

**Birchwood Lakes Community Association**  
**Regular Board Meeting Minutes**  
**December 10, 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

Also Present: Bettye White Gross, Community Manager.

President Ritson opened the meeting at 9:07am with the Pledge of Allegiance

**APPROVAL OF THE MINUTES FROM PRIOR MEETING**

- November 11, 2011 Regular Board Meeting

**Motion to approve Regular Board Meeting Minutes from November 11, 2011 made by Director Bennett, Seconded by Director Martin. All Directors voted in Favor. Motion Passed.**

- November 17, 2011 Action Without A Meetings (3)

This Action Without A Meeting is to transfer \$600 from Acct. # 7980-001 Contingency to Acct. # 7560-001 Deed backs for payment to Newman, Williams for legal work. All Directors voted yes.

This Action Without A Meeting is to transfer \$2,000 from Acct. # 6110-003 Recreation/Payroll to Acct. # 7040-002 R&M Vehicles for payment to Wayne County Ford for brakes. All Directors voted yes.

This Action Without A Meeting is to transfer \$400 from Acct. # 6110-002 Maintenance Payroll to Acct. #7620-002 Maintenance Supplies for payment to Home Depot for supplies. All Directors voted yes.

- November 18, 2011 Action Without A Meeting

This Action Without A meeting is to approve the hiring of a contractor to demolish and remove the structure of the salt shed and to demolish the salt shed pad, but not to remove the pad material from the premises. All Directors voted yes.

- November 29, 2011 Action Without A Meeting

This Action Without a Meeting is to approve an electrical contractor to replace the outdoor cameras at the clubhouse. Two contractors submitted estimates, Eastern Alarm, who we used several times in past, and Nextronics Systems, who is quoting for first time. The estimates for camera replacement and the installation of two new cables are very

similar (Eastern \$250 per camera and \$300 per cable vs. Nextronics \$25 per camera and an average of \$250 per cable); installation is included in the Eastern estimate, but an additional \$430 for labor from Nextronics. The approximate total cost for five cameras using Eastern is \$1850 plus tax vs. \$2155 plus tax for Nextronics. (Please note Nextronics quote is actually for 6 cameras plus installation, but the quote was adjusted for comparison sake) Directors' votes: Director Balke, Fredrickson and McInerney voted Nextronics and Directors Bennett, Livingston, Martin, McConnon, White and President Ritson voted Eastern Alarm. Eastern Alarm selected (6 vs. 3)

- December 2, 2011 Action Without A Meeting (Space)

This Action Without A Meeting is to approve Blue Ridge Cable installing a modem and router at the clubhouse for a total of \$150 and an additional monthly fee of \$39.95 for the Internet Service. Blue Ridge Cable and Eastern Alarm will install and set up equipment on Tuesday, December 6, 2011. All Directors voted yes.

**Motion made by Director Bennett, seconded by Director Frederickson to accept all six (6) Actions Without a Meeting. All Directors voted in Favor. Motion Passed.**

Director Frederickson questioned the high cost of brake repair, In this case, the repair was done by the dealer and included an inspection requested by the President and Treasurer to determine the viability of keeping the vehicle. President Ritson informed the Board that a Director has 24 hours to respond to an Action Without a Meeting and if they have questions they can review at the Office before casting their vote.

Director Livingston indicated she will review the Blue Ridge Cable contract as it is her recollection that the contract included free internet service at the Clubhouse.

Director McConnon asked if the Action Without A Meeting requests can be made via email vs. reading over the phone. The Community Manager will review the By-Laws to see if there is any reason this can't be done, but affirmative or negative votes must be called into the Office. All Executive Session Actions must include a confidentiality paragraph.

President Ritson asked that at all future meetings that a list of all decisions and motions made during that session be reviewed prior to adjourning to be sure that all such activities have been properly documented.

## TREASURER'S REPORT

Director Livingston gave the Treasurer's Report.

- Write-offs

**Motion made by Director Livingston, seconded by Director Martin to approve write-off for Lot 9, Block 36, Section 6 totaling \$1877.89 due to foreclosure. All Directors voted in Favor. Motion passed.**

#### MANAGER'S REPORT

- President's Update

President Ritson noted his appreciation to Directors Bennett and Livingston, as well as to all of our staff for their dedication and work during our Community Manager's absence. President Ritson specifically thanked Sherri Gonzalez, Office Manager, for stepping up and responding quickly and expertly on all requests from the Board.

- Vector

President Ritson indicated he had several meetings with Vector expressing our unhappiness with their level of service (i.e. lack of foot patrols, issuance of citations). They are now on notice. There has been some improvements noted, but we need to continue to review.

- Backhoe

President Ritson indicated our Maintenance Supervisor suggested we look for a smaller backhoe to better fit our vehicles and requested that our Maintenance Supervisor begin obtaining estimates. Our Community Manager noted that the municipality's trade in equipment and that may be an avenue for us to look into. Director Livingston indicated this purchase would have to be placed on a reserve vote.

