

PAUPACKAN LAKE ASSOCIATION
BOARD OF DIRECTORS MEETING

October 8, 2011

Meeting called to order at 9:00 am at the PLA Office.

Roll Call:

Board Members Rolland Grote, Al Grabon, John Pierro, Kathy May Showers, Bob Semian, Michael McTiernan, Chris Borton

Attorney: Anthony Magnotta

Business Manager: Karen Kilgallen

Finance Chairperson: Leo O'Reilly

Election and By-Laws Chairperson: Carole Seuling

By Laws Chairman: Tony Mazaitis

Rules and Regulations Chairman: Fred Showers (late)

Emergency Management Chairperson: Sam Martin (absent)

Strategic Planning Chairperson: Joe Stack

Reading of the Minutes from the last meeting were read by Kathy May Showers and were accepted with changes.

MOTION to approve made by Michael McTiernan.

SECOND by Chris Borton

APPROVED by all. Motion passed.

Discussion of the method for taking minutes resulted in the decision to send minutes to all board members prior to the meeting. Minutes only need to include what was approved (motions), and what was the vote. Although they do not need to have a blow by blow description, the secretary expressed the need to keep non-attending members informed when these are posted on the web. The reading of the details of the minutes can then be omitted at the meeting. There will be a statement asking if there are any changes to the minutes that were previewed. Then a motion to accept and a vote should take place.

Financial Report (Treasurer's Report)

1. Bank statements were not available yet because our meeting date was changed to an earlier than usual date.
2. Of 420 homeowners, at least 20 properties are not expected to pay.
3. Past dues paid this year look good.

4. The \$50,000 set aside for the spillway this year is going to the line of credit (giving us a net saving of about 5% over keeping it in savings).
5. CD's went to retire the line of credit. The \$14,000 left went to the construction loan.
6. We will be spending \$31,000 for roads, which will come from the emergency fund and Pocono Paving will come out of the capital fund.
7. John Pierro said that we have only \$40,000 from now till year end. That looks chancy.
8. Leo said we are in better shape October 2011 than ever, and we should have a plus at the end of the year.
9. Our Loan: The first five years it is not adjustable.
10. John: The format of our report should be changed to list areas where we have signed a contract. Leo responded that it is in the budget.
11. Leo reported: There are a few lines in the budget where we have gone over budget. The CD's have not been canceled yet. He will complete this soon.
12. The Bank wants Minutes where this was authorized. Also they need a corporate resolution which all Officers will sign. It should then be mailed to anyone who is not present. The closing documents for the Loan will be priority mailed to Rolland.
13. Carol Sueling voiced concern that the dues are already too high and we have people who cannot afford it.
14. Joe Stack's Strategic Plan should help people to understand better.
15. Karen has the tax return to be signed by Roland.
16. Karen prepared a report of duties for clerical staff and requested an additional 8 hours for clerical work. Out of the total cost \$5,000 of the eight hours will be charged under Security, and the remainder to Clerical. The remainder of this year will come out of Non-budgeted expense. Next year the total will be raised from \$28,000 to \$33,000.

MOTION to approve 8 additional hours of clerical time was made by, Rolland Grote,

SECOND by Michael McTiernan

APPROVED Vote was 6 in favor with one, Bob Semian opposed. Motion passed

Financial report was reviewed.

MOTION to accept the financial report was made by, Al Grabon,

SECOND by Rolland Grote

APPROVED by all. Motion passed

Communications/Legal

1. A realtor asked about posting of Real Estate signs at properties for sale. The Board will permit real estate signs if they are in the house window only. None are to be at the street. Tony suggests that if we remove any signs, we should keep track of them.
2. Closing papers have not been received from the bank yet. Their attorney must prepare them. When they are ready, Rolland's signature can be done by mail.
3. The bank requests periodic inspections at our expense. Tony believes the fee to be around \$100 or \$150 per inspection. Their inspector is most likely Mike McLote.
4. The bank will pay each contractor's bill directly. This is standard procedure for a building loan.
5. A review of the costs for road maintenance only was reviewed after Karen did another summary of road expenses. This will need further review in order to come up with a workable standardized percentage of the actual expense.

Committee Reports

ROADS AND MAINTENANCE

1. Pocono Spray is done and Chris would like the Board to approve the final payment for roads. Pipes under all roads (which is a different contract with a different contractor) are not complete. He is waiting for low water.

MOTION was made to approve final payment to Pocono Spray.

MADE by, Rolland Grote

SECOND by Al Grabon

APPROVED BY All. Motion Carried.

