

COOLFONT MOUNTAINSIDE ASSOCIATION

CMA MINUTE BOOK

2009

BERKELEY SPRINGS WEST VIRGINIA

COOLFONT MOUNTAINSIDE ASSOCIATION

Minutes of Board Meeting of January 17, 2009

Call to Order: Gordon Cloney called the meeting to order at 9:35 AM.

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

Others Attending: Dane, Bain, Kerr, Zaro, Thomason, Buchanan, Davis, Van Meter, Kagan, Broxson, Lidard

Minutes of December 13, 2008, Meeting: Approved

Election of Officers:

President—Gordon Cloney
Vice President-Jackson Bain
Treasurer-Jean Cohen
Secretary-Arnold Weinberg

President's Report:

1. Freeman plans to start selling lots the end of 2011.
2. Bob Margraf wants to approve Herbert Quick sign. Needs a drawing.

Treasurer's Report: 30-40 Assessment Payments have been received.

Water & Sewer:

1. Revenue was below estimate, but system showed a small profit for 2008.
2. Change in rate structure to be submitted to PSC in 2009.

Roads:

Gravel was spread on January 15, 2009.

Update:

Bylaws need to be amended to agree with new covenants which went into effect in December, 2008.

Rental Units:

There was discussion on housing rented through Cottage Rentals. How can occupancy be controlled?

Water Issue Discussion: [See Attachment A]

1. History of CMA water system presented by Cloney, Bain, Kagan, and Broxson.
2. PSC could: (a) take no action, (b) order repairs or (c) shut down system. PSC likes unaccountable water loss of less than 15%. For 2007 we reported a 30% loss. There was a lower loss rate in 2008.

3. New Year's Eve Incident caused by: (a) leaks, (b) equipment failure, (c) several weeks of "zero" weather, (d) full occupancy (two five-day weekends), (e) peak usage, (f) reservoir takes three days to refill.
4. Facts:
 - a. Consultant reported that we have sufficient water; no new wells needed.
 - b. Our reservoir alarm is activated when water drops to 50%.
 - c. There is a problem with pipe size and distribution.
 - d. Major leaks have been occurring in J and B sections.
5. Actions?
 - a. Continue leak detection and repair.
 - b. Replace mains in J and B sections.
 - c. Hire an engineer to evaluate system and offer long range solutions.
 - d. Introduce conservation program
 - e. Improve communication re emergency situations.
6. Questions to be Answered:
 - a. Technical Condition (System Plan) , Annual and Capital Maintenance Plans
 - b. Financing for (a.)
 - i. Rate Increase Study
 - ii. Grants & Other
 - c. Conservation
 - i. Existing Occupancy Rules
 - ii. New Consumption Guidelines
 1. Every Day Conservation
 2. Special for Designated Crisis Weekends
 - d. Communication
 - i. Crisis Notification System
 - ii. Routine re Conservation with Members and Guests(tenants)

Adjourn: The meeting adjourned at 12:00 Noon.

Respectfully Submitted
Arnold Weinberg

Secretary CMA

COOLFONT MOUNTAINSIDE ASSOCIATION

Berkeley Springs, West Virginia

January 23, 2009

To: CMA Members

From: Gordon Cloney, President

Re: Update - CMA January 17 Board Meeting and Water Issues

Dear Mountainside Friends:

The Board met last Saturday. As anticipated, the most important agenda item was addressing the water shortages on holiday weekends.

A. 2009 Officers: First we elected officers as follows: President: Gordon Cloney, Vice President: Jackson Bain, Treasurer: Jean Cohen, and Secretary: Arnold Weinberg.

B. 2009 Committee Chairs appointed in December are:

<u>Committee</u>	<u>Chairperson(s)</u>
DACC	Flo Bender (Board Liaison Arnold Weinberg)
Finance	Paul Corson (Board Liaison Jason Geno)
Communications	Lois Copeland
Social	Hallie Kerr
Community Relations	Martha Ashelman (Board Liaison Ron Wohl)
Water & Sewage	Elmer Broxson (Board Liaison Jackson Bain)
Roads	Elmer Broxson (Board Liaison Jackson Bain)
Recreational Facilities	Gat Caperton/Bob Cohen (Board Liaison Jason Geno)
Pool	Bob Cohen (possibly merge into Recreation in 2010)
Security	Hallie Kerr
Technology	Ron Wohl
Nominations	(To be determined)

C. Water System: After lengthy discussion, the Board decided on several steps to deal with water supply issues:

1. **Overall Direction:** In light of the urgency, complexity and sensitivity of the matter, overall management of the water supply subject: (a) technical aspects, (b) financial aspects, (c) emergency preparedness and conservation, are assumed by the Board.

2. **Technical:** I asked CMA VP and Board Water Committee Liaison, Jackson Bain, to lead a process to advance the ongoing water/sewage utility work program, to identify the underlying technical problems, to propose steps for their reduction or elimination, and to make recommendations to the Board for long term management and

maintenance. Water Committee members and, as required, additional members with appropriate technical expertise, will participate. The use of outside (consulting) expertise may be needed.

3. Financial: The Finance Committee will review cost estimates for these plans and propose methods for financing them as well as funding future maintenance expenses. This includes leading our consideration of rate changes and other financing.

4. Emergency Preparedness and Conservation: Working with the Communications Committee, the Board will establish a warning system including methods for improved leak detection to anticipate crisis conditions and a telephone tree to advise members when these arise. Working with DACC advice, the Board will also identify conservation procedures for use by CMA and CMA members. This may include measures to regulate occupancy and reduce water use during crisis periods. This will also involve consulting with government agencies and outside groups who are expert in water use management and conservation.

More information will be provided as this process advances.

D. Background on CMA Water System: A summary description of the CMA water/sewage system follows.

Established in the late 1960s, the CMA Water system is designed to serve a non-commercial, recreational community of part-time residents. The system was expanded in stages as the Mountainside grew. This process was completed with the incorporation of the T Section several years ago. After 35 years of evolution the CMA system incorporates a range of materials, equipment, and construction/engineering standards influenced by evolving regulatory conditions.

The system underwent major refurbishing in 1986 and in the mid 1990s, to upgrade/replace materials, and to expand water supply. More recently, efforts to improve system controls, to replace reservoirs, and to progressively replace supply lines to reduce water loss leakage have been undertaken. Since 2007 supply lines in the A and D Sections have been rebuilt. The supply lines now scheduled for rebuilding are those serving the J, B, and upper K Sections. Improved system mapping and system-wide leak detection are also part of the 2008-2009 work program. Costs of system improvements are born by CMA out of the Water Utility cash flow which determines the pace of such improvement.

CMA water supply comes from two wells - one located in the North end and the other on the South side of the property. Water is pumped from each well into a chlorination treatment process and then into a reservoir which feeds potable water to a distribution system servicing part of the mountainside. The system was designed to supply 117 part-time residences (an average of three individuals per residence).. Non-metered system water use and loss through leakage is estimated at 30% which is targeted for further reduction but compares favorably with the Town of Bath where system water loss was reportedly 50% before their recent multimillion dollar refurbishing. CMA sewage treatment is via a two-tank septic tank system maintained by each homeowner with the resulting liquid effluent piped to a CMA treatment pond, and eventually discharged into the surface water system.

The system is subject to dual regulation. Health aspects are monitored by the West Virginia Department of Health. Since 1995 administration, financial management and rates are regulated by the Public Service Commission of West Virginia. The CMA Water/Sewage Utility, one of the smallest in West Virginia, is a Class D Utility. This status imposes management and reporting requirements appropriate to a very small recreational community of part-time residents operating with limited financial resources, no full-time staff, and heavily dependent upon volunteer management, labor and administrative support. Management of the system is reviewed in monthly Board meetings which are open to all CMA members.

CMA's current water tariff is \$17 per 1000 gallons. The sewage tariff is \$2 per 1000 gallons. These rates must be adequate to maintain the system as solvent. Currently the CMA water/sewage system operates on approximately \$48,000 annually. It is CMA policy to make needed repairs as rapidly as possible and fund this from Water Utility cash flow. In the past three years increasing costs of operation and decreasing water consumption revenues have brought the system close to a deficit operation. The water /sewage rates do not include funding for capital improvements. A rate review is planned for 2009.

Over the years the CMA water system has suffered occasional shortages. However, since the sale of the Coolfont resort, holiday weekend demographics have apparently changed. While overall CMA water consumption has decreased during this period, holiday consumption has increased resulting in major water shortage "crises" on three occasions: Memorial Day and Thanksgiving weekends 2007 and New Years 2009. A mini crisis occurred this past weekend (Jan 17-20) triggered by subzero temperatures on the mountainside.

It appears that in each instance the factors producing the crisis include a consumption "spike" driven by very high "holiday" occupancy particularly in the mountainside's many rental properties (estimated to house an average of 9 individuals per residence), recreational water use (Jacuzzis etc) together with the random occurrence of system leaks (on CMA or on homeowner property), equipment malfunction, and/or other triggering conditions such as freezing weather. Under these "perfect storm" conditions the CMA reservoirs are drained rapidly by our consumers and cannot be quickly refilled during these periods when short-term, high-occupancy-driven demand and routine system loss exceeds the rate of supply being pumped from the wells.

For planning purposes members should have in mind the weekends which offer the greatest crisis risk are: Memorial Day, 4th of July, Labor Day, Columbus Day (Apple Butter Festival), Thanksgiving and New Years. The peak month is October.

Your ideas and suggestions are welcome on this as on all CMA governance.

Kind regards to all,

Gordon Cloney
President, CMA

COOLFONT MOUNTAINSIDE ASSOCIATION

Minutes of Board Meeting of February 14, 2009

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

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

Others Attending: Broxson, Corson, Friedman, Hash, Hobday. Kagen, Kerr, Van Meter,

Minutes of January 17, 2009, Meeting: Approved

President's Report:

1. Reviewed Board Meeting procedures adopted in July, 2008—Re-adopted as read.[**See Attachment 1**
2. Recommended speakerphone for the Board Meetings in order that Board members unable to attend may participate by phoning in.

Treasurer's Report:

1. Assessments Collected—86% of houses have paid; 83% of lots have paid.
2. Jean Cohen to check if lot assessments should be \$430 or \$490.
3. Pool Expenditures—2 more payments of \$8,000 to be made
4. Refund received of \$1100 for gravel.
5. Treasurer's Report approved as presented.

Water & Sewer:

1. Bills for Water & Sewer usage to go out the end of February.
2. Taxes due March 14, 2009. We are waiting for bank's 1099 statement.
3. We want to check for availability of State grants for upgrading water system.
4. Water reserves are in Certificates of Deposit.

Roads:

Gravel was spread.

Operations:

1. John Hobday is making drawings of the water system. When completed, copies to be sent to Jackson Bain, Elmer Broxson and Gordon Cloney.
2. We need to clear broken limbs from the road.

Finance Committee:

Bookkeeper.

- a) Committee to determine job description.

- b) Start process to hire bookkeeping firm. Arnold Weinberg said a new bookkeeping firm has opened in Hedgesville; a partner lives in Morgan County.
- c) Must be bonded and have Errors and Omissions Insurance.

Sewers:

1. Charges to “D” Section.—Owners owe for septic tank modifications. CMA owes for the connections.
2. Martha Ashelman should have been notified about charges that were billed to her.
3. A motion was made—Finance Committee, Treasurer, Elmer Broxson and John Hobday to meet and decide on charges to Section “D” homeowners and report conclusion to Board for review and approval; seconded and passed.

Communications:

Water Emergencies—Develop telephone tree. John Hobday to call Hallie Kerr, Rosemary Bigelow or Martha Ashelman who will call Cottage Rental. Means of notifying homeowners yet to be determined (e-mail, text message, telephone tree.)

Security: Ron Wohl reported that Security Electronics will provide a four-camera system for \$4,010 plus Labor. Cameras would be located on Herbert Quick, the Pool and Playground. Discussion, both Pro and Con, followed. It was agreed that the price was right; but, is the need there? Further investigation recommended.

