

Birchwood Lakes Community Association
Regular Board Meeting Minutes
February 12, 2011 @ 9am
Conference Room

Present: Marcella Livingston, President, Joanne McInerney, Vice President, Clare Bennett, Secretary, Carolyn Martin, Treasurer, Thomas McConnon, John Meola, Louis Freeman, Linda White, Carl Fredrickson

Also Present: Bettye White Gross, Community Manager

President Livingston called the meeting to order at 9:00am

Approval of Meeting Minutes and Actions Without A Meeting

- December 3, 2010 Special Board Meeting Minutes

Motion to approve the December 3, 2010 Special Board Meeting Minutes made by Director Martin , seconded by Director Freeman. All in Favor. Motion Passed.

- December 11, 2010 Regular Board Meeting Minutes

Motion to approve the December 11, 2010 Regular Board Meeting Minutes made by Director Freeman, seconded by Director McInerney. All in Favor. Motion Passed.

- January 8, 2011 Regular Board Meeting Minutes

Motion to approve the January 8, 2011 Regular Board Meeting Minutes made by Director Bennett, seconded by Director McInerney. All in Favor. Motion Passed.

- January 20, 2011 Action Without a Meeting

This Action Without a Meeting is to determine whether to solicit proposals or require competitive sealed bids for the 2011 professional lake management services including vegetation treatments. Director McConnon was unavailable. One Director voted in favor of sealed bids. All other Directors voted in favor of soliciting proposals. Motion Passed.

- January 20, 2011 Action Without a Meeting

This Action Without a Meeting is to determine with making temporary repairs to the maintenance salt shed for the 2010/2011 winter season or switch to purchasing material from Dingman's Ferry Stone (a 3:1 salt/anti-skid mixture) as specified in fax dated January 20, 2011. Directors Meola and McConnon were unavailable. All other Directors voted in favor. Motion Passed.

Motion to approve the two January 20, 2011 Actions Without a Meeting made by Director Martin, seconded by Director Freeman. All in Favor. Motion Passed.

- January 29, 2011 Special Meeting of Voting Results

Motion to approve the January 29, 2011 Special Meeting of Voting Results made by Director Bennett, seconded by Director Martin. All in Favor. Motion Passed.

Treasurer's Report

Treasurer Martin presented the Treasurer's Report.

Write-Offs

There were a total of 8 write-offs.

Lot 11, Block 73, Section 9 for total of \$163.86

Lot 12, Block 73, Section 9 for total of \$11.32

Lot 25, Block 65, Section 8 for total of \$1215.38

Lot 26, Block 65, Section 8 for total of \$175.17

Lot 24, Block 65, Section 8 for total of \$175.17

Lot 52, Block 97, Section 13 for total of \$4494.60

Lot 27, Block 106, Section 15 for total of \$4061.14

Lot 28, Block 106, Section 15 for total of 3549.74

Total Write-off Amount is \$13,846.12

Motion to approve the 8 write-Offs for a total of \$13,846.12 made by Director Freeman, seconded by Director Fredrickson. All in Favor. Motion Passed

Manager, Maintenance, Public Safety Reports

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

The current contract for audit services ends this fiscal year. The Board agreed to solicit proposals.

K&S Landscaping contract is up for renewal. The Board expressed their satisfaction with the work K&S has performed for BLCA and agreed to renew their contract.

Motion to approve K&S Landscaping for a 3-year contract made by Director Freeman, seconded by Director Martin. All in Favor. Motion Passed.

Complaints about parking at the 739 Bus Stop - There is deep concern as to the safety of the school children at this bus stop. Members are parking cars in an extremely unsafe manner. This is also blocking Aspen in such a way that other vehicles are unable to pass. Public Safety has been directed to focus efforts on this problem and they have been doing so for quite some time. However, some members are not responding well to these efforts and vehicles continue to stop/stand at illegal parking areas. The Board has requested that warning letters be distributed one day next week, both morning and afternoon, as well as being posted at the entrance and display boards. This letter will ask Members to discontinue these unsafe and illegal parking practices and inform them that beginning immediately citations will be distributed.

The Swim Team will provide an outline of their program and dates for the upcoming season.

Easter Party will be held April 16th from noon until 2pm. The Easter Bunny will be visiting.

The Board agreed that Bettye White Gross will attend two upcoming CAI training sessions.

The Board requested that the State Police be informed of the abandoned backhoe on Aspen in efforts to find the owner and have it removed.

Committee Reports

Community Safety – Will be meeting in March

Capital Project – Township still hasn't approved the lot improvement for the Maintenance facility. Their next meeting is Feb 15th at which time we hope approval will be provided. Pool core samples are to be conducted between mid-March and mid-April.

By-Laws – Meeting March 5th at 10am, Conference Room.

Newsletter – Next deadline for newsletter is May.

