

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
October 11, 2013 @ 7pm
Conference Room

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

Absent: Joanne McInerney, Vice President

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

Motion to approve the August 13, 2013 Meeting Minutes made by Treasurer Livingston, seconded by Secretary Martin. All in favor. Motion Passed.

- September 17, 2013 Regular Board Meeting

Motion to approve the September 17, 2013 Meeting Minutes made by Treasurer Livingston, seconded by Secretary Martin. All in favor. Motion Passed.

- AWAM September 19, 2013

This Action Without A Meeting is to approve the following Judges of Elections for the extended Reserve Withdrawal vote:

Ann Marie Celentano
Janet Flaherty
Nancy Halliday
Darrell Hayes
Carolyn Todino

Director McInerney was unavailable. All other directors voted in favor.

- AWAM September 24, 2013

This Action Without A Meeting is to approve either Option A OR Option B

A: Proceed with the Upper Birchwood Lake plans with the Culvert

OR

B: Proceed with the Upper Birchwood Lake plans WITHOUT the culvert

Director McConnon was unavailable. All other directors voted for Option B.

- AWAM September 26, 2013

This Action Without A Meeting is to approve M & S Septic to repair the Effluent dose pump system at the Beach 4 Cabana area for an estimated cost of \$800 for the pump, \$100 for miscellaneous parts and \$100. labor plus tax of \$60. (\$1,060.00)

NOTE: M & S is providing the pump to us at THEIR cost with NO upcharge.

Work would be completed by the end of the week. M&S is expecting a pump that meets our needs in today. (9/26).

Director Fredrickson was unavailable. All other directors voted yes.

- AWAM October 2, 2013

This Action Without A Meeting is to rescinded the motion made to approve the write-offs at the September 17, 2013 Open Board Meeting and to approve the following: Lot 30, Block 70, Section 10 the R/R Fines and Admin Fees amounts were switched around.

Lot 18, Block 49, Section 7 (write off requested due to foreclosure)

Prior Dues	\$ 4105.20
Annual Late Fee	\$ 150.00
SBA	\$ 200.00
GMA	\$ 25.00
Interest	\$ 1349.81
R/R Fines	\$ 6500.00
R/R Late Fee	\$ 30.00
Admin Fees	\$ 458.00
Total	<u>\$12818.01</u>

Lot 10, Block 106, Section 15 (write off due to Repository Sale)

2013/14 Dues	\$ 875.00
Prior Dues	\$5015.00
Annual Late Fee	\$ 350.00
SBA	\$ 350.00
GMA	\$ 50.00

Interest	\$2024.78
Total	<u>\$8664.78</u>

Lot 30, Block 70, Section 10 (write off due to foreclosure)

Prior Dues	\$ 4182.80
Annual Late Fee	\$ 300.00
SBA	\$ 300.00
GMA	\$ 50.00
Interest	\$ 1452.25
R/R Fines	\$ 250.00
Admin Fees	\$ 914.00
Total	<u>\$ 7449.05</u>

Total Write Offs

2013/14 Dues	\$ 875.00
Prior Dues	\$13303.00
Annual Late Fee	\$ 800.00
SBA	\$ 850.00
GMA	\$ 125.00
Interest	\$ 4826.84
R/R Fines	\$ 6750.00
R/R Late Fees	\$ 30.00
Admin Fees	\$ 1372.00
Total	<u>\$28931.84</u>

Director McInerney was unavailable. All other directors voted yes.

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

Motion to approve William Wagner to the Board of Directors to fill one of the two vacant seats, for a three-year term, effective immediately, made by Director Ritson, seconded by Director Fredrickson. All in favor. Motion Passed.

Director William Wagner assumed his seat on the Board of Directors.

TREASURER'S REPORT

Treasurer Livingston provided the Treasurer's Report.

- Write-Offs –

Lot 29, Block 67, Section 9 due to foreclosure	\$1,134.43
Lot 33, Block 34, Section 5 due to foreclosure	\$ 560.84

Lot 32, Block 34, Section 5 due to foreclosure	\$ 20.78
Lot 5, Block 79, Section 10 due to bankruptcy	\$ 922.47
Lot 6, Block 79, Section 10 due to bankruptcy	\$ 52.71
Lot 7, Block 79, Section 10 due to bankruptcy	\$ 52.71

Total \$2,743.94

Motion to approve the above write-offs totaling \$2,743.94 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. Treasurer Livingston and Ms. Ridner, CM, met with our collections clerk to review all activities to date and discuss procedures. The Board agreed that Ms. Ridner, based on her previous extensive experience, should take back the filing of civil judgments from the attorney and assume responsibility for preparing and filing these judgments.

The Board also discussed pursuing sheriff sales in an effort to collect on some of the judgments.

Motion to approve that the Treasurer and Community Manager review and determine which accounts should go to sheriff sale, made by Director Ritson, seconded by Treasurer Livingston. All in favor. Motion Passed.

MANAGER’S REPORT

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

Motion to approve the purchase of pre-mix anti-skid from Dingmans Ferry Stone at \$79 per yard plus tax made by Treasurer Livingston, seconded by Director Ritson. All in favor. Motion Passed.