Water Problem:

1. John Hobday’s report on the water system
 - a) Sub-freezing temperatures
 - b) Leaks—John is on them asap. The last leak was on private property—B-3.
 - c) Leak detectors were discussed.
 - d) Communication—Discussion on whether a 1-800 number for water updates is needed.
 - e) Do we need a back-up to John?
2. Sections “B” and “J” pipe replacements are in the works.
3. Jackson Bain gave a detailed overview of the Work Plan addressing the water problem.

Adjournment: The meeting was adjourned at 12:10 P.M.

Respectfully Submitted
Arnold Weinberg
Secretary CMA

Coolfont Mountainside Association

Berkeley Springs, West Virginia

Ordinary Board Meeting Guideline

These guidelines are to help CMA Directors conduct Association business and related decision-making in an orderly, efficient and transparent way.

Timing & Duration:

Board meeting are normally held on the second Saturday of each month; are two hours in length; begin at 10:00 am; and conclude at noon unless extended by the presiding officer. Ordinary Board Meetings are open to CMA members unless an executive session is called by the presiding officer or is requested by four directors.

Procedures:

Presiding: The CMA President or, in his absence, the CMA Vice President presides

Rules: Where the Board or the presiding officer has not established a rule, meeting procedures are guided by Robert's Rules as applied to small meetings.

Business Taken Up: Meetings follow a written agenda prepared by the President with the assistance of the Secretary and normally distributed beforehand. Directors or members who wish to have a matter taken up are asked to advise the President or the Secretary a week before the meeting so the matter may be on the written agenda

At the time the Board approves the agenda Directors may also ask to introduce a new matter, time permitting, during the part of the meeting directed to "Other Business". With the exception of clear emergencies, new matters introduced at a meeting are not decided (voted on) until a subsequent meeting.

Discussion & Debate:

Two types of issues are usually considered "reports" and "motions". Reports are informative and Directors may comment on or inquire about the subject reported. Motions are pro-active and require a second before discussion and debate is possible.

Brevity & Efficiency:

Given the full CMA agendas, presentation of routine reports and motions should not exceed five minutes, a period which the presiding officer may extend if requested and warranted. Comments, questions and response by Directors which follow should be brief and to the point not exceed a couple of minutes subject to extension by the presiding officer. Civility and respect for meeting rules is expected during discussions.

During discussions, after director's comments are finished, but before a motion is voted, the presiding office may invite member questions and comments which should normally not exceed two minutes in length. Time permitting; the presiding officer recognizes members to introduce new subjects during the part of the meeting directed to "Other Business".

COOLFONT MOUNTAINSIDE ASSOCIATION

Mnutes of Board Meeting of March 14, 2009

Call to Order: Jackson Bain called the meeting to order at 10:00 AM. There was not a quorum present.

Directors Attending: Bain, Cohen, Weinberg

Others Attending: Broxson, Hobday, Van Meter

Minutes of February 14, 2009, Meeting: No Action

President's Report: No Report

Treasurer's Report:

1. A higher percentage of house assessments have been paid than lot assessments.
2. Sixteen per cent of the 2009 budget has been spent.
3. Bookkeeper—The Treasurer will turn over bookkeeping duties on April 20, 2009, if the bookkeeper is bonded by that date.

Committee Reports:

Finance Committee: A Finance Committee conference call is to held this afternoon to discuss sewer charges to home owners in "D" Section.

Security: Discussion on having Motion Detectors installed on existing pool lights.

Water :

1. Communication—Letter to Home Owners
2. Technical—Larry Riggelman is an engineer whose company will survey water pipes and meters on March 27, 2009. He will supply us with recommendations and associated costs.
3. Joe Van Meter's thoughts.
 - i. Can the pump rate be increased?
 - ii. Is an additional well needed on Salmon Lane?
 - iii. Is the water chlorinated before it is pumped to the reservoir?
 - iv. Can the automatic pump switch be set to turn on at a higher water level than the current setting?
 - v. Is silt at the bottom of the reservoir decreasing the reservoir capacity and, if so, can it be cleaned out?

Adjournment: The meeting was adjourned at 11:50 A.M.

Respectfully Submitted

Arnold Weinberg

Secretary CMA

COOLFONT MOUNTAINSIDE ASSOCIATION

Minutes of Board Meeting of April 18, 2009

CALL TO ORDER: Gordon Cloney called the meeting to order at 9:45 AM.

Directors Attending: Cloney, Cohen, Weinberg and Wohl. **Absent:** Bain, Copeland, Geno

Others Attending: Ashelman, Auslander, Bigelow, Borchers, Brydges, Broxson, Cloney, Cohen, Deane, Floyd, Hobday, Kagen, Kaufman, Keese, Kerr, Lehman, McCrady, Meeker, Merola, Place, Weinberg

MINUTES OF FEBRUARY 14, 2009, MEETING: Approved;

PRESIDENT'S REPORT:

1. Two grievances are being addressed in executive session.
 - a. Ashelman - Sewer connection charges not notified in advance
 - b. Williams – Reform CMA Water Utility management
2. Calendar—May Board meeting to be held 5/16/09.
3. Economy
 - a. Freeman: No plans to set construction start-up date. Should CMA request Freeman start teardown of old buildings?
 - b. Mountainside: Seven houses and lots for sale.
 - c. Local: Spas in town are hurting.
4. Water Utility: Jackson Bain informs that the system data had being assembled has been passed on to the consulting engineers for analysis.
5. Communications:
 - a. CMA needs to get e-mail addresses for everyone, where possible
 - b. CMA is establishing a system to deliver emergency information to members.
6. Gordon Cloney announced his plan to step down as President after the June Board meeting for health/family reason but will continue on the Board until year's end.
7. Paul Kagen announced his immediate resignation from his voluntary duties assisting the Treasurer with the bookkeeping and billing for the Water Utility unless (a.) he was immediately reinstated as CMA PSA contact and (b.) a letter of apology from CMA was issued. This was referred to the executive session.

TREASURER'S REPORT:

6. Ten people have not paid CMA assessments. Two have set up payment schedules.
7. One pool payment of \$8,000 remaining.
8. Two pool heaters to be purchased at \$2,500-\$3,000 each.
9. Directors' liability insurance has been purchased.
10. Additional large CMA expenditures due—pool wages, insurance and taxes.

6. Water & Sewer losing money due mainly to sewer expenses. Water close to breaking even. 95% of water bills have been paid.
2. Need to file response to the PSC.
1. The delinquent report to the PSA for 2008 had been gives an extension by the PSA to 4/30/2009.
2. Paul Kagen was asked to itemize the expenditures fro the D Section sewer hook up which reportedly came in under the \$35,000 budgeted.

COMMITTEE UPDATES

Pool:

1. Pool will be plastered the week of 5/3/09 subject to weather conditions. Pool to be filled immediately after plastering work is complete. It is hoped that it can be filled on Mon, Tues, and Wed to avoid water interruption as weekend occupancy increases.
2. Two heaters will be needed.
3. Get estimate from Craig Deane for pool beautification project.
4. Jean Cohen to talk with Shane Cheatham about repairing or replacing steps to pool and tennis court.

Communications: Bill McCrady to join Communications Committee.

EXECUTIVE SESSION: The meeting was recessed at 11:00 A.M. and then reconvened in executive session at 11:45 at which (1) Gordon Cloney reported on the status of the complaint filed with the PSC. it was decided without objection that: (2) all the costs of the D Section sewage hook up would be borne by CMA and (3) Kagen resignation is accepted and no action was taken on his demands.

The meeting adjourned at 12:45 pm

Arnold Weinberg
Secretary

COOLFONT MOUNTAINSIDE ASSOCIATION

Minutes of Board Meeting of May 16, 2009

CALL TO ORDER: Gordon Cloney called the meeting to order at 10:04 AM.

Directors Attending: Cloney, Bain, Cohen, Copeland, Geno (by telephone) and Wohl. **Absent:** Weinberg.

Others Attending: Ashelman, Auslander, Bain, Bigelow, Borchers, Broxson, Cloney, Deane, Floyd, Hobday, Kagen, Kaufman, Keese, McCrady, Meeker, Merola, Place,

MINUTES OF APRIL MEETING: Approved by acclamation.

PRESIDENT'S REPORT:

1. Stan Bigelow reported on plans for the June 13 Water Sense Workshop. This meeting is intended to examine water use and conservation on the Mountainside in support of the Water Utility renovation being undertaken by CMA. Assisting Stan with preparations are Flo Merola, Steve Floyd and Ron Wohl. The program will begin at 5:00 pm at the CMA Barn and be followed by a potluck at 6:30. Stan expects the effort to lead to CMA participation in the EPA "Water Sense" program.
2. Calendar: June Board meeting to be held 6/13/09.

CMA WORK PROGRAM:

1. Committee 2009 Work Programs were reviewed. [**See Attachment 1**]
2. Water Utility Renovations: Jackson Bain reported in depth. The engineers work is on schedule and a report is expected to be in hand by June 30 for review by CMA.
- 3.. Crisis Notification Program: Gordon Cloney reported the planned "1 (888)..." telephone hot line was established and would be functional before the Memorial Day weekend - the first of the years "high occupancy weekends". Members and the property manager(s) are to be reminded to practice water conservation and observe CMA occupancy standards.
- 4.. PSC Relations: Gordon Cloney reported that it was expected a request for extension of certain deadlines related to the Williams complaint would be approved. Very constructive discussions have been held by telephone with PSC representatives and it was hoped that a meeting with PSC representatives on the Mountainside might be arranged - possible for July once the engineers report was received and studied by CMA.

TREASURER'S REPORT:

1. Cottage rentals have paid its pool use fees for 2009 @\$65 per property managed
2. Water utility bookkeeping and accounting is being transferred to the new professional firm selected to handle this activity. It is expected that despite the early start-up, second quarter water billing should not be delayed or interrupted.

OPERATIONS MANAGERS REPORT

1. No water outages reported during month.
2. Contracting for "B" Section line replacement is underway.

COMMITTEE UPDATES

Communications:

1. The committee will do a mailing to complement the Memorial Day water conservation effort. A copy of “Rules and Regulation We Live By” will also be included

Recreation/Pool:

1. The Pool will be plastered May 17 a delay due to poor earlier weather conditions. Pool to be filled immediately by tanker after plastering work is complete to avoid water interruption.
2. Pool is expected to be open for Memorial Day although landscaping still will be needed.
3. Bob Borchers volunteered was designated to supervise the Memorial Day poolside barbecue.

ADJOURN The meeting was adjourned at 12:15 pm.

Gordon Cloney,
Acting Secretary (in the absence of Arnold Weinberg)

ATTACHMENT 1

Coolfont Mountainside Association
Berkeley Springs, West Virginia

CMA WORK PLANS FOR 2009

DEVELOPMENT & ARCHITECTURAL CONTROL COMMITTEE [DACC]

Chair: Florence Bender Merola
Yingling, Elmer Broxson.

Members: Linda Dunyon, Arnold Weinberg, Carroll

Mission: The purpose of the DACC is to advise the CMA Board on the maintenance of the natural mountainside appearance of all the Coolfont Mountainside Association properties and structures.

Work Plan:

This committee endeavors to accomplish its goals by adhering to the following guidelines:

1. To review plans for all new construction in a timely fashion and in strict adherence with the standards and procedures set down in the CMA documents governing construction, maintenance and property use.
2. To review plans for all modification of existing properties in a timely fashion, including, but not limited to, maintenance, rebuilding, driveway maintenance and paving, tee removal and exterior stain & paint color.
3. To document approval of plans two DACC members and the DACC Chair must sign off on the properly documented plans and report this decision to the Board before the DACC Chair responds to the applicant and permits the commencement of construction. Verbal consent or approvals will not be valid.
4. DACC site visits will take place while construction is in progress and after construction has been completed to confirm compliance with CMA standards.
5. To keep the Board advised via reports by the DACC Chair or by the designated Board liaison.

This committee will also seek to carry out the following projects:

1. To complete the signage installation program
2. To develop a standard and design guideline for uniform:
 - trash bins on Mountainside properties,
 - firewood storage sheds on Mountainside properties.
3. To advise the Board on design and appearance matters relating to the new Coolfont Developer
4. To review and recommend to the board any needed changes to the Regulation and Guidelines for Building at Coolfont with emphasis on: (a) strengthened control of property appearance & maintenance, and (b) strengthened enforcement procedures.