- 739 Entrance Permit

President Ritson indicated we received a response from our attorney yesterday as to using delinquent accounts as criteria for reducing incoming traffic at this entrance between 4-6pm Monday thru Friday. It was agreed that the Community Manager would deal directly with DOT to clarify the issue. This matter will be rescheduled for January.

- PT collections person

President Ritson stated we are placing the ad in the newspapers for a second week as we did not receive any resumes with collections experience. Bettye White will provide the Board with the flow chart of the collections process that she previously developed. A priority list of delinquent accounts and actions pending will be completed by January. President Ritson asked the Treasurer to provide a monthly status report on collections.

- By-Laws revision

We received feedback from the Attorney on the proposed By-Laws changes and this will be reviewed by the Committee.

- Clubhouse

President Ritson noted we have a leak in roof and that the contractor, who did work on the roof last year, was contacted to give an estimate for repairing the leak, as well as for the entire roof.

- Exterior cameras and cable/router

Blue Ridge Cable installed the new cable and router. Eastern Alarm will be in next week to install the exterior cameras and to complete the cable/ router integration. Director Balke said that additional cameras will be needed at the gate areas. President Ritson asked that the Public Safety committee review these issues and offer recommendations to the Board.

- Burnt-out house – Aspen

President Ritson noted we have no new feedback from the Township on this, including whether fines have been imposed. Our Maintenance removed the fallen tree off the property. We should have feedback by our January meeting.

- Culvert and cross-pipe clean-out

K&S did culverts, giving us an extra day of work, but according to our maintenance supervisor, only removed leaves not sediment. Spott did an excellent job on 7 cross pipes.

- Mini-newsletter

Director Bennett indicated there is a delay since the original advertiser wasn't ready with their flyer. It was further stated that the mini-newsletter should be out by next week, but if they aren't ready, we will abandon this mailing and use articles for our January newsletter.

- Survey of Upper dam

President Ritson indicated that Flood completed the work and forwarded his report to Chuck Givler, as requested.

- Resolutions – confidentiality and document return

President Ritson said all but three members of this committee have signed the confidentiality agreement and documents are being returned. Director Martin was asked to address these changes in the Rules & Regulations Committee.

- Spruce - partial closure

President Ritson stated that cones and signs are being removed and tossed into the woods. Bettye White will look into using jersey blocks.

- Other

President Ritson noted we have put an ad for the demolition of the salt shed in the newspapers and specifications will be provided to the Office.

The Monthly Maintenance Report and the Community Safety Report from Vector were briefly reviewed by the Board. Further discussion on Vector was moved to the executive session.

## COMMITTEE REPORTS

### *Lake Management*

The wrap-up session with Eco Solutions was finally completed. Earlier treatments, preferred use of Systemics, and continued focus on East Lake were emphasized. Although East Lake was problematic, the other three lakes were in good condition throughout the growing season.

The possible use of EcoSolution's Dino 6 in Middle Lake was discussed. This cost would have to go on reserves, but additional information on this is needed before we consider this further. Even though this is not true dredging, this process still requires permits and will be looked at for next year.

### *Road Maintenance and Construction*

Director Bennett summarized the Committee's recommendations from their meeting on December 3, emphasizing that Butternut, Basswood, and Ironwood be given highest priority, followed by Old Oak Court. The Committee recommended expediting the bid process on these two major projects, so that we will know if we can begin both projects next year, and also recommended using Pocono Spray Patch for another year and asked that we have them provide us with an estimate.

President Ritson questioned if we should purchase a roller allowing us to do a better job in-house of pothole patching, noting he spoke with Mr. Back who believes we can get a roller and asphalt cutter for around \$2 - 3,000. Director Livingston questioned the need to use \$45,000 for asphalt work on Outer Drive. Director Bennett advised that this was recommended due to water problems and that tar and chip might not hold up under these conditions.

Director Bennett asked if we can open up Butternut for construction vehicles off Doolan if and when work begins in that area. President Ritson indicated other lake associations have used assessments doing all of their roads at one time but acknowledged this may not be something the homeowners would vote in favor of.

Director Livingston noted that barrels of antiskid have been added to hilly locations for the winter season.

### *Rules & Regulations Committee*

Director Martin indicated that the Rules & Regs Committee is making headway on several items, including a draft of a first and second reading procedure for all new and revised rules.

*Recreation Committee*

Director McInerney will report back to the Board at the March meeting with some purchase and refurbish options for Beach 3, using the remaining reserves money that was previously set aside for playground equipment.

*Public Safety Committee*

Director Balke said that he sent a revised mission statement to the Board and has been attempting to solicit new people from the Community to sit on this committee. President Ritson asked the Board to review the proposed mission statement and to forward their comments to Director Balke for possible adoption at the January meeting.

