

**Birchwood Lakes Community Association**  
**Regular Board Meeting Minutes**  
**November 11, 2011**  
**Conference Room**

Present: Charles Ritson, President, Clare Bennett, Vice President, Marcella Livingston, Treasurer, Linda White, Secretary, Carl Fredrickson, Thomas McConnon, Carolyn Martin, Joanne McInerney, Theodore Balke

Absent: Bettye White Gross, Community Manager.

President Ritson opened the meeting at 7:00pm with the Pledge of Allegiance

**APPROVAL OF MEETING MINUTES AND ACTIONS WITHOUT A MEETING.**

**Motion to approve Regular Board Meeting Minutes from October 14, 2011 made by Director Livingston, Seconded by Director Martin. All Directors voted in Favor. Motion Passed.**

- This Action Without a Meeting from October 17, 2011 is to approve the transfer of \$420 from Acct. #6110-003 Recreation Payroll to Acct. #7020-004 Security R&M Building for Gate House shingles from Flair. Director McConnon was unavailable. All other Directors voted in favor.
- This Action Without a Meeting from October 21, 2011 is to approve Aquarius Plumbing and Electric to upgrade office electrical service and make code complaint. And to transfer \$2780.00 from Acct. #6110-003 Recreation Payroll to Acct. #7020-007 R&M Buildings/Office. Director McConnon was unavailable. All other Directors voted in favor.
- This Action Without a Meeting from November 4, 2011 is to approve the hiring of K&S Landscaping for one day to clean-out our worst swales/culverts ditches at a cost not to exceed \$750, with the work to be completed by no later than November 25, 2011. The ditches to be cleaned will be identified by our maintenance staff. In addition, this Action Without A Meeting is to approve the hiring of FC Spott Company to clean-out seven (7) cross-over pipes and three associated ditches totaling approx. 190 feet at a cost not to exceed \$3290, with the work to be completed week of November 7, 2011, if possible, but no later than week of November 14, 2011. The total cost will include use of a Vactor for the cross-over pipes, an Excavator for the ditches, and one dump truck for leaves and sediment. We will provide a site for the material. We will use the remaining money of approximately \$700 in our Reserve line item for Culvert Maintenance, plus transferring the remainder of the total expense, not to exceed \$3500 from line item 6110-001 Administration/Payroll

**Motion to approve the three Actions Without a Meeting dated October 17<sup>th</sup> and 21<sup>st</sup> and November 4, 2011 made by Director McInerney, seconded by Director Fredrickson. Director McConnon abstained because he was unavailable for the Actions. All other Directors voted in favor. Motion Passed.**

### **TREASURER'S REPORT**

Director Livingston gave the Treasurers Report.

Write-Offs:

Lot 40, Block: 65, Section 8	\$ 4,100.28
Lot 41, Block 65, Section 8	\$ 2,184.93
Lot 27, Block 106, Section 15	\$ 51.69
Lot 28, Block 106, Section 15	\$ 51.69
Lot 9, Block 67, Section 9	\$ 1,940.61
Lot 8, Block 67, Section 9	\$ 419.14
Lot 9, Block 64, Section 8	\$ 1,653.02

**Motion to approve the Write-Offs totaling \$10,401.36 made by Director Livingston, seconded by Director Martin. All Directors voted in Favor. Motion Passed**

### **MANAGER'S REPORT**

*President's Update (in lieu of Community Manager's absence)*

President Ritson provided the following updates:

- The wrap-up/review meeting with Eco Solutions on 11/10/11 was postponed. The meeting was to discuss treatments made in 2011, areas for improvement, and what our focus and preliminary plan should be for next season.
- Met with Community Safety/Vector regional manager and their site supervisor on 11/3/11 to discuss recent vandalism incidents at clubhouse, lack of enforcement activities over last several months and need to follow standard operating procedure. Vector will respond in writing to our issues.
- Contacted Chuck Givler regarding Crossing Road Spillway Project. He agreed to have a meeting in early December to review his completed design, to discuss timing and next steps for project.
- Contacted Wade Associates and jointly agreed to postpone pool assessment until early spring due to unusually wet September, Hurricane Irene and the snowstorm in October.
- Held meeting with staff office manager and bookkeeper regarding state of delinquent accounts that have progressed to civil complaint status and contacted our attorney regarding the dismissed complaints due to lack of service.
- The Pool has been winterized

## COMMITTEE REPORTS

- **Roads Maintenance & Construction:** – Director Bennett noted the committee met on October 29<sup>th</sup> and recommended obtaining estimates for tree trimming on Outer Drive using remaining reserve monies, which roads to place out for bid for 2012, and temporary closure of a section of Spruce Drive due to “wash-out”. Also, recommended continuing tar and chip program from last year, that residents on Outer Drive be notified that Outer Drive will not be completed until spring to allow for settling and that plowing onto the road is strictly prohibited, and finally that cost estimates be obtained from Pocono Spray Patch to go over roads previously discussed.