FINANCE COMMITTEE

Chair: Paul Corson Members: Jean Cohen, Jason Geno, Arnold Weinberg,

Mission: The purpose of the Finance Committee is to monitor and periodically report on the present, and to project the future, financial condition of CMA and the CMA Water Utility and to recommend to the Board the policies, procedures, and actions necessary to assure the continued good state of CMA's operations, the maintenance of the organization in sound financial condition, and the protection of its assets.

Work Plan

1. Review and comment on the financial condition of CMA.
2. Review the adequacy of the CMA policy on auditing procedures and make any needed recommendations.
3. Review the adequacy of CMA insurance programs and make any needed recommendations.
4. Support the CMA Treasurer and the CMA Water Utility Treasurer in monthly financial reporting to the CMA Board.
5. Prepare for the annual meeting a CMA budget for 2009 for approval by the Board and the CMA membership.
6. Prepare a five year financial plan for CMA projecting the anticipated capital, dues, fees and other income needs believed needed to maintain the CMA in sound condition and to provide the level of services needed by the CMA members.

COMMUNITY RELATIONS COMMITTEE

Chair: Martha Ashelman Members:

Mission: The purpose of the Committee is to develop relations with public and private organizations active in Morgan County and keep the CMA Board informed about any developments or activities which can impact on CMA and/or the CMA members' interests.

Work Plan:

- 1, Develop a list of key Morgan County organizations of importance to CMA.
2. Attend meetings of, hearings by, presentations to such groups and report as appropriate to the CMA Board on matters and issues that are important to CMA.
3. Make recommendations to the CMA Board on the course of action.

COMMUNICATIONS COMMITTEE

Chair: Lois Copeland Members: Bob Borchers

Mission: Provide outreach for members of the CMA community. Link the members together and fosters a sense of community. Provide critical and helpful information to members. Keep members informed regarding CMA activities and local community matters.

Work Plan:

1. Develop a general plan for all CMA Communication
2. Develop an emergency notification system.
3. Newsletter: Publish three CMA newsletters during year
4. Web Site: Take steps to encourage the greatest possible CMA member use of the web site and convert it into the Association's principal vehicle for internal communication. Provide a user friendly information services including
 - (a) a continual flow of current CMA information for members;
 - (b) Provide members a forum to express their ideas and thoughts,
 - (c) Provide "members eyes only" information and membership contact information including phone numbers and e-mail addresses,
 - (d) provide contact information and when possible direct linkages to community resources including emergency services, utility information and local agencies, and
 - (e) seek additional ways to add value to member use of the site.

SOCIAL COMMITTEE

Chair: Hallie Kerr **Members:**

Mission: The committee's purpose is to plan and oversee CMA's social programs.

Work Plan:

1. Organize the monthly potluck dinners which follow board meetings.
2. Make arrangement for the CMA Annual Meeting.
3. Assist in the organization of other events (pool parties etc) as appropriate and feasible.

WATER UTILITY COMMITTEE

Chair: Elmer Broxson **Members:** Bob Cohen, Richard Kaufman, Jackson Bain (Board liaison),

Staff: John Hobday, Terry Miller, Pat Swink

Mission: The purpose of the Committee is to insure the provision of water supply and sewage disposal services to CMA member's, to report monthly to the Board on this activity and inform and advise the Board on matters relating to carrying out these responsibilities.

Work Plan:

1. Water Supply & Sewer System – General Responsibilities
 - (a) Operate and maintain CMA's two central water systems in conformity with the regulations of the West Virginia Bureau of Public Health. These include a monthly report on chlorine levels, an annual report on nitrate content, and the quarterly submission of samples for fecal coliform tests.
 - (b) Operate and maintain CMAs central sewer system in conformity with WV Department of Environmental Protection regulations which include quarterly and semi-annual discharge reports, an annual sludge report, and the monitoring/enforcement of septic tank pumping at residences.
 - (c) Bill and collect revenues in conformity with the regulations of the WV Public Service Commission which includes compiling the annual PSC Report.
2. Projects
 - (a) Reduce water loss by improved leak detection: Obtain related testing equipment and/or contract for testing capability as necessary; Plan, prioritize and begin replacement of water lines as budget resources permit.
 - (b) Consider engineers recommendations in regard to resolving water system infrastructure problems
 - (c) Plan a revision in water/sewer rates.

(d) Lagoon: Solve problem of excessive duck weed, and Geo-text shield for lagoon liner – replace. and level Inlet pipes in the constructed wetland.

4. Future Planning: Prepare a report on the background, structure and organization, operation, and recent maintenance history of the CMA Water and Sewage system and project the system’s anticipated maintenance and capital replacement costs for the coming five years

ROADS COMMITTEE

Chair: Elmer Broxson **Members:** Jean Cohen,
Staff: John Hobday, Robert Snidemiller, Terry Miller

Mission: The purpose of the Committee is: to insure the good condition, maintenance and accessibility of CMA’s system of paved and gravel roads, ditches and culverts to report monthly to the Board on this activity; to inform and advise the Board on related matters including developing policies for additional roads, driveway paving; and to recommend and supervise major repaving projects..

Work Plan:

1. Seasonal Maintenance Activity:

- (a) Spring: Road grading.
- (b) Summer: Sweeping loose gravel from paved roads
- (c) Fall: Leaf and dead tree removal
- (d) Winter: Snowplowing and sanding.

2. Projects Planned

- (a) Inspect paved surfaces for potholes and shoulder erosion
- (b) Inspect gravel roads and driveways for poor drainage/erosion.
- (c) Remove brush from blind corners

4. Future Planning - Prepare a high point report on the background, structure and organization, operation, and recent maintenance history of the CMA road system and based on this project the system’s anticipated maintenance and capital replacement costs for the coming five years

RECREATIONAL FACILITIES COMMITTEE

Chair(s): [Gat Caperton/Paul Corson] **Members:** Bob Cohen

Mission: The committee oversees the development, maintenance, and use of the CMA barn, tennis courts, and tot lot

Work Plan:

- 1. Tennis Courts & Parking Area: Develop a maintenance and landscaping plan
- 2. Pool Area: Develop maintenance and landscaping plan.

POOL COMMITTEE

Chair: Bob Cohen **Members:**
Staff: John Hobday,

Mission: The purpose of the Committee is to maintain the pool facility in good conditions, provide for its seasonal operation, project future maintenance and improvement need and report to the Board on this activity.

Work Plan:

1. Complete ongoing renovations to Pool:
 - Repair lights in the pool
 - Order: New fixtures (e.g., drain covers, etc.); Also pool chemicals.
 - Pool sealant must be applied. Install a new pump for the main pool.
 - Replace existing hot tub heater thermostat .
 - Fill pools so that they do not interfere with the water needs of residents.
 - A flow meter is needed for each pool system at a cost of about \$100 each
 - A railing should be installed by the hot tub
 - A new cover is needed for the main pool.
2. The existing locks on the pool must be replaced to prevent unauthorized and after hours use of the pool. A security system might be considered
3. Future Planning – Prepare a report on the operation, maintenance history and maintenance schedule for the pool and based on this project the system’s anticipated maintenance and capital upgrade/replacement costs for the coming five years

CMA TECHNOLOGY COMMITTEE

Chair: Ron Wohl **Members:** Bob Borchers

Mission: The purpose of the Committee is to identify, explore products, systems, resources, and ideas which can make CMA a stronger service organization, the Mountainside more attractive, Mountainside living more enjoyable, and CMA member’s home life more efficient.

Work Plan:

1. Carry out a CMA membership survey to seek guidance on any topics, issues, services etc. which members want the committee to research.
2. Serve as an in-house research arm for technologies the Board and the Committees may find useful in meeting CMA’s various accountabilities and/or for improving Mountainside living: (a.) Security Surveillance Systems and (b.) Water Management and Conservation Technologies.

COOLFONT MOUNTAINSIDE ASSOCIATION

Minutes of Board Meeting of June 13, 2009

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

Directors Attending: Cloney, Cohen, Copeland, Jackson, Weinberg and Wohl

Others Attending: Ashelman, Bigelow, Claybrook, Corson, Kagen, Kerr, Merola, Thompson, Van Meter

Minutes of May Meeting: Approved as corrected

President's Report:

1. Water Sense Meeting set for tonight.
2. Committee chairmen need to turn in budget requests by July Board Meeting. Budget must be completed in August for approval at the Annual Meeting.
3. Annual Meeting approves budget and assessment. Special assessments (i.e. for example for the water system) are permitted and require approval by 2/3 CMA members.
4. Four Board seats are open for this year's election.

Memorial Day Weekend Water Situation

The system met requirements although a potential crisis caused by an overheated South Reservoir pump. Question—can reservoir water level be checked on Wednesday or Thursday prior to busy weekends?

Treasurer's Report:

In Jean Cohen's absence, a copy of the current Treasurer's Report was distributed.

CMA Work Program:

1. Pool Renovation:
 - a. Leaks found under the kiddie pool are repaired.
 - b. After discussion pool clean up was scheduled for June 20 to be done by volunteers.
2. Water System Renovations:
 1. A very constructive and positive meeting had been held with a representative of the PCS. Key conclusions were: our three-phase approach (technical evaluation, financial, water conservation & improved management) was encouraged; our response plan can be staggered or phased over time; water utility management should be procedurally distanced (separated) from association management although the same board and office would continue to manage both activities.
 2. Jackson Bain reported that the engineer's scope of work was being revised and would be presented at the next meeting. CMA is not bound to use the same engineers for subsequent implementation of recommendations made.

Communications:

1. There was a Committee Meeting on May 18, 2009.

2. Need easier access to a more engaging, user friendly web site.
3. Twenty CMA members have not provided e-mail addresses. Telephone tree will get information to these members.
4. CMA Directory—a discussion was held regarding updating Directory as opposed to printing and assembling a new Directory each year. This could be accomplished by using a loose leaf binder format.
5. Antenna TV reception is poor since conversion to digital.
6. Ron Wohl offered to look into a community TV antenna.

Security: Expenditures for Security System are tabled until expenses for resolving water issues are better understood.

Annual Meeting: Set for October 17, 2009

Other Business: Ron Wohl objected as a point of order to delays and distractions caused by observer's interruptions of meeting discussions when not recognized by the chair.

Adjournment: The meeting was adjourned at 12:00 Noon.

Arnold Weinberg
Secretary

COOLFONT MOUNTAINSIDE ASSOCIATION

Minutes of Board Meeting of July 11, 2009

DIRECTORS ATTENDING: Cloney, Cohen, Copeland, Jackson, Wohl, Geno. **Not attending:** Weinberg

OTHERS IN ATTENDANCE: Martha Ashelman, Stan Bigelow, Cindy VanMeter, Halle Kerr, Paul Kagen

AGENDA: Approved. In the absence of the Secretary Jason Geno was asked to take minutes

MEETING OF JUNE 13 MINUTES: Approved

PRESIDENTS REPORT:

1) **CMA WATER PROGRAM–**

Asked Stan Bigelow to speak about water sense meeting. Progress made on engineers drafting of report (set for delivery in August). Stan Bigelow spoke during this report regarding his following up with people attending the “Water Sense” meeting held at Stan’s house. People were very receptive, and there was a sense of importance derived from the Water Sense meeting. It was also mentioned that CMA should develop a separate water organization that is not an extension of CMA, rather a separate entity. This concept will be further discussed at the October 2009 meeting. The idea and question came up of coverage for BOD regarding insurance if a separate water organization were to be formed Stan further discussed a committee looking creating purchasing power for the community to buy water efficient fixtures more cheaply.

Asked Jackson Bain to deliver a progress report on the water system. Discussed the leak detectors finding 18 leaks, 10 have been repaired; there is a need to replace the black pipe at CMA. Jackson mentioned there is a need for CMA to continue to look and deal with not only the pipe, but the whole system, mechanics and electronics. Engineers’ report should be early August. Jackson recommended new south well pump for \$1500 which would allow CMA to have the old south well pump as reserve. Cost for pump approved.

