

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
February 8, 2014 @ 9:00am
Conference Room

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

Absent: Carl Fredrickson; Charles Ritson, Thomas McConnon

Also Present: Carrie Ridner, Community Manager

President Bennett opened the meeting at 9:05am with the Pledge of Allegiance.

APPROVAL OF THE MINUTES FROM PRIOR MEETING

- December 14, 2013 Regular Board Meeting

Motion to approve the December 14, 2013 Meeting Minutes made by Secretary Martin, seconded by Treasurer Livingston. All in favor. Motion Passed.

- January 11, 2014 Regular Board Meeting

Motion to approve the January 11, 2014 Regular Board Meeting made by Treasurer Livingston, seconded by Secretary Martin. All in favor. Motion Passed.

- Action Without A Meeting January 14, 2014 Budget Transfer – Recreation Heat

This Action Without A Meeting is to approve the transfer of \$2000.00 from account #6110-003 Recreation/Payroll to account #7210-003 Recreation/Heat for payment to Combined Energy for heat bill. All directors were contacted. Director McConnon was unavailable. All other directors voted yes.

Motion to approve the above Action Without A Meeting made by Secretary Martin, seconded by Vice President McInerney. All in favor. Motion Passed.

- Action Without A Meeting January 28, 2014 Budget Transfer – Winter Road Materials

This Action Without A Meeting is to approve reallocation of budget transfers to cover a shortfall in Winter Road Materials. *(Motion to approve the transfer of 23,700 from the below listed accounts to account # 7820-005 Roads/Winter Road Materials.*

Account#	Name	Amount
6110-001	Admin Payroll	\$2,500

6220-001	Admin Health Ins	\$1,500
6220-002	Maint. Health Ins	\$4,500
7880-002	Maint Tool Rental	\$1,000
6110-003	Rec. Payroll	\$3,000
7380-003	Rec. Outside Svc	\$1,000
7600-003	Rec. Swim Team	\$500
	Rec. Spec.	
7670-003	Function	\$400
	Rec Equip	
7850-003	Purchase	\$300
7360-005	Roads Snow Contrac	\$1,500
7380-005	Roads Outside Svc	\$1,000
6220-007	Office Health Ins	\$6,500
		\$23,700

All directors were contacted. All directors voted yes.

Motion to approve the above Action Without A Meeting made by Director Wagner, seconded by Vice President McInerney. All in favor. Motion Passed.

TREASURER’S REPORT

Treasurer Livingston presented the Treasurer’s Report.

Write-offs -

Lot 1, Block 111, Section 16 (write off requested due to BLCA purchase at Repository)

2013/14 Dues	\$ 875.00
Prior Dues	\$4350.00
Annual Late Fee	\$ 300.00
SBA	\$ 350.00
GMA	\$ 25.00
Interest	\$1932.52
TOTAL	<u>\$7832.52</u>

Lot 2, Block 111, Section 16 (write off requested due to BLCA purchase at Repository)

2013/14 Dues	\$ 50.00
Prior Dues	\$1550.00
Annual Late Fee	\$ 300.00
SBA	\$ 350.00
GMA	\$ 25.00
L.I. Surcharge	\$ 200.00

Interest	\$ 666.55
TOTAL	<u>\$3141.55</u>

Lot 95, Block 10, Section 13 (write off requested due to bankruptcy)

2013/14 Dues	\$ 875.00
Prior Dues	\$3000.00
Annual Late Fee	\$ 200.00
SBA	\$ 200.00
GMA	\$ 25.00
Admin Fees	\$ 989.00
R/R Fines	\$ 550.00
R/R Late Fees	\$ 10.00
Interest	\$1436.77
Total	<u>\$7285.77</u>

Total Write Offs

2013/14 Dues	\$1800.00
Prior Dues	\$8900.00
Annual Late Fee	\$ 800.00
SBA	\$ 900.00
GMA	\$ 75.00
Interest	\$4035.84
Admin Fees	\$ 989.00
R/R Fines	\$ 550.00
R/R Late Fee	\$ 10.00
L.I. Surcharge	\$ 200.00
TOTAL	\$18259.84

Motion to approve the above write-offs totaling \$18,259.84 made by Treasurer Livingston, seconded by Secretary Martin. All in favor. Motion Passed.

- Budget Transfers –

Motion to approve the transfer of \$900 from account #7620-007 Office/Supplies to account #7270-007 Office/Service Contracts, made by Treasurer Livingston, seconded by Secretary Martin. All in favor. Motion passed.

- Collections –The board were updated the on the current collections.

MANAGER’S REPORT

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

Treasurer Livingston asked about the auditor's contract as we paid for quarterly reports, but we did not receive quarterly. Ms. Ridner stated she would look into it and discuss it with Bill Owens.

President Bennett informed the board that the completion of the new owner information form is mandatory and that badges, gate cards and decals will not be issued to anyone before they are in compliance. Many of the forms we have on file are very outdated.

The board discussed the new credit card procedure. Ms. Ridner advised that we will use PayPal and that any charges incurred for processing fees will be charged to the members. It will be a 3% service fee.

Motion to approve PayPal for the processing of credit card payments with a 3% processing fee added for each transaction, to be effective March 1, 2014, made by Vice President McInerney, seconded by Treasurer Livingston. All in favor. Motion Passed.

