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Mt. Gretna Campmeeting

Listed in the National Register of Historic Places

Board of Managers

NOVEMBER MEETING AGENDA

Tuesday, November 17, 2026 ▪ Time, 6:30 p.m.
In person & recorded ZOOM™ Session

1. **CALL TO ORDER**	P. Wilmsen
2. **ROLL CALL**	M. Lloyd
3. APPROVAL OF MINUTES	M. Lloyd
a. None - Annual Meeting Minutes will be approved in 2027	
4. SECRETARY'S REPORT	M. Lloyd
5. PRESIDENT'S REPORT	P. Wilmsen
6. TREASURER'S REPORT	
a. October Financial Reports (Attached)	K. Burd
7. COMMITTEE REPORTS	
a. Finance Committee Report (Attached)	K. Burd
i. 2027 Draft Budget Presentation (Attached)	
b. Property Ownership Committee	K. Burd
c. Executive Committee (Attached)	
d. Tree Health & Maintenance Committee	P. Wilmsen
e. Buildings & Grounds (Attached)	M. Bojanic
f. Communications Committee	K. Wells
g. Grants & Funding Committee	T. Martin
h. Policy & Procedure Committee	T. Martin
i. Fund Policy Revision	
ii. Cottage Rental Policy Revision	
i. Tabernacle Association	T. Martin
j. Nominating Committee	E. Mefferd
k. Community Activities/Recreation Committee	N. Godfrey
l. Library Committee	S. Marisic
m. Archive Committee (No Report)	D. Miller
8. OLD BUSINESS	
a. x	
9. NEW BUSINESS	
a. 2027 Budget	
b. Restricted & Designated Fund Policy - Revision	
c. Cottage Rental Policy Revision	
10. **ADJOURNMENT**	

OPEN FORUM (Please Pre-Register by contacting the office and providing your Name, MGCA Cottage Address, and topic.)

Open Forum Guidelines (Attached)

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Mount Gretna Campmeeting
Balance Sheet
As of October 31, 2026

Cash Basis

	Oct 31, 26	
ASSETS		
Current Assets		
Checking/Savings		
Checking Account - Jonestown		56,810
Petty Cash		380
Shadow		199,710
PV Pass Through		7,666
JBT CD Water Tower		163,845
JBT CD 2026.09.14		415,035
Total Checking/Savings		843,447
Accounts Receivable		-4,289
Other Current Assets		3,421
Total Current Assets		842,578
TOTAL ASSETS		**842,578**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
JBT CC		1,250
Lowe's Credit Card		4
Total Credit Cards		1,254
Other Current Liabilities		
Payroll Liabilities		66
Total Other Current Liabilities		66
Total Current Liabilities		1,320
Total Liabilities		1,320
Equity		
Net Assets- Temp. Restricted		
Net Assets- Temp Rest Playgroun	16,884	
Net Assets- Temp. Restricted - Other	6,377	
Total Net Assets- Temp. Restricted		23,261
Net Assets-Designated		130,915
Net Assets-Undesignated		146,881
Retained Earnings		411,699
Net Income		128,503
Total Equity		841,258
TOTAL LIABILITIES & EQUITY		**842,578**

Mount Gretna Campmeeting
Income & Expense
October 2026

Cash Basis

	Community Maintenance	Overhead	TOTAL
Ordinary Income/Expense			
Income			
Assessments			
Home	1,044	0	1,044
Total Assessments	1,044	0	1,044
Interest Income	0	705	705
Rentals			
Garage	232	0	232
Pavilion/Kitchen	50	0	50
Total Rentals	282	0	282
Total Income	1,326	705	2,031
Gross Profit	1,326	705	2,031
Expense			
Administrative costs	147	1,525	1,671
Buildings & Grounds			
Maintenance Expense	2,043	0	2,043
Operating Expense			
Dues & Subscriptions	2	0	2
Electric	210	0	210
Equipment Purchase	52	0	52
Fuel & Oil	418	0	418
General Supplies	4	0	4
Grounds Maintenance	94	0	94
Painting	399	0	399
Pest Control	351	0	351
Total Operating Expense	1,530	0	1,530
Total Buildings & Grounds	3,572	0	3,572
Utilities (B&G)			
Garbage	12,691	0	12,691
Sewer	51,678	0	51,678
Street Lights	2,312	0	2,312
Water Rate			
Loan Repayment	7,156	0	7,156
Water Production	2,230	0	2,230
Total Water Rate	9,386	0	9,386
Total Utilities (B&G)	76,067	0	76,067
Community Activities			
Social Events	112	0	112
Total Community Activities	112	0	112
Personnel	6,462	4,763	11,224
Professional Fees			
Legal Fees	0	4,961	4,961
Total Professional Fees	0	4,961	4,961

