

Birchwood Lakes Community Association
Regular Board Meeting Minutes
March 8, 2011 @ 7:05pm
Conference Room

Present: Marcella Livingston, President, Joanne McInerney, Vice President, Clare Bennett, Secretary, Carolyn Martin, Treasurer, John Meola, Louis Freeman, Linda White, Carl Fredrickson - Thomas McConnon arrived at 7:25pm

Also Present: Bettye White Gross, Community Manager

President Livingston called the meeting to order at 7:05pm

Approval of Meeting Minutes and Actions Without A Meeting

- February 12, 2011 Regular Board Meeting Minutes

Motion to approve the February 12, 2011 Board Meeting Minutes made by Director Freeman, seconded by Director Martin. All in Favor. Motion Passed.

- February 18, 2011 Action Without a Meeting

This Action Without A Meeting is to approve the transfer of funds from Account #7880-002 Tool & Equipment Rentals to Account #7040-002 R&M – Vehicles in the amount of \$1,527.07 for payment to Wayne Ford for repairs to the 2004 Ford F450. All Board Members voted Yes.

- February 25, 2011 Action Without a Meeting

This Action Without A Meeting is to approve Aetna 6403070/PA POS No-Referral 6.4 (\$10w/\$10/\$25/\$50RX) plan as the renewal medical plan effective March 1, 2011 as the current plan is no longer available. Directors Martin and McConnon were unavailable. All other Board Members voted Yes.

Motion to approve the two Actions Without a Meeting of February 18th and February 25, 2011 made by Director White, seconded by Director Fredrickson. All in Favor. Motion Passed.

Treasurer's Report

Treasurer Martin presented the Treasurer's Report.

Write-Offs

Lot 3, Block 63, Section 8 in the amount of \$16,409.85
Lot 5, Block 38, Section 6 in the amount of \$4,966.31
Lot 3, Block 9, Section 2 in the amount of \$5,919.93
Lot 5, Block 94, Section 12 in the amount of \$810.22
Lot 4, Block 94, Section 12 in the amount of \$55.74
Lot 17, Block 65, Section 8 in the amount of \$50.00

There were a total of 6 write-offs totaling \$28,212.05

Motion to approve the 6 write-offs for a total of \$28,212.05 made by Director Freeman, seconded by Director Martin. All in Favor. Motion Passed.

The Board was asked to make a motion to rescind the following two write-offs previously approved on February 11, 2011 at the last Board Meeting, as we did not receive notification of the Sheriff's Sale.

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

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

Motion to rescind the 2 write-offs made by Director Martin, seconded by Director Bennett. All in Favor. Motion Passed.

Motion to rescind 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. Invoice was not received. Motion made by Director Martin, seconded Director Bennett. All in Favor. Motion Passed.

Manager and Public Safety Reports

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

For Board Discussion

"When Fines Don't Work" March 23rd in Stroudsburg – Director Bennett will attend program with Community Manager, Bettye White Gross.

Letters were sent out to last year's lifeguards to see if any are interested in working for us again this season. We also advertised in the newspaper and on the BLCA website.

The Board agreed to have Bettye White Gross meet with the Township about our Maintenance Facility.

The Clubhouse steps have disintegrated as a result of the winter weather and are now taped off for safety. Bettye White Gross is seeking quotes to make the necessary repairs and will report these quotes back to the Board as soon as they are received.

As a result of claims our D&O Insurance has a cost and deductible increase. The deductible was increased from \$2,500 to \$10,000 initially, but Bettye White Gross has negotiated the deductible down to \$7,500.

Public Safety issued 13 citations.

The Board asked for an update on the backhoe on Aspen. The owner of the backhoe has been sent a letter but we have not had any response from him. The Board will consider legal action. The Board also requested that a letter be sent to the owner of the property to have the rubble removed.

Committee Reports

Roads and Maintenance

Motion to hire Pocono Spray Patch at their proposal amount of \$9K for Phase I (2010) with funds coming from Reserves. Motion made by Director Martin, seconded by Director Freeman. All in Favor. Motion Passed.

Motion to hire Cornerstone Consulting proposal dated February 11, 2011, revised March 4, 2011 to provide drainage work at \$36K. Motion made by Director Freeman, seconded by Director Martin. All in Favor. Motion Passed.

The Committee is proposing the placement of a speed hump on Aspen Road around Red Pine. The Board was asked to consider 3 and 4 way stop signs within the community to slow traffic down.

The Committee requested that we bring K&S Landscaping back in this fall to continue the cleanouts. Director Freeman also heard that the Fire Department will come in and flush out pipes. Bettye White Gross indicated that she will call them to find out if they do provide that service.

Capital Projects – Meeting Saturday, March 12th at 9am.

Budget & Finance – Meeting Saturday, March 12th at 10:30am.

Lake Management – Meeting April 2nd.

Community Safety – Meeting April 9th.