**Motion made by Director Livingston, Seconded by Director Balke to close the section of road on Spruce between Heartwood and Laurel due to dangerous road conditions, and to send out to those residents affected by this closure. All Directors voted in Favor. Motion passed. .**

**Finance, Budget & Contracts:** Director Martin indicated several budget meetings were held and that the next one, scheduled for November 12<sup>th</sup> at 9AM, will complete the final draft of the 2012/2013 budget that will be presented to the Board for their approval at the December Board Meeting.

**Rules & Regulations:** The committee met November 5<sup>th</sup> to review action items and will meet again December 3<sup>rd</sup>.

**By-Laws:** The meeting scheduled for November 12<sup>th</sup> to discuss the possible rental revisions was postponed due to lack of feedback from our attorney.

**Community Affairs:** Due to an error made on an ad, the Journal requested permission to send out a short flyer to correct this mistake, asking that we consider putting in some timely information at the same time. This item moved to discussion under Old Business. Deadline will be right after the Christmas Party.

**Community Safety:** A meeting was set for October 15<sup>th</sup>, but no one attended. Director Balke was asked to be Chair of this committee, after Director McConnon agreed to step down. President Ritson indicated this committee needs to expand their mission statement.

**Motion made by Director Martin, seconded by Director Fredrickson to accept Director McConnon’s resignation as Chair and to appoint Director Balke as new Chair. All Directors voted in Favor. Motion passed.**

**Lake Management:** The next meeting will be in the spring.

**Beautification Committee:** The committee has started their Christmas decorating.

**Recreation:** President Ritson asked about the status of new playground equipment. Director McInerney indicated prior committee earmarked monies to replace seesaw and swings at beach 3. Director McInerney was asked to bring prior recommendation to the December meeting.

**Property Development** – Due to lack of members, President Ritson asked to be appointed as Co-Chair.

**Motion made by Director Livingston, seconded by Director Bennett to approve appointment of President Ritson as Co-Chair of the Property Development Committee. All Directors voted in Favor. Motion passed.**

### **PAYMENT OF BILLS:**

- Transfer \$1038 from account 6110-03 rec. payroll to account 7380-003 Rec/outside services for payment to K&S landscaping for grass cutting.
- Transfer \$1400 for Vector gasoline transferring from Rec/Payroll Account 6210-003 to acct# 7220-002 Security/Gas.
- Transfer \$3500 from Administration Payroll account 6110-001 to In-house Road Construction account 7830-005 for FC Spott, culvert cleaning.

**Motion made by Director Livingston, Seconded by Director Martin to approve the transfer \$1038 from account #6110-003 Rec/Payroll to account #7380-003 Rec/Outside services for payment to K&S landscaping for grass cutting, transfer of \$1400 from Payroll Tax Account 6210-003 to 7220-004 Gas & Diesel Fuel to pay for Vector gasoline, and transfer \$3500 from Administration Payroll account 6110-001 to In-house Road Construction account 7830-005 for FC Spott for culvert cleaning. All Directors voted in Favor. Motion passed.**

### **OTHER UNFINISHED BUSINESS**

*Completion of Outer Drive:* The Board requested a letter be sent to the membership indicating a delay on the completion of Outer Drive by Wayco, noting work will be completed in the spring.

*Clubhouse camera repairs:* **Motion to approve installation of cameras and cable work, replacing outside cameras if needed at \$250 each, including new cable to outside and new cable on inside at \$300 each, with the provision that our Maintenance Supervisor do the cable work. If he is unable, motion provides that Eastern Alarm is authorized to provide all services made by Director Bennett, seconded by Director Balke.**

During the discussion phase of this Motion, Director Balke made several suggestions on surveillance cameras and would like the opportunity to review the clubhouse system. The Board indicated if there was a better surveillance program that Director Balke should offer his recommendations as soon as possible.

**Motion previously made by Director Bennett, seconded by Director Balke was not voted upon so Director Balke could complete some research. President Ritson asked Director Balke to have that information available to the Board by the end of the week so that we could move forward on replacing the clubhouse cameras soonest. Any decision on clubhouse camera repairs will be handled under an Action Without a Meeting.**

*PENNDOT 739:* Costs are extensive, and even though this entrance existed prior to PENNDOT regulations, we are still subject to intersection improvements at the 739 Entrance. Various proposals were reviewed, but the cheapest solution would be to lock out gate cards to reduce the number of vehicles using this entrance between the 4-6PM peak hours Monday thru Friday. This option would be an inconvenience to some members but a major cost savings to the Community. If the Board opts to implement this plan, we will need DOT approval and do another traffic study after completion to insure it has the desired effect. Board members offered various ideas on how to discuss this with our membership. Director Livingston agreed to take the lead on the gate card option.

**Motion made by Director Balke, seconded by Director Fredrickson to choose the option of closing off gate cards, using alternate entrances, to reduce traffic problems with the 739 Entrance Monday to Friday, 4-6pm. Director McInerney opposed. All other Directors Voted in Favor. Motion passed.**

*Ditch Cleaning by K & S:* FC Spott Company will do crossover pipes within next week.

