

**Birchwood Lakes Community Association  
Regular Board Meeting Minutes  
July 9, 2013 @ 7pm  
Clubhouse**

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

Absent: Director Fredrickson, Director Livingston, Director Glamann

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

**APPROVAL OF THE MINUTES FROM PRIOR MEETING**

- June 14, 2013 Regular Board Meeting

**Motion to approve the June 14, 2013 Regular Board Meeting Minutes made by Director Ritson, seconded by Director Martin. All Directors Voted in Favor. Motion Passed.**

- June 18, 2013 Action Without a Meeting

This Action without a Meeting is to approve the invoice for BL-1 in the amount of \$1,287.65. The original estimate approved April 26, 2013 was for two wells at \$865. However, the scope of work on BL-1 greatly exceeded the original estimated work, because of the complexity of the project to convert the well in the pit. Please be advised that once the work was completed it was discovered that the homeowners' pump was inoperable due to breakage. Tom McConnon unavailable, Director McInerney No, Director Glamann abstained. All Other Directors voted in favor. Motion Passed.

- June 18, 2013 Action Without a Meeting

This Action without a Meeting is to approve an invoice for BL-2 in the amount of \$4,781.81. The original estimate approved April 26, 2013 was for \$3,840.00. However, the scope of work on BL-2 exceeded the original estimated work, requiring additional PVC piping because the original piping was broken, check valves, heat shrinks and electrical tape. The work required an additional half-day labor and hoist truck and operator. Tom McConnon unavailable, Director McInerney No, Director Glamann abstained. All Other Directors voted in favor. Motion Passed.

- June 20, 2013 Action Without a Meeting

This Action without a Meeting is to approve an estimate in the amount of \$750 from Diamond Homes, LLC to remove existing front porch on office building and replace with new wood deck and vinyl front railing. All Directors voted in favor. Motion Passed.

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

## TREASURER'S REPORT

Director Martin presented the Treasurer's Report.

- Write-offs

Lot 8, Block 102, Section 14 (write off requested due to foreclosure)

Total                    \$ 2737.92

**Motion to approve the write-off of \$2,737.92 made by Director Martin, seconded by Director Ritson. All Directors voted in favor. Motion Passed.**

- Collections

Collections Report for June was reviewed by President Bennett. A question was raised by collections clerk related to the inability of the constable to serve an individual, especially if the homeowner is home but doesn't answer. The solution would be to have someone stay outside to serve when a resident leaves. The Board tabled for further information.

## MANAGER'S REPORT (Attached to Original Minutes)

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

## COMMITTEE REPORTS

*By-Laws/Rules & Regulations* – meeting scheduled this Saturday.

*Lake Management* – Director Ritson gave an update, noting frustration at EcoSolutions. The committee will look at finding another vendor in the fall. Lower and Middle Lakes in good shape. East Lake is in poor shape and Upper Lake while not as bad, still not good. Lakes were treated today. We will spend all this year's budgeted money and may need additional funds.

This is a banner year for geese addling. There were 8-10 goslings but 39 eggs were successfully oiled. There are about 40 geese at East Lake. It was suggested to go back to pyrotechnics and/or we may qualify for a geese roundup. Cost is about \$2800 and USDA will do the work. If we choose to do it, we need to allocate funds for this project.

PALMs Grant – first project is planting native plants along pool – mid August or September.

Grass Carp – committee decided to use 12 grass carp as a trial. They will be placed in Middle Lake.

**Motion made by Director Martin, Seconded by Director Ritson to re-establish the geese Pyrotechnics Program. All Directors Voted in Favor. Motion Passed.**

*Community Affairs* - Director White indicated deadline for all articles will be July 10<sup>th</sup>.

*Capital Projects* – meeting July 17<sup>th</sup>

*Recreation* – Director McInerney reviewed the various programs held and ones that are scheduled. Attendance at some functions was low. The pool party was a success as is Arts and Crafts. Tuesday night Bingo continues to draw a small but fun crowd. There is a camera at the office that can be used to take pictures of events for the newsletter.

