

**Birchwood Lakes Community Association
Regular Board Meeting Minutes
January 14, 2012
Conference Room**

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

Absent: President Charles Ritson, Thomas McConnon

Also Present: Bettye White, Community Manager.

Vice President Bennett opened the meeting at 9:00am with the Pledge of Allegiance

APPROVAL OF THE MINUTES FROM PRIOR MEETING

- December 10, 2011 Special Meeting Minutes

Motion to approve Special Meeting Minutes from December 10, 2011 made by Director Martin, Seconded by Director McInerney. All Directors voted in Favor. Motion Passed.

- December 10, 2011 Regular Board Meeting

Motion to approve Regular Meeting Minutes from December 10, 2011 made by Director McInerney, Seconded by Director Fredrickson. All Directors voted in Favor. Motion Passed.

- December 28, 2011 Action Without A Meeting

This Action Without A Meeting is to approve the revised three man snow plowing route as part of the Winter Roads policy. Directors White & McConnon were not available. All other Directors voted in Favor.

Motion to approve the December 28, 2011 Action Without a Meeting made by Director Martin, Seconded by Director Livingston. All Directors voted in Favor. Motion Passed.

TREASURER'S REPORT

Director Livingston gave the Treasurer's Report.

- Write-offs

Lot 8, Block 72, Section 9 (due to foreclosure) – Total of \$1,550.98

Lot 14, Block 65, Section 8 (due to foreclosure) – Total of \$2,013.76

Lot 13, Block 65, Section 8 (due to foreclosure) – Total of \$ 322.79

Lot 12, Block 65, Section 08CC (1/3 lot) (due to foreclosure) – Total of \$140.97

Lot 12, Block 65, Section 08B2 (1/6 lot) (due to foreclosure) – Total of \$120.35

Total of Write-offs: \$4,148.85

Motion made by Director Livingston, Seconded by Director Martin to approve the five write-offs totaling \$4,148.85. All Directors voted in Favor. Motion passed.

Collections

Vice President Bennett noted that Collections will become a permanent agenda item. Treasurer Livingston updated the board on collections status including judgments, executions, and additional civil complaints to be filed. Bettye White shared that the Community was still seeking a collections person.

MANAGER'S REPORT

Administrative Report Attached

Maintenance

The Maintenance Yard cleanup has begun. Sealed barrels of waste have been removed at no cost to the Association. Maintenance and the Office are completing an inventory of security cameras at various locations. Maintenance is cold patching and filling potholes while weather conditions permit. Installation of signs continues. Playground equipment will be reviewed as to replacement and repairs.

An inspection of the maintenance facility heating unit indicates the cast iron burners are starting to pit and the burners may have to be replaced soon.

Public Safety

Report pending and subject to review by the Public Safety Committee for future review at Board level.

Other Discussion

Windows - Some double-paned windows are in storage at the Maintenance Facility. We may want to consider using them if modifications are made to the Gatehouse.

Maintenance Equipment - An asphalt roller and road saw will cost anywhere from \$2,500 to \$5,000. We may be able to purchase one of these items this budget year from Operating Expenses.

Collections - We are still seeking a part-time collections person. Collections status was discussed. An Action Without a Meeting will be made on the execution of existing judgments and the next set of civil complaints to be filed.

Resolutions - The Board agreed that a letter from the BLCA attorney be sent to all the Members on the Resolutions Committee to clarify the function and scope of the Committee. This is in response to a decision made by the Committee to dismiss a citation on incorrect grounds. The rule indicated that construction work be completed two years from date permit is issued. The Committee dismissed using completion date two years from when actual construction began. This is not in accordance to our Rules and Regulations. The Committee is charged with upholding our Rules and Regulations and ensuring the correct process was followed.

Public Safety - Community Manager White confirmed that the Public Safety cell phone service does work within the Community. Members are asked to leave their name and phone number so that Public Safety can respond.

Salt Shed - Proposals have been received from four contractors for the demolition of the salt shed. Once references have been verified an Action Without a Meeting will be made.

Tree Removal Service - Sequoia Tree Service submitted a proposal for a week-long tree removal/trimming service that would work in conjunction with our Road Maintenance Program. Vice President Bennett stated she would present it to the Roads Committee to incorporate into the roads budget.

