

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
October 12, 2012
Clubhouse

Present: Clare Bennett, President, Joanne McInerney, Vice President, Marcella Livingston, Treasurer, Carl Fredrickson, Thomas McConnon, Carolyn Martin, Leonard Glamann, Charles Ritson

Absent: Linda White, Secretary

Also Present: Betty White, Community Manager.

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

APPROVAL OF THE MINUTES FROM PRIOR MEETING

- September 14, 2012 Regular Board Meeting

Motion to approve the September 14, 2012 Regular Board Meeting Minutes made by Director Martin, seconded by Director Fredrickson. Director Glamann abstained as he was not present at the meeting. All other Directors voted in favor. Motion Passed.

- September 19, 2012 Action Without A Meeting

This Action without a Meeting is to approve the transfer of \$2,500 from Account #80420 – Upper Birchwood Lake Dam to Account #80410 – Upper Birchwood Lake Dam Permit for payment to Chuck Givler for dam Permit. All Directors Voted in Favor.

- September 25, 2012 Action Without A Meeting

This Action without a Meeting is to approve payment to Pike County Plumbing & Heating in the amount of \$154.00 from account #7350-001 Other Professional Fees for a service call and parts for a leak repair at BL4. Two Directors were unavailable, one Director voted no, and one Director abstained due to conflict of interest. All other Directors voted in favor.

- September 28, 2012 Action Without A Meeting

This Action without a Meeting is to approve Pike County Plumbing Estimate #1752 dated 09.25.12 in the amount of \$440.00 utilizing funds from 7350-001 Other Professional Fees. Two Directors were unavailable, and one Director abstained due to conflict of interest. All other Directors voted in favor.

Motion to approve the above three (3) Actions without a Meeting made by Director Livingston, seconded by Director Martin. All Directors voted in favor. Motion Passed.

TREASURER'S REPORT

Treasurer Livingston provided the bank balances and income and expense reports.

Write-offs

Lot 7, Block 5, Section 01 due to foreclosure in the amount of \$4,227.65

Motion to approve the write-off totaling \$4,227.65 made by Director Livingston, seconded by Director Martin. All Directors voted in favor. Motion passed.

Budget Transfers – Moved to Payment of Bills. Treasurer Livingston stated that this bullet item should be moved under payment of bills going forward.

Collections – Under Manager's Report

MANAGER'S REPORT (Attached to Minutes)

Community Manager Bettye White read her Manager's Report. Copies were not available to the Board and were to be provided via email.

Community Manager Bettye White announced that she had submitted her resignation and her last day with Birchwood will be October 31, 2012. Director Ritson thanked Bettye White for her service and members of the Board reiterated those sentiments.

The Board asked if the price of the pre-mix for the winter roads had gone up from last year. Bettye White did not have that answer and would look into it.

Motion to join M&S Septic Program as submitted to the Board for consideration made by Director McInerney, seconded by Director Ritson. All in favor. Motion Passed.

It was suggested that guard rails or reflectors be installed along the swales on Spruce Road before reopening the closed section, to assist with plowing.

COMMITTEE REPORTS

Rules and Regulations – Director Martin indicated that the committee met to discuss resolutions procedures and policy. It was determined that the Chair of the Resolutions Committee and/or the Office Manager be given the authority to cancel a hearing if inclement weather was expected. The Board agreed that this should be added to the procedures. They also stated that notice should be given the day before the hearing to allow time for the office staff to notify the members involved. Additionally, it was suggested that we add a line to the hearing notification letter that if a member can't attend

due to expected inclement weather they are required to contact the BLCA Office no later than the day before the hearing by a certain time.

By-Laws – The Committee met and reviewed some items for possible research and further discussion.

Roads & Maintenance – Director Glamann indicated that this committee was meeting the following morning in the clubhouse.

Public Safety – Director McConnon is unable to call a committee meeting as no members have signed up to participate. Director Ritson agreed to co-chair this committee.

President Bennett reminded the Board that if a committee does not have a quorum to meet any directors may sit on a meeting to provide that quorum.

