

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**September 17, 2013 @ 7pm**  
**Conference Room**

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

Also Present: Carrie Ridner, Community Manager

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

**APPROVAL OF THE MINUTES FROM PRIOR MEETING**

- August 13, 2013 Regular Board Meeting – Tabled until next meeting as the minutes were not available
- August 24, 2013 Annual Meeting Minutes

**Motion to approve the August 24, 2013 Annual Meeting Minutes made by Treasurer Livingston, seconded by Director Ritson. All in favor. Motion Passed.**

- August 24, 2013 Organizational Meeting Minutes

**Motion to approve the August 24, 2013 Organizational Meeting Minutes made by Director Fredrickson, seconded by Treasurer Livingston. All in favor. Motion Passed.**

- August 16, 2013 Action Without A Meeting

This Action Without A Meeting is to transfer of \$850.00 from Acct. #6220-001 Admin./Health to Acct. #7430-006 Environmental Services for East Birchwood Lake Treatment. One director was unavailable. One director voted no. All other directors voted yes. Action passed.

- August 16, 2013 Action Without A Meeting

This Action Without A Meeting is to approve the following:

Lot 12, Block 74, Section 9 (write off requested due to foreclosure)

Prior Dues	\$ 5395.48
Interest	\$ 1661.33
Annual Late Fee	\$ 300.00
SBA	\$ 420.00
GMA	\$ 50.00

Admin Fees	\$ 802.49
Attorney Fees	\$ 22.00
Judgments	\$ 125.40
R/R Fines	\$ 1505.00
R/R Late Fee	\$ 10.00
Total	<u>\$10291.70</u>

Lot 1, Block 52, Section 7 (write off requested due to foreclosure)

Prior Dues	\$ 1392.54
Interest	\$ 293.30
Annual Late Fee	\$ 50.00
SBA	\$ 100.00
Admin Fees	\$ 418.00
Total	<u>\$ 2253.84</u>

Lot 6, Block 65, Section 8 (write off requested due to foreclosure)

Prior Dues	\$ 3374.80
Interest	\$ 1110.28
Annual Late Fee	\$ 250.00
SBA	\$ 300.00
GMA	\$ 25.00
Admin Fees	\$ 564.00
R/R Fines	\$ 3600.00
R/R Late Fee	\$ 260.00
CIF	\$ 175.00
Total	<u>\$ 9659.08</u>

Lot 39, Block 65, Section 8 (write off requested due to foreclosure)

Prior Dues	\$ 1530.26
Interest	\$ 590.21
Annual Late Fee	\$ 250.00
SBA	\$ 251.57
GMA	\$ 50.00
L.I. Sur charge	\$ 150.00
Total	<u>\$ 2822.04</u>

Lot 17, Block 29, Section 5 (write off requested due to Judicial Sale)

2013/14 Dues	\$ 115.20
Prior Dues	\$ 3685.00
Interest	\$ 1346.07
Annual Late Fee	\$ 250.00
SBA	\$ 250.00
GMA	\$ 25.00
Total	<u>\$ 5671.27</u>

Total Write Offs

2013/14 Dues	\$ 115.20
Prior Dues	\$ 15378.08
Interest	\$ 5001.19
Annual Late Fee	\$ 1100.00
SBA	\$ 1321.57
GMA	\$ 150.00
L.I. Sur Charge	\$ 150.00
Admin Fees	\$ 1784.49
R/R Fines	\$ 5105.00
R/R Late Fee	\$ 270.00
CIF	\$ 175.00
Attorney Fees	\$ 22.00
Judgments	\$ 125.40
TOTAL	<u>\$ 30697.93</u>

Three directors were unavailable. One director abstained as he was not at the meeting. All other directors voted yes. Action Passed.

- August 24, 2013 Action Without A Meeting

This Action Without A Meeting is to approve extending the expiring term of Carl Fredrickson on the Board for one year, as per the By-Laws, as we will have three Board vacancies not filled by the election. All Directors voted in favor.

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

TREASURER'S REPORT

Treasurer Livingston provided the Treasurer's Report.

- Write-Offs –

Lot 18, Block 49, Section 7 due to foreclosure	\$12,818.01
Lot 10, Block 106, Section 15 due to repository sale	\$ 8,664.78
Lot 30, Block 70, Section 10 due to foreclosure	\$ 7,449.05
Total	\$28,931.84

**Motion to approve the above write-offs totaling \$28,931.84 made by Treasurer Livingston, seconded by Secretary Martin. All in favor. Motion Passed.**

- Budget Transfers – None
- Collections – Treasurer Livingston updated the Board on the current collections. The program is proving successful. The audit shows we collected double what we collected last year in unpaid dues and fines. We continue to seek judgments and liens and many of the delinquent members are signing payment plans and keeping current.

#### MANAGER’S REPORT

Carrie Ridner, CM, provided the manager’s and maintenance reports.

The Board welcomed Ms. Ridner to the Community.

Director Ritson asked if we had received quotes for winter road materials yet. Ms. Ridner stated that President Bennett had requested a quote from Dingman’s Stone but it was too soon.

Director McConnon wanted to know where we stand with the office interior. Ms. Ridner stated that we needed to find money in the budget for the flooring and to determine and get cost estimates for flooring options.

#### COMMITTEE REPORTS

Lake Management – The Board discussed the RFP that was developed by Director Ritson and Ms. Ridner for upcoming lake treatments as the existing contract with EcoSolutions expired this year.

**Motion to approve the RFP for lake treatments and that it be distributed to the six identified potential vendors made by Director Ritson, seconded by Director Fredrickson. All in favor. Motion Passed.**

Director Ritson reminded the meeting that the Lake Seminar will take place on September 21<sup>st</sup> at 10am in the Conference Room.