Spruce Drive - Community Manager White informed the Board that jersey blocks had been placed on Spruce Drive where indicated. Vice President Bennett asked if the no trespassing for all pedestrian and vehicular traffic signs were still in place. Community Manager White indicated that they were.

739 Entrance - Discussion ensued on posting signage at the 739 Entrance indicating 'no left turn" during peak hours. The Board agreed to have McGoey Hauser send a proposal to PENNDOT to see if it would be acceptable to them. Vice President Bennett stated that the Board is working hard to find options that would be acceptable to PENNDOT at little or no cost to the Association, but that we may be unable to find a cost-effective solution that would be approved by PENNDOT.

Motion made by Vice President Bennett, seconded by Director McInerney to have McGoey Hauser send a proposal to PENNDOT as to the possible installation of 'no left turn' sign during peak hours to address traffic concerns at the 739 Entrance. All Directors voted in Favor. Motion passed.

Ballots - Director Livingston indicated we have received about 150 votes to date.

Actions Without A Meeting Procedure - Vice President Bennett discussed the need to call in with your verbal vote on all Actions without a Meeting. Vice President Bennett indicated that the emails will go to all Directors who have email addresses unless a Director submits a memo to the office staff stating they wish to be contacted by phone. All responses to Actions must be received within 24 hours.

Septic - Community Manager White advised 674 out 871 members are in compliance and have submitted their paperwork to the Office.

COMMITTEE REPORTS

Rules & Regulations Committee - Director Martin indicated no meeting was held due to the holidays.

By-Laws Committee - Director McInerney indicated no meeting was held due to the holidays.

Recreation Committee - Director McInerney summarized the success of the Breakfast with Santa. She noted that we have two new volunteers who are very enthusiastic and have some good ideas for recreation activities.

Beautification - Director Frederickson stated that volunteers removed the Christmas lights. Discussion ensued on developing an article for newsletter requesting our community members to donate their cuttings, soil, perennials for use in the entrance wall and garden area.

Safety Committee - Director Balke expressed the difficulty in holding a committee meeting as the two other Members on the Safety Committee live a distance away. Vice President Bennett suggested he hold it on weekends when there is a Board Meeting and/or other committees are meeting as his committee members may be available then. Vice President Bennett informed Director Balke that any concerns he has or incidents he observes should be reported directly to the BLCA Office. She also recommended that Director Balke meet with the Community Manager for further orientation.

Voting & Elections- Director Livingston indicated budget vote is due Friday January 27th at 3pm in the BLCA Office. The count will be held that evening at

7pm and the Vote Results Hearing will be held Saturday, January 28th, 9am in the Clubhouse Conference Room.

PAYMENT OF BILLS

- Cornerstone Consulting – For payment regarding survey maps & location of wells – From account 7350-001 Administrative/Other Professional Fees for \$305.46

Motion made by Director Livingston, Seconded by Director Martin to approve payment to Cornerstone Consulting for \$305.46. All Directors Voted in Favor. Motion Passed.

- Duane Moyer Well Drilling – For payment of wells over 300’ – from account 7350-001 Administrative/Other Professional Fees for \$1,489.75

Motion made by Director Livingston, Seconded by Director Martin to approve payment to Duane Moyer for \$1,489.75. All Directors Voted in Favor. Motion Passed.

- Tulpenhocken Water Company – For payment of drinking water supply. To transfer \$300 from account 6110-001 Admin/Payroll to account 7491-001 Admin/Misc.

Motion made by Director Livingston, Seconded by Director Martin to approve transfer of \$300 for payment to Tulpenhocken. All Directors Voted in Favor. Motion Passed.

OTHER UNFINISHED BUSINESS

- Loitering
Vice President Bennett reminded the Board we agreed that Public Safety should continue to strongly enforcement the Loitering Rule along with all BLCA Rules and Regulations.
- Community Safety Proposed Change to Committee Duties – Vice President Bennett stated that the mission has been sent to the BLCA Attorney for review and will be returned to the Committee once feedback has been received.
- Outer Drive Roadwork
Louis Freeman – Co-Chair, Roads Committee – summarized the work completed to date on Outer Drive. He recommended the Board consider an asphalt finish as opposed to tar and chip. Discussion ensued. The majority of the Board voted to tar and chip Outer Drive based on the costs involved. Mr. Freeman said he

may be able to get a binder wearing coat for around 11G which is less than asphalt, and will get those numbers for the Board's review.

