

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**August 13, 2013 @ 7pm**  
**Conference Room**

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

Absent: Leonard Glamman, Director

Resigned: Linda White, Secretary

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

**APPROVAL OF THE MINUTES FROM PRIOR MEETING**

- July 9, 2013 Regular Board Meeting

**Motion to approve the July 9, 2013 Regular Board Meeting Minutes made by Vice President McInerney, seconded by Director Martin. All in favor. Motion Passed.**

- July 18, 2013 Action Without A Meeting

This Action Without A Meeting is to approve one of the two estimates provided for pothole patching throughout the community. These estimates were provided to you at the July 9, 2013 Regular Board Meeting. Follow-up was conducted and I present the two revised estimates as an attachment. The money will come out of the 2012-2013 Road Reserves Account and Roads In-House Road Construction and Repair. Please choose A or B. A. Pocono Spray Patch - \$49,300.; B. General Blacktop - \$29,500. Director Glamann unavailable, Director Fredrickson and Director McConnon abstained. Director Martin voted for Option A and all other Directors voted for Option B. Motion Passed with Option B.

- July 18, 2013 Action Without A Meeting

This Action Without A Meeting is to approve an estimate dated June 27, 2013 from Wayco, Inc. The first part of the estimate is to conduct road improvements from Locust to Ironwood on Butternut for the amount of \$66,385. The second part of the estimate is to conduct road improvements on Basswood in the amount of \$53,458. Copies of this estimate was made available to you at the July 9, 2013 Regular Board Meeting. Director Glamann unavailable, Director Fredrickson and Director McConnon abstained. All other Directors voted in favor. Motion Passed.

- August 6, 2013 Action Without A Meeting

This Action Without a Meeting is to approve the transfer of \$2300 from 6220-001 admin/health benefits to 7430-006 environmental services for lake treatments needed on East Lake and Upper Lake. Six directors voted yes and two were unavailable. Motion passed.

**Motion to approve the above three Actions Without A Meeting made by Director Martin, seconded by Treasurer Livingston. All in favor. Motion Passed.**

## TREASURER'S REPORT

Treasurer Livingston provided the Treasurer's Report.

- Write-Offs – Tabled due to missing information. Will be completed by an Action Without A Meeting.
- Budget Transfers – None
- Collections – Treasurer Livingston updated the Board on the current collections. The single page monthly collections report should include both monthly and year to date numbers.

## MANAGER'S REPORT

President Bennett provided a update in lieu of the manager's report.

Discussion ensued on the gate timing issue at the 739 Entrance. Director Martin stated that it takes too long for the gate to come down and this is resulting in people tailgating. President Bennett stated that we are trying to address the problem to find the correct balance so as to avoid the gate coming down on vehicles. Director Ritson suggested we revisit the use of padding, such as a noodle as suggested by a member. President Bennett agreed to have maintenance try it on one of the gates.

Director Ritson stated as a follow-up to the president's update that the aerator was being installed the following day.

President Bennett the provided the Public Safety Report.

## COMMITTEE REPORTS

Recreation – Vice President McInerney shared that the Tuesday bingo as well as arts and crafts were successful. The Ice Cream social was slow but the Luau had a good turnout. She updated the meeting on the upcoming dinner dance as well as providing a review of other upcoming events.

Lake Management – Director Ritson updated the Board on the condition of the four lakes and the recent treatments. He advised the board that the lake budget had been fully utilized and that more funds were needed for additional treatments. He stressed that the budget will need to be increased for next year, especially in light of the condition of the lakes and the fact that we will have to go out to bid for a new lake treatment contract as the existing contract ends this year. He also addressed the problem of the unauthorized use of our lakes by non-members and the possibility of setting up a 'lake watch' committee, similar to a neighborhood watch.

Capital Projects – President Bennett stated that the committee had met recently to review the projects recently completed as well as those underway. They agreed that it is a good time to revisit the maintenance yard project. They also discussed researching new fencing and shading options for the newly renovated pool.

Roads – President Bennett stated that the Butternut/Basswood drainage project had been completed but some other issues developed as a result of the work and Cornerstone and Wayco are working together to come up a with plan to address these issues. Wayco will be in over the next several weeks to do the remainder of Butternut and Basswood. General Blacktop provided pot-hole repairs throughout various roads. Old Oak Court cannot proceed at this time as one of the homeowners is concerned with the portion of the plan that goes through his property. Cornerstone is to draft another plan to present to the homeowner.

Beautification – Director Fredrickson shared that there is a great deal of vegetation at the main entrance and he is seeking assistance in determining what needs to be pulled to allow for a healthy plant growth.

PAYMENT OF BILLS – None

OTHER UNFINISHED BUSINESS

Salt Update – President Bennett informed the meeting that the homeowners and community wide meeting on July 20<sup>th</sup> was poorly attended. Some of the upcoming activities include an 8 hour pump test of the maintenance yard well and the exploratory well at Spruce/Barberry. We will require homeowner permission to perform some static water level testing. Monthly field testing and quarterly lab testing continues.

