

Birchwood Lakes Community Association
Regular Board Meeting Minutes
July 12, 2011
Conference Room

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

Also Present: Bettye White Gross, Community Manager

Absent: Marcella Livingston, President; Carl Fredrickson,

Vice President McInerney called the meeting to order at 7:00pm

Approval of Meeting Minutes and Actions Without A Meeting

- June 10, 2011 Regular Board Meeting

Motion to approve the June 10, 2011 Regular Board Meeting Minutes with amendments made by Director Martin, seconded by Director Bennett. Directors Freeman and White abstained because they were not in attendance at the June Meeting. All other Directors voted in Favor. Motion Passed.

Treasurer's Report

Treasurer Martin presented the Treasurer's Report.

Write-offs

Lot 20, Block 70, Section 9 in the amount of \$3,261.02

Lot 19, Block 70, Section 9 in the amount of \$1,156.73

Motion to approve the two write-offs totaling \$4,417.75 made by Director Freeman, seconded by Director Martin. All in Favor. Motion Passed.

Manager, Public Safety Reports

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

Collections - There have been 109 collections to date that have been turned over to the attorney. 63 members have received collection reminders. 163 payment plans were processed.

As of July 11 the Swim Team has signed up 88. Of these, 81 are in good standing status.

The Community is seeking donation of used boats for each of the lakes. An ad was placed on the BLCA website but no responses have been received to date.

Members in Good Standing are reminded to register their boats at the BLCA Office no later than July 30th. Any unregistered boats after that date will be removed from the beaches and common areas and kept by the Office until it is claimed and registered.

Manager's Report attached.

Board Decisions

The Board reminded members that the use of Crossing Road is strictly prohibited. No trespassing signs are posted.

Ken Rausch – The Board requested that we find out what DEP will allow and then call an Action Without a Meeting.

Heating Contract with Combined Energy Services - \$253.34

Motion to approve the heating contract with Combined Energy Services in the amount of \$253.34 per location for the Maintenance Facility and the Clubhouse made by Director Freeman, seconded by Director Bennett. All in Favor. Motion Passed.

Crossing Road – Vice President McInerney recommended the Board give Bettye White Gross the authority to proceed with Crossing Road permits when the timing is right. The Board agreed.

Rules and Regulations Capital Improvement fee for lots not in good standing.

Motion to approve the change in the BLCA Rules and Regulations to read that the current CIF for adjacent lots not in good standing shall be \$25 made by Director McInerney, seconded by Director White. All in Favor. Motion Passed.

The Board asked on the status of the Burnt-out House on Aspen and note that the backhoe is still on the lot. The owner has been contacted but he has taken no action. The Board has requested that the BLCA Attorney get a court order for permission to go on the property to remove the backhoe.

The Board asked Bettye White Gross to have the BLCA Attorney review the status of the “Hotel” and see what legal recourse we have.

Committee Reports

Roads & Maintenance – We are waiting for the vendor to come in and begin work on road repairs as well as waiting for a Cornerstone report so we can proceed with drainage project.

By-Laws – The next By-Laws meeting is July 22nd at 7pm.

Recreation Committee – The pool party was a great success. The Committee is asking Board approval to extend the time for the adult dinner dance to end it 1am. BLCA will pay the four hours for the DJ and dinner attendees may pay towards more time or a member has offered to provide music for the extra time.

Motion to approve extending the rental of the Clubhouse for the adult dinner dance to end at 1am made by Director White, seconded by Director Freeman. All in Favor. Motion passed.

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

Lake Management – We have 35 new geese on lower lake. Chairperson Ritson spoke to the pyrotechnics representative as we need to start scaring geese off the lakes and the pyrotechnics need to be consistent.

The Committee reviewed complaints about the lily pads on the lower lake. The Committee does not believe we are at a growth point yet to begin reduction of these patches. In addition, Members need to call the office if they have concerns about lake plant growth so the office can inform the contractor. Members are advised that permits are required by individual homeowners before performing work in and around their docks.

Well Water and Septic Program will be held in the Clubhouse on July 23rd at 2pm. Wilkes University performing well water testing at discounted pricing. Data results will be discussed on August 20th.

Community Affairs – A flyer has been sent out asking for help with the newsletter. No replies have been received. Deadline is the end of July.

Community Safety – Ballpark estimates on using state of art webcams is about \$6k per structure. The Board stated that we did not have this money in the budget.

