

**Birchwood Lakes Community Association, Inc.**  
**Annual Meeting Minutes**  
**August 24, 2013 @ 9am**  
**Clubhouse**

In Attendance: Clare Bennett, President; Joanne McInerney, Vice President; Marcella Livingston, Treasurer; Directors Carl Fredrickson, Thomas McConnon, Carolyn Martin, Chas Ritson.

Absent: Lenny Glamann

Also Present: David Horvath, Esq., and William Owens, Auditor

President Bennett opened the meeting at 9:05am with the Pledge of Allegiance.

President Bennett recognized Member Nancy Halliday by presenting her with the Volunteer Recognition Award for 2013 for her dedicated service to the Community. Ms. Halliday has dedicated a great deal of her time, knowledge and energy to the Association serving on the Board and on various committees including, Lake Management, Rules & Regulations, By-Laws, Voting & Elections, Community Affairs, and Resolutions as well as participating every year for Clean-Up Day. We thank Nancy for all her contributions to the Association.

President Bennett announced that the recent vote could not be counted as we did not receive a quorum. She stressed the importance of the Reserve Withdrawal Vote, stating that if it does not pass we cannot proceed with capital projects. This reserve withdrawal needs to pass so that the Association can continue roads and drainage work, put new fencing around the pool, upgrade cameras and pay for the Upper Birchwood Lake Dam bond so that DEP will approve the permit. The Board will be approve extending the deadline and every Member in Good Standing is encouraged to vote.

Bill Owens from Wm. Owens & Company – reviewed the audit. He noted that the Association would have had a significant surplus except for money that was spent on the salt contamination project. He reminded the membership that the financing for this project came from previous years' surplus money, but shows as a deficit this year.

President Bennett summarized the year's activities including:

- We got through the ordeal of Hurricane Sandy last October. President Bennett commended the staff who did an excellent job under very trying conditions keeping the office open and distributing water and meals to members as well as performing wellness checks.
- We had some staff turnover resulting in a new Community Manager, Administrative Assistant and Maintenance Employee. The Community Manager we hired did not work out but we have a new Community Manager starting on September 3. We also have a maintenance position open.
- Board Directors and Members attended a zoning hearing at the Township Building at which we succeeded in preventing a property owner from the building of a recycling center across from our 739 Entrance.
- We successfully completed the pool renovation mid-May 2013 in time for the pool season. We also replaced the pool house roof.
- We have nearly completed exterior office renovations as well as some interior modifications.

- We have nearly completed our first major drainage project on Butternut and Basswood although some changes still have to be made due to some new problems.
- We hired a company to do major pothole repairs.
- The lakes required rigorous treatments this summer and we provided additional funds for the treatments.
- Our collections efforts are showing good success.
- The salt contamination continues to be addressed but we are seeing a decrease in water test readings. We continue our monthly and quarterly water tests. We completed the drilling of two exploratory wells. We have modified the maintenance yard well and made it functional.
- We repaired the clubhouse water system.
- The Upper Birchwood Lake Dam permit application was submitted to DEP

President Bennett shared that going forward some of our activities will include:

- A new Community Manager starting September 3<sup>rd</sup>.
- New Security Company will begin with us October 1<sup>st</sup>.
- Remediation efforts will continue for those affected by the salt contamination.
- Implementation of the 739 Entrance changes in an effort to satisfy PennDOT so that we can get our entrance permit.
- New fencing around the pool.
- Road & Drainage work to continue.
- Upper Birchwood Lake Dam permit requirements to be completed, including bond funding.
- The maintenance yard project is to be revisited.

### **Committee Reports:**

*Rules & Regs:* Director Martin, Chair summarized recent changes to Rules and Regulations, including the process for approving changes.

*By- Laws:* Director McInerney, Chair summarized recent changes to the By-Laws.

*Recreation:* Director McInerney, Chair summarized that the activities at the pool were well attended as was Arts and Crafts and Bingo. Most of the other events were poorly attended and we will be cancelling some of them next year. She stated that the dinner was successful with about 75 people in attendance.