Mount Gretna Campmeeting
Income & Expense
Cash Basis — **October 2026**

	Community Maintenance	Overhead	TOTAL
Trees			
Tree Purchases	-300	0	-300
Health & Maintenance	0	0	0
Total Trees	-300	0	-300
Total Expense	86,058	11,248	97,307
Net Ordinary Income	-84,733	-10,543	-95,275
Net Income	**-84,733**	**-10,543**	**-95,275**

Mount Gretna Campmeeting
Income & Expense Budget vs. Actual
January through October 2026

Cash Basis

	Total Community Maintenance			Overhead			Fundraising			TOTAL		
	Jan - O...	Budget	% of Bu...	Jan - O...	Budget	% of Bu...	Jan - O...	Budget	% of Bu...	Jan - O...	Budget	% of Budget
Ordinary Income/Expense												
Income												
Admin Fee Reimbursement	0			1,900			0			1,900	0	100%
Assessments												
Garage	4,634			0			0			4,634	0	100%
Home	835,613	862,080	97%	-72			0			835,541	862,080	97%
Penalties	259			2,767			0			3,026	0	100%
Prior Year Assessment Payments	2,867			0			0			2,867	0	100%
Total Assessments	843,373	862,080	98%	2,695			0			846,068	862,080	98%
Community Activities Income												
Heritage Festival Donation	13,636			0			0			13,636	0	100%
Happy Hour/Social Donations	1,576			0			0			1,576	0	100%
Movie Night	658			0			0			658	0	100%
Porch Sale	1,777			0			0			1,777	0	100%
Community Activities Income - Other	5			0			0			5	0	100%
Total Community Activities Income	17,652			0			0			17,652	0	100%
Donations OUTSIDE MGCA ONLY	75			0			0			75	0	100%
Interest Income	0			19,793	10,000	198%	0			19,793	10,000	198%
Miscellaneous Receipts	351			1,285	500	257%	0			1,636	500	327%
Rental Permit Fee	75	3,375	2%	0			0			75	3,375	2%
Rentals												
Kauffman Parking Lot	6,000	6,000	100%	0			0			6,000	6,000	100%
Garage	15,867	16,800	94%	0			0			15,867	16,800	94%
Parking	7,045	6,545	108%	0			0			7,045	6,545	108%
Pavilion/Kitchen	475	400	119%	0			0			475	400	119%
Security Deposits	150			0			0			150	0	100%
Storage Sheds	5,400	5,400	100%	0			0			5,400	5,400	100%
Tabernacle	2,400	2,000	120%	0			0			2,400	2,000	120%
Total Rentals	37,337	37,145	101%	0			0			37,337	37,145	101%
Total Income	898,863	902,600	100%	25,673	10,500	245%	0			924,537	913,100	101%
Cost of Goods Sold												
Cost of Goods Sold	0			0			0			0	0	0%
Total COGS	0			0			0			0	0	0%
Gross Profit	898,863	902,600	100%	25,673	10,500	245%	0			924,537	913,100	101%
Expense												
Administrative costs	654	720	91%	16,560	20,453	81%	0			17,214	21,173	81%
Buildings & Grounds												
Maintenance Expense	12,989	10,300	126%	0			0			12,989	10,300	126%
Operating Expense												
Dues & Subscriptions	109			0			0			109	0	100%
Electric	2,518			0			0			2,518	0	100%
Equipment Purchase	1,771			0			0			1,771	0	100%

Mount Gretna Campmeeting
Income & Expense Budget vs. Actual
Cash Basis — **January through October 2026**

