

IV.

MEMO TO: Board of Directors
FROM: Michael J. Sibio, Community Manager
DATE: December 6, 2011
RE: **DECEMBER MANAGER'S REPORT**

Because only a short period of time has passed since my last report, this one will be somewhat brief. Progress continued to be made on our special projects and on our regular operational activities in the few weeks since the last Board Meeting. During December our focus is on closeout of current year issues and preparations for the New Year.

Our special projects are proceeding on schedule. At Elm Beach the piers were excavated and poured to allow for the construction of the ADA accessible ramp system to the new bathhouse and beach. The concrete floor was poured for the building and special order cement block was delivered and walls should be erected soon.

At Fawn Hill the cement floor was poured for the building and the block was delivered for the exterior walls. Soon the walls will be up here as well. The most significant progress was in the pool itself. After rectifying inspection issue for the zero entry pool rebar, the approval to proceed was secured and the cement walls and floor were poured. The required submittals for the swimming pool liner were issued and are under review to ensure they meet specs.

During demolition, it was determined that the pool skimmers needed to be replaced and a change order was issued. The skimmers were replaced and we found that the pool shell is out of level which will have to be repaired before the new liner is installed. This may result in another change order. I will keep the Board informed on this issue.

No additional contract work was done at the Steer Barn Outdoor pool but we did complete the repair to the main drain. New drain boxes were installed and concrete poured. Due to the current weather conditions we will not be able to paint and we must fill the pool with water for the winter months. We will then drain and paint in the spring and refill for the upcoming swim season. That will result in some additional expense for water.

Other work completed in each department during the past few weeks is as follows.

ADMINISTRATION

Mail Room Holiday Hours – The holiday hours for December are: Thurs., Dec. 22 and Fri., Dec. 23 – 11:00 a.m. to 3:45 p.m.; Sat., Dec. 24 and Sun., Dec. 25 – CLOSED.

Refuse Center Holiday Schedule– The Refuse Recycling Center will be closed on Sunday, December 25th but will be open on Monday, December 26th from 10:00 a.m. to 8:00 p.m. The Center will be open on Sunday, January 1st from 10:00 a.m. to 6:00 p.m. and on Monday, January 2nd, from 10:00 a.m. to 8:00 p.m.

HFCA Holiday Hours – The HFCA Office will be open from 9:00 a.m. to 12:00 noon on Saturday, December 24th and December 31st and will be closed on December 25th and January 1st.

ACCOUNTING DEPARTMENT

Budget – During the last month the budget took up a great deal of the accounting department's time as it moved towards the end of the review process. The budget is scheduled for adoption on December 10th, 2011.

Installment Plans – For members paying dues on the installment plan, the last payment was due on November 30th. Payment must be made by December 15th in order to avoid deactivation of gate entry bar code. In 2012, the Dues Installment Application and Agreement will be combined on one form. In January, forms will be available for pick up in the Administration office and will also be found on the website.

CIF – Capital Improvement fee income through November 30th 2011 is \$192,086 compared to \$184,776 for the same period last year. Although past history shows transfers are slower during winter months, we currently see many properties transferring during November and thus far in December 2011.

COMMUNITY CONSERVATION

Forest Management – Six inspections for tree removal applications were conducted in November and one Tree Restoration Plan was approved. Five tree removal applications were backlogged at the end of the month. The Roadside Danger Tree contract was completed on November 8th and removed 3 MBF of sawtimber, 72 cords of firewood, and 364 cubic yards of wood chips. A work order was submitted to remove a dangerous tree along a road. A five-year contract for monitoring gypsy moth populations is being prepared.

Lake Management – The draw-downs and sand dredging for Elm Lake and Hemlock Lake are completed. The lakes have begun refilling.

Wildlife Management – A deer survey will occur sometime in December. The results will indicate this year's harvest numbers.

Environmental Protection – The Spill Response Signs along Interstate-84, State Route 739, and our gates have been ordered. Placards for distribution to trucks carrying hazardous materials were designed and obtained.

Environmental Education - Fourteen members were assisted with questions about trees, wildlife, lakes, landscaping, and stormwater control. The Director of Community Conservation participated in a Penn State webinar about the impact of Marcellus drilling on private water wells and a Pinchot

Institute workshop about the market for biomass fuels. The 2012 Nature Events will include Spring Waterfowl Watching, Invasive Species Day, Memorial Weekend Bird Walk, Environmental Day Pond Study, Firewise Day, Blueberry Harvest, Forest Ecology & Tree Walk, and Birds of Prey. The Duke University Nicholas School of the Environment graduate students submitted their Hemlock Farms Strategic Plan for Environmental Marketing and Sustainability.

BUILDING DEPARTMENT

Building Activity – During November, no new home permits were issued leaving our year-to-date total at four. Last year, no new home permits were issued for November, but our year-to-date total was three. Addition/Alteration permits issued for the month were two and our year-to-date total is now 18. In November 2010 we issued five Alteration/Addition permits and our annual total was 56.