PAYMENT OF BILLS – None

## OTHER UNFINISHED BUSINESS

Salt Update – President Bennett informed the meeting that we are waiting for some clarification and instruction on the next steps to be taken including the 8 hour pump test of the maintenance yard well and the exploratory well at Spruce/Barberry.

Upper Birchwood Lake Dam – The Board met with Chuck Givler just prior to this Board Meeting to go over the requests made by PADEP Dam Safety to revise the plans. The Board has requested that Mr. Givler provide us with more information to support the requested revisions and to provide us with a greater understanding as to why these revisions have to be made, including any supporting legal documentation.

Road Repairs/Drainage – Cornerstone has developed a plan to fix the new drainage problems on Butternut/Basswood at an additional cost of approx. \$7,000. President Bennett expressed concern that the plan did not cover all the problem areas. Ms. Ridner said she would contact Cornerstone to discuss further before the Board made a decision. Wayco has begun and nearly completed the additional contracted work for Butternut and Basswood.

Rules & Regulations Changes – The Board approved the recommended changes.

**Motion to approve sending the recommended Rules and Regulations Changes to the Membership in the next mailing made by Vice President McInerney, seconded by Secretary Martin. All in favor. Motion passed.**

Approval of Audit

**Motion to approve the Audit of 4/30/2013 made by Treasurer Livingston, seconded by Secretary Martin. All in favor. Motion passed.**

739 Entrance – Ms. Ridner reviewed the plans and signage for the 739 entrance changes to be implemented October 1, 2013.

## NEW BUSINESS

Tree Removal Requests – Moffa, Fay

**Motion to deny the Moffa tree removal request made by Director Fredrickson, seconded by Vice President McInerney. Director McConnon abstained as he does not agree with the tree policy. All other Directors voted in favor. Motion Passed.**

**Motion to approve the removal of one dead tree on the Fay tree removal request, but deny the other tree removals as they had not been identified, made by Director Fredrickson, seconded by Vice President McInerney. Director McConnon abstained as he does not agree with the tree policy. All other Directors voted in favor. Motion Passed.**

## Maintenance Uniforms

Ms. Ridner discussed the issue of Maintenance Uniforms and presented proposed expenditure of the budgeted \$400 as follows:

12 T-Shirts @ 8.70 each – 4 T-shirts to each employee that must be worn at all times.  
An allowance towards boots, which should be steel toe, up to \$80 each.  
One Hoodie each

The board agreed to the proposed expenditure.

## Health Insurance Renewal

**Motion to approve the renewal date of December 1, 2013 on the Aetna health insurance, dependent upon no significant increase made by Director Ritson, seconded by Director Fredrickson. All other Directors voted in favor. Motion Passed.**

Communications/Website – Ms. Ridner requested that the Board consider adding employee email addresses and a brief description of their responsibilities to the contact information on the Birchwood website so that members can easier address questions and requests.

**Motion to approve the addition of employee emails to the BLCA website made by Director Fredrickson, seconded by Director McConnon. All other Directors voted in favor. Motion Passed.**

Policies & Procedures – President Bennett advised the Board that she has asked Ms. Ridner to review all our policies and procedures to make sure they meet the legal an HR needs of the Association and to streamline any that are not efficient. Any proposed changes will be presented to the Board for their approval.

Recreation Activities Recap/Discussion – The Board discussed the recreation activities this past summer season. It was observed that many of the activities were poorly attended. The pool activities and the dance were popular and the adult dance was well attended. The Board were concerned about the attendance at the dance and stressed that going forward all Members MUST pre-register and prepay. It was noted that there were several members at the dance who were not members in good standing and that this isn't fair to those members that pay their dues. All activities will be reviewed before next season and some activities will be cancelled due to lack of volunteers and participants. The Board also would like into defining the term "Member" as there is a disagreement as to who constitutes a member.

Board Workshop – 2014/15 Budget – The Board will meet on Saturday, September 28 at 9:30am.

Judges of Elections – The Board will approve this through an Action Without A Meeting once we have identified all the judges.

Request for Corporate Documents dated 8/21/13

**Motion to approve the request for corporate documents from 087/022/11 made by Director Ritson, seconded by Director McConnon. All other Directors voted in favor. Motion Passed.**

Safe Deposit Box – The Board approved Secretary Martin, Treasurer Livingston and President Bennett. A date will be determined.

#### COMMUNICATIONS WRITTEN AND ORAL

Two members addressed the problem of excessive barking on Arrowood. It was noted that a Member is running a dog kennel business. It would appear the same homeowner is keeping fowl. The Board urged all the neighbors to submit complaints. We would also contact our Attorney for his opinion and required action.

#### MISCELLANEOUS

Correspondence 8/22/13 – 159 East Lakeview – Ms. Ridner is instructed to respond and inform the member again that she is in breach of our rules and regulations. Ms. Ridner has also been asked to contact the website and let them know it is an illegal rental.

Correspondence 8/24/13 – 075-008-1000 – Already handled.

Correspondence 8/24/13 – 088-012-1200 - Ms. Ridner requested to respond.

Correspondence 8/27/13 – 001-060-02 – No action at this time.

Correspondence 040-008-06 – Ms. Ridner instructed to respond denying request.

Correspondence from Lancet – Refer to Attorney

**Motion to adjourn Regular Meeting at 9.27pm made by Director Martin, seconded by Director Frederickson. All Directors Voted in Favor. Motion Passed.**

Respectfully submitted,

Carolyn Martin  
Secretary