Mentioned that we need to approve Engineer’s cost and certain non budget water expenditures. He also commented that we need to discuss allocation of funds for appropriating water expenses in August meeting. Asked approval needed for engineers system report \$15,000 – unanimously approved. Also, there was a cost for Section B design \$1500 - unanimously approved. There was discussion about related need lending \$16,500 from CMA to water utility to cover these expenses – this was unanimously approved.

2) **CMA BUDGET** needs must be sent in by next Board meeting – August.

3) **ANNUAL MEETING** Four Board seats are open for this year’s election (Wohl, Cloney, Weinberg, and Copeland). Rusty McCrady will be asked to chair the election committee.

Discussed date of **October 17 for annual dinner**. It was discussed having Earth Dog Café as caterer for event. There was communication brought up about checking on vegetarian dishes as well. Jason Geno offered to bring a case of red and white wine to event.

TREASURER'S REPORT- by Jean Cohen- we are at 57.9% of budget from last year at this time. Major expenses this year included pool at \$37,000. We will spend another \$8,00 on pool this year (pool cover) – Report was accepted.

OPERATIONS REPORT - John Hobday discussed fixing leaks, he recommended buying a leak detector. John is investigating options for this. John requested pool diagram so he is aware of pipe layout. BOD will assist in getting this to John.

Barn Rental – topic discuss with BOD, liability concerns, cost of rental discussed as well. Jean Cohen will check on renters insurance and our current liability coverage. There was discussion and agreement in principal about examining and increasing rental fee of barn if BOD were to continue renting it out.

COMMUNICATIONS - Lois Copeland updated – directory costs to be discussed, also modernizing website costs. Figures will be assembled in August for budget.

SOCIAL – Hallie Kerr discussed 3 parties being held this year and expenditures for these

ROADS- Elmer Broxson discussed the adding of two culverts from Frog Hollow – cost \$2000 pot hole maintenance already in budget – no additional costs projected in 2010 outside of current costs.

RECREATION – Jason Geno discussed getting funding in budget amount for picnic tables and chairs where playground is. Chairs for pool as well—to be sent first week of August for budget.

THE MEETING WAS ADJOURNED AT 12PM.

Jason Geno
Meeting Secretary

Coolfont Mountainside Association

Berkeley Springs, West Virginia

Water Sense Workshop Report June 13, 2009

Friends:

Thank you for your attendance at our first *Water Sense Workshop* on June 13 at the Barn. Fifty-five members of our CMA family participated in the workshop/pot luck dinner and it was a tremendous success.

While we began our workshop with a few minutes dedicated to the progress on the overall system upgrades and it's re-engineering, we were primarily interested in addressing the conservation of our precious resource as well as developing ideas to better communicate to the entire CMA membership when problems arise.

I began the meeting by introducing CMA President *Gordon Cloney* who provided a brief summary of where we have been and what has been done. In January following the New Years crisis he had asked the Board to assume management of the system from the old water committee and divided out our water concerns into three areas and three separate groups to address: (1) Technical Concerns that have to do with re-constructing a complete water system for our Community; (2) Financial Concerns - How we pay for it; and (3) Conservation and Communication Concerns - How we conservation and manage waters use, particularly during times of heavy demand.

CMA Vice President *Jackson Bain* followed with an update of where we are going in the immediate future in the technical area. The current water system is undergoing re-engineering to not only meet our increasing demand, but to also improve our systems resistance to malfunction whether due to aging material and equipment breakdowns or damage done by the inevitable "Perfect Storm". Positive action is currently being taken by the board and plenty of accurate information will be available to all CMA members soon.

Steve Floyd, a relatively new home owner to CMA followed Jackson. He emphasized the special responsibility each rental homeowner has pertaining to the conservation effort and the need to personally monitor the rental users habits. Whether you rent your home regularly or just entertain guests, it is important that each CMA homeowner informs guests, property managers and tenants of the CMA water conservation guidelines and practices, possibly posting instructions in prominent locations within the home to remind the tenants and their guests.

We then introduced the table discussions that were the focal point of the evening. The intent was to receive as many suggestions from the members as possible in the remaining 55 minutes. I introduced the discussion with the thought that water conservation is about: Conserving its supply; Conserving its use; Prevention of outages; and Recovering from an outage. The participants were numbered and sat at

the respective tables that matched the number they were given. At each table, there was a pre-appointed facilitator for the discussion and a resource person who knew the history of the water issues our Community has had to face. The results of these discussions were recorded on flip chart paper. When the time was up each round table facilitator came forward and summarized major ideas his or her group identified that would have the greatest benefit to our water sense discussion.

Volunteers were requested from each group to find people who would be willing to contribute their effort to help us make CMA a successful Water Sense Community.

Committee member *Ron Wohl* discovered a Web Site that identified an organization called, Water Sense, a program associated with the EPA that is an informative source precisely formed to help communities like ours put in place the best Water Sense ideas. He has applied for membership on behalf of us all and our application has been accepted.

In the attachment to this letter you will note the summary of all the suggestions made at the workshop. Identical suggestions were deleted. Subsequent to this meeting, our Water Sense Committee has met and discussed all of the ideas and has inserted the noted comments in the attachment as well.

Some of the participants offered their names as volunteers willing to help us make the Water Sense spirit a greater reality at CMA. If you have some thoughts or time to share your expertise or non-expertise, please let us know by calling or E mailing *Flo Merola*. Phone: 304-258-3647 or (Cell) 301-716-6285. E-mail, FLOBENDER@aol.com

Our Water Sense Committee wishes to thank all those who helped make the Workshop a success. But the Proof is In the Pudding. Let's take a good start and make it a journey that has a successful outcome as well as a successful beginning. Your Water Sense Committee will put action plans to your suggestions as time permits and resources are available. Thank you for your interest.

Sincerely,

Stan Bigelow

Chairman Water Sense Committee

Water Sense Committee: Stan Bigelow, Flo Bender, Steve Floyd, and Ron Wohl.

Note: Following as an Annex are the collated suggestions from our Water Sense Workshop with our Water Sense Committee responses to some of them.

CMA WATER SENSE WORKSHOP

June 13, 2009

1. WHAT LOW COST SUGGESTIONS DO YOU HAVE THAT WE COULD INDIVIDUALLY ACT UPON WHICH WOULD CONSERVE WATER USAGE, PARTICULARLY DURING TIMES OF PEAK HOME USE?

Answers:

- A. Do laundry/dishes at night or midday or take laundry home, buy hi-energy, front load washing machine.
- B. Move laundry services “off site” for rentals.
- C. Do not wash vehicles.
- D. Use rain water barrel for watering plants.
- E. Have a bucket in shower to catch cold water to reuse.
- F. Put a brick in toilet tank to lower volume – “fluid master” for toilets, replaces plastic float. Also, replace old water heaters with new flash (on –demand) water heaters, low-flow shower heads, and high efficiency appliances.
- G. For rental homes post conservation instructions throughout the rental.
- H. Share information on reliable plumbers.
 - ◆ *W.S. Committee – Also find a low cost source where by owners could purchase new toilets and faucets to enable water conservation.*
- I. Don’t flush toilet every time you use it (#1).
- J. Turn off water when brushing teeth.
- K. Turn main water control off when you leave. When house is unoccupied, drain water from appliances, water heater, and toilet “winterize”.
- L. Use bottled water, paper plates.
- M. Have an emergency water supply.
- N. Create an early alert mechanism for someone to know if we have a large loss/leak of water.
- O. Turn off whole house water when you leave; check your water meter when you leave and again when you return again to check of there was a water leak. Also, always turn off water at outside outlet and hot water heater; if you have renters, arrange for someone to turn it on for them.
- P. Replace water valves on older houses.
- Q. Install water coolers in home for drinking.

R. Replace at least the main toilet in the house with the new dual flush or single flush 1.6 gallon toilets.

2. WHAT SUGGESTIONS DO YOU HAVE THAT WOULD ENABLE CMA TO ANTICIPATE AND RESOLVE A WATER SHORTAGE BEFORE IT OCCURS?

Answers:

A. Assessment teams to visit all homes (assess and fix).

B. Rental agent to notify CMA of high rental times.

C. Owner/occupants notify BSCR if too many people in rental house.

D. Monitor your own water meter.

E. Know where main water valve is located.

F. Make new home owners aware of water issues.

G. Put water conservation tips on our website and newsletter and posted in rental homes.

H. Check system/reservoir level at regular intervals.

I. Homeowners provide contact at rental agency to notify of water emergency.

W/S Committee Comment:

◆ *The homeowner should call the Rental Agency directly regarding water issues.*

◆ *Property managers will be put on our water issues list as well as Berkeley Springs Cottage Rentals.*

J. Assemble a sign at entrance of CMA on peak periods “Please Conserve”

W.S. Committee Proposal:

◆ *Assemble two signs A. - Water Sense Community – “Water Sense is common sense” and B -.Fire wise Community – “Prevent forest fires”*

K. Put tips in with water bills – 5 or 6 each time.

L. Make sure renters and homeowners comply with CMA regulations (# of people per bedrooms) informing homeowners/renters/rental agents.

3. WHAT WOULD YOU SUGGEST THAT WOULD BE THE MOST EFFECTIVE WAY OF ALERTING RESIDENTS WE HAVE A POTENTIAL SHORTAGE?

Answers:

A. Have a telephone tree

- ◆ *W.S. Committee Comment – We have done this in the past, it needs to be renewed.*

B. Emails

C. Web site

- ◆ *W.S. Committee – Upgrade the present Web Site to be more complete and be user friendly.*

D. Communication Committee

- ◆ *W.S. Committee – This committee is underway*

E. Have more volunteers on communication committee.

- ◆ *W.S. Committee – There are presently 6 members on this committee*

F. Republish emergency contact #'s.

4. How could you help to implement these suggestions?

OTHER TIPS REGARDING WATER/HEALTH ISSUES

1. Boil water after on outage until the Health Dept tests and gives the OK. (Call if you need more info).
2. Hot Tub Cautions:
 - a) Water over 100 degrees F contributes to heart attacks.
 - b) Using a hot tub with other people is like several people using the same bath water. Sanitary?
3. Use the Boy Scout/Military rhyme for toilet flushing:
When it's yellow, let it mellow,
When it's brown, flush it down.
4. Kitchen disposals add to septic tank waste – which means more frequent pumping.
5. Powdered dishwashing detergent – adds more harmful phosphorus to the Chesapeake Bay.

COOLFONT MOUNTAINSIDE ASSOCIATION

Minutes of Board Meeting of August 8, 2009

Call to Order: Gordon Cloney called the meeting to order at 10:05 AM.

Directors Attending: Cloney, Cohen, Jackson, Weinberg

Others Attending: Ashelman, Broxson, Hobday, Kagen, Kerr, Thomason, Van Meter, Zaro

Minutes of July Meeting: Approved as corrected

President's Report:

1. The Water & Sewer Meeting will be held separately from the CMA Meeting.
2. 2009 Election—Rusty McCrady will chair the Election Committee, assisted by Stan Bigelow and Dilys Parry.
3. *Gateway Committee* appointer to maintain Entrances -Main/Barn,Pool, Tennis, also Roads and Road Signage. Chair Gordon Cloney Jean Cohen,, Craig Dean.
4. Homeowners are concerned about people dumping unbagged trash into house trash receptacles of others. Notice to be send to members.
5. Freeman—Still working on approval for water/sewer which is needed to finance selling of bonds. Deny that the Coolfont project is for sale.

CMA Treasurer's Report:

1. Liens were placed on one house and two lots for unpaid assessments.
2. We have spent 70.6% of the budget of which much was for the pool.
3. Pool--We still need to spend \$8,000 for the pool cover and need a place to store it. There is a \$500 charge to open and close the pool.

Operations: John Hobday

1. Whip-Poor-Will Way was graveled.
2. The cost of gravel does not include spreading.
3. We need to pay the driver directly for spreading.
4. Two culverts were completed on Frog Hollow.

Work Program:

1. Election—Look for candidates. Four Board slots need to be filled.
2. Annual Meeting—October 17, 2009. Hallie will arrage catering with Earth Dog Café.
3. No major road projects scheduled.
4. Pool—Need to purchase cover and furniture.
5. Low priority given to security.
6. Gateway project will undertake improvement of entrance kiosk area..