	Total Community Maintenance			Overhead			Fundraising			TOTAL		
	Jan - O...	Budget	% of Bu...	Jan - O...	Budget	% of Bu...	Jan - O...	Budget	% of Bu...	Jan - O...	Budget	% of Budget
Fire Extinguisher Maint	193			0			0			193	0	100%
Fuel & Oil	2,598			0			0			2,598	0	100%
General Supplies	1,484			0			0			1,484	0	100%
Grounds Maintenance	5,424			0			0			5,424	0	100%
Painting	642			0			0			642	0	100%
Parking & Roads	4,401			0			0			4,401	0	100%
Pest Control	918			0			0			918	0	100%
Rentals	42			0			0			42	0	100%
Restroom Maintenance	276			0			0			276	0	100%
Snow Removal	8,236			0			0			8,236	0	100%
Operating Expense - Other	0	41,000	0%	0			0			0	41,000	0%
Total Operating Expense	28,614	41,000	70%	0			0			28,614	41,000	70%
Buildings & Grounds - Other	0			0			0			0	0	0%
Total Buildings & Grounds	41,602	51,300	81%	0			0			41,602	51,300	81%
Utilities (B&G)												
Garbage	64,791	78,895	82%	0			0			64,791	78,895	82%
Sewer	202,711	202,957	100%	0			0			202,711	202,957	100%
Street Lights	23,055	27,827	83%	0			0			23,055	27,827	83%
Water Rate												
Loan Repayment	71,558	85,920	83%	0			0			71,558	85,920	83%
Water Production	38,804	70,080	55%	0			0			38,804	70,080	55%
Total Water Rate	110,362	156,000	71%	0			0			110,362	156,000	71%
Total Utilities (B&G)	400,919	465,679	86%	0			0			400,919	465,679	86%
Community Activities												
Movie Nights	2,616	2,000	131%	0			0			2,616	2,000	131%
Social Events	1,029			0			0			1,029	0	100%
Heritage Festival	5,942			0			0			5,942	0	100%
Picnic	0	400	0%	0			0			0	400	0%
Yard Sale	164			0			0			164	0	100%
Total Community Activities	9,749	2,400	406%	0			0			9,749	2,400	406%
Community Library	482	500	96%	0			0			482	500	96%
Contributions - Note 2 Fin Comm	1,050			1,050	2,500	42%	0			2,100	2,500	84%
Personnel	79,559	98,258	81%	61,692	72,702	85%	0			141,251	170,960	83%
Professional Fees												
Fundraiser/Grant Writer	0			0			266			266	0	100%
Accounting	0			4,054	3,600	113%	0			4,054	3,600	113%
Insurance	0			15,934	17,736	90%	0			15,934	17,736	90%
Legal Fees	0			6,969	10,000	70%	0			6,969	10,000	70%
Survey	0	3,000	0%	0			0			0	3,000	0%
Professional Fees - Other	7,128			0			0			7,128	0	100%
Total Professional Fees	7,128	3,000	238%	26,957	31,336	86%	266			34,351	34,336	100%
Property Taxes	5,421			1,686	7,178	23%	0			7,107	7,178	99%
Transfer to Fund/Project Net 0	113,000	113,000	100%	0			0			113,000	113,000	100%

Mount Gretna Campmeeting
Income & Expense Budget vs. Actual
Cash Basis — **January through October 2026**

	Total Community Maintenance			Overhead			Fundraising			TOTAL		
	Jan - O...	Budget	% of Bu...	Jan - O...	Budget	% of Bu...	Jan - O...	Budget	% of Bu...	Jan - O...	Budget	% of Budget
Trees												
Tree Purchases	834			0			0			834	0	100%
Health & Maintenance	15,460	37,527	41%	0			0			15,460	37,527	41%
Memorial Tree/Bench	42			0			0			42	0	100%
Stump Removal	450	1,500	30%	0			0			450	1,500	30%
Tree Removal	10,325	5,000	207%	0			0			10,325	5,000	207%
Trees - Other	31,000			0			0			31,000	0	100%
Total Trees	58,111	44,027	132%	0			0			58,111	44,027	132%
Total Expense	717,677	778,884	92%	107,945	134,169	80%	266			825,888	913,053	90%
Net Ordinary Income	181,186	123,716	146%	-82,271	-123,669	67%	-266			98,648	47	209,890%
Net Income	**181,186**	**123,716**	**146%**	**-82,271**	**-123,669**	**67%**	**-266**	**0**	**100%**	**98,648**	**47**	**209,890%**

