

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
January 11, 2014 @ 9:15am
Conference Room

Present: Clare Bennett, President, Joanne McInerney, Vice President; Marcella Livingston, Treasurer, Carolyn Martin, Secretary, Thomas McConnon, William Wagner

Absent: Carl Fredrickson; Charles Ritson

Also Present: Carrie Ridner, Community Manager

President Bennett opened the meeting at 9:15am with the Pledge of Allegiance.

- December 14, 2013 Regular Board Meeting

No minutes to be approved due to the postponement of the December meeting due to inclement weather.

- AWAM December 13, 2013 – 2014/2015 Budget

To approve the 2014 - 2015 Annual Budget as presented and mail out in accordance with the By-Laws. All Directors were contacted. Directors Livingston, Fredrickson and McConnon were unavailable. All other Directors voted in favor.

- AWAM December 13, 2013 – SBA Loan

Motion to pay off the SBA Loan in the amount of \$69,729.32 effective, December 19, 2013 and to send out with next vote to transfer current balance and all delinquent money collected in the future for the SBA Loan to the Upper Lake Dam Fund.

Discussion:

The Board of Directors is approving the payoff of the existing SBA Loan, two years early. The Payoff of the Loan is \$69,729.32 as of December 19, 2013.

10 owners are due a \$100 refund for prepayment for a total of \$1,000.

2 owners are due a \$50 refund for prepayment for a total of \$100.

Total Refunds Due ... \$1,100.

Balance in Cash Account as of 12/3/2013 \$95,591.47

Directors Fredrickson, Livingston and McConnon were unavailable. All other Directors voted in favor.

- AWAM December 18, 2013 – KS Landscaping

This Action Without A Meeting is to approve the proposal from K & S Landscaping for the three (3) year proposal for bi monthly Landscaping Services. There will be no rate increase in 2014 (\$650.00); and 2015 and 2016 there will be a \$25 per occurrence increase (\$675.00) plus applicable sales tax in all years. All Directors voted in favor.

- AWAM December 18, 2013 – 040-11-06

This Action Without A Meeting is to authorize management to write off \$25.06 in interest for Varvaro, Patricia, 040-011-0600 as requested in her email to board on December 13, 2013. Vice President McInerney voted no, all other Directors voted in favor.

- AWAM December 18, 2013 – Repository Lots

This Action Without A Meeting is to authorize payment in the amount of \$1,387 from the Maintenance Building Reserve Account # 80260 for the two lots that were bid on and approved at the Pike County Tax Sale. The total costs to acquire the two lots, including all deed and recording fees. All Directors voted in favor.

- AWAM December 18, 2013 – Write Offs

This Action Without A Meeting is to authorize the write off the following amounts:

Lot 8, Block 94, Section 12 (write off requested due to foreclosure)

Prior Dues	\$ 2969.20
Interest	\$ 1035.29
GMA	\$ 25.00
SBA	\$ 200.00
Annual Late Fee	\$ 200.00
Admin Fees	\$ 522.30
R/R Fines	\$ 300.00
R/R Late Fee	\$ 10.00
TOTAL	<u>\$ 5261.79</u>

Lot 20, Block 95, Section 13 (write off requested due to foreclosure)

Prior Dues	\$ 3925.98
Interest	\$ 1190.49
SBA	\$ 150.00
Annual Late Fee	\$ 150.00
Admin Fees	\$ 458.00
R/R Fines	\$ 300.00
R/R Late Fees	\$ 10.00
TOTAL	<u>\$ 6184.47</u>

Lot 13, Block 43, Section 6 (write off due to foreclosure)

2013/14 Dues	\$ 52.80
Prior Dues	\$ 2275.00
Interest	\$ 650.09
SBA	\$ 150.00
Annual Late Fee	\$ 150.00
Admin Fees	\$ 435.50
R/R Fines	\$11,550.00
R/R Late Fee	\$ 10.00
TOTAL	<u>\$15,273.39</u>

Lot 12, Block 43, Section 6 (write off due to foreclosure)

2013/14 Dues	\$ 3.08
Prior Dues	\$ 150.00
Interest	\$ 57.12
SBA	\$ 100.00
Annual Late Fee	\$ 150.00
L.I. Surcharge	\$ 150.00
TOTAL	<u>\$ 610.20</u>

TOTALS	
2013/14 Dues	\$ 55.88
Prior Dues	\$ 9,320.18
Interest	\$ 2,932.99
SBA	\$ 600.00
Annual Late Fee	\$ 650.00
Admin Fees	\$ 1,415.80
R/R Fines	\$12,150.00
R/R Late Fee	\$ 30.00
L.I Surcharge	\$ 150.00
TOTAL	<u>\$27,304.85</u>

All Directors were contacted. All Directors voted in favor.

- AWAM December 18, 2013 – Staff Lunch

This Action Without A Meeting is to approve the remaining funding for the Employee Holiday Lunch on December 20, 2013 to come from petty cash. **NOTE:** Board Members contribute funds to the staff holiday lunch, the remaining cost of the lunch will come from Petty Cash. All Directors voted in favor.

