

**BIRCHWOOD LAKES COMMUNITY ASSOCIATION, INC.**  
**Annual Meeting Minutes**  
**August 27, 2016 @ 9am**  
**Clubhouse**

Present: Clare Bennett, President; William Wagner, Vice President; Vinny Flatt, Secretary; Marcella Livingston, Assistant Treasurer; Directors Dennis McMahon and via telephone conference Thomas McConnon

Also Present: Carrie Ridner, Community Manager; Robert Kidwell, Esq.; and William Owens, Accountant.

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

President Bennett presented the 2016 Volunteer Recognition Award. This year the awards went to Carl Fredrickson and JoAnn Woods for their many years of service on the Beautification Committee. Carl Fredrickson expressed his appreciation by acknowledging JoAnn Woods' guidance and dedication to the committee. President Bennett expressed the tremendous job that both Carl and JoAnn have done in keeping the entrances into the community looking so beautiful. Their time and dedication is greatly appreciated. JoAnn Woods was out of town and could not attend, so President Bennett accepted the award on her behalf.

President Bennett made an announcement congratulating the Birchwood Lakes Swim Team for winning the 2016 Championship. John Naturale presented the trophy to the community so it can be displayed at the Clubhouse. President Bennett read a letter from a member expressing their gratitude to Colin Naturale for helping her children with their swimming lessons.

Bill Owens from Wm. Owens & Company – reviewed the audit and finds it in his opinion correct and accurate. He reviewed the Operating, Reserves and Expense accounts. CM Ridner answered questions regarding the Special Assessment and the bank accounts that have been setup.

President Bennett summarized activities for the past year. She reviewed the three major projects that required a Special Assessment for funding. She also reviewed the roadwork that was completed, new security company, directory call box expansion for cell numbers and other projects.

**Committee Reports:**

*Recreation* – Chairperson Flatt reviewed the activities for the year. The committee held many events throughout the year and the turnout to some of the events were disappointing. Chairperson Flatt expressed the need for more volunteers. Barbie was thanked for all her help especially with planning fun events for the kids.

*Community Safety* – No quorum to have meetings. Only three meetings were held this year.

*Voting & Elections* – Chairperson Flatt noted that the voting results were very low. Out of the 800+ voting packets that went out for the Special Assessment only 213 votes were received. Chairperson Flatt pleaded for members to get involved and give their feedback.

*Budget Committee* – Chairperson Bennett stated that the Treasurer stepped down a few months ago and the Assistant Treasurer has been very helpful but also resigned. The focus for this year was the Budget and the Special Assessment.

*Governing Documents* – Chairperson McMahon explained that the committee has been busy meeting every month. The committee has been working on changes to the By-Laws in order to comply with Act 180. Rules & Regulations also had some updates, i.e., tree guidelines, septic and violations.

*Capital Project & Property Development* – Chairperson Bennett stated that the salt advisory continues to meet to review the salt issue. Monthly and quarterly field testing continues. McGoey Hauser has developed preliminary plans for construction of a shared well. Bids will go out in the following week. Chairperson Bennett expressed her gratitude to the homeowners impacted by this and thanks them for their cooperation and patience. Upper Birchwood Lake Dam permit application is still being reviewed by Dam Safety. The permit was first submitted in October 2012 and has been sent back to our engineer several times for technical review. The Associations’ engineer electronically sent the Highway Occupancy Permit application to PENDOT for the 739, Church, Lancet and Silver Lake entrance. Church and Lancet entrances will need significant work to increase line of site. Committee met two weeks ago to discuss the replacement of the sign at the 739 entrance.

*Communications* – Chairperson Bennett stated that the committee lacks volunteers. Three newsletters were published since last August and the final end of season edition is getting ready to go to print in September. We continue communications avenues using email blasts, monthly news-flyer and face book.

*Road, Construction & Maintenance* – Chairperson Wagner reviewed the roads that will be paved this year in September. The roads scheduled for paving are Buttonwood, Persimmon, Outer, E. Shore, Pepperidge and Church. Wayco will be doing the paving.

*Lake Management* – Chairperson Ritson gave a summary on the four lakes. The committee continues to inspect the lakes every two weeks for aquatic plant activity and make recommendations for appropriate treatment. Fifteen treatments have been done this year. An RFP has been sent out to bid for lake services. Geese population has been stabilized. Catch and Release program continues. An additional 12 grass carp have been stocked. We will be sponsoring a Well Water testing program in October.

President Bennett announced that her term is up this year. She served on the Board for 7 ½ years. The other outgoing director is Bill Wagner. Five positions were open for the Board, four people submitted their petition. Two of the petitions were members not in good standing, therefore the other two automatically got place on the Board because there was not an election. Those two members are Adam Fass and Cecilia Buckle. President Bennett invited Adam Fass to take his seat on the Board. Cecilia Buckle was absent. There are still 3 open seats for the Board. Five resumes have been received and the deadline for submission is September 2<sup>nd</sup>. The new seated Board will interview those candidates and they will make the decision on filling the vacancies.

President Bennett thanked the membership for all of their support over the years.

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

President Bennett and the Board responded to questions relating to roads, the salt project, public safety, the assessment, gates and voting results.

**The Annual Meeting was adjourn at 10:55 pm.**

Respectfully Submitted,

Vincent Flatt  
Secretary