

**Birchwood Lakes Community Association  
Regular Board Meeting Minutes  
May 11, 2012 @ 7pm  
Conference Room**

Present: Charles Ritson, President, Clare Bennett, Vice President, Marcella Livingston, Treasurer, Linda White, Secretary, Carl Fredrickson, Thomas McConnon, Carolyn Martin, Theodore Balke; Joanne McInerney arrived at 8:20pm

Also Present: Bettye White, Community Manager.

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

**APPROVAL OF THE MINUTES FROM PRIOR MEETINGS**

- April 13, 2012 Regular Board Meeting

Director Martin asked that the minutes be amended to reflect under Committee Reports that Rules and Regulations also met on May 5th.

**Motion to approve Regular Board Meeting Minutes from April 13, 2012 with amendment made by Vice President Bennett, Seconded by Director Fredrickson. All Directors voted in Favor. Motion Passed.**

- April 19, 2012 Board Panel Review Minutes

**Motion to approve the April 19, 2012 Board Panel Review Minutes made by Director Martin, Seconded by Director Livingston. All Directors Voted in Favor. Motion Passed.**

- April 17, 2012 Action Without A Meeting

This Action Without A Meeting is to authorize Brian Oram to speak with John Hannigan of the PADEP to discuss soil testing results and if additional sampling is necessary. All Directors Voted in Favor.

- April 17, 2012 Action Without A Meeting

This Action Without A Meeting is to approve the three-year package insurance renewals as submitted by the current carrier. All Directors Voted in Favor.

- April 23, 2012 Action Without A Meeting

This Action Without A Meeting is to approve the transfer of \$272.09 from Acct. #7880-002 – Maintenance/Tool Rental to Acct. #7050-002 – Maintenance/R&M Equipment. Director McConnon was unavailable. All other Directors Voted in Favor.

- April 23, 2012 Action Without A Meeting

This Action Without A Meeting is to approve the transfer of \$1,445.55 from Acct. #7820-005 - Roads/Winter Material to Acct. #7020-007 – Office/R&M Building. Director McConnon was unavailable. All Other Directors Voted in Favor.

- April 26, 2012 Action Without A Meeting

This Action Without A Meeting is to approve the transfer of \$1181.50 from Acct. #6110-001 – Administration/Payroll to Acct. #7510-001 – Administration/Real Estate Taxes for payment to Pike County Tax Claim Bureau for Repository lots. Directors Bennett and McConnon were unavailable. All other Directors Voted in Favor.

- April 27, 2012 Action Without A Meeting

This Action Without A Meeting is to approve the transfer of \$363.15 from Acct. #7890-004 – Security/Citations to Acct. #7230-004 – Security/Electric for payment to Met Ed for electric bill. Directors Bennett, Fredrickson and McConnon were unavailable. All Other Directors voted in Favor.

- May 3, 2012 Action Without A Meeting

This Action Without A Meeting is to approve comprehensive testing of the clubhouse and office wells to determine their suitability as possible water sources for the water tank option being considered. Directors Bennett and Fredrickson were unavailable. All Other Directors voted in Favor.

**Motion to approve the seven (7) Actions Without A Meeting above made by Vice President Bennett, Seconded by Director Martin. All Directors Voted in Favor. Motion Passed.**

#### TREASURER'S REPORT

Director Livingston presented treasurer's report.

#### Write-offs

For Lot 11, Block 96, Section 13 – totaling: \$4841.47

For Lot 9, Block 33, Section 5 – totaling: \$18,700.93

**Motion to approve total write-offs of \$23,542.40 made by Director Livingston, seconded by Vice President Bennett. All Directors voted in Favor. Motion passed.**

#### Collections

Treasurer Livingston indicated she will no longer be overseeing collections now that Community Manager White is back full time and ready to take back the responsibility. As Treasurer, however, she will remain informed and monthly collection status reports will continue to be reported at the monthly Board Meetings.

**Motion made by Director Livingston, Seconded by Vice President Bennett that collection operations is again the responsibility of Community Manager White effective immediately. All Directors Voted in Favor. Motion Passed.**

#### MANAGER'S REPORT

Community Manager Bettye White read the Manager's Report and provided some updates.