COMMITTEE REPORTS

Budget - Treasurer Livingston reminded the board that requests for reserve items with support documentation will need to be submitted within the next few months for committee and board review and approval. It will need to go out in the July mailing to the membership for a vote.

By-Laws - Vice President McInerney will set a date for a meeting. President Bennett asked that this be done as soon as possible, along with Rules and Regulations, as there are quite a few suggested changes to consider.

Rules & Regulations – This committee will also schedule a date to meet to coincide with By-Laws since most of the committee members serve on both committees.

Capital Projects – President Bennett informed the board that Capital Projects is meeting on February 22nd to discuss various items including the possible location for a salt shed, fencing and shading for the pool, the salt project and the maintenance yard.

Roads & Maintenance – President Bennett will hold a meeting February 22nd.

Community Affairs – The next Birchwood Voice quarterly will be the end of March/early April.

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 March so it can go into the newsletter. Ms. McInerney will also rework the contract for beach rentals for the March Board Meeting.

PAYMENT OF BILLS – None

OTHER UNFINISHED BUSINESS

- Salt Update – President Bennett informed the board that because of the snow and severe cold we are unable to proceed with the purgings we wish to complete. As soon as weather permits we will be ready to move ahead. The board will be reviewing the quarterly results to determine who will no longer be eligible for quarterly testing and drinking water.

- Upper Birchwood Lakes Dam – This is on hold, again, because of the weather. We have either met or spoken to most of the eight homeowners involved and will arrange for them to come on-site when we can create some type of visual for them to review.
- Feasibility Study – Salt Storage/Oak Drive – The board reviewed the study. They noted the study addressed relocating the entire maintenance facility to the new location. The board advised that we only wish to put a salt shed on the new location and that any surveying and engineering reports going forward will be for this only.
- 2nd Reading on Rules/Regulations – The board completed the second reading of the proposed Rules and Regulations changes sent to the membership in the last mailing. Only one feedback was received from a member by the January 24, 2013 deadline.

Motion to adopt the proposed Rules and Regulations changes effective April 1, 2014, following the second reading made by Vice President McInerney, seconded by Secretary Martin. All in favor. Motion passed.

President Bennett reminded Vice President McInerney that we will need the revised contract to relate to beach rentals to be approved by April 1st, 2014.

- Electronic Distribution of Board Packets – The board discussed the distribution of board information packets via email in an effort to save print costs and labor. We have the capability to scan documents using the new copier and have begun using it with ease and success. Hard copies would still be available to those board members without a computer. In addition, if a board member would like a specific document hard copy they can simply request a hard copy be placed in their mailbox at the office.

NEW BUSINESS

- Tree Removal Request – NONE
- Bailey Reimbursement Claim

Motion to deny the Reimbursement Claim Request from BL-18 (Bailey) based on the review by Brian Oram, our expert hydro-geologist, made by Vice President McInerney, seconded by Treasurer Livingston. All in favor. Motion passed.

- Annual Dam Fee – PADEP – The board discussed the letter dated January 13, 2014 from PADEP, informing us of an annual registration fee that is due to DEP by July 1, 2014. The board asked Ms. Ridner to confirm for us our hazard and size categories for each of our dams, so that we can confirm the fees we will incur.
- Strand Pool Service Agreement – Treasurer Livingston asked Ms. Ridner to search our previous agreements because this proposed agreement seemed significantly higher. Tabled until next meeting.

- Annual Late Fee – Community Manager, Carrie Ridner, recommended that the board consider revising the Rules and Regulations Annual Late Fee to read “Annual Dues are payable by May 1st of each year. An annual late fee of \$50.00 will be assessed each year on June 1st to any member’s account that is not paid in full or current on an approved payment plan. Any member who misses a payment on their agreement will immediately be assessed the annual late fee of \$50.”

Motion to approve the wording “Annual Dues are payable by May 1st of each year. An annual late fee of \$50.00 will be assessed each year on June 1st to any member’s account that is not paid in full or current on an approved payment plan. Any member who misses a payment on their agreement will immediately be assessed the annual late fee of \$50.” Motion made by Secretary Martin, seconded by Vice President McInerney. All in favor. Motion passed.

- Dog Friendly Beach – President Bennett and Community Manager, Carrie Ridner, suggested that the board consider one of the beaches be considered for a ‘dog friendly beach’. The board was not in favor because of health and safety reasons.

COMMUNICATIONS, WRITTEN & ORAL – NONE

MISCELLANEOUS

- Letter Correspondence dated 2/1/14 – 022-036-04 – Board referred this to Rules & Regulations
- Letter correspondence received 1/12/14 – 095-023-13 – Ms. Ridner to respond on behalf of the board.
- Letter Correspondence 2/4/14 – Palma

Motion to counteroffer \$21,000 made by Director Wagner, seconded by Treasurer Livingston. Vice President McInerney voted against. All other Directors voted in favor. Motion Passed.

Ms. Ridner was asked by the Board to present the counteroffer to Mr. Palma.

Motion to adjourn the Regular Board Meeting and move into Executive session at 11:13pm made by Treasurer Livingston, seconded by Director Wagner. All in Favor. Motion passed.

Respectfully submitted,

Carolyn Martin,
Secretary