Restricted & Designated Fund Activity

	Balance as of 9/30/2026	Activity during: October	Balance as of 10/31/2026
Restricted Funds			
Community Activities Fund	$5,239	$0	$5,239
Community Projects Fund	$604	$0	$604
DEP Grant	$24,737	($413)	$24,324
Heritage Festival	$15,230	$0	$15,230
Library Program Fund	$1,650	$500	$2,150
Designated Funds			
Operating Reserve	$221,760	$0	$221,760
Seiders Fund	$200	($200)	$0
Survey Fund	$7,361	$0	$7,361
Tree Fund	$25,574	$0	$25,574
Capital Projects			
B&G Emergency Reserve	$23,549	$0	$23,549
Building: Garages.Sheds (Rentals)	$31,774	($14,784)	$16,990
Building: Heritage Park Pavilion	$53	$0	$53
Buildings	$103,144	$0	$103,144
Total Buildings:	$134,971		$120,187
Equipment	$52,640	($1,795)	$50,846
Land: Heritage Park	$15,758	$0	$15,758
Linear Structures	$106,059	$0	$106,059
Structures		$0	
Water Operations			
Water Operations: General	$9,250	$0	$9,250
Water Operations: Mains	$22,397	$0	$22,397
Water Operations: Pump House	$2,936	$0	$2,936
Water Operations: Maintenance Program	$5,441	$0	$5,441
Water Operations: PENNVEST Principal	$66,872	$0	$66,872
Total Water Operations:	$106,896		$106,896

Committee Report

Brief overview of meeting and key activities

Committee Name:	Finance
Meeting held on:	7/14/2026

Current Status of Projects / Assignments (if more than four attach additional form)

Project / Task 1:	Delinquent Accounts
Status:	In Progress
Update:	There are currently four Members who are delinquent. One has been on a payment plan and continues to make regular payments. One is working its way through the collection policy. The other two are scheduled for sheriff sale. However, recent circumstances would indicate that both of those accounts will be satisfied without the necessity of the sheriff sale.
Issues or risks if any:	
Project / Task 2:	Tree Care – Additional Cost
Status:	Completed
Update:	The committee discussed the proposed additional $10K for tree care based on the recent tree survey results. Caring for the trees is less expensive than removing them. The extra tree care will be added to the budget starting in 2028.
Issues or risks if any:	
Project / Task 3:	2027 Draft Budget
Status:	Completed
Update:	The committee will present the draft budget for vote at the November board meeting. The budget will show projections for 2028 and 2029, those years will show 100% of the recommended capital contribution set by the Falcon study.
Issues or risks if any:	

Decisions Made by Committee (if applicable)

Motion/Decision:	
Outcome:	
Vote (if applicable):	

Recommendations to the Board (if more than two attach additional form)

Recommendation:	
Rationale (brief explanation):	
Example motion wording:	

Items Requiring Board Direction

List unresolved issues needing clarification:	•

Next Steps

Next Meeting:	9/8/2026
Work/Goals for next meeting:	

Attachments

List any attachments such as documents, plans, etc.	•

Submitted by:	Deborah Erb

2027 Proposed Budget

	2024 Actual	2025 Actual	2026 Budget	2027 Budget Proposal	Forecast 2028 Budget Forecast	2029 Budget Forecast
GENERAL ASSESSMENT						
INCOME						
Assessment	$402,409	$364,617	$390,884	$409,963	$473,016	$484,064
Community Activities	$12,485	$17,646	$0	$0	$0	$0
Interest	$12,322	$19,081	$10,000	$15,000	$14,000	$13,000
Rental Permits	$3,525	$4,275	$3,375	$3,375	$3,375	$3,375
Rentals	$33,044	$37,670	$37,145	$39,425	$39,550	$39,550
Miscellaneous	$8,252	$14,438	$500	$500	$500	$500
Total	**$472,036**	**$457,728**	**$441,904**	**$468,263**	**$530,441**	**$540,489**
EXPENSE						
Capital Reserve Contribution	$124,500	$110,000	$113,000	$120,000	$162,066	$162,066
Administrative	$23,789	$21,024	$21,173	$24,500	$25,418	$25,610
Buildings & Grounds						
Maintenance Expense	$29,098	$5,500	$10,300	$10,609	$10,927	$11,255
Operating Expense	$23,369	$44,440	$41,000	$53,600	$54,560	$55,549
Community Activities	$11,389	$17,806	$2,400	$400	$400	$400
Community Library	$393	$479	$500	$500	$500	$500
Contributions	$2,100	$2,450	$2,500	$2,500	$2,500	$2,500
Personnel	$139,927	$149,905	$170,960	$179,411	$184,775	$190,300
Professional Fees	$36,411	$23,382	$34,336	$36,655	$37,788	$38,970
Property Tax	$6,516	$6,771	$7,178	$7,537	$7,914	$8,309
Trees	$20,797	$23,483	$44,027	$32,550	$43,544	$44,889
Total	**$293,788**	**$295,240**	**$447,374**	**$468,262**	**$530,392**	**$540,348**
UTILTY BILL				**Current best estimate - to be revised by year end with actuals.**		
INCOME						
Utility Bill	**$227,297**	**$276,146**	**$309,840**	**$334,163**	**$361,741**	**$391,804**
EXPENSE						
Trash	$57,024	$68,579	$71,400	$74,151	$77,859	$81,751
Dumpsters	$5,711	$6,189	$7,495	$7,870	$8,263	$8,676
Sewer	$169,363	$184,509	$202,957	$223,202	$245,522	$270,074
Street Lights	$25,482	$26,709	$27,827	$28,940	$30,098	$31,302
Total	**$257,581**	**$285,987**	**$309,679**	**$334,163**	**$361,741**	**$391,804**
WATER PRODUCTION & DISTRIBUTION BILL						
INCOME						
Water Bill	**$137,878**	**$149,012**	**$156,000**	**$158,803**	**$160,390**	**$162,024**
EXPENSE						
Water Tower Loan	$73,502	$85,870	$85,920	$85,920	$85,920	$85,920
Water Capital Reserve Contribution				$20,000	$20,000	$20,000
Water Production	$50,214	$124,318	$70,080	$52,883	$54,470	$56,104
Total	**$123,717**	**$210,437**	**$156,000**	**$158,803**	**$160,390**	**$162,024**
ALL 2027 Annual Fees						
TOTAL INCOME	**$837,212**	**$882,885**	**$907,744**	**$961,229**	**$1,052,572**	**$1,094,316**
TOTAL EXPENSE	**$675,085**	**$791,664**	**$913,053**	**$961,228**	**$1,052,523**	**$1,094,175**

