

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**March 12, 2013**  
**Clubhouse**

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

Absent: Directors Charles Ritson and Leonard Glamann

Also Present: Bonnie Siple, Community Manager

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

**APPROVAL OF THE MINUTES FROM PRIOR MEETING**

- February 12, 2013 Regular Board Meeting

**Motion to approve the February 12, 2013 Regular Board Meeting Minutes made by Director White, seconded by Director Martin. All Directors voted in favor. Motion Passed.**

- February 21, 2013 Action Without A Meeting

This Action Without A Meeting is to approve Moyer Well Drilling purchasing an additional 200 ft. of casing 6" Casing per ft. - 17 lb. T&C 200 at \$18.35 per foot for a total of \$3,670. The purpose for the additional purchase is that they have already drilled the previously agreed 100 feet and have not hit rock as yet, hence the need for the additional casing to cover the difference until they hit rock. Should they hit rock before they use all the additional casing the remaining casing will be used in the second exploratory well, if needed." Directors Livingston and Fredrickson abstained wanting additional information; Director Glamann and Director McConnon unavailable. All Other Directors Voted in Favor. Action Passed.

- February 25, 2013 Action Without A Meeting

This Action Without A Meeting is to rescind the Action Without A Meeting, dated February 21, 2013 due to incorrect information. Director Glamann abstained due to conflict of interest; Director McConnon abstained since he didn't vote on original 2/21/13 minutes. All Other Directors Voted in Favor. Action Passed.

- February 25, 2013 Action Without A Meeting

This Action Without A Meeting is to approve an upgrade of casing for the Exploratory Wells (see Action Without A Meeting December 11, 2012) from basic to 200 ft. of 6" casing, 17 lb. T&C 200 for an additional \$3.35 per foot for a total of \$670.00.

The upgrade is required due to the nature of the unconsolidated materials discovered during the drilling and the need to hammer it into place may result in cracking of the basic casing if such casing is not upgraded in this instance. Director Glamann abstained due to conflict of interest. All Other Directors Voted in Favor. Action Passed.

**Motion to approve three (3) AWAM's made by Director Livingston, Seconded by Director Fredrickson. All Directors Voted in Favor. Motion Passed.**

#### TREASURER'S REPORT

The Treasurer submitted Treasurer's Report.

- *Write-offs* – none
- *Collections* – Treasurer reviewed the delinquent notices, complaints filed, and use of constable in service. The total payments received from delinquent accounts this month total \$10,341.81. There are 10 property owners paying on delinquent accounts. There are 16 civil court hearing dates scheduled. Although a judgment will be entered, it will not be exercised unless homeowner defaults on agreed payment plan.

#### MANAGER'S REPORT

Original attached to minutes.

#### COMMITTEE REPORTS

*Roads and Maintenance Committee* – Butternut/Basswood loop being surveyed is being marked so we are in correct alignment.

*Recreation* – Need calendar for April meeting. Director McInerney will submit.

*Community Safety* – Director McConnon indicated Director White joined the committee and prepared a report he reviewed in its entirety with the Board. The first change recommended would be to the wording of the Public Safety Committee. There are several requests of Community Manager such as how many complaints were received on broken gates and damage to cars, and a brief outline of internet camera coverage as well as a demonstration in the future. Discussed getting a generator for clubhouse in view of what we encountered with Hurricane Sandy. Director McConnon asked to prepare proposals on purchase of a generator for the April meeting so we can put items required on our Reserve Vote.

**Motion made by Director McConnon, seconded by Director Fredrickson to adopt mission statement changes indicating: The mission of the BLCA Community Safety Committee (CSC) is to provide support for our Safety Program, strictly through periodic research. The committee will make assessments and recommendations for improvements to our equipment, procedures, and personnel. These recommendations should assist BLCA Public Safety to properly perform their duties to make our community's common areas safer for members and guests in accordance with our Rules and Regulations, and other governing documents. All Directors Voted in Favor. Motion Passed.**

*Budget & Finance* – Director Livingston set April 20<sup>th</sup> as the date and each department head has to submit their needs by that date. After that, budget meeting will be set to develop Reserve Vote.

*Beautification*-. Saturday April 13<sup>th</sup> at 10AM is clean up. Rain Date is April 20<sup>th</sup>. Flyers are done. Information will be put in newsletter. Director Fredrickson requested to coordinate with Swim Team volunteers.

*Community Relations* – Director White indicated newsletter is complete, and will be out in next few weeks. Next issue deadline will be end of April. Different seminars discussed, such as Child Safety and Senior Safety Programs having them on a Saturday morning during spring/summer.

#### PAYMENT OF BILLS

- Budget Transfers and Payment of Bills

**Motion made by Director Livingston, seconded by Director McInerney to rescind the AWAM of 2/12/13 to transfer \$350 from account 6210-003 Rec/Payroll to acct. 7560-001 Admin/Deedbacks. All Directors Voted in Favor. Motion Passed.**

**Motion made by Director Livingston, seconded by Director McInerney to transfer \$350 from account 6220-001 Admin/Health Ins. to account 7560-001 Admin/Deedbacks. All Directors Voted in Favor. Motion Passed.**

**Motion made by Director Livingston, Seconded by Director McInerney to transfer \$1,000 from account 7380-005 Rds/Surveys to account 7210-002 Maintenance/heating fuel for payment to Combined Energy for heating fuel and service. All Directors Voted in Favor. Motion Passed.**

**Motion made by Director Livingston, Seconded by Director McInerney to transfer \$1,000 from account 7360-005 Rds/Snow Contingency to account 7210-003 Rec/Heating fuel for payment to Combined Energy for heating fuel. All Directors Voted in Favor. Motion Passed.**

**Motion made by Director Livingston, Seconded by Director McInerney to transfer \$350 from account 7090-005 Road/R&M signs to account 7060-004 Sec/RM gates for payment to Eastern Alarm for replacement of 739 gate loop. All Directors Voted in Favor. Motion Passed.**

#### OTHER UNFINISHED BUSINESS

- Office Renovation Proposals – Community Manager Siplely indicated there were two previously given, the third is from someone Ms. Siplely knows. That proposal is for \$3,500. As to modular walls in clubhouse, there is still difficulty finding a company to come on site and offer pricing/recommendations. Discussion ensued on the mold remediation

conducted at office, as well as more reviews to ensure it doesn't return. S Ms. Siplely noted the problem is the gutters need to be fixed around office building since water is pulling down into surrounding grown. Community Manager asked to get pricing on gutters. Sidewalk also needs to be pitched differently.