*Beautification Committee* - reviewed plans to do front sign area, repainted existing sign on Rt. 739 and the Office.

*Community Safety* – concerns on citations and if some are same offenders. Discussion ensued on setting up a joint meeting with Resolutions Committee and Rules & Regulations Committee to review violations/citations. Request a summary statement of all citations/appeals/findings. Director Martin will pursue.

Megaphone purchased for \$99.

*Roads Update* – Butternut/Basswood drainage project is being done from Ironwood to Ironwood. Wayco was asked to complete down to Locust. To do Butternut is \$66,385 and Basswood for \$55,458

Potholes are being filled but there are too many for our maintenance to keep up with and residents are complaining. We received quotes of \$68,755 (Pocono SprayPatch) and another quote General Blacktop was for \$30,000 and work is guaranteed for one year. President Bennett was asked to review quotes and do an Action Without A Meeting.

Old Oak Court drainage project has not proceeded as yet. Meetings with the homeowner(s) is resulting in some changes to the plan. Cornerstone is reviewing and will submit a new sketch. Because of changes to the specifications Pike County Conservation District will need to review and approve any changes once decided.

Mr. Storms, a resident, spoke with regards to doing a road assessment. Discussion ensued on concerns of assessment to residents.

#### OTHER UNFINISHED BUSINESS

*739 Entrance* – Letter specifying plan for dealing with vehicular reduction. It should go on the website and it will be in newsletter. Director Ritson summarized plan that was developed.

**Motion made by Director Ritson, seconded by Director Martin to approve the letter specifying terms for reduction of vehicular traffic at Rt. 739 entrance. All Directors Voted In Favor. Action Passed.**

*Upper Birchwood Lake Dam Permit Update* – we are still waiting on additional surveying. We understand that members will be upset with a berm that will be a DEP requirement. Our attorney responded that because it is a DEP requirement there is nothing we can do. There are about six to eight homes that would be affected. When we have information, we will have discussions/possible meetings with affected homeowners.

*Swim Team Requests* – wanted to put in swim blocks. Received information from our contractor who indicated it would require wiring/digging up some of the cement. We may be able to consider this next year. This would be at their cost. If done, it will be necessary to use either our pool contractor who did the pool for us or similar contractor.

The Swim Club could hold three events without fees. At a prior meeting, the Board decided \$100 rental fee would be paid for anything beyond that. They are not happy and asked to have the Board change their mind on the fee. Discussion on fees discussed.

**Motion made by to approve reduction of fee to use clubhouse by the Swim Club reduced to \$50 made by Director McInerney, seconded by Director Ritson. Director Martin – no; All Other Directors Voted in Favor. Motion Passed.**

*Untidy Properties* – attorney response – We do not have to go to local court, and we can go to county court.

**Motion made to go to county court on several of the excessive uncollected dues made by Director Ritson, Seconded by Director McConnon. All Directors Voted in Favor. Motion Passed.**

With regards to the “hotel”, there is nothing we can do on clearing this site. Discussion ensued. The Board decided to take photos and ask for Legislator Brown to help get this resolved.

*Salt Update* - President Bennett summarized. On exploratory well, did yields and 8 hour pump. Ivy produced up to ten gallons. We may need to install a storage structure. Brian Oram recommends we do same testing on other property on Spruce/Barberry. Modified maintenance well and will do a purge to do further testing. Wants to hook up a hose to stream and will need homeowner’s permission. There is a meeting on the salt issues scheduled for July 20<sup>th</sup> at 1:00pm with area homeowners and 2:30pm for entire community.

Three pumps have been inspected; now we have a second company that can inspect them. President Bennett indicated Yorgey does a lot of testing of pumps. Agreed to send three pumps.

