

BIRCHWOOD LAKES COMMUNITY ASSOCIATION, INC.

Annual Meeting Minutes

August 22, 2015 @ 9am

Clubhouse

Present: Clare Bennett, President; William Wagner, Vice President; Carolyn Martin, Secretary; James Luttrell, Treasurer; Directors Thomas McConnon, Michael Moffa, Joanne McInerney

Absent: Director Anthony Palma

Also Present: Carrie Ridner, Community Manager; Robert Kidwell, Esq.; and William Owens, Auditor. Incoming Directors – Vincent Flatt, Marcella Livingston, Dennis McMahan

President Bennett opened the meeting at 9:00am with the Pledge of Allegiance.

President Bennett recognized Member Chas Ritson by presenting him with the 2015 Volunteer Recognition Award for his years of dedicated service to the Community.

President Bennett announced the results of the recent vote.

A total of 207 votes were received.

Reserve Withdrawals - 157 yes; 32 no – Passed.

There was no election to the Board of Directors this year as there were five open seats and four candidates. However, there were 3 seats with a 3 year term and one seat for a two year term. Results as follows:

The 3 seats for the three year terms goes to: Vincent Flatt, Dennis McMahan and Thomas McConnon.

The one seat for the two year term goes to Marcella Livingston.

One seat remains open.

Bill Owens from Wm. Owens & Company – reviewed the audit noting it was a good year from operational standpoint. He reviewed reserves/surplus summarizing that overall the community is in good standing. He spoke at length about the surplus money that had been accrued previous to his contracted services with Birchwood and how it may be used in accordance with our By-Laws.

President Bennett summarized activities for the past year.

Committee Reports:

Community Safety – Director McConnon updated the membership on the committee's activities, but he noted that the committee needs more members and asked members to consider joining the committee. The committee suggested we place lifesaving boats on the lakes and are seeking donations. However, the committee agreed that further research will need to be done on any liability issues, securing boats and accessing and using them in an emergency situation. They also discussed an electric trolling motor that can be used for life saving and by the lake committee and maintenance. The committee also suggested that lifesaving rings should also be available. The committee also suggested the Association conduct Lifeguard drills. They are also discussing beach curfews as it would appear people are swimming in the lakes after dark.

BLCA Property Beautification Committee: Carl Fredrickson expressed his appreciation of his committee members, acknowledging JoAnn Woods' guidance and dedication to the committee. He asked for more volunteers to join the committee.

Finance, Budget, Contracts Committee: Director Luttrell informed the membership that the Budget Committee conducted a workshop with the Capital Projects Committee and the Board of Directors to begin discussions on the future assessment that will be required of the membership for the upcoming capital projects. He also informed the meeting that the Budget Committee will begin meeting in September to develop the 2016/17 budget.

Communications: The communication avenues we have added in the past year are proving to be very successful. These include our monthly news-flyer, email blasts and our Facebook page. The utilization of these new communication methods as well as our website has provided the Association a means to deliver up-to-date, last minute, and emergency information.

Road Construction & Maintenance Committee: The next big drainage and road repairs project is East Lakeview down to the gates. The request for bids will be going out into the newspaper shortly. The recent reserve vote will also allow us to do road maintenance and repairs in other sections of the community. Bids will be sought separately for this.

Capital Projects & Property Development:

Salt Issue - The Salt Advisory Committee continues to meet frequently to review the salt contamination issue and the actions being taken by the Association's Board of Directors in our efforts to resolve the issue. We continue to conduct monthly field testing of all the homes in the area that have provided their permission to test. We are also continuing quarterly well water lab testing on those most impacted and in September we will do annual lab testing on all those other homes we are permitted to test too so that we can monitor the situation overall. The Board has hired McGoey, Hauser and Edsell to develop preliminary plans for the construction of a shared well system that will service approximately seven homes to date. Surveyors have been hired by the engineering company and once surveying is completed McGoey will draw up the plans for committee and board review. The Association's attorney has created a draft agreement to be shared with the homeowners whose homes will be serviced by the shared well system. The Association will meet with each of these homeowners very shortly to begin discussions on the agreement. We are continuing to purge the Maintenance Yard well. We will be purging other private wells in the immediate area once we determine the logistics of doing so.

Upper Birchwood Lakes Dam - The Upper Birchwood Lake Dam permit application is still under review by DEP Dam Safety. The permit, which was first submitted in October 2012, has been returned to our engineer for additional technical review several times. We just received a letter from Dam Safety listing 18 points they wish to be reviewed and addressed. Our engineer stated that the points had already been addressed. We are requesting a face-to-face meeting.

Highway Occupancy Permits - The Association's engineers have submitted the electronic HOP applications to PENNDOT, which includes the most recent traffic study. Each entrance will require an estimated \$14,000 of construction work. The entrances involved are 739, Church, Lancet and Silver Lake.

Maintenance Yard & Salt Storage Facility - The Board approved the recommendation of the Capital Projects Committee to have the engineers proceed with preliminary plans for moving the existing maintenance facility to Tamarack Trail, and to include a salt storage building in the plans. A building will have to be erected on the existing maintenance yard site for the shared well system. The Board also approved that our Community Manager, Carrie Ridner, begin the lot improvement procedure of the properties on Tamarack.

Recreation: President Bennett, Chair, stated that the new committee began meeting in February to develop the 2015 summer season calendar adding many new events. Our Wednesday night Community Fun Nights grew in popularity with over 80 members at the August fun night. We hosted two movie nights, one of which was outdoors, exercise groups, wine and cheese evenings, swimming classes, teen nights, arts and crafts, scavenger hunt, ice cream socials, adult lap swim, and

more. Some activities had to be cancelled due to lack of interest but overall it was a very good start to a new recreation calendar going forward. President Bennett thanked the volunteers and the staff for their help but added that the committee continues to need more volunteers.

Governing Documents: Director McInerney informed the meeting there had been some rules changes that year and that the committee had recently received a working draft of the By-Laws presented by the Association's Attorney and that the new committee will begin reviewing the document soon.

Lake Management: Chas Ritson, chair, stated that so far the lakes, for the most part, have been in good condition. This is mainly due to the amount of rain we have had this summer which has resulted in higher water levels in the lakes. The committee continued the geese control program which involves oiling the eggs to prevent hatching. This year we also tried cordoning off the beach to prevent the geese from walking onto the beach but this was not successful as the geese walked through the woods. We are going to hold our Annual Spotlight on the Lakes Seminar in October, date TBD.

Voting & Elections: Secretary Martin, Chair, thanked the members who returned their ballots that allowed us to count the vote on time. She thanked the Judges of Election who faithfully come and count votes twice a year. Lastly, we did not have an election for the Board of Directors this year as we did not have enough candidates to fill the available seats.

President Bennett invited Vincent Flatt, Marcella Livingston and Dennis McMahon to take their seats on the Board.

President Bennett asked the outgoing chairs to stay seated with the other Board Members for the question and answer session.

President Bennett opened the floor to the Membership for a question and answer session.

President Bennett and the Board responded to questions relating to roads, speeding, the salt project, public safety, the assessment, and the proposed maintenance/salt facility.

Motion to adjourn the Annual Meeting at 11:45am made by Secretary Martin, seconded by Treasurer Luttrell. All Directors voted in favor. Motion Passed.

Respectfully submitted,

Carolyn Martin
Secretary