*Community Affairs:* President Bennett stated that 4 issues of the newsletter went out via mail and email this past year. She stressed that more volunteers are needed to work on the committee and/or supply articles and photos. She added that if we don't get volunteers the newsletter may be cancelled.

*Lake Management:* President Ritson, chair summarized activities including a seminar on the Lakes that was held last September and will take place again this September; supported the Aug. 4<sup>th</sup> fishing contest and will be holding a second one this Labor Weekend. He discussed the aggressive lake treatments that were conducted this year as well as the geese addling program. He stated that next year the Board is going to consider a geese round-up program offered by the USDA. He also stated that the Lake Management Committee will be sending out RFPs to lake treatment vendors as Eco-Solutions' contract is up.

*Capital projects* – President Bennett stated that the pool renovation project had been completed on time. The exterior renovation of the office is nearly complete and some modifications internally were done. She thanked Member Gerry Dinicola for his generous donation of paint for the interior office. Going forward the committee is reviewing expansion and fencing for the pool as well as shading options. They also are revisiting the Maintenance Yard project.

*Budget Committee:* Director Livingston, chair was pleased to share with the membership that collections took in over \$64,000 this past year, which was nearly double what we took in the previous year. She indicated that our legal process is proving successful with judgments against nearly all homeowner's in arrears at this point. For this year the 30 and 60 days letters have now gone out and will be followed soon by Attorney collection letters. The committee will begin meeting in September in order to have a budget draft available to the Board in November to go out for a December vote.

*Community Safety:* Tom McConnon, Chair summarized the Committees activities including their need to develop an emergency action plan to serve members in light of what happened during Hurricane Sandy. He added that the committee was interested in reviewing our security equipment such as cameras, etc., and encouraged members to call into the office if they see any lights out or severe potholes. He invited the membership to join the committee.

*Beautification Committee:* Director Fredrickson summarized the challenges at the 739 Entrance garden, noting it will take time to fill in. He thanked the participants of Annual Clean-up Day, in particular the swim team who turned out in force. He stated that he thinks we should do this clean-up more than once a year and noted that individuals do walk around the community and pick up garbage as they walk.

Before opening the floor to the Membership, President Bennett stated that there are three seats open on the Board as we did not receive any candidate statements and petitions. She stressed that if these seats are not filled there will only be 6 seated directors. She added that Board plays an integral part to the Association and without a Board the Association would not be able to function. She informed the membership that postcards will be going out to the membership asking members in good standing who are interested in serving on the Board to submit their resume. Interested members will be interviewed by the Board and appointed to fill the vacancies.

### **Questions from the Membership:**

Paul Gangi, Tamarack Trail, stated he was on the original Association Board of Directors and understands and appreciates the effort the Board is giving, acknowledging the challenges we are facing. He expressed concern as to whether the Association was keeping good records in case the salt issue was legally challenged in the future. He also offered the Board an Evacuation Program he had developed for other entities. Finally, he offered his assistance to the Board at any time should they require it. President Bennett thanked him. She informed him that we are keeping very good records, that we have developed a reimbursement claim process that is reviewed by our Attorney and our hydro-geologist before it is denied or approved. She also stressed that the area of impact is very small and that we are seeing a drop in water test results. Director Ritson added that while we have 32 members in the water testing program at present only about 8 are impacted. President Bennett stated we will be reviewing testing protocol and participation at the end of the year. Director McConnon added that we are denying more claims than approving because it is very clear many of the claims are not impacted by the salt issue.

Ms. Symon of East Shore Drive, spoke of a water condition on her property he feels is caused by water coming down from common property onto her lot. She thanked President Bennett for calling her and letting her know we are working on a solution. President Bennett confirmed that she had spoken to Maintenance and they were developing a plan to address the issue.

Mr. Diaz of Outer Drive again voiced concerns on the speeding problem on this roadway asking when the Board will install a speed bump. President Bennett stated she will have Roads & Maintenance Committee consider it for next year.

No further discussion or comments offered by the membership.

**Motion made by Treasurer Livingston, Seconded by Director Ritson to adjourn the Annual Meeting at 10am. All Directors Voted in Favor. Motion Passed.**

Respectfully submitted,

Carolyn Martin  
Secretary