

Birchwood Lakes Community Association
Regular Board Meeting Minutes
November 12, 2010 @ 7pm
Conference Room

Present: Marcella Livingston, President, Joanne McInerney, Vice President, Clare Bennett, Secretary, Carolyn Martin, Treasurer, Linda White, Thomas McConnon, John Meola, Carl Fredrickson; Louis Freeman Directors
Also Present: Bettye White Gross, Community Manager

President Livingston called the meeting to order at 7:00pm

Approval of Meeting Minutes and Actions Without A Meeting

- October 8, 2010 Regular Board Meeting Minutes

Motion to approve the October 8, 2010 Regular Board Meeting Minutes made by Director Freeman, seconded by Director Fredrickson. Director White abstained as she was not on the Board at the time. Director Meola was not present for the vote. All other Board Members present voted in Favor. Motion Passed.

- October 12, 2010 Action Without A Meeting – This Action Without a Meeting is to appoint, effective October 18, 2010, Linda M. White to fill the Board Vacancy in accordance with the Association By-Laws. One Board Member was unavailable. All other Board Members voted Yes. Motion Passed.

Motion to approve the October 12, 2010 Action Without A Meeting made by Director Martin, seconded by Director Freeman. Director White abstained as she was not a Board Member at the time. Director Fredrickson abstained. Director Meola was not present for the vote. All other Board Members voted in Favor. Motion Passed.

- October 22, 2010 Board Review Panel Minutes

Director Meola arrives at 7:05pm

Motion to approve the Minutes of the October 22, 2010 Board Review Panel made by Director McInerney, seconded by Director Martin. Director White abstained as she was not a Board Member at the time and Director Meola abstained as he was not present for discussion. All other Board Members voted in Favor. Motion Passed.

- October 26, 2010 Action Without a Meeting - This Action Without a Meeting is to approve \$212.00 for a backhoe glass window. Since this is an over budget item, the money will come from Maintenance Payroll Account #6110-002 to

R&M Vehicles Account #7040-002. One Board Member was unavailable. All remaining Board Members voted Yes. Motion Passed.

- November 5, 2010 Action Without a Meeting – This Action Without a Meeting is to accept Crossing Road as the front property for Lot Improved properties identified as 022-036-0400 and 022-035-0400 for consideration on setback requirements and issuance of the Association permit. One Board Member was unavailable. All remaining Board Members voted Yes. Motion Passed.

Motion to approve the Actions Without a Meeting of October 26th and November 5th, 2010 made by Director Freeman, seconded by Director Martin. All in Favor. Motion Passed.

Treasurer's Report

Treasurer Martin presented the Treasurer's Report.

There were no write-offs this month.

Manager, Maintenance, Public Safety Reports

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

Board Decisions in Response to the Manager's Report

Motion to approve the change in the two man snow route made by Director Freeman, seconded by Director Fredrickson. All in Favor. Motion Passed.

Committee Reports

Rules and Regulations – The Committee met October 30th meeting. At this meeting they established a list of issues they would like to address this year. Next meeting, December 4th in Conference Room.

Roads & Maintenance – Will be scheduling meeting shortly.

Budget & Finance – Next meeting will be scheduled in January.

Recreation – Halloween party went very well with about 35 kids participating. The Committee will be working on Holiday events next.

By-Laws – Next meeting soon.

Capital Projects – Meeting early December. Waiting for two issues on tonight's agenda to move ahead.

Community Safety – Will be scheduling meeting.

Beautification – Director Fredrickson stated he will paint the front gate house and put up new shutters. Meeting will be held soon to discuss Holiday decorations. The Board agreed on the colors for the gatehouse.

Property Development – Properties in the repository sale are being processed.

Payment of Bills

Motion to approve the transfer of \$636 from account #6110-003 Recreation Payroll to Account #7380-003 Outside Services for payment to K&S for lawn maintenance. Motion made by Director Martin, seconded by Director McInerney. All in Favor. Motion Passed.