Budget 2010:

1. The Treasurer presented a proposed Budget for 2010 which included an increase in member assessments the first since 2006. Following discussion it was approved {See ATTACHMENT 1} unanimously subject to the following amendments:
 - a. by Paul Kagen that Interest Income to be adjusted downward to reflect current rates.
 - b. by Jackson Bain that the Barn capital and maintenance funding be increased to a total of \$10K as Barn, which is needed for CMA and CMA member events and for storage of CMA materials and equipment, is in poor, hazardous condition.
 - c. That capital funding be added to finance required capital improvements and repairs to the failing CMA Water Utility system.

Adjournment: The meeting was adjourned at 11:15 AM.

Arnold Weinberg
Secretary

CMA BUDGET DRAFT 2010
As Approved August 8 2009

INCOME

310	House Assessment	\$ 93,600
320	Lot Assessment	14,210
360	Late Fees	850
370	Interest	2,500
380	Misc. Income	2,000
390	Rent	1,200

TOTAL INCOME \$114,360

EXPENSES

410	Pool Capital	\$2,000	
420	Pool System Wages	3,000	
430	Pool supplies	15,000	
440	Life Guard	7,000	
450	Office/Changing Rm	300	
510	Roads Capital	2,500	
520	Road Wages	5,000	
530	Road Supplies	5,000	
540	Snow Removal	6,000	
610	Barn Capital	5,000	
620	Barn Wages	2,000	
630	Barn Maintenance	3,000	
650	Recreation Capital	1,000	
660	Recreation Wages	500	
670	Recreation Maintenance	2,000	
710	Newsletter	1,000	
720	Social	1,500	
740	Mileage		1,000
750	Misc. Operation	2,500	
760	Assoc. Business	4,300	
770	Firewise	300	
780	Bookkeeper	2,500	
810	Telephone	500	
820	Postage	2,500	
830	Electricity	,700	
840	Security	1,000	“
850	Liability Ins.	8,600	
860	Legal	3,000	
880	Taxes	4,000	

TOTAL EXPENSES \$93,700

NET INCOME \$20,660

COOLFONT MOUNTAINSIDE WATER UTILITY

Berkeley Springs, West Virginia

Minutes of Utility Board Meeting of August 8, 2009

Call to Order: Gordon Cloney called the organizational meeting to order at 11:15 AM.

CMA Directors Attending: Cloney, Cohen, Jackson, Weinberg. **Others Attending:** Ashelman, Broxson, Hobday, Kagen, Kerr, Thomason, Van Meter, Zaro

President's Report: Gordon Cloney explained the separate Water utility meeting was pursuant to recommendations from the WVA Public Utilities Commission. As a first meeting he proposed the following procedures which were then adopted for the Utility:

1. The Utility will be named the Coolfont Mountainside Water Utility.
2. The Coolfont Mountainside Water Utility would be governed by seven Directors who are, by virtue of office, the Coolfont Association Board of Directors with CMA officers acting in the same capacities for the Utility.
3. The Coolfont Mountainside Water Utility will meet four times a year.
4. Utility meetings will be governed by the attached set of procedural guidelines. **[See Attachment 1]**

He then reported the Williams complaint to the PSC had been withdrawn based upon CMA's commitment to correct all system deficiencies made to the PSC.

Treasurer's Report: Jean Cohen reported.

1. Funding is needed for water system work plan.
2. \$110,000 funding was approved by the Board.
3. Finance Committee to review way to finance project.

Operations: John Hobday reported

1. Major leaks have been fixed. Small leaks are still present.
2. New pump was installed in the South Reservoir.
3. Yield tests needed on the wells.
4. John Hobday suggests digging a new well to act as back-up.

Work Program:

- A. Status of Communications :** GCloney reported that the basic system for emergency notification is in place using email, a telephone hot line, and the CMA web site. It is functioning satisfactorily but refinements will be needed.
- B. Status of Water Sense Program (SBigelow)** See attached report.
- C. Engineers Report & Recommendations (JBain) [See Attachment 2]** . Larry Riggleman and Ben Shaffer gave their report on their findings and suggestions. After extensive discussion it was unanimously agreed that works costing approximately \$110K including 10% contingency would be undertaken. See attached list.
- D. Utility - Budget Finalization Schedule** . It was agreed that \$110K would be spend on system improvements and financing would be sought for this by CMA. **[See Attachment 2]**

Adjournment: The meeting was adjourned at 1:30 PM.

Arnold Weinberg
Secretary

COOLFONT MOUNTAINSIDE WATER UTILITY

ORDINARY UTILITY BOARD MEETING GUIDELINE

This guideline is are to help Coolfont Mountainside Association (CMA) Directors and Officers conduct Coolfont Mountainside Utility Association business and related decision-making in an orderly, efficient and transparent way.

Timing & Duration:

Board meeting are normally held quarterly on the second Saturday of February, June, September and November; *are* two hours in length; begin at 10:00 am; and conclude at noon unless extended by the presiding officer. Ordinary Board Meetings are open to CMA members unless an executive session is called by the presiding officer or is requested by four directors.

Procedures:

Presiding: The CMA President or, in his absence, the CMA Vice President presides

Rules: Where the Board or the presiding officer has not established a rule, meeting procedures are guided by Robert's Rules as applied to small meetings.

Business Taken Up: Meetings follow a written agenda prepared by the President with the assistance of the Secretary and normally distributed beforehand. Directors or members who wish to have a matter taken up are asked to advise the President or the Secretary a week before the meeting so the matter may be on the written agenda

At the time the Board approves the agenda Directors may also ask to introduce a new matter, time permitting, during the part of the meeting directed to "Other Business". With the exception of clear emergencies, new matters introduced at a meeting are not decided (voted on) until a subsequent meeting.

Discussion & Debate:

Two types of issues are usually considered "reports" and "motions". Reports are informative and Directors may comment on or inquire about the subject reported. Motions are pro-active and require a second before discussion and debate is possible.

Brevity & Efficiency:

Given the full CMA agendas, presentation of routine reports and motions should not exceed five minutes, a period which the presiding officer may extend if requested and warranted. Comments, questions and response by Directors which follow should be brief and to the point not exceed a couple of minutes subject to extension by the presiding officer. Civility and respect for meeting rules is expected during discussions.

During discussions, after director's comments are finished, but before a motion is voted, the presiding office may invite member questions and comments which should normally not exceed two minutes in length. Time permitting; the presiding officer recognizes members to introduce new subjects during the part of the part of the meeting directed to "Other Business".

CMA Water / Sewer Utility
Board of Directors Report

MR2 Water System Report and Recommendations

I. Executive Summary of Recommendations:

1. Water Line Replacement and Leak Detection:

- a. Replace all "black pipe" (polyethylene) lines and all water lines smaller than 2".
Add 1" bypass meter with valve to all water main meters to detect small leaks.
Estimated cost: \$50,000

2. Improve South System hydraulics and chlorination. Reduce / eliminate delay in refilling South Reservoir due to present chlorination method / location. For better water turnover, raise the inlet pipe in the Weinberger reservoir. Estimated Cost: \$5,000

3. In emergencies, allow interconnection of water systems to increase supply to either section. The proposed design would include a booster pump in the North Pump House, a pressure reducing valve to allow the South System to gravity feed the North, repair of the existing 4" water line between the North and South systems, installation of radio telemetry and PLC controller. Estimated Cost: \$60,000

4. Improve system controls (including circuitry and devices) to provide real-time data to a central location with emergency notification capabilities. Estimated Cost: \$15,000

Estimated total of these four recommended upgrades is \$130,000 with the range of costs associated with the project (engineering, permitting, inspection, etc.) between \$15,000 and \$30,000. Total Cost: Approximately \$160,000.

Since CMA utilities are not publicly-owned, neither state nor Federal financing is an option.

II, Recommendations for System Operations and Maintenance:

1. Trained and certified operations and maintenance staff for 24-7 availability
2. Regulatory Responsibilities and Record Keeping
3. Emergency Management
4. Emergency Response Plan and Assignments (including a trouble-shooting checklist)

III. Options Not Recommended:

1. Adding additional storage capacity - *current facilities are more than adequate*
2. Drill additional well - *current well output is more than adequate*
3. Combine water systems permanently - *not needed - only for emergencies.*

COOLFONT MOUNTAINSIDE ASSOCIATION

Minutes of Special Board Meeting of September 9, 2009

The meeting was called to order by Gordon Cloney at 4:00 p.m. at the Alexandria VA office of Jackson Bain. All Board members were in attendance in person or by conference phone.

The special meeting was called by CMA President Gordon Cloney September 3, 2009 to address funding the costs of the capital repairs to the Utility system, repairs estimated to cost \$110K. The sole purpose of the meeting was to consider a motion that the Board propose to the CMA membership that they approve a Special Assessment for 2010 of \$300 per lot to finance part of the cost of repairs and capital improvement of the CMA Water Utility's water system pursuant to a decision at the August 9 CMA Board meeting to spend \$110,000 on system repair and capital improvements made following receipt and consideration of our consulting engineer's analysis of the subject. Time was of the essence in this matter given CMA's 30-day notice requirements for such an action which is to be considered at the CMA Annual Meeting October 17, 2009.

After an hour's review of underlying financial assumptions a motion, made by Arnold Weinberg and seconded by Jackson Bain and Ron Wohl, was adopted (6-1 opposing Geno) to propose a special assessment to the membership as part of the CMA 2010 Budget proposal which is not to exceed \$300 per lot, the final figure to be set based on incorporating into CMA calculations by Gordon Cloney new information provided by CMA Treasurer Jean Cohen that the available CMA reserves were higher than had been projected based on earlier information.

An adjustment proposed by Jackson Bain and seconded by Lois Copeland and Gordon Cloney was adopted 7-0 to increase adjust the projected costs by adding \$9K plus \$1K contingency funding for modifications to the CMA sewage treatment system to assure CMA meets effluent discharge standards as required by the WVA health authorities.

The meeting adjourned at 5:15 pm.

Gordon Cloney
President CMA

COOLFOT MOUNTAINSIDE ASSOCIATION

Minutes of Board Meeting of September 12, 2009

Call to Order: Gordon Cloney called the meeting to order at 10:37 AM.

Directors Attending: Bain, Cloney, Copeland, Geno, Weinberg, Wohl. Absent: Cohen

Others Attending: Ashelman, Bigelow, Hobday, Kagen, Kerr, Merola, Van Meters

Minutes of August Meeting: Approved

President's Report:

Decisions Taken at Special Board Meeting of 9/9 (Attending: Bain, Cloney, Cohen Copeland, Geno, Weinberg, Absent Wohl).

Re 2010 Budget – A motion was unanimously approved to add \$10,000 (for sewage treatment upgrades) to the previously approved \$110,000 (for water system upgrades) increasing the total projected 2009-2011 capital improvement expenditure for the Water Utility to \$120,000.

Re 2010 Budget - A motion to propose to the membership a 2010 budget which includes an increase in CMA member dues of \$100 for homes and \$ 70 for undeveloped lots, and, a *special assessment* not to exceed \$300 (to assure replenishment of reserves spent to pay for Water Utility capital improvements) was approved (5-1).

Treasurer's Report:

CMA:

1. For the remainder of 2009 CMA expects to have \$37,000 in expenditures (\$27,00 in known expenditures and \$10,000 contingency.) The proposed increase in assessment should yield a \$20,000 annual surplus to be used to replenish the reserves. The increase will be in the budget to be presented to the membership for approval.
2. Following discussion of the Board decision on 9/9, to consider a special 2009 assessment to assure replenishment of reserves to be spent to pay for Water Utility capital improvements, a motion to rescind was approved (5-1 Cloney opposing, Cohen Absent). Instead the cost of these improvements will be funded from existing CMA Reserves without a special assessment and during the second half of 2010 the Board will reconsider the need for a special assessment in 2011 to replenish reserves based upon actual experience to date.

Water Utility:

1. *Water and Sewer income projected for 2010* - A motion presented by Wohl and seconded by Geno establishes \$30,000 as the projected Water and Sewer income for 2010 to be used for budget purposes. Motion approved.

2. *Increase in CMA water/ sewer rates* - A proposal will to be submitted to the PSC during 2010. If approved, the new rates will be structured so as to produce a \$4,000 annual surplus beginning 2011 (to be used to replenish CMA reserves). Motion approved.