The Board requested outstanding collection updates from Attorney Horvath be provided at the June meeting.

The new Recreation Coordinator started this past week.

The Auditors will be in the office on May 30<sup>th</sup>.

The Board approved Community Manager Bettye White to proceed with the applications for two PALMS Grants for riparian buffers as well as Old Oak Court, noting that while we may not qualify it is worth trying.

Community Manager Bettye White informed the Board that there will be an increase in DEP fees for the dam. DEP bonds are required for each dam and Bettye White will confirm that DEP is accepting yearly payment plans.

The Board approved Community Manager White's attendance at an upcoming CAI workshop.

The burnt house on Aspen House has been removed by our Maintenance and the debris accepted by the Township. The Board asked that a letter of appreciation be sent to the Township. The Board also asked Community Manager White to send a letter expressing our opposition to any plans of a recycling center across from our Rt. 739 Entrance.

The Board discussed possible sources of funding to address the salt contamination and the 739 Entrance. Community Manager Bettye White will update the Board when she has additional information on low cost loans and/or other funding alternatives.

A meeting was held April 21<sup>st</sup> with the homeowners in the vicinity of the Maintenance Yard to update them on recent conversations with DEP and our consultants. A letter was sent to all Association Members inviting them to attend an informational meeting on May 12<sup>th</sup> at 9AM on the salt issue.

**Motion made by Vice President Bennett, seconded by Director Martin to approve monthly field testing by our Maintenance and quarterly lab testing to be performed by our hydro-geologist consultant, Brian Oram, or by a certified lab. These tests will be performed only on impacted or possibly impacted homes in the vicinity of the Maintenance Yard. All Directors voted in Favor. Motion Passed.**

**Motion to approve the Cornerstone proposal to provide surveying as recommended by Brian Oram made by Vice President Bennett, Seconded by Director Livingston. All Directors Voted in Favor. Motion Passed.**

The Board is waiting on proposals for further static water level testing and camera surveys. Once proposals received an Action Without a Meeting will be completed.

The Pool is ready to open Memorial weekend.

The deadline to submit a resume for Board Candidate is June 1<sup>st</sup>.

#### COMMITTEE REPORTS

**Community Safety Committee** - Director Balke indicated our attorney found the revised Community Safety Mission Statement acceptable, reading into record.

**Motion made by Director White, Seconded by Vice President Bennett to approve the Community Safety Mission Statement as follows: "Our mission is to provide support for our Public Safety Program, strictly through periodic research, assessment and recommendations for improvements to our equipment, procedures, and personnel so that BLCA Public Safety can properly perform their duties to make our community common areas safe for Members and guests, in accordance with our Rules and Regulations and other governing documents. All Board Directors Voted in Favor. Motion passed.**

**Rules and Regulations Committee**- Director Martin reviewed the wording for 1<sup>st</sup> and 2<sup>nd</sup> reading of future Rules and Regulations changes. This wording will be placed inside the front of the BLCA Rules and Regulations. The Board recommended removing the word 'and reserve' in the 1<sup>st</sup> and 2<sup>nd</sup> Reading, under No. 2. 'Budget and Reserve voting package....'

**Motion made to adopt a 1<sup>st</sup> and 2<sup>nd</sup> Reading of proposed Rules and Regulations and to include the wording in the BLCA Rules and Regulations with the amendment noted above. Motion made by Vice President Bennett, Seconded by Director Martin. All Directors Voted in Favor. Motion Passed.**

**Beautification Committee** - Director Fredrickson informed the Board that the new garden at the 739 Entrance has been completed.

**By-Law Committee** - Next meeting will be in June.

**Lake Management Committee** - President Ritson summarized Lake Management activities. The goose stopper treatments will be applied in advance of Memorial Day, July 4<sup>th</sup>, and Labor Day weekends. Director McConnon asked if we can arrange to have the Beaches raked every morning early. He was reminded that all beaches are not manned by lifeguards every day. The lifeguards are directed to rake the beaches when they come on duty every morning and Maintenance does it once a week with the York Rake. We will investigate the possibility of having the lifeguards come in a little earlier, schedules permitting.

