

**Birchwood Lakes Community Association, Inc.
 Regular Board Meeting Minutes
 March 14, 2014 @ 7:00pm
 Conference Room**

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

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

- February 8, 2014 Regular Board Meeting

Motion to approve the February 8, 2014 Meeting Minutes with an amendment made by Secretary Martin, seconded by Director Fredrickson. Director Ritson abstained as he was absent. All other Directors voted in favor. Motion Passed.

- Action Without A Meeting February 11, 2014

This Action Without a Meeting is to rescind the original motion made at the February 8, 2014 Meeting for the approval of the Write-Offs and to approve the following Write-Offs due to an error on Lot 10, Block 95, Section 13, which the Lot and Block numbers were transposed.

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 10, Block 95, 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

All Directors were contacted. All Directors voted yes.

- Action Without A Meeting February 19, 2014

This Action Without A Meeting is to approve the transfer of \$500.00 from account #7980-001 Admin./Contingency to account #7210-002 Maint./Heat for payment to Combined Energy for Maintenance heat. All Directors were contacted. All Directors voted yes.

- Action Without A Meeting March 7, 2014

This Action Without A Meeting is to approve the transfer of \$650.00 from account #7620-003 Rec./Supplies to account #7240-003 Rec./Telephone. (line item over budget). All Directors were contacted. Vice President McInerney was unavailable. All other Directors voted yes.

- Action Without A Meeting March 11, 2014

This Action Without A Meeting is to approve the transfer of \$500.00 from account #7850-002 Maint./Equip. Purchase to account #7210-002 Maint./Heat for payment to Combined Energy for propane (heat). All Directors were contacted. Director McConnon was unavailable. All other Directors voted yes.

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

.TREASURER'S REPORT

Treasurer Livingston presented the Treasurer's Report.

Write-offs -

Lot 10, Block 16, Section 3 (write off is requested due to foreclosure)

2013/14 Dues	\$ 204.00
Prior Dues	\$ 1134.56
Interest	\$ 215.77
SBA	\$ 100.00
Annual Late Fee	\$ 100.00
R/R Late Fee	\$ 10.00
R/R Fines	\$ 450.00
Admin Fees	\$ 520.50
Pay Plan Reversal	\$ 30.00
Total	<u>\$2764.83</u>

Lot 11, Block 90, Section 12 (write off requested due to foreclosure)

2013/14 Dues	\$ 204.00
Prior Dues	\$ 800.00
Interest	\$ 137.79
SBA	\$ 50.00
Annual Late Fee	\$ 50.00
Total	<u>\$1241.79</u>

Lot 12, Block 90, Section 12 (write off requested due to foreclosure)

2013/14 Dues	\$ 11.90
Prior Dues	\$ 50.00
Interest	\$ 7.16
L.I. Surcharge	\$ 50.00
Total	<u>\$119.06</u>

Total Write Offs

2013/14 Dues	\$ 419.90
Prior Dues	\$1984.56
Interest	\$ 360.72
SBA	\$ 150.00
Annual Late Fee	\$ 150.00
R/R Late Fee	\$ 10.00
R/R Fines	\$ 450.00
Admin Fees	\$ 520.50
Pay Plan Reversal	\$ 30.00
L.I. Sur charge	\$ 50.00
Total	<u>\$4125.68</u>

Motion to approve the above write-offs totaling \$4,125.68, made by Treasurer Livingston, seconded by Director Fredrickson. All in favor. Motion Passed.

- Budget Transfers – To cover shortfalls in line items.

Motion to approve the transfer of \$200 from account #7850-002 Maint/Equip Purchase to account #7070-002 Maint/RM Supplies, made by Treasurer Livingston, seconded by Secretary Martin. All in favor. Motion passed.

Motion to approve the transfer of \$600 from account #7620-007 Office Supplies to account #7270-007 Office/Service Contracts, made by Treasurer Livingston, seconded by Director Fredrickson. All in favor. Motion passed.

Motion to approve the transfer of \$200 from account #7620-003 Rec. Supplies (not R/M) to account #7020-003 R&M Bldgs, made by Treasurer Livingston, seconded by Director Wagner. All in favor. Motion passed.