Discussion of Water and Sewer Improvements:

1. *Loan to Utility* _ A motion was made by Wohl and seconded by Copeland to advance a \$20,000 loan to the Water and Sewer Utility to begin the upgrades. The motion was approved.

ADJOURNMENT: The meeting was adjourned at 1:00 PM.

Arnold Weinberg,
Secretary

COOLFONT MOUNTAINSIDE ASSOCIATION

Annual Meeting of Members of October 17, 2009

Call to Order: Gordon Cloney called the meeting to order at 9:45 AM.

Directors Attending: Cloney, Cohen, Copeland, Geno, Jackson, Weinberg, Wohl

2009 Annual Meeting Agenda: Moved to approve, Second and Approved

Minutes of 2008 Annual Meeting [See Attachment 1] and 2008 Financials [See Attachment 2]: Unanimously approved.

Election of New Board of Directors: Candidate Statements were given by the five (5) CMA members running for the four Board seats up for election: **Martha Ashelman, Lois Copeland, Elizabeth Dane, Arnold Weinberg, and Ron Wohl.**

Election Results: The newly elected Board Members are, **Martha Ashelman, Lois Copeland, Arnold Weinberg** and **Ron Wohl** who join incumbent Directors **Jackson Bain, Jean Cohen** and **Jason Geno** to form the 2010 Board of Directors.

President's Report: [See Attachment 3]

1. Status of The Mountainside.
2. Board management of the water system replaced Water Committee in January. Capital Improvement program established.
3. Management of Water Utility being reorganized. Community "Water Sense" water management and conservation program established. Study groups appointed to educate CMA on rate making and to research possible grant funding sourced.
4. CMA bookkeeping outsourced.
5. Pool capital improvements completed.
6. New Gateways Committee Appointed. Concerns are:
 - a. Mountainside Entrance being renovated and planted
 - a. Barn restoration started. Bathrooms improved.
 - b. Tennis court and pool entrances to be cleared.
 - c. Appearance of right-of-ways and road signage a 2010 priority.
7. Communications – Re organization needed. New emergency phone number created.
8. "Firewise" program continues

CMA Treasurer's Report: Jean Cohen

1. Bookkeeper duties explained.
2. Assessment—100% of houses have paid and 97% of the lots have paid (one lot has not paid.)
3. 2009 CMA Budget Deficit Expected - Pool Improvements were the biggest contributor to the Deficit.

DAC Committee: Flo Merola, chairperson

1. No new construction applications received.

2. Applications received for exterior renovations and removal of trees.

Financial Committee: Jason Geno and Jean Cohen (reporting for Paul Corson, chairperson)

1. Outside bookkeeper will be a “plus.”
2. D&O Insurance Obtained
3. CMA will pay for Water Utility capital upgrades from CMA reserves.
4. CMA Annual Assessment should be increased.
5. Water and Sewer rates will need to be increased to replenish Reserves.

Community Relations: Martha Ashelman, Chairperson

1. Cooperation with Berkeley Springs Rentals is good.
2. Freeman
 - a. Start in 2012 still planned but uncertain..
 - b. No permits have been issued for demolition of the existing buildings.
 - c. There are issues with the new dam.
3. Mountainside house values have decreased by about 25%.
4. We must continue to improve Coolfont Association to maintain the viability of the community.

Communications: Lois Copeland, Chairperson

1. A new Communications Committee membership is being organized..
2. The directory was completed.
3. The newsletter will be sent electronically.
4. Web site to be improved.

Social: Hallie Kerr, Chairperson

1. Program of eleven potlucks, annual dinner, and three poolside barbecues carried out.
2. Need to consider alternate location for 2010 Annual Meeting in event of cold weather.

Roads: Elmer Broxson, Chairperson

1. Duane Place to lead improvements of and speed bumps and pothole repair.
2. Fourteen trees to be removed to prevent falling onto roads.
3. Roads will not need repaving at this time.

Recreation: Jason Geno and Gat Caperton, Chairpersons

1. Need for picnic benches for playground and pool furniture.
2. Plans to start preparing White Trail for use.
3. New basketball hoop installed.
4. Thanks to Bob Cohen for help with pool improvements.

Technology: Ron Wohl, Chairperson

1. DSL available for Mountainside internet connection.
2. Products available to conserve water and electricity.

Firewise: Richard Kaufman, Chairperson ; John Anderson, guest speaker

1. Enforcement of regulations
2. Penalties
3. hat are the regulations for outside burning in the County?
4. Richard Kaufman asked by President Gordon Cloney to head an effort to determine County rules and penalties.

Water Utility Discussion : Jackson Bain and Stan Bigelow

1. Review of Water problems, solutions, repairs and plans. (Bain)
2. Sewer System repairs required by the West Virginia PSC. (Bain)
3. Discussion on Water Sense program. (Bigelow) **[See Attachment 4]**
4. Laminated "Rules to Live By" distributed by Flo Merola which suggest ways to save water and prevent fires.
5. Emergency phone number 1-888-266-8950.

2010 Budget: Gordon Cloney/Jean Cohen

1. Budget presented. **[See Attachment 5]** Motion made and seconded.
2. Discussion
3. Approved with an increased Assessment to \$800 per house and \$490 per lot; approved with three votes against.

ADJOURNMENT: The meeting was adjourned at 12:25 PM.

Arnold Weinberg
Secretary

Minutes of Annual Meeting of October 4, 2008

1. Call to Order

The Annual Meeting of the Coolfont Mountainside Association was called to order by CMA President Gordon Cloney at 10:30 am on October 4, 2008. A quorum was present.

2. Approval of 2007 Annual Meeting Minutes

The minutes of the September 2007 annual meeting were approved as written. [See Attachment 1]

3. Approval of 2007 Financial Statements

The financial statements for the calendar year ending December 31, 2007 were approved as presented. [See Attachment 2]

4. Election of Board Members

Dilys Parry, Chair Nominating Committee introduced the slate of candidates. Each presented a brief statement of qualification and goals as a Director if elected.

Point of Procedure: Gordon Cloney announced that inadvertently the unopened ballot envelopes already received by mail had been separated from their respective mailing envelope which had then been discarded by the volunteer handling mail. This made it impossible to determine which members had voted by mail. To avoid the possibility of double voting Cloney proposed the members not present at the Annual Meeting be sent new ballots with required notice and then all ballots, those received at the Annual Meeting and those received subsequently by mail, would be tallied on November 8, 2008. This procedure was unanimously approved.

5. CMA Stewardship

Presidents Report: Gordon Cloney presented a stewardship report reviewing the year's activity (Attachment 2). Brief verbal reports were also provided by the Committee Chairs for (1) DACC, (2) Communications, (3) Roads Maintenance, (4) Water & Sewage Utility Operations, and (5) Pool Maintenance. Following discussion the President's Report was unanimously accepted.

Treasurer's Report: Jean Cohen reviewed the current financial condition of CMA and the CMA Water Utility through September 30, 2008. Both CMA and the Water Utility are operating within budget. However outside consultant analysis of the condition of the pool, its depleted mechanical components, and meeting new Federal and state requirements for safe operation required a capital investment of approximately \$30,000 for continued operation in 2009. Thus the Board had authorized this capital expenditure with works to begin at once. Following discussion the Treasurer's Report was unanimously accepted.

6. Approval of CMA 2009 Budget

Gordon Cloney and Jean Cohen presented the proposed 2009 budgets for CMA and for the CMA Water Utility. (Attachment 3). The Water Utility Budget anticipates a \$2,500 deficit operation in 2009 which suggests a near term future need for reform of the CMA water and sewage rates. Following discussion the CMA Budget was approved by a majority vote (PKagen opposing) and the Water Utility Budget was approved unanimously.

7. Status of Developments at Coolfont Resort

Guest Bob Margraff reported on Freeman Company plans for Coolfont in light of the difficult economic

situation which had required a delay in start-up. The company will to continue with Coolfont redevelopment once the market for second homes revives.

[The meeting was then recessed and reconvened on November 8, 2008 at 10:45 am by Gordon Cloney. A quorum was present]

8. Announcement of Election Results

Nominating Committee Chair Dylis Parry reported that Jackson Bain, Jean Cohen, and Jason Geno had been elected CMA Directors for the term running from January 1, 2009 to December 31, 2010.

9. The Meeting was Adjourned at 11:00 am.

Respectfully Submitted
Gordon Cloney, President

ATTACHMENT 2

Note these materials not included in pdf version of minute book. Contact CMA treasurer for copies

COOLFONT MOUNTAINSIDE ASSOCIATION

STEWARDSHIP REPORT - 2009

Our CMA volunteer leadership cadre for 2009 has consisted of: *President:* Gordon Cloney, *Vice President:* Jackson Bain, *Treasurer:* Jean Cohen and *Secretary:* Arnold Weinberg. The 2009 Committee Chairs are: *DACC* - Flo Bender (Board Liaison Arnold Weinberg); *Finance* - Paul Corson (Board Liaison Jason Geno); *Communications* - Lois Copeland; *Social* - Hallie Kerr; *Community Relations* - Martha Ashelman (Board Liaison Ron Wohl); *Water Utility* – Elmer Broxson (Board Liaison Jackson Bain); *Roads* - Elmer Broxson (Board Liaison Jackson Bain); *Recreational Facilities* - Gat Caperton/Bob Cohen (Board Liaison Jason Geno); *Pool* - Bob Cohen; *Security* - Hallie Kerr; *Technology* - Ron Wohl; and, *Nominations* – Rusty McCrady. In January 2009 the Water Committee functions were assumed by the Board following the system's New Years crisis. Otherwise the committees function reasonable well and the work of the Chairs and members is of great importance to CMA

The CMA work plans for 2009 set out responsibilities by committee. Following below are descriptions of the work areas which stand out as of most concern during the year.

Priority #1: Reorganizing and Upgrading the Water Utility. Since the 2005 sale of the Coolfont Resort three major water shortage “crises” occurred on Memorial Day and Thanksgiving weekends 2007, and on New Years 2009 with a number of mini crisis on other holiday weekends. Of the Mountainside residences 90 % are weekend or vacation homes and a third of the vacation homes are frequently rented to holiday tenants which triggers *holiday weekend “spikes” in water demand*). In 2007 ago efforts were started to find leaks, and progressively replace supply lines as each crisis *was linked to a technical failure* usually a major system leak or break down of aging equipment. In the case of New Years 2009, that four-day weekend's record occupancy was preceded by two weeks of the coldest subzero (-10F) weather in 60 years. Freezing caused over a dozen leaks, five instances of equipment malfunction, and a cut-off of electricity to the pumps resulting from an automobile accident on icy Route 522. Empty water lines then made sound-based leak location impossible and under Arctic conditions repair was difficult and hazardous. It was a “perfect storm” and the system was not back in proper operation until mid January.

Therefore on January 17 I asked the Board to assume direct supervision of the Water Utility from the old water committee and the Directors responded by agreeing CMA should replace the patchwork repair approach with a plan involving (1) *a system-wide engineering study to identify core problems* and technical solutions an effort – a process which has been managed by Jackson Bain, (2) *a Water Sense communications, water management/conservation program* - managed by Stan Bigelow to encourage sound water use, inform members of pending problems, and in general better prepare CMA membership to monitor and manage the utility, and (3) *a plan to fund system-wide repair and replacement activity*, modernization of controls and supply monitoring, and improved overall management and emergency response by year end 2010, - the needed capital investment was subsequently determined by the consulting engineers to be a relatively modest \$120,000 and (4) *the 2010 reform of CMA's inadequate water and sewage rates* to become effective in 2011. Positive relations have been established with the WVA Public Service Commission. Also *CMA Work groups* are being established *to study the rate*

change issue and inform the members, and, to explore grant funding to complement the capital investment being made by CMA from member-provided resources largely CMA reserves.

Priority #2: Strengthening CMA's Financial Management. CMA Treasurer Jean Cohen has implemented the program authorized in December 2008 to smooth and strengthen our financial management and to outsource bookkeeping and some accounting functions. An experienced Berkeley Springs based bookkeeper reporting to the CMA Treasurer has been retained who has been successfully handling both CMA and the CMA Water Utility accounts since June.

