

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
November 9, 2013 @ 9am
Conference Room

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

Absent: Carl Fredrickson, William Wagner

Also Present: Carrie Ridner, Community Manager

President Bennett opened the meeting at 9am with the Pledge of Allegiance

APPROVAL OF THE MINUTES FROM PRIOR MEETING

- October 11, 2013 Regular Board Meeting

Motion to approve the October 11, 2013 Meeting Minutes made by Treasurer Livingston, seconded by Director Ritson. All in favor. Motion Passed.

- Action Without A Meeting October 15, 2013

This Action Without A Meeting is to approve County Waste for a three-year contract to provide Two (3) yard dumpsters. One located at the Clubhouse and One at the Maintenance Yard with 1X per week pickup. Cost is \$175 per month. No other charges or taxes, total invoice is \$175. Contract would start November 1, 2013.

NOTE: There were three quotes received.

County Waste @ \$175 per month for three years

M & S Sanitation @ \$200 per month (no other fees), for three years

Waste Management at \$201.58 per month, plus Fuel Surcharge, Regulatory Cost Recovery Charge and Environmental Charge, increases for years 2 and 3 capped at 3%, and a \$200 loyalty credit.

Director McInerney was unavailable. All other Directors voted in favor of County Waste.

- AWAM October 22, 2013

This Action Without A Meeting is to approve the tree removal request for the McFeely's (181 Doolan Road).

NOTE: Carl and I met with the McFeely's and discussed their trees and viewed the ones they are planning to remove. They have a lot (looks like 3 combined lots), that appears to be close to 1 ½ - 2 acres. The trees they would like to remove, will hardly be noticeable as the parcel is highly wooded. The large standing oaks, will remain, and predominately the removal is 4 – 6 inch white pines that will never fully mature due to the abundance of oak trees. By removing these white pines, the oaks can continue to flourish.

Some of the benefits of what the McFeeey's are doing are as follows;

Increased availability of moisture, nutrients and sunlight to remaining trees.

More abundant growth of native plants and wild flowers.

Heightened resistance of trees to insects, disease, and drought.

Increased growth and vigor of remaining trees.

Improved wildlife habitat.

Director McInerney voted no, Director McConnon abstained as he does not agree with the tree guidelines. All other directors voted yes.

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

Ms. Ridner, CM, shared that under the existing terms of the Waste Management Contract we have to provide 90 days written notice to terminate. Therefore, the new contract with County Waste will begin January 1, 2014.

TREASURER'S REPORT

Treasurer Livingston provided the Treasurer's Report.

- Write-Offs – There were no write-offs.
- Budget Transfers – None
- Collections – Treasurer Livingston updated the Board on the current collections.

MANAGER'S REPORT

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

The Board discussed the statistical spreadsheet for the gate entry breakdown for the 4:15 – 6:30 pm time frame for October 2013 for all entry gates. President Bennett requested the other gates be added to the September statistics for comparison. Director Ritson stated he would review the statistics against previous reports and the traffic study and report back. It was noted that the directory usage was higher. Unfortunately, some members do not appear to understand the purpose of the traffic redirection and are using the directory to gain access. If this negatively impacts the numbers the Board will have to review the visitor's gate issue.

The Board agreed to the Community Manager creating an informational only "Facebook" page as another means to disseminate information to the community. This page will be restricted to use by the Community Manager and the President for now and will only allow information to be posted by them and will not provide the ability to leave comments by any other person.

Ms. Ridner, CM, presented a request to the Board to obtain a Debit Card from Dime Bank for authorized purchases. Currently, there is no way to purchase items online or using a credit card. The Board agreed with the provision that a separate account be established with a purchasing limit of \$1,000 placed on the card, and NO ATM transactions permitted.

Ms. Ridner, CM presented the three proposals received for Lake Management Services, from Ecological Solutions, Aqua Link and Aquatic Technologies. These were passed along to Director Ritson for Lake Management Committee Review and Recommendation. The proposals were as follows:

- ✓ Eco-Solutions - \$13,934.72 or inclusive of water quality testing not to exceed \$15,500.72.
- ✓ Aqua-Link - \$18,930, which excludes water quality testing.
- ✓ Aqua Technologies - \$22,112, excluding water quality testing; additional \$15,150 for water testing.

We received a proposal from K & S Landscaping for the 2014 season. The Board agreed that we should obtain two additional proposals.

COMMITTEE REPORTS

Lake Management – Lake Management will be meeting on Friday, November 15th to review the lake treatment proposals.

Rules & Regulations & By-Laws – Met with Resolutions on November 2nd to discuss various issues and concerns shared by all parties. The two committees will be meeting on Saturday, November 16th, to review the discussion points and begin making any changes that may be needed.

