

**Masthope Mountain Community  
Board of Directors Meeting  
September 27, 2014**

Transcriber: Donna O'Grady  
Location: Beach House

- 8:37AM Call to order and Pledge of Allegiance
- 8:38AM Moment of Silence
- 8:34AM Roll Call: Dan Clark, Ed McClary, Foster McCoy, Michele Torre, Fred Suljic, Bruno deVinck, Cynthia Wyatt, Peter Torchio.  
Phoned: Steve Stern, Paul Bakos  
*Absent: Joe Kosiba*
- Approval of Agenda as amended - Agenda approved.  
Maker: Bruno deVinck  
Second: Foster McCoy
- Approval of August 23, 2014 Minutes – Minutes approved.  
Maker: Bruno deVinck  
Second: Dan Clark
- Treasurers Report - Foster McCoy  
Approved unanimously

	<u>Aug-13</u>	<u>Aug-14</u>
<b><u>Unaudited</u></b>		
<b><u>Collections</u></b>		
Total	2,083	2,075
Billable	1,784	1,775
Paid In Full	1,382 – 78%	1,408 – 79%

**Unrestricted Income and Expense – YTD**

	<u>Aug-YTD</u>	<u>Aug-YTD</u>
Rev. To Date	\$2,513,621	\$2,872,925
Exp. To Date	1,305,621	1,795,603
Net Surplus (Deficit)	1,208,000	1,077,322

**The Summit**

Rev. To Date	321,361	502,377
Exp. To Date	318,995	488,200

Net Surplus (Deficit)	2,366	14,177
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**The Market Place**

Rev. To Date	143,001	214,609
Exp. To Date	139,225	191,420
Net Surplus (Deficit)	3,776	23,189

**Summit/Market Net Surplus (Loss)**

	6,142	37,366
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Correspondence Report – No report

Committee Reports:

*Fire Prevention – Jim Fox*

Jim Fox stated that Bill Dowling, Supervisor, Bureau of Forestry, is waiting for signatures on the paperwork. Due to the Pennsylvania State Police situation it is taking much longer than expected. Bill Dowling would like to make a short presentation at the November 1<sup>st</sup> GMM. The Smokey the Bear sign should be installed by the end of October.

*ATV Report – Sheldon Langer*

Sheldon stated the ATV list keeps getting longer.

D. Clark asked if there is a date for the classes yet. Sheldon responded the classes are usually the second week of July. There are usually eight children in the class. Dan asked how we are going to accommodate all the children that are signed up. Sheldon Langer responded we'll see how many children actually show up and work from there.

Randy Schmalzle said that Jim Dolan of Lackawaxen Township will be issuing the zoning permit for the training area on our property and then I will be back to the Board for final approval.

Michele Torre asked if the trails need any work. Randy Schmalzle said he was back there a few weeks ago and the trails were pretty beat-up from the storm. R. Schmalzle said he has met with the contractor and it should take approximately \$3,000.00 to \$4,000.00 to repair any damage done.

*Ski Report – Sheldon Langer*

It's very busy on the mountain. There are a lot of things going on.

*Real Estate Committee –*

Dan Clark distributed a memo to the Board from the Real Estate Committee and read it into the record:

As requested, the Real Estate Committee has reviewed our current lot sale moratorium status, placed into effect by way of motion on 2-26-2011. After much discussion the Committee recommends the Board amend the current motion.

We believe overall, that the moratorium on sales of Masthope lots should remain in effect. We feel that by limiting new home building in the community to the extent that we can, we will benefit our current homeowners who are interested in selling their current homes.

Competing with new homes has traditionally been very difficult and in this tightened home sale market, we would like to support our property owners as much as possible.

It is however, our recommendation, that we amend the current motion to exclude the sale of Masthope owned lots if the lot is adjacent to a current property owner and they will be joining this lot to their current lot. This supports the Community's plan to maintain green space, limit the taxing of our amenities and overall resources.

Any property owner interested in purchasing an adjacent lot should make their request to the Real Estate Committee so we can review their request and ensure that they meet the requirements for such purchase. This includes ensuring they are a member in good standing, they receive a formal package explaining the process and coordinating with the office staff regarding the payment and processing of paperwork.