Priority #3: Finishing the Pool Capital Improvement Program. The extensive capital repairs to the pool structure, its pumps, heaters and water supply system planned by Bob Cohen with the help of an outside consultant and started in late 2008 after being authorized a last year's Annual Meeting have been completed. The pool opened on schedule last May presenting members and guests with a substantially improved facility. Only landscaping remains to be addressed. These capital repairs and refurbishing are the first in over 20 years for the Mountainside's most popular recreational facility.

Priority # 4 Addressing "Gateway" Issues. A number of matters relating to the appearance, convenience and/or safety of CMA common grounds and road side right of ways have arisen from time to time without CMA management having a "place" for dealing with them. These overlooked areas are CMA "gateways" including the entrance kiosk area, the tennis courts entrance and stairs, the pool entrance, the woods immediately adjacent to the near the tennis courts and pool, the Barn structure and grounds, and the roadside rights of way including road appearance and maintenance including signage. I asked the Board to authorize a Gateway Committee to handle these matters and for the am chairing it.

Priority #5 Communications. Communication with the membership has been a continuing concern. The process has been and remains fragmented and confusing lacking clear Board authorized design and central command and control guidance. In addressing CMA communication needs ad hoc we have established a telephone hotline for emergency information, an email line for notices and reports, a website, a newsletter and of course have always had access to postal communication for official/legal matters (otherwise mail is prohibitively expensive and time consuming). While mail list information, once kept in three separate places, has been centralized progress in bringing all this together has lagged. However a revived Communications Committee is now beginning to address the mater of systematizing CMA communication. Some progress may result by year's end.

*Gordon Cloney
Coolfont Mountainside
October 17, 2009*

Coolfont Mountainside Association

Water Sense Workshop Report

Saturday afternoon, September 12, 2009

CMA Members participated in the second Water Sense Workshop. The theme of the program focused on the CMA and on Community Responsibility in understanding and managing a private water utility.

The evening was divided into four segments:

Gordon Cloney CMA President welcomed the members and explained that Ralph Clark an expected guest from the PSC had not been able to attend due to the sudden onset of a very serious family health matter. He has offered to join us at a future Water Sense Workshop. Gordon then turned the session over to Workshop MC Stan Bigelow.

1. Jackson Bain, our V.P., led off with details of the technical improvements proposed by our engineers. You will note in our President's letter more on the technical issues.
2. Gordon Cloney summarized the financial impact of the for-going improvements:
 - Total cost - \$120,000 for capital improvements
 - Percent CMA reserves - approximately \$190,000
 - With a \$100 additional sum added to the CMA annual homeowner's assessment, we could cover the \$120,000 improvement and buildup for future needs.
 - Costs and draw-down to our reserves from \$190,000 to about 90,000.
Overtime, these reserves would build up again to 100% of our yearly budget.
3. Stan Bigelow, Chairman of Water Sense Committee, (Flo Merola, Steve Floyd, Ron Wohl also on committee)
Stan summarized the accomplishments of the Water Sense Committee since the previous workshop.
 - Some have installed shut-off valves for their home in an easy access place in their homes. This protects against sudden failure of toilets. (80% of the time, leaking failures is toilet related.) If the owner is to be away from his premises 3 months or longer, it might be wise to shut the valve down next to the meter that monitors the water usage to his/her home.
 - Flo Merola presented tent cards which were made by one of our members, Carl Tomason, to put in strategic places in the house to remind everyone to conserve water; also, prevent and watch for forest fires.

- Ron Wohl identified suppliers that would give reduced costs on water saving toilets, shower heads, and faucets.
- We are seeking information on grant possibilities.

4. Questions and Answers - The membership asked questions of the presenters regarding the issues raised. The questions and comments focused on costs for the upgrade \$120,000 and the added assessment of \$100 being proposed for the annual meeting per home owner. Would there be a need for a special assessment? Answer: Not now, but possibly up to \$300 in the future. At this point, it is not being contemplated.

Stan emphasized in his comments that as we move from a legal entity, called an Association to a sense of Community among our members, responsibility increases for our community. He urged that we all get involved through committees, volunteer efforts like making tent cards, serve as Board Members, taking on special projects as Bob Cohen has done in up-grading our swimming pool, etc

We are also sending you again the Water Sense suggestions offered by our members to improve our own water sense efforts.

Stan Bigelow
Water Sense Committee

**ASSOCIATION BUDGET
JANUARY 1, 2009 - DECEMBER 31, 2010**

	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
	<u>2010</u>	<u>2009</u>	<u>2008</u>
<u>SOURCE OF FUNDS</u>			
Income			
GENERAL ASSESSMENT	0 ¹	94,370 ²	94,370
RENT	0	1,200	1,200
LATE FEES	0	500	500
INTEREST	0	4,050	3,000
MISC INCOME	0	<u>1,350</u>	<u>100</u>
Total Income	0	\$ <u>101,470</u>	\$ <u>99,170</u>
Total Source of Funds	0	\$ <u>101,470</u>	\$ <u>99,170</u>
<u>APPLICATION OF FUNDS</u>			
Expense			
POOL			
Pool Capital	0	0	0
Pool Wages	0	3,300	3,300
Pool Supplies	0	8,500	5,500
Lifeguard & GPO	0	8,000	8,000
Office Changing Room	0	800	800
ROADS			
Roads Capital	0	0	0
Roads Wages	0	14,000	9,700
Roads Supplies	0	5,000	7,500
Snow Removal	0	6,000	7,000
BARN			
Barn Capital	0	0	0
Barn Wages	0	1,000	1,100
Barn Supplies	0	1,000	2,500
RECREATION			
Recreation Capital	0	0	0
Recreation Wages	0	1,000	1,000
Recreation Supplies	0	1,000	1,000
SOCIAL			
CMA Events		1,300	1,300
CMA ADMINISTRATION			
CMA Misc. Maintenance	0	2,500	2,500
CMA Operations Management	0	,500	3,500
CMA Association Business	0	1,800	1,810
CMA Newsletter	0	3,000	3,000
CMA Telephone & Electricity	0	3,000	3,000
CMA Security	0	7,000	7,000
CMA Liability Insurance	0	7,500	7,500
CMA Legal	0	1,000	1,000
CMA Taxes	0	<u>5,000</u>	<u>5,000</u>
Total Expense	0	\$ <u>85,200</u>	\$ <u>82,210</u>
Addition to CMA Reserve	0	\$ <u>16,270</u>	\$ <u>16,960</u>
Total Application of Funds	0	\$ <u>101,470</u>	\$ <u>99,170</u>
<u>BALANCE SOURCE/APPLICATION</u>			0

¹ Houses: 117 @ \$00 = \$; Lots: 29 @ \$0 = \$

² Houses: 117 @ \$700 = \$ 81,900; Lots: 29 @ \$430 = \$ 12,470

ASSOCIATION WATER & SEWER UTILITY BUDGET
JANUARY 1, 2009 - DECEMBER 31, 2009

	<u>BUDGET</u> 2010	<u>BUDGET</u> 2009	<u>BUDGET</u> 2008
INCOME			
WATER USEAGE FEES	0	40,000	42,000
SEWER FEES	0	4,000	4,500
LATE FEES	0	550	550
INTEREST	0	<u>1,000</u>	<u>1,000</u>
Total Income	0	45,550	48,050
EXPENSE			
WATER			
Water Capital		0	0
Waster System Wages		17,000	15,500
Water System Supplies		5,200	5,200
Water Meter Supplies		1,300	1,500
Chemicals & Testing		800	800
SEWER			
Sewage Capital		2,500	0
Sewage System Wages		3,000	5,000
Sewage System Supplies		2,000	2,000
MISCELLANEOUS			
Association Business		1,250	2,000
Operations Management		4,000	4,000
Mileage		2,000	1,500
Miscellaneous Expense		450	450
Electricity		4,400	4,000
Postage		650	650
Telephone		250	250
Legal		500	1,000
Taxes		500	1,000
Occupancy		1,200	1,200
Insurance		0	1,500
Security		0	500
Interest		<u>1,050</u>	<u>0</u>
Total expense		48,050	48,050
EXCESS OF EXPENSE OVER REVENUE		-2,500	0

COOLFONT MOUNTAINSIDE ASSOCIATION

Minutes of Board Meeting of November 14, 2009

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

Directors Attending: Cloney, Geno, Weinberg, Wohl

Others Attending: Ashelman, Broxson, Hobday, Kerr, Merola, Van Meter

Minutes of September Meeting: Approved

President's Report:

1. **Review of Annual Meeting:**
 - a. Election Results – elected Directors for the 2010-2011 term: Martha Ashelman, Lois Copeland, Arnold Weinberg and Rom Wohl. Thanks were extended to Chair Rusty McCray and the election committee members on an excellent job.
 - b. Thanks were extended to Chair Hallie Kerr and the social committee members for a successful dinner and adjusting plans in light of weather conditions. Thanks went to Bob Borchers for providing the alternate venue for the dinner after cold and wet weather made the Barn inhospitable. Bob's dinner charge was waived by acclamation.
2. **By-laws concerning the elected board:**
 - c. Officers serve for one year (January-January) thus the incumbent President can preside at the January meeting until the new president is elected.
 - d. A slate of officers might be set beforehand by a caucus of the new (2010) Board for presentation and approval at January meeting as was done in 2008 and 2009.
 - e. The By-laws do not require that CMA officers be Board members.
3. **Gordon noted the need for the a basic CMA Procedure Manual** for the Board and Officers and for CMA communications

CMA Treasurer's Report:

1. **In the absence of the Treasurer, there was no November report.** A year-end report will be given at the December meeting. After a special Alleghany Power bill was approved for payment it was asked if there is need for a more efficient way of having the bookkeeper pay the bills in the absence of the Treasurer. Jean Cohen will be asked to comment on this at the December meeting.
2. **CMA Procedures for procurement and contracting for goods and services were discussed** in light of the need to approve a contact presented by Elmer Broxson for B Section upgrades to start the first week of December:
 - a. Under CMA By-laws (10.4) the president is the designated signator for all CMA contracts which must be Board approved. Gordon suggested however the Board might make the Treasurer a second signatory for CMA contracts above a specified threshold which would assure the Treasurer is informed of all contracts so disbursements are anticipated and can be made promptly.

- b. Under current practice , unless otherwise specified by the Board, contracts should only be undertaken pursuant to the approved budget and are proposed for Board approval by the Chair of the CMA committee supervising the undertaking or in special cases by a designated Board member (for example in the case of water utility contracts currently Vice President Jackson Bain).
 - c. Contracts should be presented timely so as to permit their calm consideration by the Board.
 - d. There are no written CMA procurement standards currently in use nor do the By-laws address the issue beyond specifying the signatory. Gordon suggested the Board should set standards including requiring whenever possible competitive bidding for contracts in excess of a designated threshold amount.
 - e. Ron Wohl proposed and the Board agreed that all contracts have a clear indication of the standards for successful completion and payment including specific reference to any related engineering studies.
 - f. The Finance committee was asked by Gordon to investigate this matter and meet to prepare a proposed procurement policy. Jason Geno is to advise the Treasurer.
3. [NOTE: The B Section contract presented by Elmer Broxson was unanimously approved at the water Utility Meeting that followed after the reference in (e) above proposed by Ron was added.]

Pool Report: It was suggested that Bob Cohen ask Jeff to send a letter confirming that the pool has been winterized. Gordon Cloney asked Jean to provide an itemization of the 2008-2009 pool capital expenditures which while not included in the budget presented at the 2008 annual meeting in October but were anticipated and approved in principal at that time as involving approximately \$30K.with the amounts being fixed at the December 2008 Board Meeting.[See Attachment 1]

Road Committee: Trees have been marked for removal. Location will determine whether CMA or owner will be responsible for the cost of removal.

DACC Committee Flo Merola, Chairperson: Charles Balkan (H-4) installed a red roof in spite of DACC disapproval of the color d. The Finance committee was asked by Gordon to investigate this matter and meet to prepare a proposed procurement policy. Jason Geno is to discuss the matter with the Treasurer. properly notified. He is to be sent a letter by the President notifying him of this violation and requesting appropriate corrective action.