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2027 Budget Rate Schedule	2024 Actual	2025 Actual	2026 Budget	2027 Proposed Budget	2028 Forecast	2029 Forecast
Annual Fees						
General Assessment	$1,578	$1,533	$1,651	$1,688	$1,971	$2,017
Utility Bill	$1,071	$1,159	$1,291	$1,392	$1,507	$1,633
Water Bill	$582	$625	$650	$662	$668	$675
Total January 1 Bills	$3,231	$3,317	$3,592	$3,742	$4,147	$4,324
Garage Owners	$315	$323	$331	$341	$351	$362
Rental of Kauffman Parking Lot	$3,000	$6,000	$6,000	$6,000	$6,000	$6,000
Handshake agreement - one year to the next						
Rental Permit Fee	$75	$75	$75	$75	$75	$75
Rentals						
Garage (11)	$1,400	$1,400	$1,400	$1,500	$1,500	$1,500
Garage Security Deposit	$50	$250	$250	$250	$250	$250
Parking Space, Reserved (16)	$365	$375	$385	$400	$400	$400
Heritage Park Pavilion	$50	$75	$100	$125	$125	$125
Pavilion Security Deposit	$25	$75	$100	$125	$125	$125
Storage Sheds (6)	$900	$900	$900	$1,000	$1,000	$1,000
Shed Security Deposit	$50	$150	$150	$150	$150	$150
Tabernacle						
Member/Non-Profit	$350	$375	$400	$425	$450	$450
Member/Non-Profit Sec Dep	$50	$188	$200	$210	$225	$225
All Other	$500	$550	$575	$600	$625	$625
All Other Security Deposit	$50	$275	$288	$300	$310	$310
Off-Season Surcharge	$150	$150	$150	$150	$150	$150

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Executive Committee – Motions Passed through Email

On Tuesday, October 20, 2026, the Executive Committee unanimously passed the following motion through email.

> Pat Wilmsen, make a motion to approve the Tree Removal Permit submitted by 311 1st Street for the removal of 2 live trees (Tag numbers #1327 and #1328) from Campmeeting property based on the recommendation of the certified arborist whose report was attached to their permit. Further, I motion that after the trees are removed, the stumps shall be ground, and native tree replacements of at least 5 feet in height be planted in their place according to the tree rule requirements. The motion was seconded by Marcie Lloyd and passed with Bojanic, Burd, Lamont, Lloyd, and Wilmsen voting in favor. **Resolution 2026.10.20-01**

Committee Report

Brief overview of meeting and key activities

Committee Name:	Executive
Meeting held on:	11/10/2026
Work completed:	•

Current Status of Projects / Assignments (if more than four attach additional form)