As always, if you have any questions regarding this recommendation or would like additional information, please do not hesitate to ask.

Regards,

John Hoglund

Chairperson, Masthope Real Estate Committee

Randy Schmalzle spoke about a property owner who would like to purchase the lot across the road from him. Masthope owns the lot and it is in the same deed as many other Masthope Mountain Community lots. I would recommend this property owner be given first rights to purchase if Masthope ever decides to sell.

*Audit Committee – Dan Clark*

Mary Apuzzo resigned as Chairperson of the Audit Committee. A new Chairperson will be advertised for and an appointment will be made.

Randy Schmalzle said Bill Owens would give a workshop to the new committee on how to audit and what to audit.

*Strategic Plan – Paul Bakos*

The Plan for the top of the mountain is being fine-tuned; how to finance it and if it is going to be done in steps. The spring General Membership Meeting is the target to present the plan to the membership. We are also going to review the Strategic Plan and decide if there are items to be added. Michele Torre is in the process of putting together a task force for Electronic/Social Media, but this will not take place until after the Property Owners Handbook is put to bed.

*ECC Committee – Peter Torchio*

Peter Torchio reported the committee has been out and about.

*Westcolang Lake Assoc. – Dan Clark*

Dan Clark stated the next meeting is the 3<sup>rd</sup> Sunday in October.

*Documents Report – Dan Clark gave a brief summary of what the Documents Committee is reviewing.*

*Presidents Report – Dan Clark*

No Report

*Managers' Report – Randy Schmalzle*

- Otteson Property – Still no contact

- Sewer Laterals and Water Main Replacement – Projects are complete. Black top should be done in October or first or second week in November.
- Aqua Project – Aqua is scheduled to start on Upper Independence and Constitution.
- Snowmaking Upgrades – Equipment is being delivered. The pump house remodel is complete and electrical equipment has been installed. Pipeline construction will begin next week. Both of the new pumps have been delivered and things are going well.
- ATV Training Area – Working with the zoning officer in obtaining a permit.
- Ski Validation – Ski validation stickers and waiver are available in the POC office for property owners.
- Storm Water Repair – Contractor will be on site in the next 3 weeks to complete repairs on Constitution, Robin Way and Laurel. We are hoping to address the ATV trails at that time.
- Entrance – Attached are examples of many entrance signs and designs. *The Board of Directors said they will review the submitted paperwork and get back to Randy Schmalzle with direction.*
- Emergency Access to Falling Waters – I am investigating a possible entrance from Robin Way to River View Acres. I have recently obtained contact information for the President of River View Acres and will call him.
- Update on Pennsylvania State Police Situation.
- Paddleball Wall – Spoke with the Township and they said the wall does not have to come down. If it becomes a problem we can put signage up stating “please don’t play here”.
- Budget – Preliminary budget is being prepared; Dan Clark has been working with management on the new budget. The budget for next year is going to be scary due to the culvert pipe project. We’re going to need to fund at least another \$175,000.00 which is probably going to devastate any other capital that we want to do. It’s a one-time shot; once it’s done we will not have to deal with it again. We have \$275,000.00 sitting there now, but I believe we should have at least \$450,000.00 available for this project. Our intention is to put this project out to bid in February so we can go to the March meeting with concrete information. Fred Suljic suggested getting another engineers opinion on this project. Randy Schmalzle and Fred Suljic discussed the project in detail. Dan Clark said it is not a matter of doing it; it’s a matter of when we are going to do it. Randy Schmalzle said we have the design plans and the permit from the state and we already have approximately \$20,000.00 into this project, but I will do whatever the Board wants me to do.
- Randy Schmalzle addressed the TV for the top of the mountain. The hard number for all weather boxes is \$599.00 to \$899.00 and the television itself would be \$300.00 to \$800.00 depending on size.