Recreation Committee Jason Geno, Chairperson: Clean-up of the White Trail will begin Thanksgiving weekend, weather permitting.

Technology Ron Wohl, Chairperson: Water Sense items are available at both Lowe’s and Home Depot.

Gateways: The Barn: Renovations to existing bathrooms are complete.

ADJOURNMENT: The meeting was adjourned at 11:30 AM.

Arnold Weinberg
Secretary

ATTACHMENT 1

Capital Expenses for the Pool

Jeff Allen, Invoice of 12/31/08 (sandblasting pool)	\$8,007.60
Jeff Allen, Invoice of 3/25/09 (2 new pool pumps)	\$3,500.00
Jeff Allen, Invoice of 6/22/09 (replacing plaster in pool)	\$13,926.40
Jeff Allen, Invoice of 9/11/09 (deposit on pool covers)	\$3,750.00
Jeff Allen, Invoice of 8/28/09 (drain work)	\$2,981.84
Jeff Allen, Invoice of 8/28/09 (tile work at pool)	<u>\$5,392.30</u>
	\$37,558.14

COOLFONT MOUNTAINSIDE WATER UTILITY
Berkeley Springs, West Virginia

Minutes of Utility Board Meeting of November 14, 2009

Call to Order: Gordon Cloney called the 4th quarter Utility Board Meeting to order at 10:00 AM.

Directors Attending: Cloney, Geno, Weinberg, Wohl

Others Attending: Ashelman, Broxson, Hobday, Kerr, Merola, Van Meter

Minutes of September Meeting: Approved

Work Program Update

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.
2. Elmer Broxson reported the lagoon electrical work is in progress. Gordon is to call the CMA bookkeeper to arrange payment of the Allegheny Power bill for completing the electric service hook-up.
3. Engineers Technical Report for capital repairs delayed. Items delayed:
 - a. Communication Tree
 - b. As-built Drawings
 - c. Emergency Notification
3. Items which need to be posted on the Web Site
 - a. Engineer's Capital Repairs report (under password)
 - b. Work plan for capital repairs for 2010 approved by Board (under password)
 - c. Notice to have septic tanks inspected. But first a roster/record keeping must be established
4. B Section--\$7,750.00 approved with changes to the contract. Contract presented by Elmer amended to document that project will follow the engineer's plans as basis for completion and payment. The charge is based upon 775 feet at \$10.00 per foot.

ADJOURNMENT: The meeting was adjourned at 12:00 noon.

Arnold Weinberg
Secretary

COOLFONT MOUNTAINSIDE ASSOCIATION

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 member about possible 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.
4. Distributed Committee Work Plans approved for 2010 (**See Attachment 1**)

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**

ATTACHMENT 1

Coolfont Mountainside Association **Berkeley Springs, West Virginia**

CMA WORK PLANS FOR 2010

DEVELOPMENT & ARCHITECTURAL CONTROL COMMITTEE [DACC]

Chair: Florence Bender Merola
Yingling, Elmer Broxson.

Members: Linda Dunyon, Arnold Weinberg, Carroll

Mission: The purpose of the DACC is to advise the CMA Board on the maintenance of the natural mountainside appearance of all the Coolfont Mountainside Association properties and structures.

Work Plan:

1. To review plans for all new construction in a timely fashion and in strict adherence with the standards and procedures set down in the CMA documents governing construction, maintenance and property use.
2. To review plans for all modification of existing properties in a timely fashion, including, but not limited to, maintenance, rebuilding, driveway maintenance and paving, tee removal and exterior stain & paint color.
3. To document approval of plans two DACC members and the DACC Chair must sign off on the properly documented plans and report this decision to the Board before the DACC Chair responds to the applicant and permits the commencement of construction. Verbal consent or approvals will not be valid.
4. DACC site visits will take place while construction is in progress and after construction has been completed to confirm compliance with CMA standards.
5. To keep the Board advised via reports by the DACC Chair or by the designated Board liaison.

This committee will also seek to carry out the following projects:

1. To develop a standard and design guideline for uniform:
 - trash bins on Mountainside properties,
 - firewood storage sheds on Mountainside properties.

2. To advise the Board on design and appearance matters relating to the new Coolfont Developer
3. To review and recommend to the board any needed changes to the Regulation and Guidelines for Building at Coolfont with emphasis on: (a) strengthened control of property appearance & maintenance, and (b) strengthened enforcement procedures.

FINANCE COMMITTEE

Chair: Paul Corson Members: Jean Cohen, Jason Geno, Paul Corson, Arnold Weinberg,

Mission: The purpose of the Finance Committee is to monitor and report on the present, and to project the future, financial condition of CMA and the CMA Water Utility and to recommend to the Board the policies, procedures, and actions necessary to assure the continued good state of CMA's operations, the maintenance of the organization in sound financial condition, and the protection of its assets.

Work Plan:

1. Review and comment on the financial condition of CMA.
2. Review the adequacy of the CMA policies on auditing and procurement procedures and make any needed recommendations.
3. Prepare for Board Consideration a proposal to be presented by CMA to the PSC to introduce adequate Water and Sewage service Fees
4. Review the adequacy of CMA insurance programs and make any needed recommendations.
5. Support the CMA Treasurer and the CMA Water Utility Treasurer in monthly financial reporting to the CMA Board.
6. Prepare for the annual meeting a CMA budget for 2011 for approval by the Board and the CMA membership.
7. Prepare a five year financial plan for CMA projecting the anticipated capital, dues, fees and other income needs believed needed to maintain the CMA in sound condition and to provide the level of services needed by the CMA members.

COMMUNITY RELATIONS COMMITTEE **Chair: Martha Ashelman Members: ?**

Mission: The purpose of the Committee is to develop relations with public and private organizations active in Morgan County and keep the CMA Board informed about any developments or activities which can impact on CMA and/or the CMA members' interests.

Work Plan:

1. Develop a list of key Morgan County organizations of importance to CMA.
2. Attend meetings of, hearings by, presentations to such groups and report as appropriate to the CMA Board on matters and issues that are important to CMA.
3. Make recommendations to the CMA Board on the course of action.

COMMUNICATIONS COMMITTEE **Chair: Lois Copeland , Vice Chair TBD Members: ?**

Mission: Provide outreach for members of the CMA community. Link the members together and fosters a sense of community. Provide critical and helpful information to members. Keep members informed regarding CMA activities and local community matters.

Work Plan:

1. Develop a general written plan for all CMA Communication
2. Maintain an emergency notification system.
3. Newsletter: Publish three CMA newsletters during year

4. Web Site: Take steps to encourage CMA member use of the web site and transform it into CMA's principal vehicle for internal communication. Provide a user friendly information service including;
- (a) A flow of current CMA information for members;
 - (b) Provide access under password to CMA documents minutes and other basic
 - (c) Provide members a forum to express their ideas and thoughts,
 - (d) Provide membership contact information including phone numbers and e-mail addresses,
 - (d) provide contact information and when possible direct linkages to community resources including emergency services, utility information and local agencies, and
 - (e) seek additional ways to add value to member use of the site.

SOCIAL COMMITTEE **Chair: Hallie Kerr Members: Rosemary Bigelow, Leila Keese**

Mission: The committee's purpose is to plan and oversee CMA's social programs.

Work Plan:

1. Organize the monthly potluck dinners which follow board meetings.
2. Make arrangement for the CMA Annual Meeting.
3. Assist in the organization of other events (pool parties etc) as appropriate and feasible.

ROADS COMMITTEE **Chair: Elmer Broxson Members: Jean Cohen, Staff: John Hobday, Robert Snidemiller, Terry Miller**

Mission: The purpose of the Committee is: to insure the good condition, maintenance and accessibility of CMA's system of paved and gravel roads, ditches and culverts to report monthly to the Board on this activity; to inform and advise the Board on related matters including developing policies for additional roads, driveway paving; and to recommend and supervise major repaving projects..

Work Plan:

1. Seasonal Maintenance Activity:
 - (a) Spring: Road grading.
 - (b) Summer: Sweeping loose gravel from paved roads
 - (c) Fall: Leaf and dead tree removal
 - (d) Winter: Snowplowing and sanding.
2. Projects Planned
 - (a) Inspect paved surfaces for potholes and shoulder erosion
 - (b) Inspect gravel roads and driveways for poor drainage/erosion.
 - (c) Remove brush from blind corners
3. Planning - Prepare a high point report on the background, structure and organization, operation, and recent maintenance history of the CMA road system and based on this project the system's anticipated maintenance and capital replacement costs for the coming five years

GATEWAYS COMMITTEE

Chair: Gordon Cloney Vice Chair Andy Zukerman Members: Jean Cohen, Craig Deane, Hallie Kerr, Carl Thomason, Andy Zukerman

Mission: To maintain the good appearance and safe condition of Herbert Quick Drive entrance/kiosk, CMA office and Barn, roadside right of ways, road signage, entrance areas to recreation area facilities (pool, tennis courts, tot lot).

Work Plan:

1. **Tennis Courts/Barn/Pool Area:** Develop a maintenance and landscaping plan for entrances, the parking area, an adjacent woodlands.
2. **Entrance:** Complete improvements to kiosk and planting. Clear/tidy areas around junction of Herbert Quick & Mountainside Drives.
3. **Barn:** Mark basic repairs to electric and water systems protect against fires and health hazards and make proper insurance possible, study structural integrity, develop a usage plan for community events and CMA storage and project-related identify related capital improvement costs for Board consideration.
4. **Recreation Area:** Clear underbrush adjacent to and improve entrances to tennis courts and pool and parking area. Relocate material storage to less visible location

RECREATIONAL FACILITIES COMMITTEE

Chair(s): [to be determined] **Members:**

Jason Geno, Paul Corson, Bob Cohen

Mission: The committee oversees the development, maintenance, and use of the CMA tennis courts, pool and tot lot.

Work Plan:

1. **Tennis Courts** Develop a maintenance and landscaping plan. Promote Usage.
2. **Pool Area:** Develop maintenance and landscaping plan.
3. Identify new recreational opportunities

POOL SUBCOMMITTEE

Chair: Bob Cohen

Members: ?

Mission: The purpose of the Committee is to maintain the pool facility in good conditions, provide for its seasonal operation, project future maintenance and improvement need and report to the Board on this activity.

Work Plan: \

1. Development Maintenance Manual, Maintenance schedule and Staffing Plan .
2. The existing locks on the pool must be replaced to prevent unauthorized and after hours use of the pool. A security system might be considered
3. Planning – Based on maintenance history and maintenance schedule for the pool project the system’s anticipated maintenance and capital upgrade/replacement costs for the coming five years

CMA TECHNOLOGY COMMITTEE

Chair: Ron Wohl

Members: Bob Borchers

Mission: The purpose of the Committee is to identify, explore products, systems, resources, and ideas which can make CMA a stronger service organization, the Mountainside more attractive, Mountainside living more enjoyable, and CMA member’s home life more efficient.

Work Plan:

1. Serve as an in-house research arm for technologies the Board and Committees may need in meeting CMA’s accountabilities and improving Mountainside living in particular water management and conservation.

CMA STUDY GROUPS [*Appointed to carry out a specific mission of task*]

Community Water Sense Program (Appointed March 2009) Chair: Stan Bigelow Members: Flo Bender, Rohn Wohl, Steve Floyd

Identify Grant Sources: (Appointed October 2009) Chair: Stan Bigelow Members: Tanya George, Jackson Bain

Community Education on Utility Rate Making: (Appointed October 2009) Chairs: Bob Cohen/Gordon Cloney
Members

COOLFONT MOUNTAINSIDE WATER UTILITY

Berkeley Springs, West Virginia

Minutes of Utility Board Meeting of December 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.**
 - b. Member pays. Only the PSC can change this billing process.
 - c. CMA will ask PSC if we can change the process during the water system upgrade.
 - d. 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..
 - e. Budget will be revised for a section of the project to .
 - f. 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.**
 - g. UV system in the lagoon almost complete.
 - h. Bubbler to be installed in the springtime

4. **Engineer's Technical Report**
 - i.. Incomplete Iems (Annexes) Web Site Posting Postponed
Communication Tree
As-built Drawings
Emergency Notification

 - j.. Items to be Posted on the Web Site
Engineer's report
Work plan
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