

Birchwood Lakes Community Association
Regular Board Meeting Minutes
August 10, 2010 @ 7pm
Conference Room

Present: Chas Ritson, President, Louis Freeman, Vice President, Clare Bennett, Secretary, Marcella Livingston, Treasurer, Carol Martin, Joanne McInerney, Tom McConnon, Carl Fredrickson, John Meola, Directors

Also Present: Bettye White Gross, Community Manager

President Ritson called the meeting to order at 7pm, introduced the Members of the Board and informed the meeting of the rules of conduct as attached to the Agenda.

Approval of Meeting Minutes and Actions Without A Meeting

July 10, 2010 Regular Board Meeting Minutes

Motion to approve the July 10, 2010 Regular Board Meeting Minutes made by Director Freeman, seconded by Director McConnon. All in Favor. Motion Passed.

July 14, 2010 Action Without A Meeting – This Action Without A Meeting is to approve revisions to the original bid submitted by Wayco, Inc. and approved by the Board of Directors on June 11, 2010. Revisions include installation of two speed humps and modifications to scope of work after the on-site meeting with the vendor and total a contract amount of \$204,116.11. Director Bennett unavailable. All other Directors voted Yes. Action Passed.

July 14, 2010 Action Without A Meeting – This Action Without A Meeting is to deny the request for reimbursement for the purchase of swimsuits at this time until funds for Championship fees have been disbursed. Thereafter, reimbursement will be reconsidered utilizing any remaining funds within Account #7600-003 Swim Team. Clare Bennett was unavailable. All other Directors voted Yes. Action Passed.

Motion to approve the two Actions Without a Meeting of July 14, 2010 made by Director Martin, seconded by Director Fredrickson. All in Favor. Motion Passed.

Treasurer's Report

Treasurer Livingston presented the Treasurer's Report.

Write-off for approval is:

Lot 22, Block 4 Section 12 in the amount of \$5,064.07

Motion to approve the write-off in the amount of \$5,064.07 was made by Director Livingston, seconded by Director McInerney. All in Favor. Motion Passed.

Manager's, Maintenance, Public Safety Reports

Bettye White Gross presented the Manager's, Maintenance and Public Safety Reports.

She went out with a plea to the membership for their assistance in trying to identify vandals in the community who have broken the Walnut Closure Gate, stealing street and stop signs, vandalizing beach cabanas, etc. Information provided will be kept private.

We are receiving proposals on the pool renovations which the Board will review.

The contractor we use for landscaping has agreed to do ditch cleanup. The Board agreed to have K&S perform culvert cleaning for \$200 extra for the use of his truck. This work will be done in the Chestnut/Hemlock area initially as a trial.

Office staff participated in a TOPS upgrade webinar.

We are obtaining pricing on the replacement of the gate at the Walnut Closure.

A meeting was held July 29th with Bill Owens and the Board of Directors to review this year's audit. Mr. Owens will be present at the Annual Meeting to answer any further questions.

Information has been provided to the Community Affairs Committee and to the Board on newsletter options.

Cornerstone has provided the information we required on the Maintenance Facility.

We are awaiting response from the Township on the permanent closure of Crossing Road.

Roadwork is expected to begin mid-August. Members have been notified. Survey work is near completion. Roadside clearing and patching will be completed by BLCA Maintenance.

The temporary maintenance position has been filled.

The second level of (60 day) collection letters will be completed by the 15th and the third (90 day) will be mailed by the 15th next month.

Entrance signs for the various entrances are being ordered from Signs on Anything, we are in the process of negotiating the pricing. If the Board approves their turnaround is about 6 weeks.

Bettye White Gross asked the Board to approve time off for her to attend CIA training on Oct 28th and 29th – The Board agreed.

Dam inspection – vegetation cutting needs to be completed and Maintenance Staff has been notified to complete the work in preparation for the inspector.

Vehicle decals – Members are reminded to make sure their vehicles are registered with the office and decals displayed. Citations are being issued for non-compliance.

Maintenance reported that they are continuing preparations for roadwork, blocking accesses, planting of replacement trees in East Shore, and painting of beach 4 cabanas.

Public Safety Report – 41 citations were issued in July and there were 19 incidents reported.

Committee Reports

Roads & Maintenance – Wayco will be commencing work shortly. The Committee to provide a list of roads for spray patch consideration to Bettye White Gross, who will get a cost for the Committee and Board to review. Two speed humps are also being installed by Wayco. Maintenance Department will also paint a crosswalk area by the pool. The Committee is to investigate options and associated costs to hire out pothole work. Chairperson Freeman thanked Bettye White Gross for her help and hard work.

