

**Birchwood Lakes Community Association**  
**Regular Board Meeting Minutes**  
**June 14, 2013 @ 7pm**  
**Clubhouse**

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

Absent: Bonnie Siple, Community Manager

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

**APPROVAL OF THE MINUTES FROM PRIOR MEETING**

- May 10, 2013 Regular Board Meeting

**Motion to approve the May 10, 2013 Regular Board Meeting Minutes made by Director Martin, seconded by Director Ritson.**

Corrections were identified by Director Livingston:

On Page 3, there are two Actions Without A Meeting missing;

On Page 11 – under the reserve vote: motion on fencing needs to be amended as well as wording on the consolidation of reserve items.

**The motion proceeded with corrections. Director Glamann was absent from the May meeting so he abstained. All other Directors voted in favor of the minutes with the corrections offered. Motion Passed.**

- May 14, 2013 Action Without a Meeting

This Action without a Meeting is to approve the “Revised” Swim Team Club “Rules & Regulations” dated 5-10-13. Joanne McInerney was unavailable, Director Glamann voted No; All Other Directors voted in Favor. Action Passed.

- May 14, 2013 Action Without a Meeting

This Action without a Meeting is to approve the “739 Entrance Volunteer Letter” to be distributed to the membership. Directors Glamann and McConnon voted No; All Other Directors voted in Favor. Action Passed.

- May 14, 2013 Action Without a Meeting

This AWAM is to approve the write off of the following amounts. This will correct the lot number incorrectly given at the May 10, 2013 Board Meeting.

Lot 12, Block 41, Section 6 (write off requested due to foreclosure)	
Total	\$7140.49

Lot 13, Block 41, Section 6 (write off requested due to foreclosure)  
Total \$2480.58

Director McConnon was unavailable. All other Directors voted in Favor. Action Passed.

**Motion made to approve the above three (3) Actions Without A Meeting made by Director Fredrickson, seconded by Director Martin. All Directors voted in favor. Motion Passed.**

TREASURER'S REPORT

Treasurer Livingston presented the Treasurer's Report.

- Write-offs

Lot 13, Block 92, Section 12 (write off requested due to foreclosure)  
Total \$ 2649.64

Lot 2, Block 17, Section 3 (write off requested due to foreclosure)

Total \$ 3737.07

Total Write Offs  
Total \$ 6386.71

**Motion to approve the above two (2) write-offs of \$6,386.71 made by Director Livingston, seconded by Director McInerney. All Directors voted in favor. Motion Passed.**

- Collections

Collections Report for May was reviewed by Director Livingston.

Writ of Revivals – President Bennett discussed exploring the possibility of doing this work in-house vs. going to our attorney. Our collections clerk has processed one that is complex. If successful we will take this in-house.

President asked to schedule a discussion of the Association Attorney firm next meeting.

MANAGER'S REPORT (Attached to Original Minutes)

President Bennett read the Manager's, Maintenance and Public Safety Reports in the absence of the Community Manager.

Director McConnon asked if the citation sections are being reviewed before issuance. President Bennett indicated that this has been requested and will review. Director Livingston recommended having security staff meets with the Rules and Regulations and Resolutions Committees to make sure everyone clearly understands the rules and to clear any misunderstandings or misconceptions.

Director Ritson volunteered he will head up the Upper Dam cleanup/removal of weed and bush growth and debris with Lake Management Committee to save monies on clearing away the area.

Concerns voiced on lack of attention by security to violations of untidy properties. Director White repeated we should ask our attorney how we can take these types of violations to civil court since the fines and lack of compliance with clean up creates more problems for community. President Bennett stated that she will contact the attorney.

#### COMMITTEE REPORTS

- *Public Safety - Mission Statement* – Director McConnon reviewed a meeting held with committee members. He summarized:
  - ✓ Committee expressed a desire to view how our security system works. There is a confidentially issue on viewing security system to see how it work. Only Board Members are permitted to view the system. This meeting will be rescheduled to June 29<sup>th</sup> at 9AM.
  - ✓ We need a Rowboat at each beach. It was suggested we buy one each year. It was recommended we throw out any damaged, unclaimed, boats that are stored in maintenance yard.
  - ✓ Make complaints on public safety issues less complex. Things like potholes, fallen trees or wires should be addressed easier and faster. A call in/email system should be instituted. The Board endorsed an “If You See It, Report It” campaign. Director White to include an article in the next newsletter.
  - ✓ Will pick up megaphone at a cost of up to \$75
  - ✓ Discussed revising mission statement as follows:

*“The mission of the Community Safety Committee (CSC) is to research, assess, and recommend improvements to the BLCA safety program in the areas of equipment, procedures, and personnel. Recommendations will focus on protecting our common areas and amenities and making them safer for members and guests in accordance with the BLCA governing documents”.*

**Motion by Director McConnon, seconded by Director Ritson to approve changing Mission Statement to *The mission of the Community Safety Committee (CSC) is to research, assess, and recommend improvements to the BLCA safety program in the areas of equipment, procedures, and personnel. Recommendations will focus on protecting our common areas and amenities and making them safer for members and guests in accordance with the BLCA governing documents.* All Directors voted in favor. Motion Passed.**

- *Lake Management* – Director Ritson gave an overview of several items. Some of these items are for further discussion later in this agenda. He summarized activities on the various lakes including lake treatments.

