

# Mystic Mountain Estates Property Owners Association Board Regular Meeting -- Minutes

---

**Meeting Date:** April 25, 2017

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

**Meeting Time:** 5:30 pm

**Attendance:** Jodi Berry, Allan Baruch, Kathy Beidler, Carol Bartenbach, Kathy Mackafee, Jerome Manley, Paul Scharf

## I. Call to Order

Meeting was called to order by the past-President at 5:40 pm; a quorum was present to conduct business.

## II. Meeting Purpose

- This was a regular business meeting.

## III. Approval of prior minutes

- **MOTION** made and approved that the meeting minutes from the 3/28/17 meeting be accepted as submitted.

## IV. PMI Report Review

- March month-end 2017  
Reports were reviewed. No changes required.  
President to setup meeting to discuss Operating Procedures and Board approval requirement of certain activities.
- Account Balances as reflected in the PMI reports for period ending 3/31/2017:

Operations Acct:	\$63,523.93
Reserve Acct:	<u>\$48,002.76</u>
Total:	\$111,526.69

## V. Committee Reports

### a. Roads & Grounds – Allan

. Allan met with Marc (Dunrite) and Hance to discuss an estimate to fence in the area where the current Trash Shack and maintenance equipment sit. Fence would be a rolling type, with bear proof topping that would block the trucks and equipment, stone a proposed trash dumpsters (2 dumpsters: one for regular trash, one for bulk items not currently acceptable in trash shack). MMEPOA would buy materials, Dunrite to build the storage area. Estimate is due next week. It would include addition of 220 electric service.

. Concerns regarding Lot 170 burning leaves were raised

. Estimates for Roadwork:

TS Evergreen does not want to do the work and provided an estimate of \$145,000.

Clark and Hess provided an estimate of \$30,000 to rework the front entrance road drainage and stone rather than the originally discussed section of roadway. It would take

about a month to begin in mid-summer. Contract mandatory and to be signed by VP. Negotiation to take place with owner of 112+ acres, Mr. Martin, to pay a portion of the road maintenance bill.

**MOTION made and approved** to move ahead with contract development with Clark and Hess along with MMEPOA Board approval prior to signing.

. Follow-up to the rumor heard last month that Dunrite would no longer snow-plow drive ways indicated that Dunrite wants to continue but will discuss changing the procedures during 2017-2018 snow plowing contract negotiations.

. A letter needs to be sent to Unit owner 153 regarding the speed and driving of Yellow Avalanche.

. **MOTION made and approved** that Justin Stackhouse (J&D Timber Harvesting) will take down the trees previously marked by R&G, beginning around 4/29/17. Where possible the trees will be cut, and stacked; where not safely possible, the trees will be dropped down the slope.

. The flags at the entrance from Rt. 42 were replaced with new US and PA state flags and hooks.

. The entrance sign was repaired by R&G committee workers.

. **MOTION made and approved** for lights to be purchased, up to a cost of \$200.00 to illuminate the flags and the entrance sign.

. It was agreed to by board members that no additional activity will be taken to change the owner of the Rt. 42N sign from TSCC to MMEPOA until such time the board is required to by PennDot.

. A new sign was designed to cover the existing map across from the old Congeniality Center. **MOTION made and approved** that the design should be prepared to cover the existing map and that an additional message board be erected once the maintenance area is redesigned.

b. **Helping Hands** – KathyM

. Info magnet was designed and design approved. Cost of magnets to be \$109/100. Welcome package will include magnets, brochures and coupon from local businesses. Package to be decided on when are materials have been gathered. The MMEPOA logo sticker will appear on packages.

c. No additional committees were recommended at this time.

## VI. Unfinished Business

a. Review of Action Item List

. List of TSCC easements completed. Follow-up needed with attorney about whether or not they are transferable to MMEPOA.

. Attempted to identify permits held by TSCC for Rt. 42 signs and when/if they need to be renewed by MMEPOA. TSCC did not have copies of permit available and email requesting additional info had not yet been answered.

. Secretary provided Community Unit Owner contact list to Board members.

b. Rules & Regulations –

. A bullet list of Rules and Regulations will be developed by JerryM and PaulS relating to:

Burning, Dumping, Hunting, Speed, Traffic flow, tree removal, need board approval for Building changes; placement of propane tanks, vehicle ID method, road blocking (and tow at owner's expense), solicitation, etc.

Board review and approval required prior to distribution to unit owners.

- c. Chipper Planning
  - . Allan will follow-up with Dunrite regarding moving the machine thru the community. Tentative date: May 20<sup>th</sup>. Allan and Carol will work out the details and let the board know so that communication can be made to residents.
- d. PA State Dept. forms
  - . Forms for Annual Statement-Non-Profit (change of officers, to be mailed) and Change of Registered Office (complete online, \$5.00 fee) completed by Secretary.
- e. Paul Scharf, not in attendance last meeting, signed a *Board Service Agreement (ethics statement)*

## VII. New Business

- a. **MOTION made and approved** to have PMI pay the Phila. Insurance installment payment of \$1,425.50 prior to 5/3/17.
- b. Need drawing and statement from Unit owner 170 that his new shed does not break any of the deed restrictions with regard to placement and construction.
- c. Secretary to contact unit owner of lot 120 regarding lot 121. (Correction: lot number should have been noted as lot 122 instead of 121; no impact to 120.)
- d. A sign, in format similar to that to overlay the map, to be designed and erected to clearly notify anyone entering the community that soliciting is not allowed and that violators will be prosecuted accordingly.

## VIII. Next Board Meeting

- May 23, 2017, 5:30 pm at the home of Jodi Berry.

## IX. Adjournment

- **MOTION** made and **approved** to adjourn at 8:45 pm.

Submitted by:



Kathrene Beidler  
MMEPOA Board Secretary-Treasurer

Minutes approved on \_\_\_\_\_.