Budget & Finance – The next meeting of this committee will be October 19th at 7pm in the clubhouse.

Beautification – Director Fredrickson thanked Director Livingston for the weeding she has been doing throughout the community. They will be working on the flower bed in front of the clubhouse next.

Property Development – The committee will review the lots up for repository sale and report back to the Board on their recommendations.

Lake Management – This committee was meeting the following morning. A seminar will be held on October 20th at 1pm in the clubhouse spotlighting the lakes.

‘Catch and Release Only’ signage was approved by the Board and almost ready to order. Fine to be determined once it goes through Rules and Regulations discussion and procedure. Referred to Rules and Regulations.

Motion to approve purchasing 10 "Catch and Release Only" signs at no more than \$35 per sign up to \$350 from 7430-006 made by Director Ritson, seconded by Director Fredrickson. All in favor. Motion passed.

Director Ritson is asking the Board to consider renting the Dino Six from EcoSolutions for future use to remove the peat piles in areas of the lakes. He also asked that we schedule an end of season meeting with Eco Solutions. President Bennett stated that he could go ahead and set up that meeting.

Capital Projects – The committee is meeting on Saturday, October 20th at 9am in the office to review the pool bids.

Proposed Government and Regulatory Advisory Committee – Director Glamann agreed to chair this committee. President Bennett asked that he prepare a mission statement for board approval at the November Board Meeting.

President Bennett suggested we consider joining CAI. She will provide the membership information and cost to the Board at the November Board Meeting.

PAYMENT OF BILLS

Motion to approve the transfer of \$165.00 from Account # 0611-003 Recreation/Payroll to Account # 7020-003 R&M Building/Recreation for payment to Flair Hardware for concrete mix. Motion made by Treasurer Livingston, seconded by Director Fredrickson. All in favor. Motion passed.

Motion to approve the transfer of \$475.00 from Account #6110-001 Admin/Payroll to Account #8031-001 Admin/Dams for payment to Flair Hardware for the amount of \$41.82 for grass seed, and to CA Givler in the amount of \$288 for Engineer-EAP. Motion made by Treasurer Livingston, seconded by Director Fredrickson. All in favor. Motion Passed.

Motion to approve payment to B.F. Environmental Services in the amount of \$3,866.25 from Account # 7350-001 made by Director Livingston, seconded by Director Fredrickson. Director Glamann abstained due to conflict of interest. All other Directors voted in favor. Motion passed.

OTHER UNFINISHED BUSINESS

2nd Reading Rules and Regulations - President Bennett completed the second reading of the proposed Rules and Regulations changes sent to the Membership in the last mailing. No feedback from the Membership was received by the August 17, 2012 deadline.

Motion to adopt the proposed Rules and Regulations changes following the second reading made by Director Ritson, seconded by Director Martin. All Directors voted in favor. Motion passed.

Request for Payment Plan – 073-008-0900 – The Board requests that this homeowner comes into the office and discuss in person.

Request for Payment Plan - 095-060/061-1300

Motion to approve a payment plan for 095-060/061-1300 with a lump sum payment of \$500, \$140 a month for current dues and \$100 a month for past dues arrears. Motion made by Treasurer Livingston, seconded by Director Ritson. All in favor. Motion passed.

Payment Plan Policy - The Board is awaiting answers from our attorney and accountant for consideration in setting a payment plan policy. President Bennett stated she will try and obtain these answers in advance of a Board Workshop on November 3rd, topics to include Payment Plan Policy.

Recreation Committee Co-Chair

Motion to approve Adrianna Freeman as co-chair of the Recreation Committee made by Vice President McInerney, seconded by Director Glamann. All in favor. Motion passed.

Bingo Proceeds – Tabled to November Board Meeting

NEW BUSINESS

Tree Removal Request – Livingston, Kolenet, Sullivan, Bush, Wright, Burgos

Livingston – Approved

Kolenet – Denied

Sullivan – Approved

Bush – Approve removal of one tree in front of house

Wright – Approved

Burgos – Denied as none of the trees close to the house were identified.