- The Public Safety Vehicle – The vehicle is ready to be picked up. We financed \$17,299.00 over three years. This vehicle is a Ford Explorer and designed specifically for police use and is completely up-fitted and ready for the road. Next spring we are planning to purchase another vehicle.  
Public Safety is in training at the activity center today. This course is extensive.
- Maintenance – The pool is closed for the season. There was a rumor that the pool had to be drained for leaks to be repaired before opening this summer. The pool was not drained, there was a small leak and it was repaired.  
Beach House – The odor was taking care – a vent stack had to be repositioned. Summer went well. Still working with contractor on some items. The beach house bathrooms are open for the fall season.  
Lodge Roof – We are working on the leaks in the roof. A contractor is coming in to give us a bid on the job and hopefully then make the necessary repairs.  
Plow Trucks - Plow trucks are being readied.  
Leaves – Please do not blow your leaves in the culverts.  
Summit – Working a new winter menu. We now have a new head chef, Nick Simonelli and he is very talented.  
Michele Torre asked if the bar upstairs could be open during ski season. Randy said he would look into it.  
Mailing – Everything is ready to go we are just waiting for approval. New Staff member in the office, her name is Nicole.  
Ski House – Working with John Klemeyer to adjoin property.  
River Park – Bathrooms are closed for the season.

Peter Torchio said the work that was done on the lodge looks beautiful and all the lights are working. Randy Schmalzle said the front of the lodge has been painted and the back will be painted next week. Peter Torchio asked if Randy Schmalzle knew there was a road from Turkey Circle to Westcolang. Randy Schmalzle said the road comes from the sewer treatment plant to Turkey Circle. Randy Schmalzle said it would be very expensive to develop that road. Peter Torchio and Randy Schmalzle discussed this item. Randy said it is not off the table, but it would not be easy to develop.

Ed McClary said the bricks on the outside of the lodge are falling off. Randy Schmalzle said we are aware; as the bricks pop we are fixing them.

Dan Clark stated that he received an e-mail from Jerry Ferraiuolo requesting a ladder and rope to be left by the lake this winter. Jerry has safety concerns when the lake freezes. Randy said leaving an unsecured ladder; it would definitely walk, we will have to secure it and have Public Safety use it in case of an emergency.

9:54AM

*Old Business: Property Owners Handbook*

Michele Torre stated we did not take out any Rules and Regulations. Things were reworded in a more positive tone. The items highlighted in yellow and the items the managers recommended are highlighted in blue. Some of the changes are as follows:

*Page 8: All additional designated immediate family members who wish to obtain an ID card shall pay a fee of \$100.00 per pass/per fiscal year with a maximum of 4 available within the family lineage.*

*Corporate, LLC & LLP Passes*

*No additional annual passes will be available for properties owned by Corporations.*

*Page 11: Effective January 1, 2015, the owner/landlord will be assessed an administrative charge each time said owner/landlord arranges for amenity usage passes for the lessee as follows: \$100 – administrative fee per rental.*

*Page 12: With the exception of the dog run, no pets are allowed at any MMC amenity or facility; with the exception of Certified Service/Therapy animals.*

*Page 15: It is prohibited to tow more than one person on a tube with a PWC.*

*Page 17: Supervision by a person age 13 or older is required at all times for children under the age of 10. It is recommended that children are never left unattended at any playground or facility.*

*Bathers must use a ladder or the steps to exit the pool.*

*The throwing of balls, Frisbees, or other throwing objects is prohibited. Children who are not toilet trained must wear a swim diaper, and are restricted to the wading pool.*

*Page 18: Fishing is not permitted at this facility with the exception of MMC sponsored events.*

*Page 25: No person under the age of 21 is ever permitted to sit at any bar on MMC property.*

*Page 32, 35, 39 & 44: The Board of Directors will seek legal advice on the subject matter on those pages.*

After lengthy discussions the Board of Directors completed the Handbook.

11:30AM

*Property Owners Time:*

Dan Clark opened the floor to the property owners.

*Sheldon Langer – 458MR - Addressed the request for a rope and ladder for ice rescue at the lake this winter; our Public Safety is not trained for ice rescue and it is too dangerous without training. The Fire Dept. is trained and they must be called.*

Dan Clark asked to please put something in writing addressing this issue and he will forward it to Jerry Ferraiuolo.

