

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

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

Also Present: Bettye White Gross, Community Manager

Absent: Joanne McInerney, Vice President, John Meola,

President Livingston called the meeting to order at 7:03pm

**Approval of Meeting Minutes and Actions Without A Meeting**

- March 8, 2011 Regular Board Meeting Minutes

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

- March 18, 2011 Action Without a Meeting

This Action Without a Meeting is to approve the proposal dated March 12, 2011 from Pocono Spray Patching for additional asphalt spray patching repairs for sections of Red Pine Road, Gumtree Lane, Beech Road, West Shore Drive, Spruce Drive, Ivy Trail, Church Road and Silver Lake Entrance in the amount of \$6,750.00 utilizing contracted roadwork reserve funds. All Directors voted in Favor.

- March 21, 2011 Action Without a Meeting

This Action Without a Meeting is to approve the following transfers for payment of bills:

\$1,465 from A/C#7360-005 Contracted Snow Removal to #7820-005 Winter Road Materials for payment to Dingmans Ferry Stone for material mix.

\$275 from A/C#6110-003 Recreation Payroll to #7270-003 Service Contracts to Eastern Alarm for alarm monitoring.

\$310 from A/C#7880-002 Tool Rental to #7790-002 Miscellaneous Ads to New Jersey Herald for Maintenance Supervisor ad.

\$60 from A/C#7880-002 Tool Rental to #7790-002 Miscellaneous Ads to Pike County Dispatch for Maintenance Supervisor ad.

\$57 from A/C#7880-002 Tool Rental to #7790-002 Miscellaneous Ads to Pocono Record for Maintenance Supervisor ad.

All Directors voted in favor.

**Motion to approve the March 18 and March 21, 2011 Actions Without a Meeting made by Director Martin, seconded by Director Freeman. All in Favor. Motion Passed.**

**Treasurer's Report**

Treasurer Martin presented the Treasurer's Report.

Write-offs

- Lot 3, Block 27, Section 4 in the amount of \$5191.42
- Lot 1, Block 72, Section 9 in the amount of \$4928.38
- Lot 4, Block 2, Section 1 in the amount of \$6626.88
- Lot 36, Block 1, Section 2 in the amount of \$6617.77
- Lot 37, Block 1, Section 2 in the amount of \$5070.86
- Lot 5, Block 32, Section 5 in the amount of \$6626.88
- Lot 4, Block 43, Section 6 in the amount of \$6001.88
- Lot 8, Block 47, Section 6 in the amount of \$6001.88
- Lot 9, Block 47, Section 6 in the amount of \$6001.88
- Lot 4, Block 59, Section 8 in the amount of \$8105.67
- Lot 5, Block 59, Section 8 in the amount of \$7534.31
- Lot 8, Block 69, Section 9 in the amount of \$7524.31
- Lot 11, Block 74, Section 9 in the amount of \$7534.31
- Lot 16, Block 95, Section 13 in the amount of \$6723.28
- Lot 42, Block 97, Section 13 in the amount of \$7402.89
- Lot 82, Block 97, Section 13 in the amount of \$5970.40
- Lot 83, Block 97, Section 13 in the amount of \$5993.72
- Lot 19, Block 10, Section 3 in the amount of \$2912.94
- Lot 4, Block 15, Section 3 in the amount of \$2912.94
- Lot 3, Block 64, Section 8 in the amount of \$6227.07
- Lot 45, Block 97, Section 13 in the amount of \$6227.07
- Lot 1, Block 96, Section 13 in the amount of \$6892.63
- Lot 21, Block 29, Section 5 in the amount of \$945.89
- Lot 20, Block 29, Section 5 in the amount of \$56.36

**Motion to approve the 25 write-Offs made by Director Bennett, seconded by Director Fredrickson. All in Favor. Motion Passed.**

These were repository sales BLCA purchased, which accounts for the large amount of write-offs this month.

**Manager, Public Safety Reports**

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

Board Decisions:

**Motion to approve the BLCA Attorney recommendation on the deed changes in reference to the Lot Improvement Program made by Director White, seconded by Director Martin. All in Favor. Motion Passed.**

Traffic Study – The Board agreed that the traffic count should be performed by BLCA staff.1 However, if staff are not available to put in the necessary hours the Board should be notified so that they can volunteer some time.

New BLCA Signs – The new signs look great. The Board requested that we be provided with matching paint or find out the paint used in case we need to touch up/repair signs at a later date. Bettye White Gross informed the Board that the vendor will provide us with matching paint and that we are looking at coating the signs with a protective coat to prevent damage.

