

REGULAR MEETING BOARD OF DIRECTORS  
MINUTES  
APRIL 12, 2013  
Conference room 7:00pm

Present: Marcella Livingston, Treasurer, Linda White, Secretary, Carl Fredrickson, Carolyn Martin, Charles Ritson and Leonard Glamann, Directors

Absent: Clare Bennett, President, Joanne McInerney, Vice President, Thomas McConnon Director

Also Present: Bonnie Siple, Community Manager

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

APPROVAL OF THE MINUTES FROM PRIOR MEETING

- March 12, 2013 Regular Board Meeting

**Motion to approve the March 12, 2013 Regular Board Meeting Minutes made by Director Martin, seconded by Director Fredrickson. Directors Ritson and Glamann abstained since absent for this meeting. All Other Directors voted in favor. Motion Passed**

- March 18, 2013 Action Without A Meeting

This Action Without A Meeting is to approve the transfer of \$150.00 from Acct. #7670-003 Recreation/Special Functions to Acct. #7790-003 Recreation/Misc. Ads to pay for lifeguard ads. All Directors Voted in Favor. Action Passed.

- March 18, 2013 Action Without A Meeting

This Action Without A Meeting is to approve the transfer of \$250 from Account #7670-003 Rec/Special Function to account #6110-003 Rec/Payroll for recreation coordination up to 30 hours before May 1, 2012. All Directors Voted in Favor. Action Passed.

\$250.00 from Acct. #6110-003 Recreation/Special Function to pay for recreation coordination p to 30 hours before May 1, 2012. All Directors Voted in Favor. Action Passed.

- March 18, 2013 Action Without A Meeting

This Action Without A Meeting is to approve the transfer of \$50.00 from Acct. #6120-003 Recreation/Employee Bonus to Acct. #6210-003 Recreation/Payroll Tax for Recreation Coordinator for up to 30 hours before May 1, 2013. All Directors Voted in Favor. Action Passed.

- March 20, 2013 Action Without A Meeting

This Action Without A Meeting is to approve the attached Reimbursement Letter and Form. The Board also approves that this letter and form be sent to those Members who are participating or have participated in our Water Testing Program as identified by BL#'s and any future participants. This letter and form is to be sent to any other Members who submit a claim related to the salt contamination going forward. Director Livingston unavailable; Director McInerney voted No; Director Glamann abstained due to conflict of interest issue. All Other Directors Voted in Favor. Action Passed.

- March 25, 2013 Action Without A Meeting

This Action Without A Meeting is to transfer of \$3000.00 from Acct. #7050-002 Maintenance/R&M Equipment to Acct. #7820-005 Roads/Winter Materials for anti-skid/salt from Dingmans Ferry Stone. Directors Fredrickson and Glamann were unavailable. All Other Directors Voted in Favor. Action Passed.

- March 25, 2013 Action Without A Meeting

This Action Without A Meeting is to transfer \$5000.00 from Acct. #7830-005 Roads/In House Construction to Acct. #7820-005 Roads/Winter Materials for anti-skid/salt from Dingmans Ferry Stone. Directors Fredrickson and Glamann were unavailable. All Other Directors Voted in Favor. Action Passed.

**Motion to approve six (6) AWAM's made by Director Ritson, Seconded by Director Glamann. All Directors Voted in Favor. Motion Passed.**

#### TREASURER'S REPORT

Treasurer presented treasurer's report.

- Write-offs

Lot 3, Block 35, Section 6 -	\$ 908.18
Lot 2, Block 36, Section 6 -	\$ 54.95
Total write off amount:	\$ 963.14

**Motion to approve Total write offs for \$963.14 made by Director Martin, Seconded by Director Fredrickson. All Directors Voted in Favor. Motion Passed.**

- Collections – 17 court hearings, 9 judgments, 3 certified judgments, and 4 liens and 4 payment plans initiated

Director Ritson offered compliments to Treasurer Livingston and our collections clerk, and bookkeeper for all of the collection work.