Motion to approve the transfer of \$18,480 from the following accounts to account #7820-005 Roads/Winter Roads Materials:

1. Admin/RM Dams	8031-001	\$ 1,800
2. Admin/Contingency	7980-001	\$ 500
3. Admin/Misc	7491-001	\$ 400
4. Maint/RM Bldg	7020-002	\$ 600
5. Maint/Uniforms	7650-002	\$ 200
6. Rec Payroll	6110-003	\$ 100
7. Rec/RM Signs	7090-003	\$ 400
8. Rec/Bingo Supplies	7660-003	\$ 100
9. Security/RM Gates	7060-004	\$ 1,000
10. Security/Citations	7890-004	\$ 300
11. Rds/In-House Constr.	7830-005	\$ 1,500
12. Lakes/RM	7060-006	\$ 400
13. Office Printing	7630-007	\$ 300

14. Admin Health Ins.	6220-001	\$ 480
15. Admin Insurance	7310-001	\$ 5,000
16. Admin Real Estate Taxes	7510-001	\$ 500
17. Admin/Corp. Tax	7530-001	\$ 600
18. Maint. Equipment	7850-002	\$ 1,600
19. Rec. Outside Services	7380-003	\$ 600
20. Rec. Supplies	7620-003	\$ 700
21. Office Postage	7640-007	<u>\$ 1,400</u>

\$18,480

Treasurer Livingston made the motion, seconded by Secretary Martin. All in favor. Motion passed.

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

MANAGER’S REPORT

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

COMMITTEE REPORTS

Rules & Regulations – This committee is scheduling a meeting for March 29th, 2014 at 9am.

Lake Management – Director Ritson will be scheduling a meeting for early April.

Capital Projects – President Bennett informed the board that Capital Projects met 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 held a meeting on February 22nd to discuss the upcoming drainage project on Old Oak Court. The Committee also discussed the anticipated conditions of the roads following the difficult winter conditions and it is anticipated pothole repairs and other road repairs will be significant. Once conditions allow, members of the committee will review the condition of our roads and prioritize activities.

Community Affairs – The deadline for content for the next Birchwood Voice quarterly will be March 24th. President Bennett has reached out to all the directors, the office staff and the swim team for content.

Community Safety – Director McConnon will set a date for April for the committee to meet.

Beautification – Annual Clean-Up Day is April 26, 2014, meeting at the clubhouse at 10am. Refreshments and baked goods will be provided.

PAYMENT OF BILLS

- Dingmans Fuel Transfer Corp.

Motion to approve the payment of \$1,603.50 to Dingmans Fuel Transfer Corp., for maintenance fuel, made by Treasurer Livingston, seconded by Director Fredrickson. This line item will be \$1,640.41 over budget due to the winter conditions. All Directors voted in favor. Motion passed.

- Combined Energy

Motion to approve the payment of \$1,961.50 to Combined Energy for clubhouse fuel, made by Treasurer Livingston, seconded by Director Fredrickson. This line item will be \$269.44 over budget due to the winter conditions. All Directors voted in favor. Motion passed.

OTHER UNFINISHED BUSINESS

- Salt Update – President Bennett informed the Board that Brian Oram will be performing the quarterly water testing on March 26th and, if necessary, again on March 28th. As soon as weather permits we will be ready to move ahead with the step down test of the exploratory well on Spruce/Barberry and static water level testing on the nearby homes we have received permission to test. The Board will be reviewing the next quarterly results to determine who will no longer be eligible for quarterly testing and drinking water. The Board approved sending letters to four homeowners for permission to purge and/or camera test their wells.

Motion to approve sending a letter to four homeowners, asking permission to purge and/or perform a camera survey of their wells, made by Treasurer Livingston, seconded by Director Ritson. All Directors voted in favor. Motion passed.

Salt Shed – The board discussed a possible location on Doolan Road for a salt shed.

Motion to approve surveying the BLCA properties off Doolan Road to determine the suitability of building a salt shed, with the money to come out of reserves, made by Director Ritson, seconded by Treasurer Livingston, All Directors voted in favor. Motion passed.

- Strand Pool Agreement

Motion to approve the Strand Pool Agreement for an amount not to exceed \$4,707, made by Secretary Martin, seconded by Director Fredrickson. All in favor. Motion passed.

- 739 Entrance Counts – The Board asked Ms. Ridner to contact McGoey Hauser to determine when and how many counts should be conducted. Members of the Board volunteered to assist with the count when the dates have been established. The Board also discussed sending a letter to those members who are using the visitors' gate to circumvent the entrance restrictions, warning them that if we do not meet the PADOT requirements because of this we will either have to install a left turn lane or move the visitors' gate, which will result in an assessment to the members.

Motion to approve sending a warning letter to members breaching the 739 entrance restrictions, made by Treasurer Livingston, seconded by Director Ritson. All in favor. Motion passed.