PUBLIC WORKS

Building Maintenance – As well as completing numerous service calls, the Building Department also completed the following tasks. The remaining outdoor facilities, including the Day Camp building, have all been winterized for the season. At the Clubhouse, new lights in the storage room behind the stage, another new fan in the auditorium and a new toilet in the upstairs bathroom were installed. The Pool Pak system was maintained this month. The water feature at the 739 gate was turned off for the season and the pump was removed and stored. At the Orchard House, a new shelf was built and installed for the Archives Committee. The men's bathroom at the Mailroom was remodeled which included removing floor fixtures and reinstalling after new flooring and heater were installed. The interior of the Mailroom is being painted and the front door was fixed.

Roads & Grounds – The Roads and Grounds crew completed 142 service orders in November. All facilities were once again blown free of leaves. Branches were picked up from ditches and chipped. The hay ride was torn down and stored for the season. In addition to normal road maintenance, signs had to be straightened after snow plowing from our early season snow storm and others put back up after being knocked down by vandals. New directional signs were installed by the Lords Valley Country Club. Thirty feet of 12" culvert pipe was installed. The center line on the bridge at Lower Lake was removed/blacked out and repairs were made to both driveway and shoulder ruts caused by stormwater runoff. Litter was picked from roads and trash was picked up after animals overturned receptacles. This crew lowered lakes for the sand reclamation projects at Elm and Little Camp Beaches. The crew assisted the Landscape Club cutting grasses and putting down mulch as well as with decorating gate houses with holiday lights and wreaths. At the Refuse Center, the crew pushed up leaf piles, packed down metal, co-mingle and bulk trash, and delivered old refrigerator and AC products to the junk yard in Wind Gap. Two deer, two skunks and a turkey carcass were removed from the community. Work began on the mag tank for winter salt spreading along with mixing anti-skid and placing it in storage.

Water Company – For the month of November, the crew completed 185 service orders and monitored wells daily. Three new water line inspections were completed. Curb stands at three different locations were replaced. Leak detection was done and six leaks were turned off. A total of 44 PA One Calls were completed in November.

ENGINEERING REPORTS

Stormwater Management - HFCA along with Kleinschmidt attended a meeting at the Pike County Conservation District on November 22, 2011. In attendance, along with HFCA and Kleinschmidt,

were members of the Pike County Conservation District and Pennsylvania Department of Environmental Protection. The purpose of this meeting was to establish the requirements and parameters acceptable to PCCD and PADEP for the design and permit acquisition of the storm water management for all of Hemlock Farms. A contract was to be executed by HFCA and Kleinschmidt by the end of November. Kleinschmidt has commenced and is continuing work on this project.

Bathhouse Pool/Site Upgrades – Work continues on this project. The project is approximately 25-30% complete and is continuing.

PUBLIC SAFETY –

Criminal Mischief- Sometime between the late evening hours of Friday, November 25, 2011 and the early morning hours of Saturday, November 26, 2011 several street signs were either knocked down or removed throughout the Community. Officers began investigating the incident immediately. During the investigation Officer Jason Tompkins uncovered information which quickly led to apprehension of the individual responsible for the damage. The eighteen year old male confessed to the crime and criminal charges and restitution for damages are pending.

RECREATION –

Winter Weather is approaching – During inclement weather, we ask that members call to ensure the Clubhouse is open and operating on a normal schedule. For information on Clubhouse delays or closures please call 775-6034.

Facilities – The Clubhouse and Youth Center will be operating on a Holiday schedule from Saturday, December 24th through Sunday, January 1st both facilities will have extended hours. The Clubhouse will host numerous events this upcoming holiday season; *Children's Holiday party* on Saturday, December 10th at 1pm, *Fitness Center Intro class* on Tuesday, December 13th at 10:15am, a *free Martial Arts preview class* on Wednesday, December 28th at 6pm and a *youth Jousting event* on Friday, December 30th at 1pm. As always check the Clubhouse schedule and try out some of our exercise classes, most are free classes.

Winter Programs – The Recreation Staff has put together 3 new programs for this winter season; *Winter Skating Fun* will take place on Mondays at the Conference Center Ice Skating Rink in the month of January, *Ski Big Bear* at Masthope Mountain and the HFCA have picked out two dates February 11th and March 3rd for Hemlock residents to ski/snowboard for discounted rates and also we have a multi-visit ski/snowboard program through Shawnee Mountain as well. Please contact the Recreation Department at 775-4200 ext. 122 or stop in the Administration Office for more details.

With the holiday season upon us we want to wish everyone a Happy and Healthy Season and New Year. Extended schedules are in place for members and guests to enjoy the use of the facilities so please take advantage of them. We look forward to continuing to provide the services and to manage the projects that make Hemlock Farms the special community it is.