Motion to approve the transfer of \$495.15 from Account # 6110-002 Maintenance Payroll to Account #7040-002 Maintenance R&M Vehicles for payment to Wayne Ford for repairs to maintenance vehicles. Motion made by Director Martin, seconded by Director Freeman. All in Favor. Motion Passed.

Other Unfinished Business

Pool Inspection and Survey

The area will have to be surveyed before we go to the Township for a permit. The Board approved the survey. Survey is going to include existing pool and decking. The quote came back higher than the Board anticipated approx \$2,681 – \$3,150. The Board agrees to move ahead with the survey at the estimated cost.

The Board agreed to provide updates on the pool renovation via the BLCA website.

Motion to approve Wade Associates to perform the pool structural testing made by Director Freeman, seconded by Director McConnon. All in Favor. Motion Passed.

New Business

Message Board Policy - The Board discussed establishing guidelines for the use of the Message Board. The Bulletin Boards are used for Community information. The Board agreed that other announcements could be made on the Board if space is available to do so but that the Association takes precedence.

Tree Removal Policy Clarification – Clarified and will be submitted to office by Director Bennett.

Tree Removal Requests – Winkler, Livingston, Summerell, Juliano, Sullivan, Troy, Gantzhorn.

Motion to approve the Tree Removal Requests from Members Winkler, Livingston, Summerell, Juliano, Sullivan, Troy, Gantzhorn made by Director Freeman, seconded by Director Fredrickson. Directors McInerney and McConnon opposed. All other Board Members voted in favor. Motion Passed.

Lake Management Committee Recommendations - The Board is to provide feedback on the memo issued by the Lake Management Committee on their recommendations going forward. It will then be placed on the agenda for January.

Special Meeting – Budget and Reserve Withdrawals will be discussed at a Special Meeting of the Board of Directors on December 3, 2010 at 7pm

Request for the Inspection of Corporate Documents – Capano

Motion to release the requested documents to Mr. Capano made by Director White, seconded by Director Martin. All in Favor. Motion Passed.

Salt Shed – Cornerstone came in with their recommendations for shearing up the salt shed for the winter. Estimate is \$850. Cornerstone believes Maintenance can do bracing in-house.

Motion to approve the Cornerstone recommendation at \$850 made by Director Freeman, seconded by Director Martin. All in Favor. Motion Passed.

Contracted Snow Removal Services – The Board agreed after conferring with our insurance company that BLCA is not able to accept lower insurance requirements.

We have two relief drivers who are possibly interested in working for us as relief drivers. The Board agreed that we should continue to advertise via the website and message board for additional relief drivers.

Safe Deposit Box Designees – Secretary Bennett, Director Freeman or Treasurer Martin.

Communications, Written and Oral

Cypress Road – One Member presented a problem he was experiencing from a home across the street. The residents of this house have a buildup of garbage in their yard. Bettye White Gross asked the Member to come into the office to file a complaint at the Township. BLCA will also file a complaint to the Township.

Miscellaneous

Collections Proposal – One member presented a report to the Board on late dues and collections. The Board indicated that BLCA has instituted much of what was suggested and will continue to aggressively address this problem.

092-003 and 004-1200 Request for Payment Plan

Motion to accept the \$300 a month payment plan but the Member must stay current on the annual dues. Motion made by Director Freeman, seconded by Director White. All in Favor. Motion Passed.

Director White put together some information for the Board to consider to help make the Membership more aware of why they should vote, budgeting, how to get involved, etc. It was suggested we take some of the information and put regular articles in the mailboxes as well as write articles for the website and newsletter. Director White indicated she would write some articles. The Board agreed to go through her information package and provide comments.

Motion to adjourn the Regular Meeting of the Board of Directors November 12 2010 at 8:55pm and go into Executive Session made by Director Bennett , seconded by Director McInerney. All in Favor. Motion Passed.

Respectfully submitted,

Clare A. Bennett
BLCA Secretary