- Front Entrance Beautification – The Board discussed the desire to invest funds in a new sign, wall and lighting at the 739 entrance. It was suggested that it be considered for a reserve item. Director Fredrickson will work with the CM and Capital Projects to research costs.
- PADEP Annual Permit Fees – Birchwood has three dams all classified as high hazard dams. The new annual registration fee will, therefore, be \$1,500 per dam. Fees are due to DEP by July 1, 2014. The \$4,500 will come out of contingency for fiscal year 2014/15 and will have to be included in the budget going forward.
- Palma Counteroffer

Motion to approve a counteroffer of \$20,000 and to write off \$875, extra dues charge for a late lot improvement map. The Board also provided Carrie Ridner with the authority to negotiate to \$19,000. Motion made by Director Ritson, seconded by Director Wagner. All in favor. Motion passed.

NEW BUSINESS

- Tree Removal Request – NONE
- Radcliffe Donation

Motion to approve a \$50 donation to the Delaware Township Fire Department in memory of George Radcliffe, past president of BLCA. Motion made by Director Ritson, seconded by Director McConnon. All in favor. Motion passed.

- Kiley Assoc. Proposal for Community Well – The Board requested that Ms. Ridner obtain two more proposals. The Board further discussed that if there are few engineers with experience specializing in this type of project we should get at least one more proposal. Ms. Ridner stated she would contact Mr. Oram for more recommendations.
- PALMS – Sediment Removal/EcoSolutions

Motion to approve a payment of \$3,900 to EcoSolutions for the PALMS work approved previously on Lower Birchwood Lake. Funding will come out of 7060-006 R&M Lakes. Motion made by Director Ritson, seconded by Director Fredrickson. All in favor. Motion passed.

- Approval of Recreation Calendar – The Board reviewed the calendar and had some minor amendments. The beach and pool schedules were discussed. The Board agreed to put lifeguards on the beaches weekends only. Ms. Ridner is going to look into the costs of renting portable toilets for Beach 3. If financially feasible we may open Beaches 1 and 3 at weekends only, otherwise it will be Beaches 1 and 4.
- Pool Hours were approved as follows:

Monday – Thursday	11 am to 7pm
Friday & Saturday	10am to 8pm
Sunday	10am to 7pm

Monday & Wednesday – 10am – 11am – Over 18 Adult Lap Swim/Aqua-Exercise – NOTE: Change to earlier time reflects opening the pool to the general membership at 11am. Aqua Exercise will be dependent upon finding an instructor. Tai Chi days and times will also be dependent upon availability and participation and will be a \$5 donation to the Tai Chi Master per class.

Motion to approve the 2014/15 Recreation Calendar with amendments made by Director Ritson, seconded by Director Wagner. All in favor. Motion passed.

- Reserve Vote – All items to be considered for a reserve vote must be submitted to the Treasurer by April 25, 2014 and must be supported with documentation of associated costs.
- Bike Racks – The board agreed to put a bike rack at the pool. Ms. Ridner was asked to look at the cost and was advised of a credit we have with a vendor that we may be able to use if they supply bike racks.
- Customer Service Window – Ms. Ridner suggested the Board consider enlarging the customer service window so as to provide better service, especially during the spring and summer seasons when we are most busy. The Board asked how we would finance this project. Ms. Ridner believed that we already have most of the materials and that labor would be in-house and, therefore, expenses would be minimal.
- Electrical Repairs to Gatehouses – President Bennett stated that she and Ms. Ridner, on a recent visit to one of the gatehouses, had noted that an electrician should be called in to review wiring in all the buildings.

COMMUNICATIONS, WRITTEN & ORAL – NONE

MISCELLANEOUS

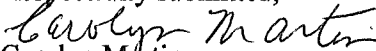
- Letter Correspondence dated 3/11/13 – Pike County Lyme Disease Task Force

The Pike County Lyme Disease Task Force, in alliance with BLCA and AOCA, wish to conduct an informational Lyme Disease seminar. This seminar will be held sometime in May or June and will be open not only to our membership but also to other communities.

Motion to approve the use of the clubhouse at a date and time to be determined to the Pike County Lyme Disease Task Force, made by Director Ritson, seconded by Director Fredrickson. All other Directors voted in favor. Motion Passed.

Motion to adjourn the Regular Board Meeting and move into Executive session at 9:00pm made by Treasurer Livingston, seconded by Director Fredrickson. All in Favor. Motion passed.

Respectfully submitted,


Carolyn Martin,
Secretary