

**Lake Adventure Community Association, Inc.  
Closed Executive Board of Directors Meeting  
Saturday, September 20th, 2008**

The Lake Adventure Community Association Board of Directors held a closed Executive Meeting on Saturday, September 20<sup>th</sup>, 2008 at the Administration Office.

**PRESENT:** Artie Berkey, Ed Rohs, Lenny Masucci, Thomas Annunziata, Alfredo Siaba, Alfonso Alaimo and Marietta Richard.

**MANAGEMENT:** None

**CALL TO ORDER:** Berkey called the meeting to order at 8:45am and requested that all stand and Pledge Allegiance to the Flag.

**REVIEW OF CLOSED MINUTES OF AUGUST 16<sup>TH</sup>, 2008 (08-09-516)**

Motion By: Annunziata

Seconded By: Rohs

All in favor, minutes approved.

**REVIEW OF FINANCIALS**

**Bank Account Balances for August, 2008 (08-09-517)**

Berkey noted that the current 7% commercial loan was locked in until January of 09. Rohs was happy that the Wachovia accounts balances were down under \$100,000.

**Cash Disbursements for August, 2008 (08-09-518)**

Berkey questioned Richard if any checks written looked abnormal. She stated she had a question about Annunziata's phone card reimbursement. Annunziata stated that ALL Board members are entitled to one in order to defray the cost of making calls for LACA business. Siaba stated that he has made several calls for LACA, and was not informed that this card was available for all members. Siaba stated there should be an information packet for new board members presented to them at their first meeting.

Checks in question: **William Bowser** – check for lettering and numbering all LACA vehicles. **TC Lloyd** – Richard stated that the bill for tree trimming does not show where trees were trimmed, nor man hours worked for labor. Berkey requested that this be

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supplied. Siaba stated that the Maintenance Supervisor should be present during the tree trimming in the future. **RKR Hess** – check for their work on the GP5 permit that was not complete. Richard and Birrell completed the permit process for a fee of \$25.00. Siaba informed the Board that Stevens supplied him with a list of studies ordered for RKR Hess by the Board for work to be done, that was turned down by the Board. Annunziata stated he should present this list so all could see. **TLC Tree** – \$975 was paid to them for tree removals for the new electric that did not even need to be removed. (Steven's recommendation)

**CIF Fund Report for August 08 looks good. (08-09-519)**

**Breakdown of Accounts – Dues for August 08 (08-09-520)**

Rohs stated he was happy with the collection rate. Payment plans are doing well with the exception of a few. Delinquent letters are being worked on.

**Write ons/ Write offs for August 08 (08-09-521)**

Motion for approval – 1<sup>st</sup> by Annunziata, 2<sup>nd</sup> by Rohs, write ons/write offs approved.

**Actual vs Budget (08-09-522)**

Berkey stated that the electric bill was very high. It was noted that the new manager should look into finding a better rate for LACA.

The Board briefly discussed the Kitchen and wants it advertised to an outside company. The fee is \$2,000 for the season. The specifics will be discussed at the next closed meeting.

Berkey questioned the income late charges line. DeStefano stated that this was what was billed, not collected. He stated that this line should be eliminated. It will be removed from the Actual vs Budget, as it is not an actual figure and gives a false income figure.

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**APPLICANTS FOR COMMUNITY MANAGERS POSITION**

**Betty White Gross** entered the meeting @9:35am. Currently the Community Manager of Birchwood Lakes and is seeking other options, as sometimes board meetings last until 1:30 in the morning. She is on call 24/7. She is familiar with the DEP and permitting process. Her reputation is that she squeezes the penny until it squeals. Her asking salary is \$58,000 with full benefits for herself and her family.

**Robert Swinton** entered the meeting @ 10:10am. Was the Community Manager of Conasaugh Lake for three (3) years and was let go for reasons they would not say. His job consisted of hands on with all departments, maintenance, recreation, security. Asking salary is \$42,000 without benefits.