**Capital Improvement Committee** - The Committee discussed whether or not to proceed with the renovation of the Maintenance Yard at this time in light of the salt contamination. The Board agreed that the focus must be on resolving the salt issue first.

**Community Affairs Committee** - Vice President Bennett informed the Board that she met with the new publisher and set the deadlines for the Birchwood Voice. They discussed mailing options and Vice President Bennett informed the Board that she would find out from our webmaster if the pdf version of our newsletter can be sent through the BLCA website.

**Budget Committee** - Director Livingston noted the Reserve Vote is scheduled later on agenda for discussion.

**Wish List** - President Ritson will meet with Community Manager Bettye White to review the wish list and come back with recommendations to the Board at the June or July Regular Board Meeting.

President Ritson indicated that attendance for Clean-up Day was extremely poor. He informed the Board that John Naturale, coach of the Swim Team, stated that the Swim Team will volunteer to help next year.

#### PAYMENT OF BILLS

**Motion made by Director Livingston to approve transfer of \$321.18 from account 7890-004 Sec/citations to account 7230-004 Sec/electric for payment to Met Ed for electric bill; and to**

**Transfer \$137.85 from account 7850-007 office equipment/purchase to account 7620-007 office/supplies for payment to Reliable Office Supplies for paper, binders, etc. Seconded by Director Fredrickson. All Directors Voted in Favor. Motion Passed.**

#### OTHER UNFINISHED BUSINESS

##### Recreation Calendar

Director McInerney reviewed the Recreation Calendar. She indicated that she may have to shift some of the dates. The Board approved the schedule and the budget. Following further discussion it was agreed to move the Community Yard Sale to Labor Day Weekend.

Discussion continued on the Annual Dinner Dance and alcohol at said event. The Board was concerned that the Association could have liability issues if alcohol is served at Association sponsored events. It was noted that the Association does not serve alcohol at Association events, that members supply their own. Community Manager Bettye White was directed to obtain input on this from our insurance carrier. To be placed on the June Agenda.

Director White reminded President Ritson about the concept of 'honoring' one of our volunteers. Board members were asked to submit recommendations at June meeting.

**Motion made by Vice President Bennett, Seconded by Director White to approve Recreation Schedule. All Directors Voted in Favor. Motion Passed.**

##### Crossing Road Fencing

President Ritson summarized concerns on the safety of Crossing Road in response to a Board Member's request to reopen it. The Board agreed that it will not be reopened as our engineer and DEP have submitted documentation indicating its deteriorated condition. President Ritson reminded the Board that cow gates have been installed at either end of the crossway as well as no trespassing signs. He asked the Board to approve closing the gap on either side of each cow gate to fully seal off access. The Board approved.

**Motion made by Director McInerney to extend the fencing along the side of the newly installed cow gates to completely close access to Crossing Road; Seconded by Vice President Bennett. Director Martin, Director**

**McInerney, Vice President Bennett, Director Livingston, Director White, and President Ritson voted in favor. Director McConnon, Director Fredrickson, and Director Balke opposed. Motion Passed.**

NEW BUSINESS

Tree Removal Requests - Director Balke indicated the trees are not dead. Discussion ensued. It was felt the tree can be cut back so the request for removal was denied. As to the Strazalka request, these trees are dead and can be cut.

**Motion made by Director Livingston, seconded by Director McInerney to approve the Strazalka request, and deny the McGhee request. Directors Balke and McConnon abstained as they do not agree with the tree guidelines. All Other Directors Voted in Favor. Motion Passed.**

Website Posting Guidelines – Rescheduled to June Agenda.

Main Gate DVR – Proposal received for a replacement DVR at the Main Entrance gate for \$1,600. Director Balke stated that they can be purchased at a better price. The matter is referred to Director Balke to research and to make a recommendation. President Ritson asked for a response within a week so that we can complete an Action Without a Meeting.