**Motion made by President Bennett to approve the use of Yorgey Supplies to inspect our pumps at a cost of \$25 each, Seconded by Director Ritson. All Directors Voted in Favor. Motion Passed.**

## NEW BUSINESS

- Tree Removal Request – Jarvis – 6 Oak trees; one dead; one too close to house, and other limbs dropping on house. Director Fredrickson reviewed finding the one dead acceptable, but the other trees were not that near to the house. Mr. Jarvis present and indicated he would put in landscaping and hedges.

**Motion made to approve Jarvis Tree Removal application made by Director Bennett, seconded by Director White. Director McInerney and Director Martin voted No. Director McConnon abstained because he does not agree with the tree removal policy. All Other Directors voted in favor. Motion Passed.**

- Tree Removal Request - Coventry, Sweetfern – dead tree

**Motion made to approve Coventry Tree Removal application made by Director White, seconded by Director Martin. Director McConnon abstained because he does not agree with the tree removal policy. All Other Directors voted in favor. Motion Passed.**

**Tree Removal Request - Scicutella – Fern Road – 20 to 30 trees to make open lawn.**

**Motion made to deny Scicutella Tree Removal application made by Director White, seconded by Director Martin. Director McConnon abstained because he does not agree with the tree removal policy. All Other Directors voted in favor. Motion Passed.**

## MISCELLANEOUS

*Dry Hydrant Contract Cancellation:* President Bennett indicated we received a letter from Delaware Township terminating the dry hydrant maintenance agreement with Birchwood. President Bennett summarized that she has made numerous attempts and has left messages. We should challenge this because it is a detriment to the entire Township, not just Birchwood. Director McInerney and/or Director Martin will try to go to the Township Meeting.

*Reserve Vote Discussion:* Had Eastern Alarm in to do reviews. Some cameras are outdated or not functioning at all. Director Livingston suggested we include camera upgrades to the reserve vote. Approve \$10,000 to go on reserve vote to accomplish this upgrade. This would be a change to reserve.

**Motion made by Director Ritson, seconded by Director White to approve allocating \$10,000 to the reserve withdrawal for purpose of updating security cameras to Reserve List to update cameras. All Directors Voted In Favor. Motion Passed.**

*Request for public records:* Mr. Jarvis asked for video of the incident involving the gate arm falling on his truck.

**Motion made by Director White, seconded by Director Ritson to approve release of video on incident involving gate arm damage to his truck. All Directors Voted In Favor. Motion Passed.**

*Temporary signs at Gates:* President noted we have some notices at gates indicating these arms are on timers. Board members decided more permanent signs be made and installed.

**Motion made by Director Ritson, seconded by Director McInerney to approve ordering and posting of a permanent signs notifying timed arm controls. All Directors Voted In Favor. Motion Passed**

*Volunteers Recognition Program* – We received several recommendations. After review, Board selected Ms. Nancy Halliday.

**Motion made by Director Ritson, Seconded by Director McInerney to award Nancy Halliday for 2013 Volunteer Recognition Award based on her extensive volunteerism on the Resolution Committee, and serving as chair repeatedly, as well as her service on other committees and boards over the years, and to purchase a commemorative plaque not to exceed \$150. All Directors Voted in Favor. Motion Passed.**

Present: Cliff Storms voiced concerns about Pine Lane which is deteriorated and is already down to base and below and water doesn't go into culvert. This will be given to Roads Committee for discussion.

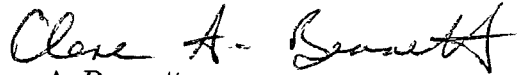
Correspondence reviewed a letter from a resident on Aspen Road relative to a drainage problem. Maintenance went to property. Problem is that this house is located in a basin. Further review will be made.

106-016-1500- request to waive late fees on lot

**Motion made by Director White, Seconded by Director McConnon to deny waiver of late fees based on existing board policies. All Directors Voted in Favor. Motion Passed.**

**Motion made by Director White, Seconded by Director McConnon to adjourn this Regular Meeting of the Board at 9:48 pm. All Directors voted in favor. Meeting adjourned.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Clare A. Bennett".

Clare A. Bennett

President

In the Absence of an Association Secretary