**Leslie Santiago** entered the meeting @ 10:45am. Worked for Holiday City as an interim Manager and is currently working at home handling the budget for Pocono Medical Center which is \$7 million. Has a construction background, oversaw maintenance department in Holiday City, along with outside contractors for a 4,000 home community. She can handle any situation, despite her size, will be visible to all property owners, and out in the field as she is also very hands on. Asking salary is \$48,000 with health for herself.

**Architectural Committee Minutes** – Berkey stated he did not agree with getting the Township involved with the unregistered, unlicensed vehicles in Lake Adventure. Letters were sent to the property owners from the enforcement officer regarding the illegal vehicles.

The Board discussed the lateral equipment rental rates, which are extremely high. Our lateral crew is now gone. Annunziata informed the Board what the plan was for buying the backhoe. Every year a piece would be purchased for it, such as a hammer, the drill, the tamper, etc. Two trench boxes were also budgeted for and should have been purchased by Stevens, but they never were. When there were a few mains to be done, equipment that we did not have would be rented one time to do them in one shot. Richard presented the Board with a list of laterals and mains needing work from

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Fitzgerald. She got in touch with a contractor (Joe Grab) who has done work in LACA before. Masucci stated he has a new machine that can go underground without digging up the driveway. Berkey stated to let him come in a see what work needs to be done and submit a bid.

The Board discussed gun shots in LACA. Citations have been issued. It seems that the people are renting a lot in here. There was another occasion where the renter was passed out on the Tennis Court. A letter will be sent to the property owners informing them that this is not allowed in Lake Adventure.

The copy of the 07 Stream Study appears to be okay.

**NEW BUSINESS**

**Scrap Dealer** –Richard found a scrap dealer willing to take refrigerators, a/c's, propane tanks and not charge us for Freon removal. Berkey questioned if he was insured and Richard stated yes. Berkey stated he should supply us with a certificate of insurance, as we are responsible for what he takes away from LACA. He will take the units away and then take the Freon out at his place. Annunziata stated he should have a license number from the DEP because of the restrictions on Freon. Berkey stated we should check him out and ask for his license.

**Laundry Room** – Berkey questioned Masucci what could be done with the laundry room. Masucci stated we can build it up with cement and trusses. The laundry service man will be informed that we want the machines out by Columbus Weekend and he will be paid for the tokens used over the summer. The floor can then be looked at without machines in there, ripped up, and a decision can be made on what will be done.

**Bill for Latin Dance for Glow in the Dark Items** – requests reimbursement for items purchased given out to dance participants. The DJ's wife hands out items for property owners enjoyment. Motion By Alaimo to pay the bill and next year these items should be added into the price of the DJ service.

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**CIF Fund** – Siaba requested that the CIF Fund be reduced to \$500.00. After a discussion, MOTION By Siaba to lower to CIF fund to \$500.00. Seconded By Rohs. VOTE: Annunziata, NO, Richard, NO, Masucci, NO, Alaimo, NO. CIF stays at ½ the yearly dues.

**DIESEL TANK** – Berkey stated that we are in violation from the DEP for using the diesel tank as is. Two bids were received, and the Corey, Inc. bid was accepted for \$10,000 and voted for by the Board. Berkey stated to get the quote and order the tank.

**SPRAYFIELDS** – Berkey stated that the canary grass will grow out of control and will be too hard to harvest without damaging the pipes. The fence needs to be finished first. Then next year 30 or 40 trees can be planted after the dead trees are cleared. Berkey stated we can have volunteers come in and help clear the trees. Siaba stated that Art Smith is looking for work and is willing to work any hours given. Berkey stated it was not necessary at this time to hire anyone. Annunziata stated we should get a professional in to assist in the best way to clear the dead trees.

