

Birchwood Lakes Community Association
Regular Board Meeting Minutes
June 10, 2011
Conference Room

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

Also Present: Bettye White Gross, Community Manager

Absent: Thomas McConnon, Louis Freeman

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

Approval of Meeting Minutes and Actions Without A Meeting

- May 13, 2011 Regular Board Meeting

Motion to approve the May 13, 2011 Regular Board Meeting Minutes made by Director Fredrickson, seconded Director Bennett. All voted in Favor. Motion Passed.

- May 24, 2011 Action Without a Meeting

This Action Without a Meeting is to approve the following items from the proposal dated May 10, 2011 from Wayco, Inc. for blacktop patch prior to seal coat and application of a bituminous seal coat in the amount of \$74,614.36; reconstruction of Outer Drive option 1 in the amount of \$45,970.16; Wisperwood mailbox area option 1 in the amount of \$2803.50; Outer Drive drainage in the amount of \$12,439.95 and a speed hump on Aspen Road in the amount of \$1200.00 for a total amount of \$137,027.97 as recommended by the Roads and Maintenance Committee plus right of way staking by Addio Surveying utilizing contracted roadwork reserve funds. Director McConnon was unavailable. All other Directors voted in Favor.

Motion to approve the May 24, 2011 Action Without a Meeting made by Director Martin, seconded by Director McInerney. All in Favor. Motion Passed.

Treasurer's Report

Treasurer Martin presented the Treasurer's Report.

Write-offs

There are no write-offs this month.

Reserve Funds/Cdars

BLCA needs to open a Cdars account in a new bank for reserve funds. Transferring the money to a Cdars in Dime Bank would put us over the FDIC Insurance Limits. Lakeland Bank is one of few banks that offer a Cdars. The Board agreed to open a Cdars at Lakeland Bank and the officers will need to sign the required paperwork. An Officer from Lakeland Bank is willing to come to BLCA with the paperwork and Linda McGinley will make the necessary arrangements.

Manager, Public Safety Reports

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

47 children have signed up for the BLCA Swim Team.

The BLCA Attorney confirmed that BLCA has the right to move boats that are not in compliance. He recommends the Membership be notified in advance before we start the process of ensuring all boats are registered with BLCA.

Permit for the Fishing Derby has been received.

Beach 3 – The opening of Beach 3 would require permits for a swim platform and marking with bouys as well as for a porta-potty. There would also be a monthly fee for the porta-potty. If Beach 4 was closed and Beach 3 opened the lifeguard equipment could be moved over, otherwise new equipment would be an additional cost. The money is not in the budget for these costs.

Traffic Study – The Traffic Study report has been received. The Board will review the report. Once they have done so a meeting will be set up with PENNDOT so that we can discuss the findings with them and to determine what options are available to BLCA. Once Board approval is received Bettye White Gross will set up a meeting for the end of July or early August.

Maintenance facility – The Engineer is suggesting we complete a topograph of the area. We have told the Cornerstone to proceed with the topography. Vice President McInerney said that Google Maps has the capability to do satellite views and the Board agreed to see if this would be accepted as a topography. Bettye White Gross will find out what else is needed. Director White suggested Bettye White Gross ask if we qualify for a waiver.

Bulk Mailing – President Livingston said that BLCA used to mail out voting material via bulk mailing to save money. She will check the form to see why we are not saving now.

The Board requested a copy of the Management Plan.

Request for Corporate Documents Procedure – The Board approved that Sherri Gonzalez, Office Manager, respond via letter to Requests for Corporate Documents received via the BLCA Board Email and a copy of the email request be given to Bettye White Gross, Community Manager. BLCA By-Laws states we have five days in which to respond to these requests and in abidance the office sends a letter acknowledging receipt of the request. For the record, when a request for a corporate document is made the request has to go before the Board at the next Board Meeting for discussion and vote.

Committee Reports

By-Laws – The Committee is recommending that the Board approve the proposed By-Laws changes relating to Administrative items, as outlined in the memo dated June 10, 2011. The Board is requested to approve including the proposed changes in the next mailing for membership vote. Secretary Bennett read the proposed changes to the meeting attendees.

Motion to approve the proposed changes to the BLCA By-Laws as outlined in the June 10, 2011 Memorandum and to approve sending the proposed changes to the Membership for vote in the next mailing, made by Director White, seconded by Director Meola. All in Favor. Motion Passed.

Lake Management Committee – Member Ritson reviewed the proposed signage with the sign company for placement at lakes advising that the BLCA Lakes are for Member Use Only. The Committee is donating the first sign.