Project / Task 1:	Garage E7 – Selling
Status:	In Progress
Update:	Settlement on the garage will take place on November 23
Issues or risks if any:	
Project / Task 2:	Permanent Office Location
Status:	In Progress
Update:	Update: Pat stated that she spoke with a builder and that a winterization of the attic area of the Tabernacle is feasible without losing historical integrity. The Execs indicated they are not opposed to the idea and that it warrants additional investigation. Miles noted that the single-pane glass windows would need to be replaced.
Issues or risks if any:	
Project / Task 4:	Reserve Study with Falcon Group
Status:	In Progress
Update:	The Falcon Group requested additional information (again) and it was submitted. We're waiting to hear what their next step is.
Issues or risks if any:	

Decisions Made by Committee (if applicable)

Motion/Decision:	The Executive Committee unanimously approved the proposed changes to the Employee Paid Holiday Policy.
Outcome:	Approved
Vote (if applicable):	Resolution 2026.11.10-01
Motion/Decision:	The Executive Committee unanimously approved the proposed changes to the Employee Vacation Policy.
Outcome:	Approved
Vote (if applicable):	Resolution 2026.11.10-02

Recommendations to the Board (if more than two attach additional form)

Recommendation:	
Rationale (brief explanation):	

Example motion wording:	

Items Requiring Board Direction

List unresolved issues needing clarification:	•

Next Steps

Next Meeting:	12/8/2026
Work/Goals for next meeting:	• Pat pursue gathering more information for potential office in Tabernacle

Attachments

List any attachments such as documents, plans, etc.	•

Submitted by: Deborah Erb

November 2, 2026 – Meeting Notes

Hybrid Meeting of the B&G Committee at the Mt. Gretna Campmeeting's Office and via Zoom teleconference.

Members of the B&G Committee present: (In person) Miles Bojanic, Stephanie Bost, Nate Godfrey, Joe Lamont, Bill Linton, Doug Lorenzen, Jeff Minnich, Bob Rader, Ben Slotznick, and Pat Wilmsen.

Miles Bojanic opened the meeting at 6:30 p.m.

REPORTS

Superintendent Report – Nate Godfrey

1. Leaf collection has started and is going very well since the leaves are dry.
2. Are looking at temporary protective measures for purchased equipment. While a B&G equipment garage may be in the long-term, there are other short-term solutions. Expect to have some proposals back by the December meeting. May be a spring project.
3. In the past, green debris has been hauled away. Recently, we've tried burning the debris. The wood pile is never going to go away, so we are also looking at the possibility of having our own mid-grade wood chipper which would take care of the pile and give us wood chips to use around the community. Will keep looking into the possibility. Burn, dumpster, or chip.

Water Report

1. Water usage is typical for this time of year.
2. Plan email notice to not let the water run.
3. Tri-Star does have a way of turning off the audible alarm but keep the light flashing. The committee decided to keep both types of alarms for now.
4. Doug Lorenzen reported that a geologist came out to look at Well #2 to explore the possibility of lining the well in the area of turbidity. The geologist advised against it. The geologist did advise that there are several other locations that would be possible locations to drill another well if necessary. Doug is going to explore the possibility of lining with some other experts to explore how it works and what the viability is for the long-term. Either option is expensive, to put in a new well or refurb the one we have.

Building Permit Application Review

No active building permits.

MGCA Active Projects/New Business

1. **AED** – the Arts Council has turned over the management of the AED machine at the Tabernacle to the Campmeeting. Pat Wilmsen volunteered to work with Nate on a maintenance schedule for the machine.

MGCA Active Projects/Old Business

1. **Storm Water runoff from Borough**: Joe Lamont gave an update. The area causing the problem is now capped.
2. **Verizon** – working with real estate manager, outside operations, and the interior office. All 3 managers said it was okay to make a walking path across their land.
3. **Heritage Park Pavilion:** The sub-committee has worked to redo the plans to bring the cost of the project down. There is still more work to be done before the specific specs and material list can be sent to the contractors for pricing.
4. **Garage Doors**: Installation complete.
5. **Heritage Park Fence:** Installation complete.

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6. **Tabernacle window installation:** Installation complete.
7. **Ravenwood going to look at feasibility of office on 2nd floor of Tabernacle.** – No update.
8. **Streets and Storm Water Drainage**: The Committee reviewed the proposal from Chrisland. Would like to find out what the difference is between the current proposal for site inspection and drainage analysis and a storm water management plan. Will contact Chrisland.
9. **Paving**: Can't do anything until the spring – Martins is full.
10. **Capital Reserve Study.** The revised report has been received and is being reviewed by the Executive Committee.
11. **Pillar Restoration**: The estimate for the pillar restoration list was received. Stephanie suggested that the pillar work be prioritized and done gradually over several years. This will be added to the discussion list for the 2028 budget.
12. **Streetlights.** No update.
13. **Streetlight Outages:** No update.
14. **Pinch Road**. No update.
15. **Historic Hand Pump Gazebos.** No update.
16. **3rd Street Water Main**: No update.