Community Affairs – The Board has been provided with a great deal of information on policies and newsletter production options for review and approval.

Community Safety – The first Community Safety Meeting will be Saturday, August 21st. This Committee has been dormant in recent years, but Director McConnon is now heading this Committee and has some ideas to put forth to the new Committee. The issue of vandalism is to be on their agenda.

Recreation Committee – This summer's attendance and interest in community events has been amazing. The Recreation Coordinators have been doing very well. The Luau was very successful. The Fishing Tournament is this Saturday at Beach 3. John Naturale volunteered to donate the worms for the Fishing Tournament. Bingo has been very popular and the Senior Dinner is approaching too.

By-laws Committee - This Committee has completed their input on the changes to Directors in Good Standing, Meeting Attendance, Code of Ethics and submitted the suggested changes to the Association's Attorney for his review. Going forward the Committee will be working on the issue of rentals in the Community.

Budget & Finance – Next meeting will be August 15th in the Office. The Committee will be beginning preliminary work on the budget.

Beautification – Chairperson Livingston thanked everyone, especially Denis Murphy, for all the watering that was needed throughout the Community. Chairperson Livingston warned, however, that if more people do not sign up for this committee going forward we will have to scale back the plantings.

Property Development – Director Fredrickson has taken over the chair of this Committee which has been inactive for several years. While it does not fall under the mission of Property Development, Director Fredrickson would like to paint the gatehouse and have the roof reshingled. The Board agreed that Property Development could look into this work further.

Rules & Regulations – Will be meeting in September. President Ritson asked the Committee to institute a procedure involving 1st and 2nd readings for all new rules. It was agreed by the Board that the Community should have the opportunity to know of potential changes to rules and regulations and have the opportunity to comment before it goes into effect. The Rules and Regulations Committee will also review the new Tree Policy.

Lake Management – The Well Water Seminar on July 16th was disappointingly attended this year. A meeting will be set up with the contractor on our lake treatments to see what has been done and the money spent and to see what can be done for the rest of the season.

Capital Projects – Maintenance Facility - We received a preliminary sketch from Cornerstone. The Board is asked to review the sketch by the 20th and provide feedback.

Pool – We have had four design/engineering companies in and the Committee is exploring different options. We will be constrained by cost issues. A structural integrity test will be performed on the pool once it is emptied in September.

All Committee Chairs pleaded with the Membership to join Committees. It is the same few people that join multiple committees year after year. These numbers are dwindling. The Association, the Committees need new blood, new ideas, new energy.

Payment of Bills

Birchwood Lakes Swim Team – Reimbursement \$505.50. Tabled from previous meeting.

Motion to pay the \$505.50 made by Treasurer Livingston, seconded by Director McInerney. All in Favor. Motion Passed.

Other Unfinished Business

Tree Removal Policy – Any comments should be sent back to Secretary Bennett by this Friday.

East Birchwood Lake Dam Cap - Two expert opinion letters were submitted to the Board on the pros and cons of raising the lake. The Board is asked to review these letters. President Ritson will call a special meeting of the Board to discuss the opinions and make a decision. Date is to be August 20th at 7pm.

Fee Increases

Motion to approve memo of June 15th on fee increases as of January 1st, 2011. ABC to \$20, DEF to \$10 and increase interest to 15% for No. 3 and No. 9. Motion made by Treasurer Livingston, seconded by Vice President Freeman. All in Favor. Motion Passed.

Audit

Motion to approve the Bill Owens 2009/2010 Audit made by Director Martin, seconded by Director McInerney. All in Favor. Motion Passed.

New Business

Annual Meeting – President Ritson reminded the Board that it is now a requirement that each Committee Chair give a brief report at the Annual Meeting. All Board Members stated that they will be at the Annual Meeting on August 28th at 9am. President Ritson stated that the Board will attend a Conflict of Interest Seminar with the BLCA Attorney after the Annual Meeting. In addition, each Board Member will be asked to sign a Code of Ethics. Following the seminar the Board will hold its Annual Organizational Meeting.

Reward for Information – The Board agreed to offer a \$500 Reward to anyone that provides information that leads to a conviction in the recent thefts of signage and other recent vandalism issues in the Community.

Tree Removal Request – Steiner, Leiper – Director Meola had just returned from vacation and will complete these tree removal requests tomorrow and Board approval will be through an Action Without A Meeting

Cash Receipts Policy – A Policy of accepting up to \$100 cash at the Office was implemented about a year ago. The Board agreed to give Bettye White Gross the authority to make exceptions on cash receipts in greater amounts as long as two office signatures, one being the Community Manager, is received.