#### MANAGER'S REPORT

Original report attached to minutes. Community Manager Siplely verbally presented report to board. There may be a burn ban imposed by the County. This will be confirmed by Community Manager.

#### COMMITTEE REPORTS

*Roads and Maintenance* - Director Glamann indicated committee will be meeting tomorrow morning to review bids received today

*Rules and Regs* – must proceed with scheduling. At minimum Director Martin was asked to develop a Rules & Reg meeting to deal with business needed.

*Lake management: Rules & Regulations and By Laws* – It was commented that a R & R meeting should be scheduled asap due to several outstanding issues.

*Lake Management:*

\* The aerator compressor needs to be replaced at a cost of about \$700. If the Board approves the replacement, there will be a preseason strategy session with EcoSolutions on the same day that they come to replace the unit.

\* The committee is considering looking at other companies should EcoSolutions not perform better this season (third year of a three year contract). Finding a suitable replacement at our budgeted cost will be difficult however.

\* 30 goose eggs were added on the first day of team activity this year, surpassing the previous record of 26 eggs that were treated last year.

\* Activities related to the grass carp trial in Middle Lake will be proceeding this coming week, including completing the application and sending the \$75 fee. The application must include a plan to reduce the size of the opening on the “trash rack” on Middle Lake since it is too large.

\* The Catch and Release signs are all posted. The committee requested that additional laminated signs (two examples were shown) be permitted to be posted at each of the lakes parking / boat launch areas and on all bulletin boards and that Legion periodically patrol each boat launch and fishing areas from 4-6 p.m. during the week and 4-7 p.m. during the weekends to check for badges and boat decals. Both requests were approved by the Board.

\* Plans are being made to have another seminar in September highlighting our lakes.

*Community Safety* – make Rt. 739 a part of workshop. Agreed

*Budget & Finance* – Director Livingston – meeting April 20th at 9am in clubhouse. They will work on Reserve Vote and preparation for financial study and projection for next five years.

*Beautification*- Saturday April 13<sup>th</sup> at 10AM is clean up. Rain Date is April 20<sup>th</sup>.

*Community Affairs* – Director White indicated the next deadline for all articles is May 1<sup>st</sup>.

Note: April 26 at 7PM Workshop scheduled. Postcards will be sent.

PAYMENT OF BILLS

- Budget Transfers

**To approve the transfer of \$1,400 from account No. 7430-006 Lakes/Environmental Services to account No. 7330-001 Administrative/Legal**

**To approve the transfer of \$400 from account No. 7850-002 Maintenance/Equipment/Purchase to account No. 7230-002 Maintenance/Electric**

**To approve the transfer of \$300 from account No. 7850-002 Maintenance/Equipment Purchase to account No. 7250-002 Maintenance/Refuse**

**To approve the transfer of \$400 from account No. 7680-003 Rec/Furniture to account No. 7060-004 Sec/R&M entrances**

**To approve the transfer of \$200 from account No. 7680-003 Rec/Furniture to account No. 7340-003 Rec/Telephone**

**To approve the transfer of \$240 from account No. 7220-004 Sec/Fuel to account No. 7230-004 Sec/Elec**

**Motion made by Director Livingston, seconded by Director Martin to approve transfers as noted. All Directors Voted in Favor. Motion Passed.**

- Keystone Landfill – this is removal of soil from maintenance yard. They agreed to reduce amount to \$60 from \$80 a ton based on Ms. Siplely discussion with them.

#### OTHER UNFINISHED BUSINESS

- Office Renovation Proposals – Clubhouse – hard to get contractors to present proposals. Overall cost: \$18,320 for all walls which cannot go up to the ceiling because of fire sprinklers. Does not include internet hookup, phone lines. Price is based on hand drawn plan. Put this subject on the Workshop Meeting.
- Burning Ban – Restrictions and Purchase of Burning Barrels – Scheduled April 27<sup>th</sup> from 9-5. Restrictions on burning reviewed. We have three burn barrels. Purchase two more from Flair Hardware at \$25 each.
- Salt Update – We dug two exploratory wells on Ivy and one on corner of Barberry/Spruce. Hydro geologist looking at Ivy which had more water production for the community well. To test maintenance well at 90’ to see if water is free from contaminants since we could use that also. Last monthly data: no major changes. Waiting for estimates from Moyer on several projects. Once additional tests are done, another community meeting will be scheduled, as well as another neighbor’s meeting sometime in mid-May or early June.