Motion to accept the Tree Removal Request recommendations as indicated above made by Director Martin, seconded by Director Ritson. Director McConnon abstained because he does not agree with the policy. All other Directors voted in favor. Motion Passed.

Motion to approve reimbursement of \$149 to President Bennett for placement of ad in newspaper for the Community Manager position, made by Director Martin, seconded by Director Glamann. All in favor. Motion Passed.

Request for Payment Plan – 009-014-0200

Motion to approve payment plan for a lump sum of \$500, \$184 current dues and \$100 for arrears, made by Treasurer Livingston, seconded by Director Ritson. All Directors voted in favor. Motion passed.

Request for Payment Plan – 082-007/008/1000 – The Board requests that this homeowner comes into the office and discuss in person.

Board Workshop - The Board was informed that there will be a Board Workshop on November 3rd from 9am to 1pm to discuss payment plans and setting a policy, salt contamination update and the status of all projects to date.

Radio Upgrades – President Bennett stated she will complete a reference check on Convergence Communications.

Motion to accept the Convergence Communications, LLC proposal dated September 25, 2012, at a cost of up to the funds we have available, made by Director Ritson, seconded by Director Fredrickson. All in favor. Motion passed.

Message Board Procedure - The Board agreed that this should be an administrative function and should be at the Office Manager's discretion with flexibility depending on space availability.

Pool Renovation Bids - Four bids were received and were opened at this Board Meeting by President Bennett. It was noted that we have \$129,000 available for this project in reserves. The bids received were as follows:

Allstate Technology	Base Bid	\$118,000
	Alt. Bid 1	\$ 27,000
	Alt. Bid 2	No Charge
	Total	\$145,000
RJR Engineering	Base Bid	\$111,650
	Alt. Bid 1	\$ 20,000
	Alt. Bid 2	\$ 3,900
	Total	\$135,550
Stone Ridge	Base Bid	\$150,600
	Alt. Bid 1	\$ 31,500
	Alt. Bid 2	700
	Total	\$182,800
DG March	Base Bid	\$157,980
	Alt. Bid 1	\$ 43,275
	Alt. Bid 2	\$ 900
	Total	\$202,155

The Capital Projects Committee will meet on Saturday, October 20th at 9am in the Office to review the bid packages before the Board makes a decision. Copies of the bids are to be sent to Wade Associates for their review and feedback for the Capital Project Committee.

Refrigerator Purchase

Motion to purchase a refrigerator for the clubhouse up to \$550 made by Director McInerney, seconded by Director Fredrickson. All in favor. Motion Passed.

Security Equipment

Motion to accept the estimate from Eastern Alarms for a total of \$2,113 with funds from the reserve account, made by Director Ritson, seconded by Treasurer Livingston. All in favor. Motion passed.

Rules and Regulations Section 98-40-2 - The Board agreed to place articles in the newsletter and on the website reminding Members about the rules and related fine.

Upper Birchwood Lake Dam Permit Application

Community Manager Bettye White informed the Board that the application is ready for signature. She spoke to DEP and they stated that they would accept the application, and consider it complete, even without the proof of financial responsibility. They would require the proof of financial responsibility within a year. The Board asked that Community Manager White draft a letter to be sent with the application to DEP informing them that we are submitting the application without the proof of financial responsibility and that we are reviewing our options and will have it within a year.

Motion to approve signing the Upper Birchwood Lake Dam Permit Application pending review of the documents by board members by Thursday, October 18, 2012, made by Treasurer Livingston, seconded by Director Martin. All in favor. Motion passed.

Rules and Regulations – Section 98 Proposed Changes – Tabled.

Red Pine Mail Area Parking - The Board decided to monitor the parking/stopping situation at the Red Pine mail area. If more complaints come in the Board will revisit.

Member/Non-Member Meeting Attendance – The Board discussed whether or not to add wording that a member not in good standing may be recognized at the pleasure of the Board. They referred this to the By-Laws Committee for further discussion.

Cash Receipts over \$100 Procedure

Motion to approve that cash receipts over \$100 can be accepted by one Board Member and one Office Staff until a new Community Manager is hired, at which time it will revert back to the Community Manager and an office staff member. Motion made by Director Ritson, seconded by Director Martin. All in favor. Motion passed.