2. There was a request to lower speed bumps. Chris inspected and does not see the need.
3. Tony Mazaitis says the speed-bump is located directly outside his bedroom window and trucks rev their engines when going over it.
4. Bob Semian says both speed bumps on West Shore were installed on curves. He does not understand why they were not put on a straight away.
5. Office Building: We need to get a quote from Knopka on a French Drain to direct moisture away from the building.
6. Semian says: West Shore Drive is too narrow by Al Gabon's house and needs to be wider.

SPILLWAY AND DAM

1. Revised drawings have been submitted to dam safety. We are trying to get the area disturbed down to 1 acre for disturbance. Tony Magnotta says if it is any more than 1 acre it may take us a year to get the permit.
2. Letter was responded to by DEP and sent to all Board Members.
3. Rolland has tried to contact the Fire Department and the School Bus Company about plans for the time the coffer dam is erected. Neither has responded.

LAKE

1. Maintenance: If we want any more steps into the lake from the concrete barrier, we should make them while the lake is down. We currently only have one step. Jo Stack says we might try removing the two bulkheads at the east end of the beach where it is shallow for easier access.
2. Our sand in the lake that has crept over the concrete barrier should come out.

SECURITY

1. One property owner left for New Mexico and left trash. There is no forwarding address but they are members in good standing.
2. Forms for Code Violations: Tony says the covenants are clear on the nuisance part. Don't give 30 days notice, give five days.
3. "Garbage trash and rubbish should be kept in sanitary containers and properly removed."
4. Security was asked to get a list of the 36 properties with trash problems. Covenant #12 says five days to conform.
5. 27 properties are in an abandoned state and we will not recover any cost.
6. We must still do it for the betterment of the community.

7. Michael will get a list. Karen will send out 5 day notices and get estimates from Knopka for removal of garbage.
8. PLE sign at the entrance: Tony will research the land ownership.
9. There are currently no grievances.
10. 142 East Shore Dr. Bright light complaint - looks darker on the neighbor's side, but still not adequate. Too bright.
11. Security asked for approval of the Code Violation Warning Notice form. Tony Magnotta asked to change the time period for compliance to five days rather than 10 days in order to comply with Covenants for some offenses.

BY-LAWS COMMITTEE (Tony Mazaitis)

1. We need to set up a blog for responses to the proposed By-Laws.
2. Set up a schedule. Give Tony a final copy with all changes by April 15th. Then Tony Magnotta needs 2 weeks. EVERYONE must get a copy of the final version.
3. Tony Mazaitis is reformatting. Tony Magnotta says we do not need to note dates of all previous amendments.

BUILDING RULES AND REGULATIONS COMMITTEE (Fred Showers)

They are "in process".

Tigue has been approved for 24 trees as long as he replaces at least five trees.

Septic Permit-could not check because the Sewage enforcement office is only there on Wednesday mornings.

Ruzz driveway, not approved yet.

COMMUNITY CONNECTIONS COMMITTEE

No Report

STRATEGIC PLANNING COMMITTEE

The Committee consists of Joe Stack, Mark Thompson and Mike Paradiso

The plan is for 3 to 5 years with the idea of assessing our strengths, weaknesses (which are opportunities) and threats.

Each Committee head should review their vision and then he would like to get them together to review it.

Example of a goal: How can our wildlife best coexist with humans?

Example of Threat: Real Estate Perceptions.

Roads: Ongoing maintenance.

Improvements: Do we want to add amenities like tennis courts?

Security: Appropriate surveillance. Should we be a gated community?

Finances: Endowments

Other items: Compare us to others; dues, amenities.

Joe Stack will email dates for suggested meetings. Committee heads should send information by email to Joe Stack. We should meet before November.

There is no final date to be finished.

The plan should be revisited annually.

New Business

Water Tower:

1. Aqua is in negotiations to buy land on Chipmunk. Storage for water is required for them even though we were approved to do without it when we were the owners of the water system. The Board would like a letter from them (Roz MacMullen) explaining the size, elevation, color and property information. Neighbors will have to be notified.
2. Land at Boat Basin #4.
3. New copy machine for the office. Fred Showers researched and found the Epson workforce 840 on Epson.com. It is a \$300 machine on sale at Best Buy for \$183. It has an automatic loader. The board wants to know if it collates. Information does not say. Karen will be looking at them this week.

MOTION to purchase anew high speed copier that collates and is up to \$400 approved by the office.

MADE by Rolland Grote,

SECOND by Chris Borton

APPROVED by All. Motion passed.

General Membership Meeting

Minutes are typed and are waiting for RG to review.

Adjournment

MOTION to Adjourn at 12:03

MADE by Michael McTiernan,

SECOND by Rolland Grote,

APPROVED by All. Motion passed.