Board decision on drawdown of Middle Lake needed. A permit will be required and a letter will need to be sent to lake residents informing them as they will have to address potential docking permit issues. The Lake Management Committee is recommending a drawdown of 3 to 4 feet. Member Ritson said that the Committee could possibly assist the members in addressing their issues. There will be a cost for the drawdown and we will need to know source of funds for that. The Board asked Bettye White Gross to research cost and put this topic on the July Agenda.

Recreation Committee – Table to July. We do not have lifeguards to staff beach 4 at this point.

Rules and Regulations – Rules and Regulations have begun discussions on rentals in conjunction with By-Laws at their last meeting. Next meeting will follow up on other topics under research and discussion.

Capital Projects – Next meeting will be the last weekend in July/first weekend in August.

Beautification – The Committee has about 9 or 10 people watering. We have poison ivy against back wall at clubhouse. Ecosolution is taking care of it. Possible planting at old mailbox area is recommended by the Committee. Director Fredrickson will research options and related costs and report back to the Board.

Community Affairs – Director White is the new chair of this Committee.

Payment of Bills

None

Other Unfinished Business

- Non-registered Boat Removal – BLCA needs to give notice in advance of removal of unregistered boats. Once removals begin the unregistered boats can be moved by the office. Notices will be placed on the website, bulletin boards, flyers, in the office as well as in the next mailing. As of August 1st boats will be removed.
- 006-001-0100 Encroachment - Tabled
- Tree Removal Request – Leiper – Request denied due to drainage issues.
- Easement Request – Denied.

Motion to deny the Easement Request made by Director White, seconded by Director Martin. All in Favor. Motion passed.

- Concession Stand – Not going to be pursued.

- Budget Transfers – The Board agreed that the existing procedure is in accordance with our Auditor’s recommendations and will be kept in place.
- Board Distribution of Information – The Board decided that at this time we will continue our existing procedure of distributing Board information as not everyone has and/or uses Email or Internet. Director White will review documents to see what, if any, documents we can do without in hard copy format. President Livingston reminded the Board that not everything is copied but Board correspondence is kept in Board Binders and Board Members should be reading these binders regularly.

New Business

- “Rebel Marker” – Trees have grown around this marker and a member is requesting it be moved to a different location. Upon examination It appears that the Rebel Marker can not be removed from the existing boulder.

Motion to leave the Rebel Marker in its present location and to clean up the surrounding area made by Director Martin, seconded by Director Fredrickson. All in Favor. Motion Passed.

- Withdrawal of Candidacy – One member withdrew his request to serve on the board as he would not be here during the winter months. Carol Martin has, therefore, agreed to stay on another year.

Motion to accept the Member’s request for withdrawal of candidacy and to approve Carol Martin’s extension of expiring term for one year made by Director McInerney, seconded by Director Fredrickson. All in Favor. Motion Passed.

- Rules and Regulations Corrections – Chairperson Martin reviewed the corrections and such corrections are confirmed.

Motion to approve corrected Section 98-50-13, add new D, and number down. G will read fines for abcdef. Motion made by Director Martin, seconded by Director McInerney. All in Favor. Motion Passed.

- Radar Gun Purchase – We do not have enough funds available at present for the purchase of a new radar gun. We have two now; one we have is fully functioning and, therefore, it is recommended that we do not replace the second one at this point until funds are available.
- 109-005 & 006-1500 Request for Payment Plan – This is the third time this Member is asking us to waive late fee.

Motion to deny request for the waiving of the late fee made by Director Bennett, seconded by Director Martin. All in Favor. Motion Passed.

- Golf Outing Sponsorship Request - The Board agreed to sponsor the swim team golf outing again this year. Each Board Member donated to the fee.

Communications, Written & Oral

None

Miscellaneous

Capano Correspondence – This crossed in the mail and is, therefore, addressed.

Pierson Correspondence – The Member is asking for permission to go into the roadway to divert flood water away from their home. An Engineer is to run a pipe down under their neighbors' driveway and they have been given permission from the neighbor to do so. The Board indicated that we would need to know how it would impact the rest of the area if the Member followed through on their engineer's recommendations. The Board asked Bettye White Gross to see what Cornerstone would charge to review the Member's reports to see if there would be any impact to BLCA roads. It was agreed with the Member that they would pay any associated costs to have these reports reviewed by Cornerstone not to exceed \$100. Anything over that amount will require the Member's approval.

Memo from Recreation Coordinator – The Board agreed that we do not need to go out as a private community to solicit prizes.

063-004-08 Correspondence – Denied request.

Motion to deny request related to 063-004-08 Correspondence made by Director McInerney, seconded by Director Bennett. All in Favor. Motion Passed.

Motion to adjourn the Regular Meeting of the Board of Directors June 10, 2011 at 9:00pm and go into Executive Session made by Director Bennett, seconded by Director Martin. All in Favor. Motion Passed.

Respectfully submitted,

Clare A. Bennett
BLCA Secretary