

Mystic Mountain Estates Property Owners Association Board Meeting Minutes

Meeting Date: June 14, 2016

Meeting Location: Home of Jodi Berry, Evergreen Ln, Catawissa, PA

Meeting Time: 5:30 pm

Attendance: Jodi Berry, Kathy Beidler, Allan Baruch, Father Dormer, Paul Scharf, Pam and Larry Kressler

I. Call to Order

Meeting was called to order by the President at 5:30 pm

II. Agenda

- Road maintenance and beautification of mountain
- Community Survey
- Association Rules & Regulations
- Property Liens & Maintenance fees
- Miscellaneous/New Business
- Next Meeting

III. Road maintenance and beautification of mountain

- Extensive discussion between board members relating to complaints and actions of various unit owners. Board agreed that unit owners should contact PMI with all comments and concerns. These will be forwarded by PMI to the Board for review and they will direct Carey for provide authority on how to address them if necessary.
- VP provided a list of what he sees is the current list of maintenance items to President.
- Extensive discussion among board members regarding the work currently being done by Dunrite. Board agreed that President and Roads& Grounds chair will meet with Dunrite to discuss current work.
- Extensive discussion relating to unit owners assisting with work they can do to keep costs down. Concern was noted relating to the unit owner getting hurt and suing the Assoc. Secretary will contact Atty Fox for advice about the use of Hold Harmless Agreements and report back to Board.
- President turned over her temporary task of interacting with Dunrite to Allan now that he has time to handle the task. The Roads and Grounds Committee was defined. (Copy of Committee Description to be filed.)
Allan will be the new chairman of roads and grounds and the primary contact with Dunrite, the Dunrite bills are to be received and reviewed by the officers. The officers will review the monthly billings with him prior to President authorizing payment.
It was discussed and agreed that all of the Dunrite bills, as well as any professional bills and those that are not standard repeating monthly bills should be forwarded by PMI to the three Board officers and the President should give final approval. Normal monthly repeating bills will be authorized by PMI.

- **MOTION** made and that the current list of maintenance items (grass/weed trimming, Upper Evergreen) should be addressed by Dunrite for an estimated 30-40 hours man hours.
Vote: All in favor. Motion passed. Resolution #9 to be created.
- Jodi will let Carey know that the board officers request copies of all Dunrite invoices prior to payment. Jodi will authorize payment.

IV. Survey

- Secretary circulated a sample of the Community survey to the Board. The board agreed that the survey should be circulated as soon as possible to the community. First to those with email addresses, then others to be mailed USPS. A note should be added that the survey is to be completed and returned within 30 days of receipt to the return email address or the MMEPOA PO Box address.

V. Rules & Regulations

- After lengthy discussion it was agreed that each board member would use the Deed Restrictions as a basis to begin developing Rules and Regulations. The suggestions should be distributed to board members prior to the next meeting and will be reviewed at that meeting.

VI. Property Liens & Maintenance fees

- Declarant provided a list of liens previously filed by TSCC. Liens over 5 years old need to be revived. Secretary to contact Atty Fox about the process of moving the liens from TSCC to MMEPOA. Atty John Flick should be involved locally as Atty. To minimize cost.
- President noted that PMI has sent impacted Unit Owners a letter to clean up property.

VII. Miscellaneous/New Business

- KathyB submitted three bills (total \$148.85) for setting up the MMEPOA Website on eHost Domain Privacy: \$9.95 Webhosting (3yrs): \$99.00 Site Lock (Security): \$39.90.
MOTION made and 2nd that the bills be paid.
Vote: All in favor. Motion passed. Resolution #10 to be created.
- President clarified that KathyM's role as PMI contact (refer to 3/29/16 minutes) had been temporary and that communication between PMI and the board officers will be based on topic.
- Unit owner Lot 513 needs to provide a copy of his building permit. Secretary to request the name of the new builder, along with a copy of the builder's insurance certificate with MMEPOA and TSCC listed as additional insureds. [This is in case the builder does damage to roadways or common areas the board is covered and will not have to go thru their insurance.]

VIII. Next Meeting

- Community Meeting: September 18, 2016 [followed by a board meeting]
- Board Meeting: Tuesday, August 2, 2016, 5:30 pm at Congeniality Center.

IX. Adjournment

- **MOTION** by Father Dormer with 2nd by Paul to adjourn at 7:30 pm.
Vote: All in favor. Motion passed.

Submitted by:

A handwritten signature in black ink, appearing to read "Kathy B". The signature is written in a cursive style with a large initial "K" and a smaller "B".

Kathrene Beidler
MMEPOA Board Secretary-Treasurer

Minutes ~~approved~~/approved as corrected on 8/2/2016.