*Vickie Graziano – 27MR – questioned the pass system for corporations and a minimum of passes for people who only have two or three designated people. Ed McClary said the whole pass issue is being looked at. Dan Clark said we are having our attorney come up and meet with us concerning this entire pass issue in the near future. Mrs.*

Graziano also asked about surveys or response cards for the different amenities.

Dan Clark stated we used to have response cards.

Randy Schmalzle said there is a Suggestion/Complaint Form in the office that people can fill out; plus social media helps a lot with positive comments.

*Rich Seidel* – 578MR – The Weekly Messages are the same all year, maybe we could put the rules and regulations that pertain to the season we are in.

Leatrice Langer - 458MR – After reading the Handbook I think we should use only one name, renters or tenants, property owners or members, etc. Michele Torre said she will insert definitions in the beginning of the Handbook. Dan Clark explained the difference as stated in the By-Laws. Leatrice stated with that said the beach has been beautiful this fall.

*James Graziano* – 27MR – Regarding the functions that have been cancelled maybe we should run some \$20.00 functions instead of \$40.00 functions. Randy Schmalzle responded we still have to break even. Past picnics have been a flop and we are looking into changing it up. The Snowshoeing event has taken off; but past events just didn't work anymore. Rich Seidel said people wait until the last minute to sign-up and that's a problem for the person planning the event.

12:05PM Property Owners time ended – 12:05PM

The Board of Directors reviewed the Welcome Letter and it was approved.

12:20PM The Board of Directors reviewed the Board of Directors SOP's.

12:28PM Reviews Completed.

Three items moved to the next meeting on October 25, 2014.

Motion: 01:09:27:14

Whereas the Rules and Regulations/Property Owners Handbook was in need of revision and reformatting.

Therefore be it resolved that the Masthope Mountain Community Board of Directors accepted as revised the Property Owner's Handbook dated August 17, 2014

Maker: Michele Torre

Second: Foster McCoy

Motion Passes Unanimously.

Motion: 02:09:27:14

Whereas there was a need for a Welcome Packet to be created.

Therefore be it resolved that the Masthope Mountain Community Board of Directors accepts the Welcome Packet dated September 27, 2014.

Maker: Michele Torre

Second: Ed McClary

Motion passes unanimously

Motion: 03:09:27:14

Whereas it is necessary for the Board of Directors to establish guidelines for Standard Operating Procedures.

Therefore be it resolved that the Masthope Mountain Community Board of Directors accept the SOP (Standard Operating Procedure) Document dated August 10, 2014, revised on September 27, 2014.

Maker: Bruno deVinck

Second: Dan Clark

Motion passes: 8 Yes 0 Against 1 Abstains

Motion: 04:09:27:14

Therefore be it resolved that the Masthope Mountain Community Board of Directors approves the purchase of a large flat screen TV not to exceed the cost of \$1,000.00. The funding to come from monies allocated for use by the Summit Bar and Restaurant; as approved by the Board of Directors.

Maker: Foster McCoy

Second: Peter Torchio

Motion passes unanimously.

Motion: 05:09:27:14

Whereas there is a need to purchase a salt spreader.

Therefore be it resolved that the Masthope Mountain Community Board of Directors approves the amount of \$3500.00 to purchase a salt spreader.

The money shall be taken from the Board Capital Contingency.

Maker: Steve Stern

Second: Fred Suljic

Motion passes unanimously

Motion: 06:09:27:14

Whereas the Board of Directors has received a draft copy of the Annual Audit Report for review.

Therefore be it resolved that the Masthope Mountain Community Board of Directors accepts the report from the auditor.

Maker: Foster McCoy

Second: Dan Clark

Motion passes unanimously

Motion: 07:09:27:14

Therefore be it resolved that the Masthope Mountain Community Board of Directors approves the materials to be distributed to the general membership for the November 1<sup>st</sup> GMM.

Maker: Steve Stern

Second: Dan Clark

Motion passes unanimously

Three items under Old Business were moved to October 25, 2014 Board of Directors Meeting: d. Repository Lots, e. Lot Acquisition, f. Entrance Lots.

12:45PM

Meeting adjourned.