Motion to amend our cash receipts policy to add that exceptions can be made for amounts greater than \$100 as long as two staff members sign off on it, one being the Community Manager. Motion made by Treasurer Livingston, seconded by Director Martin. All in Favor. Motion Passed.

DJ Contract - For adult dinner dance on August 21st for \$400.

Motion to approve contract for DJ for Adult Dinner Dance, August 21st, 2010, for \$400 to include DJ and lighting system. Motion made by Director McInerney, seconded by Director Martin. All in Favor. Motion Passed.

Newsletter/Newsletter Policy

Motion to approve that BLCA continue to pay the existing publisher but reducing the number of newsletter issues to four issues a year instead of six. Motion made by Vice President Freeman, seconded by Director Martin. All in Favor. Motion Passed.

Motion to approve the new Newsletter Policy made by Vice President Freeman, seconded by Director Fredrickson. All in Favor. Motion Passed.

T Shirt Order – The Board agreed that Bettye White Gross find out the cost to order new T-Shirts as well as costs to change the logo. Topic tabled to September.

Swim Team (Championship results, final participation number) – The Swim Team came in 4th at the Championships.

In reviewing who is currently participating on the team 10 members were not registered. Some children not in good standing. The Board stressed that BLCA is sponsoring the team. and that every member and participant must be in good standing. If someone is not in good standing they are not covered by insurance. John Naturale agreed to ensure this is strictly observed next year. The Swim Team also requested that more chairs and tables be purchased for the clubhouse as there were not enough to hold the maximum allowed. The Board said they would look into costs.

Civil Complaints

Motion to obtain certified judgment and file it with the Prothonetary's Office made by Treasurer Livingston, seconded by Vice President Freeman. All in Favor. Motion Passed.

Construction Vehicles/Dumpsters - Parking large construction vehicles in the community is not permitted according to our Rules and Regulations. However, it is not being enforced. The Board agreed that a letter should go out to the Membership.

Miscellaneous Work on Structures – Director Fredrickson agreed to choose a color and paint the Gate House. It was recommended that he look at the Beach 4 Cabanas to see if he wants to paint it the same color. Gate House roof needs to be reshingled.

The remaining acoustical panels need to be put up in the Clubhouse

Moisture barrier needs to be installed at the Office.

Shelf for Swim Team trophies to be installed at Clubhouse. John Naturale agreed to do this.

Volunteer Luncheon

Motion to approve the Volunteer Luncheon to follow the Annual Meeting on August 28th at 1pm and the amount of \$200 to be budgeted for the luncheon. Motion made by Vice President Freeman, seconded by Treasurer Livingston. All in Favor. Motion Passed.

Board Position - Carol Martin has agreed to extend her term one year until the next election. Chas Ritson will be leaving the Board in October. The Board agreed to send out postcards notifying members of the Board opening and receipt of resumes by September 15th.

Website Support – A letter was received from Member Dan Capano offering his assistance with the BLCA Website. The Board directed Bettye White Gross to send Mr. Capano a letter thanking him for his offer and that at this point we have volunteers working on the website, but that we will keep him in mind should we need website assistance.

Entrance Signs

Motion to approve the purchase of entrance signs made by Director McInerney, seconded by Director Freeman. All in Favor. Motion Passed.

Quarterly Orientation Meeting – President Ritson suggested we hold quarterly orientation meetings as a way of introducing new members to the community. Board Members would attend these meetings to introduce ourselves, discuss By-Laws and Rules and Regulations, answer any questions that new members may have. The Board agreed to institute these meetings and dates to be set at the Organizational Meeting.

Miscellaneous

- 006-001-0100 Correspondence – The Board did not approve this member's request.
- Woods Correspondence - Request for Sprinkler System outside the clubhouse. The Board did not agree to this request at this time due to the lack of available funds.
- Gangi Correspondence – President Ritson to call Mr. Gangi before the Annual Meeting.
- Moffa Requests/Suggestions – Cigarette receptacles at Pool – The Board agreed to purchase two of these. Sand for Volleyball Court will be considered for next year.
- Swim Team (Naturale) Request - Request for clubhouse for October 1st for a fundraiser. 25% of the proceeds go to the Swim Team. Treasurer Livingston abstained. The remainder of the Board agreed to the rental request.

Motion to adjourn meeting at 10:10pm made by Treasurer Livingston, seconded by Director Fredrickson. All in Favor. Motion Passed.

Respectfully submitted,

Clare A. Bennett
BLCA Secretary