Payment of Bills

Chartis (2) – This is an insurance claim from September 10, 2007. The amount due from BLCA to Chartis is \$565.15. The second claim is dated July 3, 2008 and the amount due is \$5,000.

Motion to approve transfer of \$5,565.15 from account #7980-001 Contingency to account #7310-001 Insurance for payment to Global Recovery Services for Insurance deductible made by Director Martin, seconded by Director Freeman. All in Favor. Motion Passed.

Other Unfinished Business

Traffic Study – The Board agreed that Bettye White Gross proceed with setting up a meeting PENNDOT. The Board requested that the engineer be present.

033-006-0500 Drainage Review –The Board and the Member agreed to go with Option 3 provided by the Engineer. Bettye White Gross says that if the Board and the Member agree she will get back to the engineer and try and get a lower rate. The Board agreed to provide a copy of the memo to the Member. BWG will get back to the Member this week or early next.

Reserve Recreation Funds – There is recreation funds in the reserve in the amount of approximately \$1k. The Recreation Committee wants to use some of that money to refurbish/replace the Beach 3 playground. The ask for Board approval to use the money for Beach 3.

Motion to approve using the reserve recreation money for Beach 3 to replace and/or refurbish playground equipment with the Recreation Committee making the necessary decisions on expenditure of the funds made by Director Freeman, seconded by Director White. All in Favor. Motion Passed.

Tree Removal; Bush – Action Without A Meeting.

New Business

Swim Team Practice Change of Dates – Change days to Mondays, Wednesdays, Thursdays.

Motion to change swim team practice days to Mondays, Wednesdays and Thursdays made by Director Freeman, seconded by Director Bennett. All in favor. Motion Passed.

Tree Removals; Symon, Leiper, Oskamp – Member Leiper is willing to plant new trees. Bettye White Gross will call the Member and inform him that the Board would like a plan and timeline in writing, signed and witnessed.

Symon - Symon is approved all trees except the one that is relating to the deck installation. He needs to submit a construction permit that includes this tree removal.

Motion to approve Tree Removal Request from Symon made by Director Bennett, seconded by Director Freeman. Opposed by Director McInerney. All other Directors voted in favor. Motion Passed.

Oskamp Tree Removal Request

Motion to approve Tree Removal Request from Oskamp made by Director Freeman, seconded by Director Meola. Opposed by Director McInerney. All other Directors voted in Favor. Motions Passed.

Lower Birchwood Lake Valve – GOE Report. Recommendation to approve clearing intake valve, inspect gate and document any damage for \$2,450 for Lower Birchwood Lake.

Motion to approve clearing intake valve, inspect gate and document any damage for \$2,450 for Lower Birchwood Lake made by Director Freeman, seconded by Director Martin. All in Favor. Motion Passed.

Board Election Option –

Motion to opt not to have election in accordance with our By-Laws that state “In the event that there are less than or equal to the number of candidates as there are open seats for the board and any voting will not change the outcome of the candidates for the board, the Board of Directors may opt to not have an election.” Motion made by Director Martin, seconded by Director Freeman. All in Favor. Motion Passed.

Community Yard Sale – The Board agreed to open up the gates for the community yard sale from 9am to 5pm on July 16th.

Resolution Committee Chairperson – The next resolution meeting is October. Nancy Halliday, Chair, wants to step down as chair as her two years are up. However, no one has stepped forward to take over the position. In light of this, Nancy Halliday has agreed to remain as chair for another year.

Motion to extend Nancy Halliday’s term as Chair of the Resolution Committee for an additional year made by Director Martin, seconded by Director Freeman. All in Favor. Motion Passed.

Communications, Written & Oral

Member Ritson – The Lakes Committee was involved in making the lakes eco plan and they request to be kept involved and informed on how the money will be spent so they can plan for future needs.

Member Salmon – What is the board policy when people send letter via email to the Board. The Board explained that this is a new forum for Birchwood and they were not aware that emails were not being acknowledged. The Office will reply to each email informing the sender that the email has been received and will be passed to the Board.

Miscellaneous

None

Motion to adjourn the Regular Meeting of the Board of Directors July 12, 2011 at 9pm and go into Executive Session made by Director Freeman, seconded by Director Martin. All in Favor. Motion Passed.

Respectfully submitted,

Clare A. Bennett
BLCA Secretary