Adjourn 8:07 p.m

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Mt. Gretna Campmeeting Association

Capital Reserve, Restricted & Designated Fund Policy

Purpose:

The purpose of the policy is to provide guidelines for Board Members, Committee Chairs/Members, and MGCA Staff Members on the administration and use of Designated Funds.

Definitions:

A restricted fund is one which has been set aside for a specific purpose and cannot be used for other expenses. Typically, the donor will restrict their donation.

A designated fund is one which has been set aside for a specific purpose or activity but can be used for other expenses. Monies are typically added to designated funds through the MGCA annual budget process, or by voting a transfer of funds from one fund to another.

Policy Detail:

1. While appreciating the thought behind gifts and donations, the Board reserves the right to not accept gifts and donations.
2. Unrestricted Donations
    a. Unrestricted donations may be applied to the current year's annual budget or placed in a designated fund.
3. Capital Reserve Funds, General and Water
    a. Deposits may be made into the Capital Reserve Funds in various ways. Some of them are:
        i. Unrestricted donation,
        ii. As part of the annual budget process, or
        iii. As a transfer from a designated fund by vote of the Board of Managers.
    b. Capital Fund contributions that are made as part of the annual budget process will aligned with the Capital Reserve Study. (Note: In order to lessen the burden on MGCA Members, for 2027 the MGCA is increasing at 75%, rather than 100%, to meet the requirements of the Reserve Study. Then, in 2028, and moving forward the budget will meet the requirement at 100%.)

c. Expenditures from the Capital Reserve Funds may be made as follows:
    i. Up to 15% of the Capital Reserve Fund may be used for a stated purpose in the Capital Reserve Study with Executive Committee approval.
    ii. If a project expenditure is more than 15% of the fund, a vote by the Board of Managers is required.

~~3.~~4. Restricted Funds

a. In general, the Board will encourage all donors to state what they want their donations to be used for.
b. If funds are deposited into a restricted fund by either a donor or by vote of the Board of Managers, these funds may not be used for any other purpose.
c. Expenditures from a Restricted Fund may be made as follows:
    i. No approval is required for expenditures from a Restricted Fund with a balance of $1,000 or less.
    ii. Up to 15% of the Restricted Fund may be used for its stated purpose.
    iii. If a single expenditure is more than 15% of the fund, with a recommendation from the Finance Committee, a vote by the ~~Finance Committee or~~ the Board of Managers is required.

~~4.~~5. Designated Funds

a. Deposits may be made into designated funds in various ways. Some of them are:
    i. Unrestricted donation,
    ii. As part of the annual budget process, or
    iii. As a transfer from one designated fund to another designated or restricted fund by vote of the Board of Managers.
b. Designated Fund contributions that are made as part of the annual budget process must be justified by specified future projects and plans.
c. Expenditures from a Designated Fund may be made as follows:
    i. No approval is required for expenditures from a Designated Fund with a balance of $1,000 or less.
    ii. Up to 15% of the Designated Fund may be used for its stated purpose.

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iii. If a single expenditure is more than 15% of the fund, with a recommendation from the Finance Committee, a vote by the Finance Committee or the Board of Managers is required.

~~5.~~6. Cross-Spending of Funds

a. Funds collected must be used for their stated purpose. However, with proper approval, it is permissible for Designated Funds to "borrow" from one another if "paid back" within one year.

Discretionary Power: Finance Committee

Dates: Adoption: April 15, 2025
Revision: May 26, 2026, November 17, 2026
Rescission:

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Mt. Gretna Campmeeting Association

MGCA Cottage Rental Policy

Purpose: To provide the policy for administration of Rule 20 of the Mt. Gretna Campmeeting Association Rules & Regulations.

Policy Detail:

General Policy Provisions

Permits will be granted only to MGCA Members who are identified as owner of the cottage to be rented.

Permits are property-specific. A Member who owns and wishes to rent out multiple cottages must obtain a separate permit for each cottage.

Permits are non-transferrable.

The cost for new permits and permit renewals will be established by the Board of Managers. The Board may review the cost annually and adjust it if deemed necessary.

The Property Ownership Committee and Executive Committee are jointly responsible to oversee administration of this policy.