#### NEW BUSINESS

- Tree Removal Request -“Barberi, Tiglio”

Requests were for two dead trees on each property. Director Fredrickson previously approved the two tree removal requests.

**Motion made by Director Ritson, Seconded by Director Fredrickson to approve tree request removals for Barberi and Tiglio. All Board members Voted in Favor. Motion Passed.**

- Pool Lane Line - Swim Team Request –

John Naturale, Coach of Birchwood Swim Team, in a letter dated April 11<sup>th</sup> requested Board to have three hooks placed equally apart on both sides of the pool. The pool will need to be measured for width equally. The three hooks will allow for the lane lines giving the swim team four lanes to swim in. Also requested four lines centered on each lane will need to be painted for each lane. Board discussed, and painting cannot be done since pool has to be filled immediately. We will do this next year.

- Rules & Regulations – Change Re: Rentals for Board approval

Director Livingston reviewed changes, relative to the section on addition of fines.

**Motion made by Director Ritson, Seconded by Director Martin to approve amendment of Section 98-10-10 Rentals and Leasing providing for a citation for each infraction. Each violation will be a fine of \$300 for the first month; \$100 every month thereafter. Director Glamann voted No; All Other Directors Voted in Favor. Motion Passed.**

- Community Insurance-Proposals

Solicited three proposals, but Ms. Siple indicated she has not compared the proposals. Current proposal reflects a savings of \$857 from last year. Spreadsheet requested, and any action needed will be done thru an AWAM.

- Strand Pool Proposal

Servicing of pool for the season reviewed. Board members satisfied with Strand services in the past.

**Motion made by Director Ritson to accept Strand Pool Proposal of \$3,315. Seconded by Director Martin. All Directors Voted in Favor. Motion Passed.**

- Palms Grant

Director Ritson gave an overview of the project, reminding the Board that although we have an \$18K grant, we must spend approx \$6K of in-kind money from the upcoming budget. EcoSolutions will do the bulk of work, supplemented by in-house maintenance: (1) a riparian buffer along 450 ft of shoreline near the pool. (2) a new swale and rock filter at Beach 3 on Lower Lake near the boat launch and the accumulated sediment in the lake removed. (3) sediment and rocks brought into Lower Lake by last season’s hurricane

at the mouth of the seasonal stream removed and a rock filter and riparian buffer installed at the lake edge. (4) An additional rock filter and riparian buffer constructed on Lower Lake as part of the Old Oak Court project.

We will also see if Joe Gallagher is willing to run a trial use of the DINO 6 on the Middle Lake to see if the machine can reduce the size of the peat bogs. Additional uses of the DINO 6 on other lakes by lakefront property owners will need further review by the Board.

There are homeowners on East Lake that wish to hire Joe Gallagher personally to do maintenance around their docks. Board will need to review this as to maintenance in future.

- Lake Aerator – cost is estimated \$700 after May 1<sup>st</sup>.

**Motion made by Director Ritson, Seconded by Director Fredrickson to approve purchase of a new aerator after 5/1/13 at no more than \$700. All Directors Voted in Favor. Motion Passed.**

- Microbac Laboratories – Clubhouse water

Nat from Moyer was here to check issues with clubhouse water. He recommended a chemical be put in system to address water conditions here. It was put in system and was flushed out. Water is clear and running well. Maintenance is testing. Results were sent to Brian Oram for retesting of the system. We need to find out how it is fed. Once Mr. Oram comes in, instructions for flushing system will be posted. If certification is required in order to maintain this system, we will seek to obtain same for one of our staff members.

