not have to go up to the office for information.

Sheldon Langer – 458MR - Westcolang Village has an issue with the lights on the Beach House. The sodium light that shines into the village is harsh, it's only that one light. Randy Schmalzle stated we will check in to changing the fixture.

Rich Seidel – 578MR – What was the purpose of moving the check-in shed for the boats. Randy Schmalzle state it was discussed last year.

The shed was in an awkward place to check-in the boats and monitor who is coming into the lake at the same time; it's really a catch 22.

Randy said we are also going to have a Public Safety Officer at the lake on weekends.

Rich Seidel - 578MR – questioned if we are going to use the wristbands again this summer and if we are everyone must wear them.

Mary Apuzzo – 919CF – Mary said the bands for the pool and the lake should be the same color. Randy explained because of tracking we do

not use the same colors. If you go to the pool you're pass is scanned and when you go to the lake you're pass is scanned.

Jim Fox – 284FW – When we install the new surveillance cameras are we putting signs up stating this area is under surveillance. Randy said yes we are.

Jim Fox asked the policy at the Summit Bar regarding the number of drinks being served a person. Dan Clark stated that our bartenders have been trained and they have the right to refuse service.

11:58AM

Dan Clark went back to New Business:

MOTION: 04:26:14:1 was amended to read:

Therefore be resolved that the Masthope Mountain Community Board of Directors *Effective 4/26/2014* that all abandoned propane tanks above or below ground be removed from the property within thirty (30) days of abandonment. All new construction and upgrades of existing storage, *capacity above two (200) hundred gallons* require burial unless the applicant demonstrates it is not possible. Replacement of like tanks due to age or change of provider will not require burial. *Additionally there shall be a limit of no more than twenty (20) gallons of gasoline stored on any property. Rules regarding screening shall continue as already written.*

Maker: Peter Torchio

Second: Joe Kosiba

Vote: 8 – 1; Motion passes.

A lengthy discussion ensued over fuel tanks, but the motion passed.

12:19PM

Dan Clark said the next item is the motion for the Market Place facelift. The Board of Directors discussed this motion. Dan stated we do not have a \$50,000.00 limit anymore; it is now 10% of the capital reserve. There needs to be a discussion between Foster McCoy, Bill Owens, John Castellano and Dan Clark regarding this number. If we go below the 10 percent there would have to be an assessment, as of May 1, 2014 we are working under new guidelines.

A discussion of the Market Place upgrades took place. Peter Torchio stated if we're going to spend the money we should do it right. Randy stated these suggestions were put together by Joe Gattuso and Lindsay Cron. Pete Torchio suggested an expansion of the Market Place. Randy stated the community members shot down the expansion of the Market Place. Dan Clark stated that now that the Market Place is making money maybe we should rethink it. The new flooring in the Market Place was not passed for now. Dan Clark said maybe we should just clean it up for now and see what happens two or three years from now. If it is still making money we should do the expansion. Randy explained the big expense is the flooring, which is approximately \$4,700.00. If we want to hold off on the floor fine, but the other items can be done in-house so we do not need the motion. The Board of Directors decided to do the in-house work only.

12:36PM

Dan Clark said the next item is Public Safety and the old Snack Shack. Randy Schmalzle stated for the sake of time let's not even go there. Dan Clark said he thinks it's a good idea and we should talk about it. Fred

Suljic stated he thinks out of sight out of mind. I thought Public Safety was to get an office downstairs in the POC. Randy said there is an office downstairs in the POC. What this building would be is a place for the officers to change their clothes, etc. The problem they have is the office in the lodge is a fishbowl. We have property owners coming in complaining that she saw the officer's gun when he was changing. It would be more of a locker room instead of an office. The office in the lodge would still be the same. Pete Torchio asked what about using it for the lifeguards. Pete Torchio asked if someone gets hurt on the beach where do they go. Randy stated we do not transport injured people; they are taken care of right on the beach. Dan Clark asked Randy to get some more information on this. Randy said he just wanted to see how receptive the Board would be on this issue before doing any extensive research. Ralph Silvestri questioned if the house Masthope is purchasing could be used for Public Safety. Randy responded that's an idea we could look at. The Board of Directors decided to get back to this issue at a later date.

12:42PM Dan Clark said the next item is road bids. Randy stated we received two sealed bids; please remember we do not have to accept the low bidder. Dan Clark opened the bids and stated they are from Wayco and J. R. Linde. There were discrepancies between the two bidders – rates and tonnage differences. Randy Schmalzle was instructed to ask for clarification in writing from both of the bidders. No bid was accepted.

12:54PM Dan Clark said the next item is the Holbort property. Additional information was needed on this issue.

The Board of Directors went into closed session to discuss personnel issues.

1:12PM Meeting Adjourned.

