

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

Present: Marcella Livingston, President, Joanne McInerney, Vice President, Clare Bennett, Secretary, Carolyn Martin, Treasurer, Charles Ritson, Thomas McConnon, John Meola, Directors

Absent: Carl Fredrickson; Louis Freeman

Also Present: Bettye White Gross, Community Manager

President Livingston 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

Motion to approve the amended minutes of August 10, 2010 Regular Board Meeting Minutes made by Director Ritson, seconded by Director Martin. All in Favor. Motion Passed.

August 17, 2010 Action Without a Meeting – This Action Without a Meeting is to rescind the August 10, 2010 motion approving write-offs due to an incorrect lot, block and section identification and approve the write-offs for the corrected property reference of lot 6, block 76 section 10 as per memo dated August 13, 2010. All Board Members voted yes. Motion Passed.

August 17, 2010 Action Without a Meeting – This Action Without a Meeting is to approve tree removal permits for 052-024-0700 and 097-077, 078, 079-1300 as reviewed and recommended by John Meola. Eight Board Members voted yes, one no. Motion Passed.

August 17, 2010 Action Without a Meeting – This Action Without a Meeting is to approve a budget transfer from account 7560-001 Deedbacks in the amount of \$690.00 for payment to the Association Attorney. All Board Members voted yes. Motion Passed.

August 24, 2010 Action Without a Meeting – This Action Without a Meeting is to announce and approve a deadline of September 21, 2010 for acceptance of resumes for the Board vacancy effective October 15, 2010. 7 Board Members voted yes, 2 unavailable. Motion Passed.

August 25, 2010 Action Without a Meeting – This Action Without a Meeting is to approve the purchase of a 2004 Chevy Colorado Z71 for a purchase price of \$9,500 not including tax, motor vehicle and document fees from Sound Motors using approved reserve funds contingent upon the front windshield being replaced. The truck has 113,025 miles and specification including 5-cylinder 3.5L gasoline, automatic

transmission, 4 wheel drive-rear, estimated 19mpg, extended cab and bed liner. The truck was reviewed by S&T Auto and no major defects were noted. 7 Board Members voted yes, 2 unavailable. Motion Passed.

Motion to approve Actions Without a Meeting made by Director Martin, seconded by Director McInerney. All in Favor. Motion Passed.

August 20, 2010 Special Board Meeting Minutes – Will be submitted at next month’s meeting.

August 28, 2010 Annual Membership Meeting Minutes – Will be submitted at next meeting.

August 28, 2010 Organizational Meeting Minutes –Submitted.

Motion to approve the August 28, 2010 Organizational Meeting Minutes made by Director Bennett, seconded by Director Ritson. All In Favor. Motion Passed.

Treasurer’s Report

Treasurer Martin presented the Treasurer’s Report.

Write-offs for approval are:

Lot 15, Block 85, Section 11 in the amount of \$4,635.07

Lot 9, Block 36, Section 6 in the amount of \$3,681.05

Lot 7, Block 102, Section 14 in the amount of \$107.46

Lot 21, Block 102, Section 14 in the amount of \$993.56

Lot 20, Block 13, Section 2 in the amount of \$3,738.82

Motion to approve the write-offs in the amount of \$13,155.96 was made by Director Bennett, seconded by Director Meola. All in Favor. Motion Passed.

Manager’s, Maintenance, Public Safety Reports

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

Board Decisions in response to BWG Manager’s Report

The Board agreed that Bettye White Gross look into the cost of more chairs and tables for the Clubhouse. However, it was acknowledged that the purchase of 140 chairs is excessive and it was recommended that we purchase an agreed amount of chairs each year, such as 10 chairs and one table. The Board also asked Bettye White Gross to look into the purchase price to replace Board Chairs.

The Board discussed the electrical work requested at the entrance to install an outlet for Christmas lights on the trees as well as the electrical work required in the Clubhouse. Why was only one proposal received? Bettye White Gross to ask Maintenance Supervisor if he obtained any other proposals.

A discussion ensued as to whether to move the library from its present location so that space could be used to store old files. The library is rarely used and is only open when the clubhouse is in use. Additionally, the Board previously agreed to not accept any more books for the library due to a bug infestation. The Board agreed to close the library and donate the books to the Delaware Township Library or the Humane Society and to use the space for old files.

Motion to close the library at the clubhouse and donate the books to Delaware Township Library or the Humane Society. The space is then to be cleaned and treated and used for old file storage. Motion made by Director Ritson, seconded by Director Bennett. All in Favor. Motion Passed.

Parking Space Markings – The Board agreed to proceed with parking space markings in the spring but that the Board be provided with a sketch of the markings beforehand.