**CCLA Letter** (no record for minutes) was emailed to all Board members by Berkey. Siaba stated that a form should be filled out requesting whatever info they want. No information should be refused to the CCLA or any property owner within a reasonable time. Richard stated the the CCLA want an audit of our books. Berkey stated they can pay for their own audit. Berkey stated he will bring this up with Clause. Richard suggested that our lawyer and the CCLA lawyer should try to iron things out.

**CATINA (KAREM CASE)** – Catina was let go from the 12 wide issue, but never formally from the Karem Case. Berkey questioned if we thought any money was going to be collected. Annunziata stated this case has gone on for over 10 years, and he doubts it. **Motion By** Siaba to remove Catina from the Karem case. **VOTE:** All in favor. Catina should be notified via certified mail that she is off the case. One of our maintenance men can pick up all prior files from her office.

**MOTION BY:** Annunziata – being the longevity of the suit and the fact that two of the claimants are retired and out of business, and it doesn't look like we will get anything

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out of it except lawyers fees, that we drop the suit, and inform Catina to cease all work on the case. **SECONDED BY:** Siaba – **VOTE:** All in favor.

**Letter From Swimteam** – next year the championships will be held here at LACA and the liaison would like to meet with the Board at the next closed meeting to discuss preparation for these 2 days.

Berkey stated to have Security keep an eye on Pat Moffitt and his friend over on Big Bass. They are splitting wood, and partying and noisy all hours.

Siaba read Katies agreement for compensation time made between herself and Stevens. He also stated that this office needs new windows as they are molding away.

Security will go down to one man effective October 31<sup>st</sup>. Siaba wished there was a way to have a maintenance man cover at night for Security so there will be patrols done.

Annunziata stated he has said for years to keep Dan Matthews on off season for painting, etc. to free up maintenance for other things.

Berkey stated the new property manager will be held accountable for handing out work and making sure it gets done properly and efficiently and also the firing of any worker who does not conform, and reporting to the Board on all accomplishments done.

**PERMITS** – LACA lost money for not requiring people to file a permit for township required permits (deck,platforms,gazebos,screenhouses) with us before going to the

township. Stevens only required the office staff to get the people's name and lot number and what they were going to the township for. This will cease immediately, and it will be publicized that a Lake Adventure permit is required before obtaining the township permit. The township has been in LACA and several people have gotten violations. The old permitting process will allow the Compliance Officer to keep on top of what is being built.

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**TRAILER DEMOS** – Richard stated that LACA makes about \$35.00 per trailer demo as the \$600 fee is too low. Lords Valley Towing charges \$1500. Many of the trailer companies do not remove old trailers any more. After a brief discussion, **Motion By** Richard to charge \$750 per demo, **Seconded By** Rohs, **Vote:** All in favor. **Trailer demos will now cost \$750.00.**

Alaimo presented blow up bouncers (wet or dry) that should be purchased for the kids at the beach or pool so we don't have to rent them and can use it whenever suitable. Berkey stated he was all for it, but would like to table it until next meeting.

**2:20pm – Joseph Birrell – Community Manager Applicant**

Joe stated he feels he is qualified for the job because he is familiar with the operations, the problems, and the players. He is familiar with the Township Officials, the DEP, and many property owners. He has many years experience in management and office procedures as well as real estate. Joe discussed with the Board how he handled recent situations with the township and deck violation, and his notifying the township of a contractor building a deck without a permit. Siaba asked Joe how he felt about Doug. Joe stated Doug needs direction. He has a wealth of information, but he doesn't apply himself or direct his men. Joe also feels that Ray is on top of his job and he has learned a lot about the sewer plant from him. Joe's asking salary is \$60,000, but he is open and will work without a contract.

**2009/2010 BUDGET**

The Board began their budget process by reviewing line by line items and edited certain lines from the Budget Committee as follows:

Before the line by line, employee benefits and salary freeze was discussed. Berkey stated that 25% and no raise was a slap in the face. There will be a 3% raise for employees and there will be a 7% charge for employees insurance.