By-Laws – By-Laws met on March 5, 2011. We reviewed the proposed changes we are putting forward to the Board for their consideration and for Attorney review before it go to the Membership for a vote. We discussed dates for the next several meetings to be held in conjunction with Rules and Regulations to discuss Rentals within BLCA. Next meeting date is April 9th at 11am.

Beautification – The Committee will meet next month to discuss plant order so that the order can be placed by Mother's Day. President Livingston asked Director Fredrickson to put in some work orders to repair a planter, repair the little block wall as well as reposition the large planter by the 739 Entrance Gate. She also asked that colored rebars are put in place where needed, i.e. corner ditches, planters, low walls, etc., before next winter.

Rules and Regulations – Rules and Regulations met on March 5, 2011. We reviewed unfinished topics and assigned tasks to committee members for next month's meeting.

Resolutions – There was a concern about the lack of volunteers on this committee, potentially resulting in not having a quorum. We have recently had a couple of volunteers sign up on this committee, so we will table further discussion.

Recreation Committee – The Recreation Calendar will be submitted to the Board for approval at the May Board Meeting.

Other Unfinished Business

Tree Removal – Annunziata - Approved

New Business

Tree Removal – Celentano, Dudin – Approved.

Motion to approve tree removal requests from Annunziata, Celentano and Dudin made by Director Freeman, seconded by Director Fredrickson. All in Favor. Motion Passed.

Swim Team

- Swim Team Calendar. Recreation calendar is not done yet but Director McInerney will call the office to let them know if the Swim Team can have the Clubhouse on July 23rd for the Tastefully Simple fundraiser.
- The Board agreed that the Swim Team can set up their concession outside the gate area at the playground end of the pool.
- Their request for bulletin board usage will be based upon space availability.
- Bettye White Gross noted that a second lifeguard is always scheduled to work at swim practices.
- President Livingston informed the Board that at the meeting with the Swim Team representatives it was stressed that all swim team children must be Members in Good Standing, with no exceptions. Some Board Members noted that every year this is an issue and every year the roster shows children who have not submitted a registration at the office or are not Members in Good Standing. All children will have to be registered and any new members that join the Swim Team after the registration days must be registered and the office notified. If the Swim Team fails to comply this year the BLCA Swim Team program will be disbanded going forward.

Birchwood Voice Schedule – The next issue will be published in June. Cut-off date for article/photo submission is May 15th. The Board requested that the publisher of the newsletter inform BLCA when the newsletter is ready for mailing so that the office can contact the mailer for the invoice. President Livingston informed the Board that the Editors of the newsletter have committed several years to this project and they are ready to hand it over to others. Anyone interested in volunteering are asked to call the Office.

Canadian Geese Addling Program

Motion to approve the permitting for the Canadian Geese Addling and Pyrotechnics Program made by Director Freeman, seconded Director White. All in Favor. Motion Passed.

Strand Pool – We did not receive the proposal. Tabled until next meeting.

Miscellaneous

Auditor – Contract is expiring.

The Board agreed to have Bettye White Gross seek proposals for Audit Services made by Director Bennett, seconded by Director McInerney. All in Favor. Motion Passed.

018-002-0300 Complaint – The Board instructed Bettye White Gross to send a letter to the Member. Employee reprimands are not made public to the community.

Director Freeman said that this would be a good location for 3 way stop. President Livingston suggested we place buckets of sand at slippery intersections, such as this one, that Members can access and easily apply to the area.

076-006-1000 Request

Motion to approve Member request to have septic company come in and install new septic tank to replace the old metal tank. The septic company has agreed to bring in the tank in separate parts to alleviate weight on the roads. Motion made by Director White, seconded by Director Freeman. All in Favor. Motion Passed.

032-014-0500 Request

Motion to have the BLCA Office send a letter to the Member informing them that this account is now with the BLCA Attorney and out of Board control. Motion made by Director White, seconded by Director Bennett. All in Favor. Motion Passed.

006-001/018-0100 Request – Board asked that the BLCA Office send the Member a letter that his request for a meeting is not appropriate for Executive Session but he can request to go on an Agenda at a Regular Open Board Meeting. In the meantime, he should be reminded of the deadline stated in the last letter.

039-01-0600 Request

Citation

Motion to approve giving the Member the opportunity to go before the Resolutions Committee, offering her a new date to appeal the citation made by Director McInerney, seconded by Director Bennett. All in Favor. Motion Passed.

Collections

The address on this correspondence was correct. The Member was aware she owed the Association as she had called the Office in response to a letter. The account is with the Association Attorney and is now out of Board control.

BLCA Office to send the Member a letter informing her about the citation appeal, but as far as her outstanding dues is concerned Member is in the collection process with the Attorney.

Motion to adjourn the Regular Meeting of the Board of Directors March 8, 2011 at 8:35pm and go into Executive Session made by Director Fredrickson, seconded by Director Meola. All in Favor. Motion Passed.

Respectfully submitted,

Clare A. Bennett
BLCA Secretary