070-004,005-0900 Request for Waiver of Payment Plan Penalty Fee

**Motion made by Director Livingston that the late fee be paid; Seconded by Vice President Bennett. Director Martin, Director Fredrickson, Director Balke, and Director White opposed. All Other Directors Voted in Favor. Motion Passed.**

028-002-0500 Request for Waiver of Payment Plan Penalty Fee

**Motion made by Director Livingston, Seconded by Vice President Bennett to require the late fee payment of \$25. Opposed by Director Martin, Director White; Director Balke. All Other Directors Voted in Favor. Motion passed**

071-002, 003, 004-0900 Request for Payment Plan

**Motion made to approve payment plan of \$261.16 per month made by Vice President Bennett, Seconded by Director McInerney. All Directors Voted in Favor. Motion Passed.**

061-011, 012,016,017-0800 Request to Cease Legal Action

**Motion made by Director White, Seconded by Director Fredrickson to not pursue a judgment and to hold this action in abeyance as long as payments are being made. All Directors Voted in Favor. Motion Passed.**

029-015,016-0500 Request to Purchase Property

This property is not listed on depository or upcoming tax sale. No action needed

037-010,011-0600 Request Regarding Sale of Property

**Motion made by Director Livingston, Seconded by Vice President Bennett to advise homeowner that we would accept settlement of \$12,000. All Directors Voted in Favor. Motion Passed.**

034-041-05

**Motion made by Vice President Bennett, Seconded by Director Martin to accept payment plan. BLCA will proceed with obtaining a judgment but it will not be filed as long as all payments are made. All Directors Voted in Favor. Motion Passed.**

079-018-1000

**Motion made by Vice President Bennett to accept extended payment plan with the understanding that we will get the judgment, Seconded by Director McInerney. All Directors Voted in Favor. Motion Passed.**

Reserve Withdrawals

Director Livingston stated that the Budget Committee reviewed the reserve items for the voting package going out in July. With regard to adding pool work to the reserves, Wade Associates has provided an estimate of \$148,000 for pool repairs. At present we have \$95,000 in reserves.

**Motion made by Director White to approve the six reserve amounts listed, and to include an additional \$35,000 for the pool renovation, and to send the Reserves out for Membership vote. Seconded by Vice President Bennett Director Livingston opposed to adding the pool to the reserve. All Other Directors Voted in Favor. Motion Passed.**

Office Renovation

President Ritson discussed improvements to the BLCA Office building to include new doors and locks, exterior painting and a sign out front similar to our entrance signs. He also discussed possible internal changes. He will discuss ideas and options with Community Manager Bettye White and report back to the Board at the June or July meeting. The Board recommended using earth tone paints.

Salt Problem

President Ritson stated that additional testing will continue. Moyer Well Drilling will be on-site May 15<sup>th</sup> to review possible well modifications and other options. We are pursuing the testing of the clubhouse and office water to see if we could use these sources for water needs. We continue to research potential properties for a new central water system for the impacted homes. The Board approved President Ritson and Community Manager White meet with Township Officials. We are holding the replacement of the salt shed in abeyance until further research is undertaken.

**Motion made by Director White, Seconded by Director Livingston to approve payment for water heater and pressure switch tank gauge for one resident. Director McInerney abstained as she would have liked more background information on these items. All Other Directors voted in Favor. Motion Passed.**

739 Entrance - President Ritson noted he reviewed the copy of the PENNDOT letter to see what is the issue with the entrance, but the letter was vague. Community Manager White is directed to set up a meeting with PENNDOT and the Board.

COMMUNICATIONS, WRITTEN & ORAL

105 Old Oak Court – The Member voiced concerns on erosion and bad drainage on this road and that work will not begin here until summer 2013. President Ritson explained the Roads Committee and the Board made the decision to repair Basswood/Butternut as a priority due to safety reasons. It was decided to see if we can address the Old Oak Court area with some interim measures. The homeowner granted permission to walk on her property as long as a hold harmless agreement is signed.

**Meeting adjourned unanimously in a motion by Director Livingston, Seconded by Director Fredrickson. All Directors Voted in Favor. Motion Passed. Meeting adjourned at 10:08pm**

Respectfully submitted,

Linda White, Secretary

Minutes of Regular Meeting of May 11, 2012