Township brochures on Septic System – the Board agreed to print in the BLCA Newsletter that the brochures will be made available in the Office.

Township approval of Crossing Road Closing – The Board agreed to send a formal letter from our Attorney to the Township affirming their approval of the road closure.

Pocono Spray Patch – The Board agreed to table any discussion on this until next month when Director Freeman can address the cost and whittle down some of the roads/costs.

The Board expressed their concern and embarrassment on behalf of the Association in response to the anonymous vitriol that was printed without knowledge and permission of the Board or their representatives on the reverse side of the Reward for Information Flyer and reposted throughout the Community. The Board stated that such misinformation was unfair to our Community Manager, Bettye White Gross. Each Board Member took the opportunity to voice their full support of Bettye White Gross. The Board stated that Bettye White Gross is an asset to the Community, has a wealth of knowledge and experience and strives to make the Community a better place to live at all times. If a Member has a complaint they should attend Board Meetings and get involved with our Committees.

Committee Reports

Roads & Maintenance – Director Freeman not available to provide report.

Community Affairs – Nothing to report at this time.

Community Safety – Director McConnon held his first Community Safety Meeting with five members joining the committee. Rotary International donated “Drive Safely” signs which will be installed by our Maintenance Department.

Recreation Committee – Jackpot Bingo was a huge success. The year’s events went very well. Director McInerney thanked the Members as well as the committee volunteers for their support of the programs. October 23rd is the Halloween Party. Director McConnon congratulated Director McInerney on the Volunteer Lunch expressing how pleasant the event was and that it would have been nice if more volunteers had attended.

By-laws Committee – Meeting on September 18th.

Budget & Finance – Meeting end of this month.

Beautification – The previous Tuesday the Committee planted mums throughout the Community.

Property Development – Director Fredrickson not available to provide report.

Rules & Regulations – No updates this month.

Lake Management – Will be meeting at the end of September and on the agenda will be the Dredging Study topic.

Capital Projects – The Committee developed and approved RFP for pool. Structural inspection of the pool will need to be completed soonest and we need a survey of the pool area, which are both part of the RFP. The Board agreed to do the structural inspection.

Motion to approve the specific survey of the pool area made by Director Ritson, seconded by Director Martin. All in Favor. Motion Passed.

Motion to approve a structural inspection and evaluation of existing pool including liner and filtration system made by Director Ritson, seconded by Director McInerney. All in Favor. Motion Passed.

Motion to accept RFP for pool renovation, amending it to take out survey and inspection, made by Director Ritson, seconded by Director McInerney. All in Favor. Motion Passed.

Maintenance Yard – We are processing the lot improvement and this should be completed within the next month or so. Board approval is needed for a preliminary sketch to be provided by Cornerstone. We need to provide remainder of information Cornerstone needs including well and septic placement. One Board Member reminded the Meeting that a well is already in existence and that a septic design had previously been approved.

Motion to approve the sketch from Cornerstone with the garage located on the northside, closest to the old septic permit program. Motion made by Director Ritson, seconded by Director Bennett. All in Favor. Motion Passed.

AOCA Meeting – Director Ritson attended the meeting and he asked that other Board Members attend once he steps down from the Board. He shared that a great deal of discussion centered around State Police activities within communities. It appears that many of the other Communities feel they do not get a great deal of response from State Police. Birchwood does get very good response from the State Police and he credits this with Bettye White Gross' good relations with them. Director Ritson has also discovered that all Communities in our area are experiencing the same problems/issues BLCA experiences, but from the various discussions it would appear that a majority of the Communities are in greater turmoil.

Amended Rule on Water Trampolines and Swim Platforms.

Motion to approve amended rule Section 98, Subsection 60 made by Director Ritson, seconded by Director McInerney. Five Board Members approved, two opposed. Motion Passed.

Payment of Bills

Motion to pay the Delaware Township Fire Department a donation of \$25 made by Secretary Bennett, seconded by Director Martin. All in Favor. Motion Passed.

Other Unfinished Business

Tree Removal Policy – Attorney's review has been received. The Board reviewed the Guidelines and with amendments changing 2" to 3" and in penalties changing Person to any member or tenant.

Motion to approve the tree removal policy made by Director Bennett, seconded by Director Martin. Opposed by Director McConnon, all other Board Members voted in Favor. Motion Passed.

East Birchwood Lake Dam Cap – After a Special Meeting of the Board of Directors dedicated to the discussion of this topic the Board agreed to pay down the SBA loan and not to install the Dam Cap. The Board acknowledged that this will be a disappointment to some Members but agreed that it is the responsibility of the Board to represent best interests of the Community as a whole. The Board did not believe that the cost involved in raising the lake 3” was in the best interest of the Community at this time.