Number of Permits

Except as noted in Paragraph Seven below, a maximum of seventy-two (72) permits will be granted for Short-Term Rentals.

Cottages rented in whole or part for periods of less than thirty (30) consecutive days are considered Short-Term Rentals.

There shall be no limit on the number of permits granted for Long-Term Rentals.

Cottages rented in whole or part to the same renter(s) for periods of thirty (30) consecutive days or longer are considered Long-Term Rentals.

Permit Duration

Permits shall be valid for one calendar year (January 1 to December 31) except in the case of permits granted mid-year, which shall be valid from the issue date until December 31 of the year issued.

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New Permit Applications

Applications for new permits may be submitted at any time. For an application to be valid, it must include all required information and be accompanied by payment for the permit fee.

Applicants will be provided a written response (conditional approval, waiting list placement, or denial) within fourteen (14) days of receipt of their application by the MGCA office.

A Member whose application receives conditional approval must participate in a one-time landlord orientation within fourteen (14) days of notification of that approval. Their permit will be granted upon completion of the orientation.

Failure to complete the landlord orientation within the specified time may result in permit denial.

Applicant Waiting List

If the number of new permit applications for Short-Term Rentals exceeds the number of permits available, a waiting list will be established. Applicants will be placed on the list based on when their application is received by the MGCA office.

Applicants placed on the waiting list will have their payment returned to them as soon as practicable.

When permits become available, and subject to disqualifying factors noted in Paragraph Seven below, applicants on the waiting list will be granted conditional approval on a first-come, first-served basis and so notified in writing.

Failure to complete the landlord orientation within the prescribed time after being granted conditional approval and/or failure to pay the permit fee upon completion of the orientation may result in permit denial.

Renewal of Existing Permits

In October of each year, a permit renewal notice/application and invoice for the following year's permit fee will be mailed to all permit holders.

Subject to disqualifying factors noted in Paragraph Seven below, if the completed renewal application and payment are received by the MGCA office by December 1st, the associated permit will automatically be renewed and the Member so advised in writing. Renewal applications must include all required information and be accompanied by payment to be valid.

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If the completed renewal application and payment are not received by the MGCA office by December 1st, the associated permit will expire on December 31, the Member will be so notified in writing, and any payment for the permit renewal will be returned to the Member.

Disqualifying Factors, Denials, and Appeals

Subject to a decision by the Executive Committee, a Member who has unpaid and/or delinquent fines and/or assessment fees may be denied a new permit, permit renewal, and/or have their permit(s) revoked.

Subject to a decision by the Executive Committee, a Member who has been fined three (3) or more times in any rolling one-year period for violations of MGCA Rules and Regulations may have their permit application(s)/renewal(s) denied and/or their existing permit(s) revoked. The Member's application(s) for a new rental permit(s) may also be denied for a period of one year from the date of that denial or revocation.

A Member whose application/renewal is denied or whose permit has been revoked may appeal the denial or revocation in accordance with the MGCA Rules and Regulations, Procedures for Violations, Penalties, Variances, and Appeals, available on the MGCA website and from the MGCA office.

Exceptions to the 72 Short-Term Permit Limit

The Executive Committee may allow exceptions to the 72 Short-Term permit limit provision of this policy in the event of special Member circumstances such as job loss/relocation, military deployment, rent-back to seller, etc.

A Member seeking an exception must submit a written explanation of the special circumstances and requested duration of the exception.

A permit granted under this provision will remain valid for a period of time determined by the Executive Committee.

Tenant Violations of Rules and Regulations

Members are responsible for compliance with all MGCA Rules and Regulations on the part of their tenants. Tenant violations of these rules are considered to be violations by the Member.

Tenant violations will be handled in accordance with MGCA Rules and Regulations, Procedures for Violations, Penalties, Variances and Appeals.

Members must designate and keep current with the MGCA a primary and secondary contact ~~(other than their tenant) to receive notice of alleged tenant rule violations. Only one of these contacts may be the Member/owner(s)~~.

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If notice of a violation is served to a tenant, it will also be served to the responsible MGCA Member and (if applicable) their primary or secondary contact.

The primary or secondary contact must be reasonably available and responsive to take immediate corrective action upon receiving oral or written notice from a designated MGCA representative of violations involving:

Noise

fire/open flame/burning

reckless driving

removal of trees/tree limbs

building permits/codes/restrictions

Discretionary Power: Unless specified above within the policy, discretionary power lies with the Board of Managers

Dates: Adoption: July 20, 2021
Revision: February 17, 2026, November 17, 2026
Rescission:

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