- 092-015-1200 – Payment Plan request

Septic citation fine imposed as well as past dues amounting to total arrears of \$1,603.59. Homeowner requests a payment plan. Payment plan would be \$89 for first month, \$79 thereafter. We ask for \$90 on arrears and regular payment plan for current dues May 1<sup>st</sup>. No lump sum amount. It is last year's dues.

- 026-013-0500 – Payment Plan request

Homeowner requested payment of \$100/month. Total back dues amount to \$6,785.95. With May 1<sup>st</sup> dues, payment will be higher to incorporate new dues payments. The payment of \$100 is inadequate. Will ask she attends a meeting to discuss payment plan with Treasurer and Bookkeeper.

- 071-004-0900 – Payment Plan request

Homeowner requested to pay the normal amount of \$750 plus \$50 for extra lot, with three lots this equals out to \$850/yr. dues. Request is to take the total of years owned and be put on payment plan. Total dues outstanding are \$10,680.52. After a meeting with staff, homeowner agreed to pay \$150 a month for arrears and dues. In December and

January, he gets two bonus checks, and will give this to BLCA. He wants to have it all paid off by Feb. 2014. We have a lien already.

- 067-052-1000 – Payment Plan request

Homeowner requests payment plan of \$100 to \$125 for back payment of dues in areas totaling \$15,549.46. We have a judgment. This is not adequate. May 1<sup>st</sup> the association dues become due. A meeting with this homeowner will be arranged.

- Road Bids (Butternut/Basswood)

Board opened bids received on scope of work. Roads committee will meet tomorrow morning to review all of these bids to determine scope of work and pricing accordingly.

Zitone – Montague – total amount \$149,814 with several alternate proposals

Wayco - \$124,192.09 with alternate proposals

Kobalt -Proposal – \$158,468 with alternate proposals

Papillon & Moyer - \$238,662.66 – not enough information

Chownes - \$117,851.17 with alternate proposals

- K & S – Dam Clearing

\$2,000 quote. Get additional quotes. See if maintenance can handle some of this work.

- Recreation Calendar

Discussed recreation schedule submitted. It was felt the community yard sale should be changed to Memorial Day weekend, recommending May 25<sup>th</sup>. Director McInerney to be contacted relative to this changed date request.

Question asked: Are we considering allowing politicians coming in as far as ‘running’ for office and would we be willing to have a political meeting? Board members felt this was inappropriate for one candidate, noting other forums are available for this purpose.

**Motion made by Director Ritson, Seconded by Director White to approve the Budget request of \$2,000 with flexible spending within the budget as well as the Recreation Schedule as is with the only change being the Community Yard Sale which would be May 25<sup>th</sup>. All Board Directors Voted in Favor. Motion Passed.**

#### MISCELLANEOUS

Request for Corporate Records – Naturale – last month, homeowner gave no purpose for this request. He responded that he wanted to review the work on pool to see what was being done. .

**Motion made by Director White, seconded by Director Glamann to approve the request for review of corporate record to Mr. Naturale. All Directors Voted in Favor. Motion Passed.**

Swim team requests of April 11<sup>th</sup> reviewed.

The various dates for reservation of clubhouse for fundraising events discussed. Director Livingston indicated we do not charge for rental, but do take cleaning deposit from the league. We generally give three dates to the Swim Club. Right now they are asking for 9 fundraisers in a two month period which may be problem with other activities or homeowner's use of clubhouse. Discussion ensued.

It was decided to continue with our policy of allowing swim club to use the clubhouse free for three occasions, but the other dates they will be required to pay a fee. Historically, we give the swim team the free use of pool, lifeguards, clubhouse electric, heat, insurance and \$500. It was decided to allow them the three free dates with security deposit only, a rental fee of \$100 for all other fundraiser at the clubhouse, with an advance two week notice confirming availability of clubhouse.

**Motion made by Director Fredrickson, Seconded by Director Martin to adjourn this Regular Meeting of the Board at 9:05 pm. All Directors Voted in Favor. Meeting adjourned.**

Respectfully submitted,

Linda M. White  
Secretary