Recreation – Easter Party is on April 16th, Noon – 2pm. RSVP will be required to determine attendance and budget expenses. Easter Bunny will be visiting.

Roads and Maintenance – Met on January 22nd, but only two members showed up. The committee is researching what permitting will be required before developing the bid package. President Livingston asked that Pocono Spray Patch include Mahali so that we can ensure that the asphalt on that road remains the good quality it is as this was done by the gas company free of charge and we don't want to lose that quality road.

Rules and Regulations – Meeting March 5th at 11am, Conference Room.

Payment of Bills

Motion to approve transfer not to exceed \$500 from account #07880-002 Tool & Equipment Rental, to account # 7040-002 R&M, for payment to RTS for plow repairs, made by Director Martin, seconded Director Freeman. All in Favor. Motion Passed.

Motion to approve transfer of \$372.46 from account #6110-003 to account #7690-003 Newsletter, for payment to Mercury Mailer for mailing of February newsletter, made by Director Martin, seconded by Director White. All in Favor. Motion Passed.

Motion to approve transfer of \$810 from account #07880-002 Tool & Equipment Rental, to account #7850-002 Equipment Purchase, for payment to John Bonham for tire chains and over-budget amount, made by Director Martin, seconded by Director Fredrickson. All in Favor. Motion Passed.

Purchase of Anti-Skid

The Board agreed that Bettye White Gross could approve necessary purchases of material mix with any overages submitted to the Board approval when invoices are received.

New Business

Building Permit 001-027-0100 – The Township approved a building permit for a property owner withing BLCA. However, the distance between the well and septic was less than 100ft. Bettye White Gross spoke to the Township and discovered that the Township had entered into an agreement with the property owner relieving themselves of any future responsibility. It is a lakefront property. The Board is concerned that the Township is not working in the best interests of the association. They asked that a letter be sent to the Township, copying DEP and local government officials as well as our attorney expressing our deep concern and dissatisfaction on this permit approval.

095-050-1300 Gate Damage -

Motion to pay this bill as a result of gate malfunction approved by Director White, seconded by Director Freeman. All in Favor. Motion Passed.

2011 Lake Management Services -

Motion to approve Ecological Solutions proposal in the amount of \$10,480, for lake management made by Director Freeman, seconded by Director Martin. All in Favor. Motion Passed.

Tree Removal Permits – Annunziata – Inspection to be completed.

Alternate Secretary/Tape Recorder -

Motion to approve the purchase a digital tape recorder in the amount of \$150 made by Director Freeman, seconded by Director Martin. All in Favor. Motion Passed.

Motion to nominate Linda White as alternate secretary made by Director Freeman, seconded by Director McInerney. Director White accepted the nomination. All in Favor. Motion Passed.

Communications

Richard Garibay, Walnut Street. – Member Garibay first complimented BLCA on the snow removal this season. He was very happy with his area.

In addition, he is seeking an Eagle Scout Leader to take on Troop 739 as he has retired. He is willing to help the new Leader. The Board recommended he write an article for the newsletter/web site about the achievements of this Troop and his contact information for anyone who may be interested in pursuing this.

Miscellaneous

Encroachment Request – The Board reviewed the survey of the Gumtree property submitted to the office by the homeowner. The survey shows where the property is encroaching onto BLCA property and it was noted that the survey pre-dated the fencing installed by the property owner. The Board agreed that a letter be sent to the homeowner stating that we are unable to allow them to encroach on BLCA property.

Motion to approve sending a letter to the Gumtree property owner regarding the encroachment issue made by Director White, seconded by Director McConnon. All in Favor. Motion Passed.

Graffiti – Donna Garibay shared that a youth group from St. Vincent’s Church is willing to come in and remove the graffiti from the home on Aspen. The BLCA Office will send a letter to the homeowner informing them of the offer and provide them with Member Garibay’s contact information for their follow-up.

Member Garibay also asked that when BLCA common property is defiled that we replace it immediately. Community Manager, Bettye White Gross, asked that members report any vandalized signs to the Office so that they can be repaired and/or replaced.

Member Garibay complimented the Board on the great job they have done on behalf of the community and that with her knowledge of the various communities BLCA is such a safe community and a nice one to live in. Mr. & Mrs. Garibay complimented the Board on the conduct of the meeting and it was enjoyable to attend.

Board Email – The Association has instituted a new Board email address available to all residents. We have already received several. The Board asked that emails be forwarded to Board Members who have access to email, if they so wish. The Board will respond to emails either at Board Meetings or via letter, once the entire Board has had the opportunity to review and respond.

Motion to adjourn the Regular Meeting of the Board of Directors February 12, 2011 at 10:49am and go into Executive Session made by Director Fredrickson, seconded by Director Freeman. All in Favor. Motion Passed.

Respectfully submitted,

Clare A. Bennett
BLCA Secretary