Motion to return the surplus SBA Loan money to pay down the debt by one year made by Director Ritson, seconded by Director McInerney. All in Favor. Motion Passed.

Construction Vehicles/Dumpsters – This topic has been sent to the Rules and Regulations Committee for further clarification.

New Business

Board Resignation – Director Ritson submitted his resignation for October 15th, 2010. Postcards have gone out to the Membership letting them know again about the open position. One Member asked what is involved to serve on the Board. The Board responded that a Board Member is required to Chair one or two Committees, one Board Meeting a month with occasional special meeting attendance when necessary. Additionally, review Board Agenda and associated paperwork in preparation for the Meetings.

Motion to accept Director Ritson’s resignation, who is resigning with cause, as of October 15th, 2010 made by Director McInerney, seconded by Director Bennett. Director Ritson abstained. All in Favor. Motion Passed.

New Member Orientation Dates and Attendees – The Board will host the first New Member Orientation on October 23rd. Directors Bennett and McInerney to work with Bettye White Gross on the Agenda and packet.

Traffic Study for Entrance at 739 – Two proposals has been received and the third did not respond. BWG has worked with both contractors. Bettye White Gross will obtain more information from the contractors including references, and extra expenses involved.

Upper Birchwood Lake Dam Diver – The Board has asked Bettye White Gross to negotiate further with GOE, so that we can opt to work with the company that has more experience and the proper insurance requirements.

Winter Road Materials

Motion to approve the proposal from Dingmans Stone for anti-skid and the road salt made by Director Ritson, seconded by Director Meola. All in Favor. Motion Passed.

Communications, Written & Oral.

Hardship Fund - One Member suggested that BLCA have a Hardship Fund for those Members who cannot afford the Septic Inspection. The funding for the program could be a percentage of a dues or rate increase. President Livingston reminded the Meeting that the expenses needed to run a Community is very high and that the money we take in goes to the operating costs of the Association. In addition, this fund, or any such fund, would be paid for by those Members who pay their dues and assessments and obey the rules and regulations of the Community. What about those Members who do not pay? It would not be a fair program to Members in Good Standing.

Office Renovation – The same Member suggested we ask for volunteers without our Community who are contractors, electricians, plumbers, etc. to perform specific projects related to their field, such as the office renovation. If we said we have a particular project and if there are any contractors in the community who would like to volunteer their time to let us know. The Board reminded the Membership that these contractors would have to have insurance or be covered under our insurance as a volunteer.

Elderly and handicapped – The same Member believed that during the winter months when ice and snow comes the office doesn't know where elderly and/or handicapped persons are located. Bettye White Gross said that we have tried on many occasions to reach out to the elderly and infirm. We put forms out for people who need special care and this information is also included in our Newsletter. The response is very poor. Saying that, however, the staff do indeed hear of, know of, and, unofficially, keep track of Members who have needs.

Winter activities – One Member wanted to know what other activities, day and/or evening, is available during the winter months. Director McNerney informed the Member that BLCA is willing to host activities throughout the year but we do not have the volunteers to run them. Any Member who has an idea of a winter activity and if that Member is willing to run it please notify the BLCA Office.

Miscellaneous

037-001-0600 - Correspondence – Asking for settlement on the account. What is total amount owed?

021-002-0400 – Correspondence – Aquatic Vegetation in Lake – Bettye White Gross has responded to this already.

Request to purchase property in the lot improvement program.

Motion to approve the lot improvement of Lot 7, Block 78, Section 10 for \$500 made by Director Ritson, seconded by Director Martin. All in Favor. Motion passed.

Motion to adjourn the Regular Meeting of the Board of Directors September 10, 2010 at 9:50pm made by Director Ritson, seconded by Director McInerney. All in Favor. Motion Passed.

Motion to reopen the Regular Meeting of the Board of Directors September 10, 2010 at 9:50pm made by Director McInerney, seconded Director Bennett. All in Favor. Motion Passed.

Treasurers Report Continued...

Recommended Actions for CDARS Accounts at Dime Bank - 1009766002 Dime Bank operating account - Renew for 13 weeks on September 20, 2010.

1010754387 Dime Bank Account - To take out \$150K to put into a Money Market account for four (4) weeks for Roads work.

1010664337 Dime Bank Reserve Account - Renew for 13 weeks on October 4, 2010

Motion to approve the three CDARS funds per recommendations above from Treasurer Martin. Motion made by Director Ritson, seconded by Director Bennett. All in favor. Motion Passed.

Motion to adjourn the Regular Meeting of the Board of Directors September 10, 2010 at 9:55pm made by Director McInerney, seconded by Director Martin. All in Favor. Motion Passed.

Respectfully Submitted,

Clare A. Bennett
BLCA Secretary