NEW BUSINESS

Tree Removal Requests – Scicutella, Robinson/Oleszck, DesRosiers, Asker, Behan, Swanson

**Motion to deny the Scicutella tree removal request because the Board considers the amount of trees excessive and are concerned about drainage issues. The Board also would like some additional guidance and literature from the Pike County Conservation District, as well as referring the member to the Conservation District. Motion made by Vice President McInerney, seconded by Director Martin. Director McConnon abstained as he does not agree with the tree policy. All other Directors voted in favor. Motion Passed.**

**Motion to approve the tree removal requests from Robinson/Oleszck, DesRosiers, Asker, Behan and Swanson made by Treasurer Livingston, seconded by Director Fredrickson. Director McConnon abstained as he does not agree with the tree policy. All other Directors voted in favor. Motion Passed.**

Transfer CDARS Account into Dime Reserve

**Motion to approve the transfer of \$145,853.27 and any pending interest from Reserve CDARS 1015569383 into the Dime Reserve Money Market, for the purpose of making funds available to pay upcoming reserve expenditures. Motion made by Treasurer Livingston, seconded by Director Martin. All Directors voted in favor. Motion Passed.**

Reimbursement Claims BL-11 and BL-13

**Motion to deny Reimbursement Claim BL-11 based on a review of the claim by our Hydrogeologist, Brian Oram and Association Attorney Kidwell and their determination of findings. Motion made by Director Ritson, seconded by Director McConnon. All Directors voted in favor. Motion Passed.**

**Motion to deny Reimbursement Claim BL-13 based on a review of the claim by our Hydrogeologist, Brian Oram and Association Attorney Kidwell and their determination of findings. Motion made by Director Ritson, seconded by Director Fredrickson. All Directors voted in favor. Motion Passed.**

#### Judges of Elections

**Motion to approve the Judges of Elections as follows: Nancy Costanzo, Janet Flaherty, Darrell Hayes, Sally Pohlman and Carolyn Todino. Motion made by Director Martin, seconded by Treasurer Livingston. All Directors voted in favor. Motion Passed.**

Settlement Offer – 009-036-02

**Motion to deny the settlement offer of \$1,553.83 and request the full amount due on the account of \$4,029.11. Motion made by Treasurer Livingston, seconded by Director Ritson. All Directors voted in favor. Motion Passed.**

Board of Director Resignation – President Bennett informed the meeting that the Board Secretary, Linda White, had submitted her resignation from the Board via an email, a copy of which the Board Members had received.

The Board discussed the open position. The secretary's position is a difficult position to fill if there is no candidate willing and/or able to do all the duties of the position, including the taking of minutes at meetings. The Board agreed to digitally record minutes.

**Motion to resume the recording of meetings, beginning with the September 2013 Board Meeting. Motion made by Treasurer Livingston, seconded by Director Ritson. All Directors voted in favor. Motion Passed.**

Office Landscaping – Treasurer Livingston stated that the flower beds in front of the office needed repair and replacement of border and plants. We were looking into replacing with stone as opposed to wood. If any of the Board would like to donate towards costs they were welcome to do so. Director Ritson stated that we should be able to find the funds in the budget for this project. Director Fredrickson suggested that any money remaining in beautification be used to offset the costs. Treasurer Livingston stated she would look at the budget.

#### COMMUNICATIONS WRITTEN AND ORAL

Two members addressed the problems of speeding, in particular on Outer Drive and East Maheli. President Bennett stated that the Association was aware of the problems and that Public Safety had been instructed to conduct radar checks and speed enforcement. They will be reminded again.

MISCELLANEOUS

Correspondence 8/5/13 – 013-037-03 – Maintenance had been asked to look into this issue and the Member has been informed of this by President Bennett. Maintenance have some ideas on how to address this drainage problem.

Correspondence 7/18/13 – 001-032-01 – President Bennett had addressed this the day of receipt in person.

Audit – The Audit has been received and can be reviewed by the Board. It will be available to the Membership at the Annual Meeting.

Rental Property – An incident report was provided by Public Safety in relation to the property on East Lakeview that is being advertised and rented out as a seasonal/weekly rental. The homeowner will be receiving about 7 citations in violation of the Rental Regulation.

Ivy Trail Suggestion – We will put a no outlet sign on Ivy Trail.

Butternut/Basswood Drainage – Tabled until review and engineering report received, as well as a cost estimate for the additional work.

Budget Workshop – The Board will set a date for a budget workshop once the new board meeting calendar is finalized.

**Motion to adjourn Regular Meeting at 8:55pm made by Director Martin, seconded by Director Frederickson. All Directors Voted in Favor. Motion Passed.**

Respectfully submitted,



Clare A. Bennett  
President,  
In the Absence of an Association Secretary