### **Committee Reports**

**Beautification** – Community Cleanup Day is May 14<sup>th</sup> at 8:30am. The Committee is asking for volunteers for the cleanup as well as volunteers to water plants in various areas of the Community. Volunteers are asked to respond by April 27<sup>th</sup> so that the Committee can determine if we have enough volunteers to water or if we have to restrict planting to the 739 Entrance due to lack of volunteers. Flyers will be placed in the mail boxes at the various entrances. Flowers will be picked up from the nursery May 16-20<sup>th</sup>. Director Freeman volunteered to clean up the Silver Lake entrance. The budget for both spring and fall planting totals \$500.

**Community Safety** – Meeting 4/9/11.

**Lake Committee** – Meeting 4/9/11

**Capital Project** – Bettye White Gross has been researching why the pool at beach 4 was closed. In the 1980's there was a lawsuit filed against the company that installed the fiberglass and Bettye will find out the outcome of that lawsuit at the courthouse. In 1983 the current pool was closed for a year because of a problem and the pool on beach 4 was also experiencing much leakage. It was decided by the Board at that time to close Beach 4 pool, but we are unable to confirm the final details surrounding that closure.

Maintenance project – the engineer is now working with the Township to progress this project.

**By-Laws** – Meeting 4/15/11 at 7:30pm in the Conference Room.

**Rules and Regulations** – Meeting 4/15/11 at 6:30pm in the Conference Room.

**Community Affairs** – Committee Resignation – Sheila Salmon and Nancy Halliday have submitted their notice of resignation from the Community Affairs Committee, in particular the Newsletter and Website. They have given the Community several years and many hours to these projects and the Board thanks them for all their support and hard work. BLCA is now seeking a new Editor for the Birchwood Voice and additional active members to help with these projects. The Board agreed to place the information and request for volunteers in the Newsletter and on the Website. Any Member in Good Standing interested should contact the BLCA Office.

**Budget** – Met recently and sent out the revised 30 and 60 and 90 day collection letters. We reviewed the income and expenses and determined there were enough funds available until May 1<sup>st</sup> when the new budget goes into effect.

**Roads and Maintenance** – Committee Recommendations – Bettye White Gross and Director Freeman put together a draft of the bid package. Outer Drive, one of the roads identified in the Hot Spot Study, will be repaired this year. This is the one road in the study that does not require a permit. The remaining roads identified in the study may require permits which will be acquired for work to begin next year. The Committee recommends tarring and chipping as many roads as the budget will allow in the meantime this year. A speed bump is recommended on Aspen Road. The Board suggested we ask the bidding contractors for an extension on the warranty time. Director Freeman also recommended that we consider going on a two-year contract cycle when seeking bids. The Board agreed to advertise for closed bids in the Pike County Dispatch, News Eagle and Pocono Record.

**Motion to approve advertising for road bids to be placed in the Pike County Dispatch, News Eagle and Pocono Record with bid date closing May 12<sup>th</sup> at 4pm, made by Director Freeman, seconded by Director Bennett. All in Favor. Motion Passed.**

**Payment of Bills**

To approve transfer of \$185 from A/C#7880-002 Maintenance Tool Rental to A/C#7790-002

Maintenance Ads for payment to Petty Cash for Miscellaneous Expenses

To approve transfer of \$356.39 from A/C#07050-002 R&M Maintenance to A/C#07040-002 R&M Vehicles for payment to Bonhams for Repairs F450 Truck.

To approve transfer of \$1,408.41 from A/C#7340-001 Admin Collection to A/C#7560-001 Admin for payment to Newman for professional services.

To approve transfer of \$762.11 from A/C#7050-002 Maintenance Equipment R&M to A/C#7040-002 Maintenance Vehicles R&M for payment to Wayne Ford for Repairs 2006 Truck.

To approve transfer of \$274.18 from A/C#7650-002 Uniforms to A/C#7230-002 Electricity for payment to Met Ed for Bill of 3/24/11

**Motion to approve the above transfers made by Director Martin, seconded by Director Fredrickson. All in Favor. Motion Passed.**

**Other Unfinished Business**

**New Business**

Strand Pool – Renewal of contract in the amount of \$3,000 for the 2011 Season.

**Motion to approve the renewal of the Strand Pool Contract in the amount of \$3,000 for the 2011 Season made by Director Freeman, seconded by Director White. All in Favor. Motion Passed.**

Tree Removal Requests – Capano, Capano/Fox/DTS, Stadler, Pugliese, Ballone, Pajak –

**Motion to approve the Tree Removal Requests of Capano/Capano, Fox, DTS made by Director White, seconded by Director Fredrickson. All in Favor. Motion Passed.**

**Motion to approve the Tree Removal Request of Stadler made by Director Freeman, seconded by Director White. All in Favor. Motion Passed.**

Remainder of Tree Removal Requests are tabled as Director Meola was not available to view the requested properties.