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DUES INCOME - BASED ON 1600 LOTS	3,040,000
TOTAL OTHER REVENUE -	<u>238,200</u>
Total Income	3,278,200

**INCOME LINE ITEMS CHANGES:**

The only line item to change in the income is the elimination of **Income Late Charges**, because this is what is billed.

**TOTAL OTHER INCOME            238,200**

**OPERATING EXPENSES**

**KITCHEN** - All line items remain the same as committee's

**57,200**

**UTILITIES** - line items that were changed:

**Electric** - 310,000 decreased to 300,000

**Electric Repairs** - 26,000 decreased to 20,000

**TOTAL UTILITIES BUDGET        464,000**

**MAINTENANCE EXPENSES** - There will be 3% raises for all employees and the contribution by employees for their insurance will be 7% for health, but it will remain that they will pay in full for the vision and dental as in the past.

**Salaries** - 328,000 decreased to 260,000

**Payroll Taxes** - 39,400 decreased to 36,000

**Benefits** - 23,100 increased to 36,000

**Supplies** - 7,500 increased to 10,000

**Equipment Repairs** - 3,500 increased to 5,000

**Snow Removal** - 6,000 increased to 10,000

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**Comfort Station Repairs – 4,000 increased to 8,000**

**TOTAL MAINTENANCE BUDGET    462,100**

**RECREATION EXPENSES** – The Recreation Director job will become a salaried seasonal position (with benefits, 7% paid by employee) for 8 months a year. Employee will be laid off for the months of Dec, Jan, Feb and March, and will be able to collect unemployment. Insurance will also be dropped for the months laid off.

**Salaries – Rec Director – 19,200 increased to 23,750**

**Payroll Taxes – 4,700 increased to 8,000**

**TOTAL RECREATION BUDGET        122,350**

**LATERAL/SEWER UTILITIES** – 20 laterals need to be repaired/replaced

**Supplies – 6,500 reduced to 0**

**Laterals – outside contractor – from 0 to 140,000**

**TOTAL LATERAL UTILITIES            149,000**

**SECURITY EXPENSE – 220,000 – contract thru 2010**

**ADMINISTRATION EXPENSE** – all employees will receive a 3% raise except for Joyce, who will be raised to \$12.50 per hour and Cheryl raised to 17.60 per hour. All employees will pay 7% for health insurance, and all vision and dental insurance.

**Salaries – 94,200 increased to 110,200**

**Community Mgr – 60,000 decreased to 55,000**

**Compliance Off – 0 increased to 16,000**

**Benefits – 18,800 increased to 29,000**

**Miscellaneous – 500 increased to 1,500**

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Prof Consultants - 9,000 decreased to 5,000

Phones - 12,000 decreased to 10,000

**TOTAL ADMIN BUDGET                      422,200**

**SUMMARY OF EXPENSES**

KITCHEN	57,200
UTILITIES	464,000
MAINTENANCE	462,100
RECREATION	122,350
LATERAL(SEWER)	149,000
SECURITY	220,000
ADMIN	422,200

**TOTAL EXPENSES                      1,896,850.00**

Richard noted that the Board needs to take a look at the bank accounts that have over 100,000 and make a decision on different banks to cover the FDIC.

Richard questioned when a decision would be made on today's applicants. Annunziata stated it should be discussed now. Rohs stated he was too tired to make a decision.

Berkey stated we should do background and credit checks on the two women candidates.

6pm - They're being no further business to discuss, MOTION BY: Annunziata, SECONDED BY: Alaimo, Meeting adjourned.

Respectfully Submitted,

Alfredo Siaba  
Secretary

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AS/cad

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They're being no further discussion, MOTION By: Annunziata, SECONDED By: Alaimo,  
Meeting adjourned at 3:45pm.

Respectfully Submitted,

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Alfredo Siaba  
Secretary

AS/cd

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