- AWAM December 18, 2013 – Sorber Well Drilling

This Action Without A Meeting is to approve Sorber Well Drilling to perform Static Water Level Testing and an 8 hour Pump Test on the Spruce/Barberry exploratory well at a total cost of \$4,700. Detailed below:

	Moyer	Sorber
Static Water level Testing -- Cost per day and the number of homes that could be handled per day. Approx. 20 homes	\$ 750.00	\$ 950.00
An 8 Hour Pump Test on New Test Well -- Set Up -- Tear Down - per Well ... Pump Set at 550 Feet.. (A large pump to be put in well to over pump to determine the exact yield.	\$ 5,372.00	\$ 3,750.00

Three companies were requested to bid on this project; Moyer Well Drilling, Sorber Well Drilling and Williams Well Drilling. Williams did not provide any pricing. All Directors voted in favor.

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

TREASURER’S REPORT

Treasurer Livingston presented the Treasurer’s Report.

Write-Offs – Lot 13, Block 27, Section 4 (write off requested due to foreclosure)

2013/14 Dues	\$ 45.60
Prior Dues	\$3375.00
Interest	\$1110.07
Annual Late Fee	\$ 200.00
SBA	\$ 200.00
Sec Deposit	\$ 500.00
R/R Fines	\$1000.00
R/R Late Fee	\$ 40.00
R/R Sur charge	\$ 35.00
Admin Fees	\$ 848.00
Total	<u>\$7353.67</u>

Lot 5, Block 94, Section 12 (write off requested due to foreclosure)

2013/14 Dues	\$ 50.40
Prior Dues	\$1550.00
Interest	\$ 340.44
Annual Late Fee	\$ 100.00
SBA	\$ 150.00
R/R Fines	\$ 400.00
R/R Late Fee	\$ 10.00

Admin Fees	\$ 433.00
Total	<u>\$3033.84</u>

Lot 4, Block 94, Section 12 (write off requested due to foreclosure)

2013/14 Dues	\$ 2.94
Prior Dues	\$100.00
Interest	\$ 35.90
Annual Late Fee	\$100.00
SBA	\$100.00
L.I. Sur charge	\$150.00
Total	<u>\$488.84</u>

Total Write Offs

2013/14 Dues	\$ 98.94
Prior Dues	\$ 5025.00
Interest	\$ 1486.41
Annual Late Fee	\$ 400.00
SBA	\$ 450.00
R/R Fines	\$ 1400.00
R/R Late Fee	\$ 50.00
R/R Sur Charge	\$ 35.00
Sec Deposit	\$ 500.00
Admin Fees	\$ 1281.00
L.I. Sur Charge	\$ 150.00
TOTAL	<u>\$10876.35</u>

Motion to approve the above write-offs totaling \$10,876.35 made by Secretary Livingston, seconded by Vice President McInerney. All in favor. Motion Passed.

- Budget Transfers – None
- Collections – Treasurer Livingston updated the Board on the current collections. Community Manager, Carrie Ridner, asked the Board to authorize her to conduct a current owner search on one property with a view to pursuing a sheriff sale on that property.

Motion to authorize the Community Manager to conduct a current owner search on a property made by Treasurer Livingston, seconded by Director Wagner. All in favor. Motion Passed.

MANAGER’S REPORT

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

Motion to approve the sale of an old spreader for \$200 that was taken out of service several years ago made by Treasurer Martin, seconded by Director McConnon. All in favor. Motion Passed.

Motion to approve American Fencing to provide and install new fencing at the pool. The cost is not to exceed \$8,500 to replace existing area as well as the two extended areas as discussed. Motion made by Secretary Martin, seconded by Director McConnon. All in favor. Motion Passed.

Motion to approve the camera replacements recommended by Community Manager, Carrie Ridner, made by Vice President McInerney, seconded by Secretary Martin. All in favor. Motion Passed.

Director McConnon discussed the issue of the gate breakages and, as a result, Carrie Ridner, CM, was asked to look into the cost of breakaway arms.

COMMITTEE REPORTS

Beautification – Holiday decorations have been removed and stored.

Budget – The budget votes are coming in slowly. If we don't receive enough votes by the deadline we will have to extend the voting deadline.

By-Laws - Vice President McInerney reviewed some of the recent committee discussions including no changes to the section covering Board of Director Meetings. The Committee is also recommending changing Lake Management to a Standing Committee. They are reviewing who can write citations and a definition of what constitutes a member.

Rules & Regulations – This committee is working on some concerns that arose during a joint meeting with Resolutions, including adapting one of the forms to allow Resolutions to find a person either not guilty or guilty and, if extenuating circumstances should allow for a fine reduction and why. Resolutions is also working on changing the wording under the Septic rule that reduces the fine for residents who do not provide the supporting paperwork for septic work completed in accordance with our rules.