Motion to approve the revised snow removal policy made by Secretary Martin, seconded by Director Fredrickson. All in favor. Motion Passed.

COMMITTEE REPORTS

Beautification – Director Fredrickson reported that they moved some of the plants at the 739 Entrance. Director Ritson asked the status on the weed-wacking at the 739 entrance sign. Ms. Ridner stated she will follow up with maintenance. Treasurer Livingston shared that she had received a plan for the plants to go in front of the office, but the plan didn’t include any of the plants initially discussed, so she was going to discuss it again with the landscaping company.

Director McConnon wanted to know if there were more attractive containers that also had better containment, for the soda can collections. He was informed that that is a swim team booster club activity and we will send them a letter.

Budget – The Budget committee is meeting tomorrow, 10/12/13 at 9am.

Voting & Elections – The Reserve Withdrawal Vote passed 146 Yes, 47 No, for a total of counted votes at 193. 209 votes were received by the 30-day extension date. Of those, 14 could not be counted due to invalid signatures, no signatures and no signature cards on file. One vote was invalid because the member was not in good standing.

By-Laws & Rules & Regulations – A joint meeting is scheduled for November 2nd with members of the Resolutions Committee to address concerns.

Lake Management – Spotlight on the Lakes Seminar was held on September 21st. Much to our disappointment only 11 people attended. The Grass Carp were purchased and placed in Middle Lake on September 24th. The RFP for the lake contract was sent out to six vendors and a review meeting will be held on October 15th with any vendors interested. Proposals are due on November 1st and will be opened at the November board meeting. Brush Clearing at Upper Lake is scheduled for October 19th.

PAYMENT OF BILLS – None

OTHER UNFINISHED BUSINESS

Salt Update – President Bennett informed the meeting that we met with Brian Oram today to review some of the upcoming activities. Members have been or will be contacted for permission to access their property and/or wells for various testing. Next steps to be taken include the 8 hour pump test of the maintenance yard well and the exploratory well at Spruce/Barberry.

Upper Birchwood Lake Dam – The Board has asked Carrie Ridner, CM, to contact Dam Safety to clarify exactly what they are asking us to do.

Road Repairs/Drainage – The Board discussed the drainage issues on Butternut and Basswood.

Motion to approve Wayco to conduct drainage repairs on Butternut and Basswood not to exceed the amount of \$10,000, with the funds from Road Reserves 2012/13 made by Secretary Martin, seconded by Director Fredrickson. All in favor. Motion Passed.

Motion to approve maintenance to purchase and install a guardrail on Butternut at a cost of \$1,200, with the funds from Road Reserves 2012/13 made by Director Fredrickson, seconded by Secretary Martin. All in favor. Motion Passed.

By-laws/Rules & Regulations Changes

President Bennett informed the Board that one of the changes approved last month to go out in the membership mailing in December, relating to untidy properties, was just sent out in the July mailing. The Board agreed to remove it from the mailing package for December as it had already been dealt with. The mailing will still include all the other proposed changes.

The Board approved the 2nd reading of the proposed untidy property rule that was sent out in the July mailing to the membership. President Bennett noted that we received feedback from only one member, agreeing with the new wording.

Motion to adopt the proposed rule and regulation change that was approved and sent to the membership in the July mailing, relating to untidy properties. Motion made by Director Fredrickson, seconded by Director Ritson. All in favor. Motion Passed.

NEW BUSINESS

Tree Removal Requests – Moffa, Troy, Ferrara, Urguelles, Bartomeo, Taylor, McFeely, Pugliese

Motion to deny the Moffa tree removal request made by Director Fredrickson, seconded by Director Ritson. 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 Troy, Ferrara, Urguelles, Bartomeo, Taylor, Pugliese, made by Director Fredrickson, seconded by Director Ritson. Director McConnon abstained as he does not agree with the tree policy. All other Directors voted in favor. Motion Passed.

The Board decided to have our Community Manager, Carrie Ridner and another Board Member review the trees at the McFeely residence and complete it by an Action Without A Meeting. Their request appeared excessive on paper.

MISCELLANEOUS

Letter Correspondence dated 10/3, 10/1, 9/18 – 159 East Lakeview – The Board agreed that Ms. Ridner should write a letter in response.

Email Correspondence dated 10/4/13 - 030-008-0500 – The Board agreed that Ms. Ridner should respond.

Letter Correspondence dated 9/1/13 (rec'd 9/24) Delaware Township Fire Department – The Board agreed that we should send a letter with the assessment to the Township. Ms. Ridner and President Bennett will attend an upcoming meeting with Rosemary Brown and seek her assistance.

Letter Correspondence dated 8/27/13 VP Diamond Homes – Tabled to November.

Letter Correspondence dated 9/30/13 – 004-013-01 – Ms. Ridner to send a letter to the homeowner with the Cornerstone letter.

Motion to adjourn Regular Meeting at 9.03pm made by Secretary Martin, seconded by Director Frederickson. All Directors Voted in Favor. Motion Passed.

Respectfully submitted,

Carolyn Martin
Secretary