Website Map – The Board discussed the placement of the BLCA Map on the Website. It was determined that the map would be illegible on the website. The Board agreed that we would inform Members through the website and newsletter that maps are available in the BLCA Office.

Concession Stand – Director White suggested renting out the Concession Stand at the 739 Entrance/Playground area to an outside vendor. It would be a way to create some revenue. Director White will research this option and potential vendors further and report back to the Board at the next meeting.

Insurance Renewal

**Motion to approve the Insurance Renewal with CAU made by Director White, seconded by Director Freeman. All in Favor. Motion Passed.**

Audit Services

**Motion to remain with William Owens per their contract bid terms with an amendment to indicate audit has to be completed by a set date made by Director White, seconded by Director Fredrickson. All in Favor. Motion Passed.**

Wade Associates Contract

**Motion to change the Wade Associate contract dates for walking of the pool to be done September 6, 2011 at which time Wade Associates will determine what is the best and most effective testing method, with a completion date of October 15<sup>th</sup>, 2011. Motion made by Director Martin, seconded by Director Bennett.**

**Vector Security**

David Hoffman, AVP/GM of Vector Security and Wayne Robinson, Projects Manager came before the Board to discuss their contract. Mr. Hoffman opened his comments by saying how impressed he is with how our Board works together and the conduct of our Board Meeting.

They asked the Board to consider an increase in their contract in response to Pennsylvania raising the State Unemployment Tax 2.7% this past January. They indicated they will continue to serve us well and told us that Birchwood has the toughest requirements than any other community when hiring security officers, i.e. drug testing, training, criminal background checks, etc.. President Livingston informed Vector that according to the three-year contract that there is a contracted increase coming May 1<sup>st</sup>, 2011 and that they are asking for an increase in addition to the May 1<sup>st</sup> increase. The Board informed Vector that they would discuss this in Executive Session and get back to them with a response.

Director Fredrickson asked Vector if they are allowed to enter onto private property. Vector, and in fact, any private security firm, is only allowed to enter onto private property if it is a matter of life and death. This is not only their policy but it is also community policy. Security is not armed or authorized to respond to criminal issues and, therefore, they must call State Police and may serve as eyes and ears to report back to the authorities. Security is here to protect Association amenities and to enforce rules and regulations.

Office Project – We have had three responses to the RFP that was sent out recently. These RFPs will be reviewed by the Capital Projects Committee and will be placed on the May Board Agenda.

CAI Volunteer Leadership Program – Saturday May 21<sup>st</sup>, deadline May 19<sup>th</sup>. Tabled to the May Agenda.

**Communications, Written & Oral**

Chas Ritson – West Shore Drive. Member Ritson thought that Director Freeman's idea of a two or three year road contact bid cycle was a good idea. He believed it is something the Board should consider for the future.

**Miscellaneous**

Peselnick Correspondence – The Peselnicks are not present to address the Board per their request. This topic is tabled.

Capano Correspondence – Mr. Capano purchased a gate and donated it to the Association to replace the dented gate on Walnut Road. The Board thanked Mr. Capano and accepted his donation. BLCA maintenance will install the gate and keep the existing gate for use when needed elsewhere in Birchwood. A letter will be sent to Mr. Capano.

**Motion to accept the gate donated by Mr. Capano, have our staff install it, and use the existing gate for another purpose made by Director Martin, seconded by Director White. All in Favor. Motion Passed.**

Swim Team Letter – The Board requested that we get a letter from the Swim Team acknowledging receipt of the BLCA letter and a written agreement that they will abide by the terms of the letter.

Capano Email/Non-Resident Boat Launch – Mrs. Capano observed a non-resident launching a boat in the BLCA lakes. He had been given a gate card and could enter the Community. It was noted that Community Members can purchase extra gate cards meant for use by family members. The Lake Management Committee has been working on ways to address this issue as we have been aware of the problem. Warning Notices are ready to go out and Security will look for stickers on boats when they are on patrol.

April 8, 2011 Letter , Lot 6 & 39, Blk 65, Section 8 – This account is in arrears over \$9K. The account is in collection with the Attorney.

**Motion to adjourn the Regular Meeting of the Board of Directors April 8, 2011 at 9:20pm and go into Executive Session made by Director Martin, seconded by Director White. All in Favor. Motion Passed.**

Respectfully submitted,

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Clare A. Bennett  
BLCA Secretary