

COOLFONT MOUNTAINSIDE ASSOCIATION

MONTHLY BOARD MEETING

Minutes of Board Meeting of December 12 , 2009

Call to Order: Gordon Cloney called the meeting to order at 10:00 AM.

Directors Attending: Bain, Cloney, Cohen, Copeland, Weinberg, Wohl

Others Attending: Ashelman, Broxson, Hobday, Kerr, Levey, Merola, Picardi, Zuckerman

Minutes of November Meeting: Approved as corrected.

Minutes of Annual Meeting: Approved as corrected. Minutes to be presented to members at the 2010 Annual Meeting for approval.

President's Report:

1. Letter has not been sent to Charles Balkan about his disregard of DACC recommendations about roof color.
2. Audit reports have been completed with recommendations.
3. First draft of procurement policy was presented.
 - a. A procurement document must be developed that will list total cost and all vendors involved.
 - b. Cohen, Bain and Wohl comprise a committee to develop a procurement document.
 - c. Issue tabled until document is completed.

CMA Treasurer's Report:

1. CMA Reserve--\$215,842
2. \$7,000 remains from the 2009 budget.
3. Audit
 - a. Cost is \$500 per Audit
 - b. Recommended that the Audit should be performed by a firm other than the bookkeeper's firm.
4. Final 2009 CMA and Water & Sewer Budgets to be presented at January, 2010 Board Meeting.
5. Review Audits at January 2010 Board Meeting.
6. Directors and Finance Committee members will receive a copy of the Audits.

Roads:

1. Leaves have been cleaned out of the culverts
2. There are some trees that will need to come down.

DACC Committee: Flo Merola, Chairperson

1. Charles Balkan—Andy Zuckerman presented examples of letters to be used in notifying Charles of DACC concerns and due process involved.
2. The need to get notification out promptly.
3. Tree on Geno lot needs to come down. Who pays? To be determined by lot line.

Communication: Lois Copeland, Chairperson

1. Newsletter complete.
2. 15 hard copies were mailed out; remainder to be sent electronically by Bob Borchers.
3. Need a system to control web site.
4. Approved Board minutes and Annual Meeting minutes should be put on the web site.
5. Engineer's report on water upgrades should be put on the web site.
6. New directories will be distributed every two years with changes as necessary.

Security: Bob Borchers and Ron Wohl to discuss issues.

ADJOURNMENT: The meeting was adjourned at 11:00 AM

Arnold Weinberg,
Secretary CMA

COOLFONT MOUNTAINSIDE WATER UTILITY

Berkeley Springs, West Virginia

WATER BOARD MEETING DEC 12, 2009

1. **John Hobday** reports that four leaks were repaired at Units C-4, K-4, O-4, and J-2. Since the leaks were between the meter and the house, the repairs were at homeowner's expense.
 - a. John feels we need to put a hold on the engineer's plan. Jackson, Elmer and John to discuss this matter.

2. **Discussion about how to bill members for water leaks that occur between meter and house.**
 - a. Member pays. Only the PSC can change this billing process.
 - b. CMA will ask PSC if we can change the process during the water system upgrade.
 - c. Some water meters will need to be moved to lot lines as part of supply line replacement. CMA plans to pay costs of line meter to house in such cases. \$25,000 has been budgeted for these line replacement..
 - d. Budget will be revised for a section of the project to .
 - e. Letters informing should be sent on behalf of Board to houses in the sections to be impacted.

3. **Lagoon electrical work is in progress.** Gordy to call the bookkeeper at Allegheny Power to arrange payment of the bill for completing the project.
 - a. UV system in the lagoon almost complete.
 - b. Bubbler to be installed in the springtime

4. **Engineer's Technical Report**
 - A. Items (Annexes) postponed
 - a. Communication Tree
 - b. As-built Drawings
 - c. Emergency Notification

 - B. Items to be Posted on the Web Site
 - a. Engineer's report
 - b. Work plan
 - c. Notice to have septic tanks inspected

5. **B Section**--\$7,750.00 approved with changes to the contract . Contract amended to document that project will follow the drawings. The charge is based upon 775 feet at \$10.00 per foot.

Meeting adjourned at 12:00 Noon.

Arnold Weinberg,
Secretary CMA