*The Birchwood Voice & Newsletter Options:* Director Bennett reviewed the request from Journal News asking us to approve sending out a special newsletter mailing in conjunction with a special brochure mailing from M&S Septic. An ad from M&S was omitted in the last issue. M&S is willing to pay for the mailing costs. The Board discussed at length, agreeing to the special newsletter mailing at a cost to M&S, providing we see and approve M&S septic's brochure.

**Motion made by Director Livingston, seconded by Director Bennett to insert newsworthy/timely information within this release by Journal News at no cost to the Association. Director Martin and Director Balke opposed. All other Directors Voted in Favor. Motion passed.**

Several board members as well as audience members indicated they did not receive the prior newsletter by hard copy or email. Director White will discuss with Journal News and the office. In addition, the Board discussed the possible options, including emailing

as many as possible, pick-up at the office, and/ or continue sending it by hard copy, but by request only. No change in procedure made at this time.

*Budget Proposals:* Director Livingston reviewed the proposed 2012/ 2013 budget, including income/ expense portions and various dues increases. It was emphasized that estimated expenses are virtually the same as this year and last, but income has decreased due to delinquent accounts.

**Motion made by Director Martin, seconded by Director Livingston that the dues be increased by \$50 yearly and that the Budget be sent to the Membership for a vote. Director Balke abstained since he was not familiar with budgetary practices of the Board. All Other Directors voted in Favor. Motion passed.**

*Community Safety:* Vandalism and loitering on common areas was discussed, noting recent damage to our clubhouse. Various ideas were offered on how to resolve this problem. President Ritson will discuss enforcement of current rule with Vector.

**Motion made by Director Balke, seconded by Director Fredrickson to enforce the Association's loitering regulation to the end of the year and to review the definition of 'loitering'. Director McInerney voted no. All other Directors Voted in Favor. Motion passed.**

*Upper Dam Proposal:* **Motion made by Director Bennett, Seconded by Director Martin to accept the Flood Proposal for surveying work on Upper Dam. All Directors voted in Favor. Motion passed.**

*Repository Sale:* **Motion made by Director Fredrickson, seconded by Director Martin to proceed with the repository sale properties, 13 identified, for \$25 each plus fees. All Directors voted in Favor. Motion passed.**

*Collections Status:* President Ritson summarized need for a part time collections employee. Although civil complaints were filed, these were sent by certified mail. If a property owner does not accept mailing, the matter is then dismissed by the judge. Out of 41 complaints, 29 were not picked up. Service should be done by a constable, where the \$85 cost of service will be added to any lien.

**Motion made by Director Balke, seconded by Director Martin to proceed with using a constable for service to the 15 homes and 4 lots in arrears and hiring of a part time collections person to respond to delinquent accounts. All Directors voted in Favor. Motion passed.**

*Salt or 2011/2012 Winter Season:* Board will continue to store anti-skid material on site for unpredictable storms, and continue to use Dingmans Stone as our primary source.

*Resolution Committee:* It was decided there is a need for execution of a Confidentiality Agreement by all committee members, similar to what the Board is required to sign. It is  
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also necessary to insure all documents used by Resolution Committee are returned at the end of each meeting and then to the office for shredding. Director Martin indicated the Rules and Regulation Committee will address this in future changes. President Ritson will notify the Resolution Committee Chair of these requirements.

**Motion by Director Bennett, Seconded by Director Fredrickson that all members of the Resolution Committee must sign a Confidentiality Agreement, that all documents used must be returned at the end of every session and then to the office for shredding, and that the Rules & Regulations be amended accordingly. All Directors voted in Favor. Motion passed.**

*Tree Removal Requests:*

Director Balked indicated he inspected all four properties for tree removal, confirming the trees are all dead and can be cut down.

**Motion made by Director Balke, Seconded by Director Bennett that the Tree Removal Requests for Glamann, Leiper, McCallum & Vistosky be approved. All Directors voted in Favor. Motion Passed.**

**COMMUNICATIONS, WRITTEN & ORAL**

Pierson, Tulip Street – President Ritson indicated there are 8 hot spots, plus this location, and that once estimated costs are received, the Roads Committee will review and offer recommendations. We will contact the Piersons when we have more information.

**MISCELLANEOUS**

- Correspondence from Wood – there was an open area at the end of her driveway, approximately 1ft by 10ft, that Ms. Woods indicated Wayco left unfinished. Our Maintenance Supervisor will make the necessary repairs.
- Correspondence from Capano re a general letter on salt shed. The Board will respond with a follow-up letter.
- Correspondence from our attorney as to burned-down house on Aspen. The Township issued letter to owner giving 30 days for remedial action, otherwise significant fines will be incurred. Our attorney suggested that the Board take no action until his discussions with the Township are completed.
- **Motion to accept Lot 19, Block 67, Section 9 counter offer of \$2,500 per our attorney's recommendation, made by Director Balke, Seconded by Director Frederickson All Directors voted in Favor. Motion carried.**

**Motion to adjourn made by Director Frederickson, Seconded by Director Balke. All Directors voted in Favor. Meeting Adjourned at 9:30PM.**

Respectfully submitted,

Linda White  
Secretary