- *Budget & Finance* – Director Livingston advised that the Reserve Mailing is going out to the Membership in July.
- *Beautification*- Director Fredrickson informed the meeting that flowers have been planted at the 739 entrance and the Committee is working on how to enhance the front entrance sign area. Two decorative planters were placed by the pool.
- *Community Affairs*- Director White indicated deadline for all articles will be July 5<sup>th</sup>
- *Recreation* – Director McInerney reviewed the various programs being coordinated. The Board agreed that the fee for the Dinner dance on August 17<sup>th</sup> will be \$5 for members and \$10 for non-members. This year’s dance is an 80’s theme.
- *Roads Update* – Director Glamann noted much of the road update data was incorporated into manager’s report. Road improvement work will begin next week.

**Motion made to disband the Pool Subcommittee since pool renovations have been completed, was made by Director Ritson, seconded by Director Livingston. All Directors voted in favor. Motion Passed.**

#### PAYMENT OF BILLS

- Budget Transfers - none

#### OTHER UNFINISHED BUSINESS

- Salt Update

President Bennett updated the meeting on the recent activities. Moyer was approved to modify a couple of wells we needed to access. The Maintenance Yard well was modified, installing a packer to separate the good strata from the bad. This well will be purged and monitored to see if the packer system is a feasible solution for some of the other wells. Quarterly testing was performed and the results should be available in about three weeks.

Letters were sent to the homeowners surrounding the exploratory well on Ivy Court to gain permission to do static water level testing of their wells as well as water quality testing. To date we have received permission from four of the homeowners to perform the testing. Mr. Oram and Moyer will be conducting an 8-hour pump test on the exploratory well as well as the static water level testing to determine quality and yield and to see if there will be an adverse impact on surrounding wells.

Mr. Jarvis, a resident on Arrowwood was present in the audience and requested field testing of his well. He was advised to sign the required letter to allow testing.

- Well Conversion Estimates

The Board asked that we get more bids on the project and references on those companies who already bid. Topic tabled until information available.

- 739 Entrance-Status next steps

Director McConnon summarized steps taken to date. A letter educating people was distributed at the entrances and by Legion. We received 25 volunteers but this number is not near enough to meet the demands of PADOT to reduce the traffic during the peak

times. Director Ritson noted we need to finalize items in order to proceed with addressing this issue: An implementation date needs to be determined and we need to decide how to section the residents in a fair manner. The Board agreed to block the gate cards for 50% of the members, 50% of the renters and 100% of all members not in good standing. We will then meet DOT specifications. A letter will be included in the Membership mailing in July and distributed in the mailboxes. The letter will also be made available on the website and the newsletter, if timing allows.

The Board agreed on an 8 month rotation cycle would be on an 8 month cycle and the blocking would be done alphabetically. The blocked time at the 739 Entrance will be **4:15pm to 6:30pm Monday through Friday.**

The Board will evaluate if the process is working by reviewing the gate card reports immediately prior to implementation and the again following implementation. If the program is successful PADOT will be provided the documentation supporting this plan.

**Motion made by Director Ritson, seconded by Director McInerney to approve the 739 entrance reduction of vehicular movement by implementing an 8 month cycle providing for blocking the gate cards for 50% of members, 50% of renters and 100% of all members not in good standing by alphabetically during the 4:15pm to 6:30pm, Monday through Friday timeframe. All Directors voted in favor. Motion Passed.**

- Mold Remediation-Re Check

Integra-Clean provided a follow-up inspection of the Office and Clubhouse buildings following last summer's mold incident. They reported that everything remains in good condition and there is no return of the mold.

- Revised Proposal-Office Renovations

**Motion made by Director Livingston, seconded by Director Fredrickson to approve an additional \$250 on the original proposal due to the addition of storm doors. All Directors voted in favor. Motion Passed.**

The repair of the front steps and railing will be done through an Action Without A Meeting.

President Bennett noted that we need to move the Recreation Coordinator out of kitchen area. Our maintenance staff will be building new work stations in the office to accommodate her. Also, the carpet will be removed in the main office and new sub-flooring put down, to be followed later by new floor covering.

- Gate Card booklet & Rules and Regulations

**Motion made by Director McInerney, seconded by Director Ritson that the wording in the Rules and Regulations and the Gate Card Booklet be changed to reflect that employees will not be charged the \$10 fee but if the card is lost, the employee will be required to pay the \$25 cost for a new card. All Directors voted in favor. Motion Passed.**

- Upper Birchwood Lake Dam Permit-Additional surveying

Last month we reported that 40 properties were surveyed at the request of PADEP. The surveys revealed that in one particular area of the lake we will be required to put in a berm or sea wall. Gary Flood has submitted an estimate to perform additional survey work so that Chuck Givler can provide exact specifications on this potential berm for Board and Member discussion.