Capital Projects – President Bennett will call a meeting of this committee in February to discuss the potential location for a new salt shed and other capital projects.

Roads & Maintenance – President Bennett will call a meeting in February.

Community Affairs – Our new Administrative Assistant has developed a layout for a monthly newsletter to be distributed through the mailboxes at the entrances and via email for those we have on file. The next Birchwood Voice quarterly should be in the spring. We have also developed the complaint/suggestion form enabling it to be completed and submitted through our website at www.birchwoodlakes.net.

Recreation – Vice President McInerney will develop the calendar for the 2014 summer season, working with the Recreation Coordinator and the office, and present it to the Board for approval by April.

PAYMENT OF BILLS – None

OTHER UNFINISHED BUSINESS

Salt Update – President Bennett informed the meeting of some of the upcoming activities. Members have been contacted for permission to access their property and/or wells for various testing, but responses are slow. Letters have been resent. Once the weather improves we will continue purging of wells and conduct the 8 hour pump test of the maintenance yard well and the exploratory well at Spruce/Barberry.

Upper Birchwood Lake Dam – Letters have been sent to the eight property owners who may be impacted by the installation of a berm along their property lakeside. We will meet with homeowners to explain in more detail upon request.

Eco-Solutions Contract Revision – President Bennett informed the Board that Director Ritson, with the Lake Management Committee, is recommending we lock in the 2014 pricing for an additional two years by agreeing to a three-year contract. The contract would have a contingency allowing for a 30-day out clause by either party at the beginning of the contract year 2015 and 2016, should we be dissatisfied with the service provided.

Motion to approve the three year contract presented by Eco-Solutions, beginning the 2014 season, with a provision that allows for a 30-day notice contract cancellation for the season beginning 2015 and 2016, should the Association be dissatisfied with their service. Motion made by Secretary Martin, seconded by Director Wagner. All Directors voted in favor. Motion passed.

739 Entrance Update – Carrie Ridner, CM, provided the update on the 739 Entrance. It was noted that while there has been a reduction in numbers, these numbers may not satisfy PADOT. The problem we are encountering is that there is a substantial increase in the use of the visitors' gate by members who want to circumvent the lock-out. What this means is that we are not getting the reduced numbers we need. The Board asked that a letter be sent to those members using the visitors' gate. The Board has also requested that we look into relocating the visitors' gate to Doolan.

Motion to approve the cost of an engineering review of the Doolan Entrance to determine the costs associated to move the visitors' gate to Doolan, made by Vice President McInerney, seconded by Director McConnon. All in favor. Motion Passed.

PALMS Update – We have received an extension to the PALMS Grant deadline and Eco-Solutions has been notified.

NEW BUSINESS

Tree Removal Requests - None

Document Request – 12-88-3

Motion to approve the two Requests for Corporate Documents made by Secretary Livingston, seconded by Director Martin.

ATV - Rules and Regulations – The Board was asked to refer the issue of ATV's to the Rules and Regulations Committee for the purpose of considering wording that will ban the use of ATV's anywhere in Birchwood. One member stated that he uses his ATV to plow his driveway and his neighbors' driveways. The Board sent this to the Rules and Regulations Committee.

Bailey Reimbursement Claim – This was tabled as it is still under review.

Judges of Elections – Pat Collins, Janet Flaherty, Darrel Hayes, Sally Pohlman and Carolyn Todino.

Motion to approve the above listed Judges of Elections made by Secretary Martin, seconded by Director McConnon. All in favor. Motion Passed.

Salt Storage Building – The Association recently purchased some property on Doolan that they believe may be suitable for a salt storage building.

Motion to approve the costs to obtain surveys and a feasibility study on the properties and surrounding Birchwood properties and that the costs will come from the Maintenance Reserve monies. Motion made by Director Wagner, seconded by Secretary Martin. All in favor. Motion passed.

MISCELLANEOUS

Letter Correspondence dated 11/26/13 – Habitat for Humanity

Motion to deny the request to waive the Capital Improve Fee made by Treasurer Livingston, seconded by Director Wagner. Directors Bennett, Livingston, Wagner and McConnon voting in favor of denying the request, Directors McInerney and Martin voted against. Motion to deny request passed.

Email Correspondence dated 11/30/14 - 030-016-0500 – Carrie Ridner, CM, has already taken action on this and the dog warden has been contacted.

Email Correspondence dated 12/6/13 – 090-013-1200 – Carrie Ridner, CM, has already sent this to maintenance to address.

Email Correspondence dated 11/22/13 – 061-011-0800 - Carrie Ridner, CM and President Bennett visited the site and spoke to the homeowner – it will be reviewed in the spring.

Motion to adjourn Regular Meeting at 11:00 am made by Treasurer Livingston, seconded by Vice President McInerney. All Directors Voted in Favor. Motion Passed.

Respectfully submitted,

Carolyn Martin
Secretary