Budget – The Budget committee met 10/12, 10/26 and 11/2 to continue a review of the Income and Expenses and to develop the 2014/15 budget. The finalized budget will be presented at the December Regular Board Meeting for review and approval, before mailing to the Membership.

Community Safety – Director McConnon shared that he had submitted an article to the Newsletter addressing the need to develop a wellness directory in Birchwood for members who need to be checked on in case of an emergency such as what we had during Hurricane Sandy.

President Bennett asked the Board to approve Chas Ritson as Chair and Bill Wagner as Co-Chair of Property Development and to approve Bill Wagner as Co-Chair of Community Safety. The Board agreed.

PAYMENT OF BILLS – None

OTHER UNFINISHED BUSINESS

Salt Update – President Bennett informed the meeting that we are ready to do the purge of BL-2 and that the date has been set for Thursday, November 7th. Next steps to be taken include stepdown test of the exploratory well at Spruce/Barberry as well as other well purges.

Upper Birchwood Lake Dam – Members of the Board and Carrie Ridner, CM, met with Dam Safety and our engineer in Harrisburg on November 7th. After much discussion it is clear that Birchwood has no choice but to build a berm along a portion of Upper Lake, as well as rebuild the existing dam. Meetings will be set up with those property owners along that part of the lake to discuss the issues and solutions in the next few weeks. We informed Dam Safety we now have the bond money and when they are ready to issue the permit we will be able to supply that bond.

NEW BUSINESS

Tree Removal Requests – Ferrara, Fay

Motion to approve the tree removal request from Ferrara made by Director Ritson, seconded by Secretary Martin. Director McConnon abstained as he does not agree with the tree policy. All other Directors voted in favor. Motion Passed.

Motion to deny the Fay tree removal request made by Director Ritson, seconded by Director McInerney, due to drainage/swale concerns. Director McConnon abstained as he does not agree with the tree policy. All other Directors voted in favor. Motion Passed.

Document Request- 005-028-008

Motion to approve the Request for Corporate Documents from 005-028-008 made by Secretary Martin, seconded by Treasurer Livingston. All other Directors voted in favor. Motion Passed.

Signing of Legal Documents

President Bennett informed the Board that at present she is signing all legal documents, including those relating to collections, i.e. civil judgments. Our Attorney has provided the opinion that there is no reason that the Community Manager could not sign these in her capacity as CM.

Motion to approve that the Community Manager is authorized to sign any legal documents relating to collection actions made by Director Ritson, seconded by Director McConnon. All other Directors voted in favor. Motion Passed.

Tree Guidelines – Director McConnon expressed concerns regarding the tree guidelines and asked the Board to reconsider. The Board referred it to Rules & Regulations for review and discussion.

2013 Fund Drive Delaware Township Volunteer Fire Co.

Motion to approve the donation of \$25 to the Delaware Township Volunteer Fire Company made by Secretary Martin, seconded by Director Ritson. All other Directors voted in favor. Motion Passed.

Pike County Repository Lots – Lots to be reviewed by Directors Ritson and Wagner.

Appeal Request – Board Panel Review will be conducted by Directors Ritson, Livingston and Martin on November 25th at 10am.

MISCELLANEOUS

Letter Correspondence dated 10/28, 094-013-12

Motion to deny the request to waive past dues and fees made by Director Ritson, seconded by Vice President McInerney. All other Directors voted in favor. Motion Passed.

Letter Correspondence dated 10/7/13- 097-024-13 – The Board suggested a response to them by Ms. Ridner should include a copy of the vote envelope containing their signature, their signature card, a new signature card and a copy of the section of the By-Laws addressing the voting procedure.

Letter Correspondence dated 8/27/13 VP Diamond Homes – The property has reverted to the previous owner who is responsible for all outstanding monies. Once the official record has been received the office will send him a statement of accounts, requesting settlement.

Letter Correspondence dated 9/30/13 – Dry Hydrants – The Association Attorney has sent the Township another letter demanding they pay for the dry hydrants under the terms of the contract or the Association will seek legal action.

Email Correspondence 094-034-12

Motion to deny their request to purchase Birchwood Lot Improved property because it is part of the maintenance yard renovation plans made by Treasurer Livingston, seconded by Secretary Martin. All other Directors voted in favor. Motion Passed.

Letter Correspondence dated 11/5/13 – 052-015-07 – President Ritson invited the homeowners to speak before the Board per their request. After further discussion the Board agreed that the homeowners should come in and meet with the office to set up a better payment plan agreement for their four properties. In addition, President Bennett asked the Board to consider their response to the other areas addressed and be prepared to discuss at the December Board Meeting and come to some decisions.

Motion to adjourn Regular Meeting at 10:45am made by Treasurer Livingston, seconded by Director Ritson. All Directors Voted in Favor. Motion Passed.

Respectfully submitted,

Carolyn Martin
Secretary