**Motion made by Director Ritson, seconded by Director Livingston to approve the Gary Flood Surveying proposal for \$1,000. All Directors voted in favor. Motion Passed.**

- Playground equipment evaluation

The Board received a memo from the Community Manager evaluating all the playground equipment. Director McInerney voiced inconsistencies between this report and the June 10<sup>th</sup> Manager's Report. Discussion ensued on some of the repairs and the need to remove or refurbish on Beach 4 what looks like a horseshoe pit.

- Untidy Properties-Legal Action –Tabled until next meeting.
- Cabana-Flooring upgrades –. Floors need to be painted. Recommended using sand paint to reduce slippery floors.

#### NEW BUSINESS

- Tree Removal Request - Sullivan, Prestigiacom, Capano, Ciezak, White

**Motion to approve Sullivan, Capano, Ciezak, and White made by Director Ritson, seconded by Director McInerney. All Directors voted In favor. Motion Passed.**

Prestigiacom – 39 trees requested for removal for future construction of a garage. No plans on file for said garage. Board reserved decision until plans for construction is provided. The Board also recommended they contact the Pike County Conservation District to discuss possible drainage problems that can develop.

**Motion to reject Prestigiacom Tree Removal Permit made by Director Livingston subject to additional details and building permit for garage construction. Seconded by Director Martin. Directors White, McInerney, Livingston, President Bennett, and Director Martin voted Yes (5); Directors Ritson, Fredrickson and Glamann**

**voted No and Director McConnon abstained as he does not agree with the Tree Guidelines. Motion Passed.**

- Cash receipts over \$100 Authorized Persons

**Motion made by Director Ritson, seconded by Director White to amend current policy adding Community Manager, Office Manager and one additional staff member and/or any Officer of the Board. All Directors voted in favor. Motion Passed.**

- Bar Code Technology Research

Director Ritson summarized the information on this technology. The cost is too prohibitive.

- Untidy Definition-Unmaintained Properties – Referred to Rules and Regulations Committee.
- Resolution-Extension – No one else has volunteered to serve as chair. It will be necessary to extend current chair, Nancy Halliday for another year (August to August).

**Motion made by Director Livingston, seconded by Director Martin to extend current chair of the Resolutions Committee, Nancy Halliday, for another year (August to August). All Directors voted in favor. Motion Passed.**

- R&R 98-50-22-Temporary Structures – Currently only one temporary structure is allowed on a homeowner lot. Discussion ensued on seasonal structures like screened tents. It was decided that citations should not be issued for these types of temporary seasonal structures and to tell public safety to hold off on issuing citations for these types of structures at this time. Referred to Rules and Regulations Committee.
- Ecological Solutions-Invoice for \$3180.72 (part of PALMS Grant).

**Motion to approve Ecological Solutions invoice in the amount of \$3,180.72 with funds to come from Contingency made by Director Ritson, seconded by Director White. All Directors Voted in Favor. Motion Passed.**

#### COMMUNICATIONS, WRITTEN & ORAL

Member Palma – Sweet Fern Lane

Discussed problems with drainage on road. President Bennett stated that she recalled his previous correspondence and had previously visited the location. At that time they advised that they would have the engineers visit the location when they were on site again. Mr. Palma was advised maintenance will go there to determine if a drainage pipe is needed.

## MISCELLANEOUS

- 008-019-002 Correspondence - damage to roof of car from arm coming down on it – President Bennett to check with our insurance company on local auto body repair companies they recommend.
- 090-013-012 Correspondence – cat problem – refer to humane society
- 075-003-010 Correspondence – lot 33, section 10, block 75 – homeowner has a well and septic permit from 2007 and now wishes to construct new home requesting permission to locate in our easement between two properties, 2’ off of Spruce Drive. The Board had several concerns: a) proximity to the road may result in our plows causing damage to the well; b) proximity to the road may result in road salt seepage into the well; and c) future drainage work in that area is planned.

The Board asked to table this request so that we could confer with our attorney. President Bennett stated that she will send the documentation to the attorney and discuss it with him to report back to the Board.

009-054-02 – deals with cleaning Beach 4 which homeowner indicated was murky. The Board needs to get a quote to use the DINO 6 to clean this area. Same issue exists on Beach 1. Lake Management is looking at costs but will not have more information until the fall.

Request from Swim Team: Asked permission to install two diving blocks which they will put on at practice and take off when practice is over. The Board voiced concerns on installation and liability. More information needed. No action taken to approve.

**Motion made by Director Livingston, Seconded by Director Ritson to adjourn this Regular Meeting of the Board at 9:55 pm. All Directors voted in favor. Meeting adjourned.**

Respectfully submitted,

Linda M. White  
Secretary