- Board Emails

Vice President Bennett laid out a new procedure for distribution of blboard emails to avoid repetitive distribution of emails.

- Board Feedback on Upper Dam

The Board instructed Community Manager White to proceed with the permitting process.

Motion made by Director Livingston, Seconded by Director McInerney authorizing Community Manager White and Chuck Givler, PE to begin the DEP permitting process on Upper Dam. All Directors Voted in Favor. Motion Passed.

NEW BUSINESS

- Salt Shed Demolition Proposals

Director Balke asked if any contractors in Birchwood submitted a proposal. Community Manager White indicated it was advertised in several local papers and that no contractors from the community responded. This matter will be handled after review of references under an Action Without A Meeting.

- Tree Removal Request – Tiglio (East Shore) – Director Balke confirmed all were dead trees.

Motion to approve Tree Removal Request of Tiglio for removal of dead trees made by Director White, seconded by Director Fredrickson. All Directors Voted in Favor. Motion Passed.

- Birchwood Voice

Director White summarized that The News Journal will do our next issue, and that allows us several months to research other possible vendors and come back with some options. Matter was tabled for a month. Vice President Bennett indicated the issue of mailing is separate from the publisher. A new mailing list is being compiled. A meeting for the Community Affairs is scheduled for February 4th at 10AM in the Clubhouse.

- Recommendations for the R&R Committee - Tabled for future agenda.

- Crossing Road Spillway Project

Our engineer, Chuck Givler, asked for an underwater topography due to his concern with the island and possible interferences at the coffer dam. It will cost

approximately \$750. Once confirmation of cost is received we will do an Action Without a Meeting.

- Crossing Road

It was suggested we get a proposal from the engineer to have Crossing Road examined to see if we can reopen it. We received an opinion from the BLCA Attorney against opening it due to safety concerns.

Motion to not proceed with the engineering study made by Director Livingston, seconded by Director Martin. Discussion ensued. Director McInerney voted against the motion. All other Directors Voted not to proceed. Motion passed.

- Inspection of Corporate Records – Economou

Motion to approve release of all records requested by Mr. & Mrs. Economou made by Director Livingston, Seconded by Director McInerney. All Directors Voted in Favor. Motion Passed.

- Generator Outlet for Office

Motion made by Director White to approve installation of a generator outlet at the Office at a cost of \$880, Seconded by Director Livingston. All Directors Voted in Favor. Motion Passed.

- Memo Regarding Attendance at Resolution Hearing

Motion made by Director McInerney, Seconded by Director Martin to approve our Attorney's presence at the February Resolution Hearing. All Directors Voted in Favor. Motion passed.

- Judges of Election

Motion made by Director Martin, Seconded by Director White to approve Pat Collins, Robin Geiger, Darrell Hayes, Carolyn Todino and Sally Pohlman as our Judges of Election. All Directors Voted in Favor. Motion Passed.

COMMUNICATIONS, WRITTEN & ORAL

Present: Ms. Marilyn Economou –West Shore Drive

Discussion on plugging of pipe and work order procedure discussed with Board and Ms. Economou. Community Manager White instructed the Economou's that she hoped to have all data requested available by next Friday.

Mr. Swiader Indicated we are facing another winter where this road is going to ice over again and concerns on skidding rose. The Community Manager indicated she will make sure we send staff to salt and sand, and will see to adding a bin of salt in this area.

MISCELLANEOUS

- Predmore – Note of Appreciation - Vice President Bennett indicated Mr. Predmore did an excellent job as Santa. The Board agreed to send him a note of appreciation.
- Balke Correspondence – listed on agenda in error

Motion to adjourn Regular Meeting at 11.40 am made by Director Livingston, seconded by Director Martin. All Directors Voted in Favor. Motion Passed.

Respectfully submitted,

Linda White, Secretary