Maintenance Vehicle Cleaning Site – Tabled until further information is available. A dye test is to be conducted to determine how water runoff will be mitigated.

Salt Contamination Matters

Motion to approve Camera Surveys on BL15 and BL21 made by Director Martin, seconded by Director Ritson. Director Glamann abstained due to a conflict of interest. All other Directors voted in favor. Motion passed.

Motion to approve static water level testing on up to 20 additional homes provided homeowner permission to access their properties has been received. Motion made by Director Ritson, seconded by Director Fredrickson. Director Glamann abstained due to a conflict of interest. Motion passed.

The exploratory well at maintenance will not proceed at this time. Instead, the Board approved, on the recommendation of our hydro-geologist and our well drilling company, to modify the existing well.

Motion to approve modifying the existing well at the Maintenance Yard at an estimate of \$7,300, made by Director Ritson, seconded by Director McInerney. Director Glamann abstained due to a conflict of interest. All other Directors voted in favor. Motion passed.

Potential Well Site Surveys - Four properties have been identified as potentially suitable lots for a communal well. A questionnaire has been sent to the surrounding homeowners. Addio Surveying will get back to us with an estimate for surveys for the four lots and we will apply for well permits once surveys are completed.

Water Tank Installation

Motion to install a 1000 gallon tank at BL3 instead of the 500 gallon previously approved for no more than an additional \$752, made by Director Ritson, seconded by Director Martin. Director Glamann abstained because of a conflict of interest. All other Directors voted in favor. Motion passed.

The tank system is being installed this week and the greensand filter at the clubhouse will also be rebedded. It is anticipated the tank system will be up and running by next weekend for those two homeowners. Water will be hauled by an external hauler until the internal water hauling issues can be addressed, including securing the fill location, fencing, hauling, and access.

It is anticipated that other board approved tasks will be completed by mid-November including, pulling of three pumps, static water level testing, and the 72 hour pump test. The Board approved a meeting date for the homeowners, followed by a community meeting. The Board will meet with the homeowners on Saturday, November 10th at 9am, followed by a community wide meeting at 10am.

The DEP was updated about the most recent activities by Community Manager White and President Bennett provided a further update via email following the September Board Meeting.

The Association has been receiving claims for reimbursement from some homeowners for plumbing and well problems. The Board is discussing how best to handle these claims and getting feedback from our hydro-geologist and attorney. This will be discussed at the workshop and a process developed.

Request for Reimbursement – BL-16 - The Board is awaiting more information on the history and life expectancy of this pump as it is a 9 year old pump.

Request for Repair – BL-21

Motion to approve payment of these two bills totaling \$750 made by Director Ritson, seconded by Director McConnon. Director Glamann abstained due to a conflict of interest. All other Directors voted in favor. Motion passed.

Correspondence BL-17 - The Board directed that a letter be sent to this homeowner detailing where we are in procuring a site for a communal well. He should be encouraged to participate in the water testing program and informed of the date and time for the homeowner/community meeting.

COMMUNICATIONS, WRITTEN & ORAL

One Member had a question on the greensand filter and if the clubhouse water will benefit from the filter, making the water drinkable. The Board affirmed this to be the case.

MISCELLANEOUS

Stefanelli Correspondence – Response has already been provided.

Martin Correspondence

Motion to accept their offer of \$1,000 per lot and 6 months dues arrears on each lot made by Director Ritson, seconded by Director Martin. All in favor. Motion passed.

KML Law Group Correspondence – Tabled due to lack of offer.

Danner Correspondence – completed last month.

Request for Payment Plan - 111-009-1600 – The Board recommends the homeowner comes into the office to discuss.

Request for Payment Plan – 032-014-05 – Recommend we talk to our Attorney to discuss freeze and how to incorporate this request.

Motion to adjourn Regular Meeting at 10:20pm made by Director McInerney, seconded by Director Ritson. All Directors Voted in Favor. Motion Passed.

Respectfully submitted,

Linda White,
Secretary