- Office Copier Proposals – Community Manager prepared a spreadsheet on new copiers. Board reviewed.

**Motion made by Director Livingston , Seconded by Director White to approve leasing the Lanier for 48 months for \$6,657.60. All Directors Voted in Favor. Motion Passed.**

### **Salt Update**

Moyer was out drilling well on Spruce/Barberry. They hit water which produced 10 gallons per minute which is workable. Water would have to be put in a water storage tank for use by residents. There is no feedback on Ivy Court yet from Moyer or on the step test at maintenance well. President Bennett noted she is trying to set up a meeting with Mr. Oram, and committee to go thru all of the testing and what are our next steps. Mr. Oram will be in March 19<sup>th</sup>/20<sup>th</sup> to do quarterly testing. Maintenance will be doing their testing next week. Mr. Catino asked all residents get letters to enhance communication. Concerns voiced over pumps and denial of the payment of a replacement pump. Mr. Catino's well pump has been installed in his well but is not being used. President to review since the pump was not to be installed.

### **Reimbursement Claims Process**

Draft letter and form to be completed by residents seeking reimbursement reviewed. Director White asked if we shouldn't consider putting in the period of time we would be subject to reimbursement requests on. President Bennett said she would look into this, and will update and send to members thru an AWAM. Board members requested to submit all other comments before end of this week.

Upper Birchwood Lake Dam permit - Community Manager sent out letters to all residents relative to the survey being conducted.

### **NEW BUSINESS**

- Tree Removal Request- Gieger approved for removal of two dead trees and Pajk approved for 3 dead or dying trees.

**Motion made by Director Fredrickson, Seconded by Director Martin to approve the tree request of Gieger and Pajk. Director McConnon abstained due to policy. All Other Directors Voted in Favor. Motion Passed.**

- Roads – Butternut/Basswood Bid Approval-Advertisement dates reviewed.

**Motion made by Director White, Seconded by Director McInerney to approve opening of bids no later than 4 o'clock on April 12, 2013. Advertisement of bids will be placed in Scranton Times, NJ Herald, Pocono Record and the Times Herald Record. The Board set 3pm for the pre-bid meeting on March 28, 2013. All Directors Voted in Favor. Motion Passed.**

- Burning Ban-One day lift

President Bennett summarized the problems with the shredding program, indicating that we can opt to go with a one day burning ban lift to allow residents and office opportunity to burn documents. Date proposed is April 27, 2013 between 9-5. Fire Department must be contacted to insure no problems with this. Restrictions on what can be burned will be developed.

**Motion made by Director Livingston, Seconded by Director Fredrickson to lift burning ban on April 27<sup>th</sup>, 2013 between 9-5 subject to restrictions being developed. Director McInerney voted No. All Other Directors Voted in Favor. Motion Passed.**

- Coverage in President's Absence

President will be unavailable first few weeks of April. During her absence, President Bennett asked the Board to approve Director Livingston taking over since she is up to date on all pending projects of the community.

**Motion made by Director McInerney, Seconded by Director Martin to approve Director Livingston assuming responsibilities of President in her absence as well as chair the April meeting. All Directors voted in Favor. Motion Passed.**

Workshop April 26<sup>th</sup> – 6PM – President Bennett indicated this is the tentative date for a Board workshop on the Salt Contamination and Collection Payment Plans. Date will be confirmed.

- Catch & Release Signage – Board reviewed proposed signs Lake Committee was interested in placing on fence posts, trees on this program. Board decided if they wish to put signs up, they can be put on the bulletin boards only.
- Inspection of Corporate Records- Mr. Naturale requested to see pool contract for review. The purpose of requested was not in form, although verbally it was mentioned he was interested in making sure there was a diagram in pool plans that reflect hooks that will be needed for swim team. Community Manager to advise Mr. Naturale to submit purpose but board saw no problem with this.
- Memo regarding Repository Lots - Moved to executive session
- 037-001-0600 Settlement

Person has not paid dues since – owes \$5,210.57. Only want to pay the dues. We are proceeding on all monies owed including interest.

- 099-010-13 Payment Plan Request – will pay \$100 towards dues. Hasn't paid since 2007. Not acceptable, and have resident come in. Payment plan will be May 1<sup>st</sup> for \$70 for payment plan on new dues, and \$130 on arrears. \$200 months total. We will get judgment. If they continue to pay, we will not exercise judgment.

#### MISCELLANEOUS

Security advised that an incident that a man approached a child, offering candy. Security responded. State Police came in. It is in newsletter.

Township received notification that Med Ed reps were going out to see bill to make sure they are getting best costs. All Med Ed have photo ID's and all have trucks with company logo on it.

**Motion made by Director Martin, Seconded by Director Livingston to adjourn this Regular Meeting of the Board at 9:00pm . All Directors in Favor. Meeting adjourned.**

Respectfully submitted,

Linda M. White  
Secretary