Director Balke said he also looked at gate cameras he considered due for replacement, noting grants for safety were all closed for 2011. He would also like us to consider a router for the guardhouse and recommends we review our signage at some of the entrances.

**PAYMENT OF BILLS**

No bills due for payment

**OTHER UNFINISHED BUSINESS**

No unfinished business

**NEW BUSINESS**

- Voting - Reserve Withdrawal

Director Livingston reviewed the suggested projects/ items on the Reserve Fund Withdrawals List dated December 2011.

**Motion made by Director Livingston, seconded by Director Bennett to accept the Ballot Information totaling \$293,500 subject to revision of Description #3 changing inspection to exercise of valve. Director McConnon abstained since he was not present for this discussion item. All Other Directors Voted in Favor. Motion Passed.**

- Tree Removal Request – DelMastro, Sherrer

Director Balke inspected and approved all requests noting they were all dead trees. He also noted that the spillway lot adjacent to his property has two dead trees and was directed to bring this information to the Office to resolve.

**Motion made by Director Bennett, seconded by Director White to approve the Tree Removal requests of DelMastro & Sherrer. All Directors Voted in Favor. Motion Passed.**

- Crossing Road Spillway Project

President Ritson requested Directors direct any questions or concerns on this project to our Community Manager, who will summarize and forward to Mr. Givler. Bettye White will consult the Pike County Conservation District on the large amount of sediment that has accumulated in the Lower Lake and will report back to the Board at the January meeting.

- Community Safety – 739 Bus Stop; Cell Phones

Director Bennett indicated the school bus stop at the 739 entrance was a problem with vehicles not using the pool parking lot and several incidents of cars passing the school bus. Vector was brought in and Director Bennett distributed a safety flyer to parents at the bus stop. Vector has been instructed to issue citations to those people not complying.

The Board agreed not to change the existing “Stop Here Sign” near the 739 exit, preferring an over-abundance of safety to our children over some members being possibly inconvenienced for a short period. Bettye White will also have the pavement at the Bus Stop marked with a painted area.

Vector currently uses Nextel which does not have good service in this area, thus they are unable to receive or answer calls on their cell phone. The Board agreed that any up-charges related to changing to Verizon should be accepted by Vector, since they have not provided adequate service under our contract. Bettye White is to follow-up with Vector.

- Winter Road Policy

President Ritson noted our Maintenance Supervisor wants to change routes for snow plowing. Our Community Manager indicated this is a policy issue and requires Board approval. She will discuss change requested with Mr. Back, and offer recommendations. This can be accomplished thru an Action Without a Meeting.

- Request For Payment Plan

*Re: 064/019/0800*

**Motion made by Director McInerney, seconded by Director White to accept the repayment plan of \$50 for 31 months requested under 064/019/0800. It is understood that the homeowner must remain current with this year’s dues. All Directors Voted in Favor. Motion Passed.**

*Re: 006-016-0100*

**Motion made by Director White, seconded by Director McInerney to accept the repayment plan of \$150/month for 24 months as requested under 006-016-0100. It is understood that the homeowner must remain current with dues yearly. All Directors Voted in Favor. Motion Passed.**

## MISCELLANEOUS

- Correspondence From Arrison – 739 Entrance and consideration of adding a No Left turn sign. The Community Manager was requested to include Mr. Arrison’s comments in her discussions with DOT. Discussion ensued on cost of installation of a guest gate system at another entrance and its viability as an option.
- Correspondence From Capano – Beach #4 Pool RFI – This pool was removed 21 yrs. ago and our attorney’s response was that there is no reason to go any further on Mr. Capano’s request. A letter will be sent accordingly.
- Correspondence From Capano – Construction Permits – feedback from our attorney is that we are within our rights to request a permit. Mr. Capano will be advised accordingly.
- Correspondence From Capano – Two Informative Articles – The board appreciated input, and will send letter thanking Mr. Capano.
- Correspondence From Capano – Request for Information (Cit. Appeal) – All documents requested have been forwarded and no additional information will be sent. Mr. Capano will be advised.
- Correspondence From Capano – Management Reorganization Proposal – President Ritson will draft a letter for Board review.

Director McInerney requested we continue to use email as a method of communication since it allows us more opportunity to review and to comment, and that the office forward Directors all emails received for the Board.

President Ritson indicated the Staff forwarded a ‘Thank You’ card to the Board for their Thanksgiving Gift Card.

**Motion to approve a ½ day on December 23<sup>rd</sup> and ½ day on December 30<sup>th</sup> for all BLCA Staff, and minus Board of Director contributions, that the balance of their Christmas Lunch be paid from Petty Cash. Motion made by Director Livingston, seconded by Director Martin. All Directors Agreed. Motion passed.**

Motion to adjourn Regular Meeting at 11:45am made by Director Martin, seconded by Director Frederickson. All Directors Voted in Favor. Motion Passed.

Respectfully submitted,

Linda White, Secretary