

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
April 8, 2014 @ 7:00pm
Conference Room

Present: Clare Bennett, President, Joanne McInerney, Vice President, Marcella Livingston, Treasurer, Carolyn Martin, Secretary, Directors William Wagner, Charles Ritson, Thomas McConnon, Carl Fredrickson (arrived 7:05pm)

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

- March 14, 2014 Regular Board Meeting

Motion to approve the March 14, 2014 Meeting Minutes with an amendment made by Treasurer Livingston, seconded by Director Ritson. All other Directors voted in favor. Motion Passed.

- Action Without A Meeting March 21, 2014

This Action Without A Meeting is to approve payment of over budget bills.

1. Acct. #7040-002 R & M Vehicles/Maint. for Wrenches \$1992.04
2. Acct. #7040-002 R & M Vehicles/Maint. for S & T Auto \$237.47
3. Acct. #7490-001 Real Estate Transfers/Admin. for Pike Co. \$193.92
4. Acct. #7040-002 R & M Vehicles/Maint. for Delaware Auto Parts \$201.09
5. Acct. #7220-002 Gas/Fuel/Maint. for Dingmans Fuel Transfer \$80.00
6. Acct. #7820-005 Road Materials/Road for Dingmans Ferry Stone \$841.25

All Directors were contacted. Director McConnon 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.

TREASURER'S REPORT

Treasurer Livingston presented the Treasurer's Report.

Write-offs -

Lot 1, Block 32, Section 5 (write off requested due to foreclosure)

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2013/14 Dues	\$ 280.80
Prior Dues	\$ 800.00
Annual Late Fee	\$ 50.00
SBA	\$ 50.00
Interest	\$ 142.75
TOTAL	<u>\$1323.55</u>

Motion to approve the above write-off totaling \$1,323.55, made by Treasurer Livingston, seconded by Director Ritson. 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.

A discussion took place as to identifying untidy properties and what other resolutions can be applied besides citations. The Board asked Ms. Ridner to find out if any court action or Township action can be taken. The Rules and Regulations Committee was also asked to look into the wording of this violation.

The Board also asked Ms. Ridner to price portable bathrooms and associated permits for Beach 3 before deciding which beach to lifeguard for the summer. Vice President McInerney stated that Beach 3 is the most used beach and should be provided lifeguards. President Bennett agreed that it is used, but believed that it is used primarily by the older residents who enjoy the tranquility. President Bennett stated that one of the beaches that already have operating cabanas should be opened to the residents.

COMMITTEE REPORTS

Beautification – Annual Clean-Up Day is April 26, 2014, meeting at the clubhouse at 10am. Refreshments and baked goods will be provided. Treasurer Livingston donated a case of water. Director Fredrickson asked that the hoses and hose connections at 739 be readied for use. Treasurer Livingston informed the meeting that K&S Landscaping is going to dig out most of the plants in front of the office. She is meeting with Sheila Salmon, one of our residents who is a master gardener, to develop a planting plan to replace those removed and Treasurer Livingston is donating the cost of these plants to the Association.

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

Roads & Maintenance – President Bennett will be holding a Roads and Maintenance Meeting on April 25th at 4pm.

Community Affairs – The spring edition of the quarterly newsletter went out to residents this week and has been posted on our website.

Budget & Finance – The committee will meet in May to review the reserve vote items.

Community Safety – Director McConnon stated that the committee met that day. They proposed the purchase of a traffic camera purchase for Doolan. If the camera functions well it is anticipated one will be purchased for each of the other entrances.

Rules & Regulations – Director Ritson addressed proposed recommendations for rules and regulation changes. He noted that the committee has a lengthy list of proposed changes, provided to the Board for their review, and that it would take a few board meetings to go through said list. It is anticipated that the proposed changes will go out to the membership in the summer mailing for a first reading and feedback.

PAYMENT OF BILLS

OTHER UNFINISHED BUSINESS

- Salt Update – President Bennett informed the Board that Brian Oram performed the quarterly water testing on March 26th and 28th. The step down test of the exploratory well on Spruce/Barberry and static water level testing on the nearby homes will take place within the next two weeks. The Board will be reviewing the quarterly results to determine who will no longer be eligible for quarterly testing and drinking water. The Board sent letters to four homeowners for permission to purge and/or camera test their wells and some responses have been received. The Association is seeking estimates for this work.
- Salt Shed – Addio Surveying will be in to survey the BLCA properties off Doolan Road to determine if the property meets setbacks for a salt shed.
- 739 Entrance Counts – The Board and Ms. Ridner will meet with 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 asked Ms. Ridner to send 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 the "Letter to Blocked Members Who are Routinely Using the Guest Register" and to send it to those members in violation, made by Director Ritson, seconded by Director Fredrickson. All in Favor. Motion Passed.

- Upper Birchwood Lake Dam – DEP Letter – The Board asked that President Bennett and Ms. Ridner contact our engineer, Chuck Givler, in reference to a letter received from DEP. President Bennett agreed that they would contact Mr. Givler for reassurances that we are meeting DEP demands on schedule. The Board was advised that once the proposal is approved Gary Flood would be in to stake the eight properties involved in the new berm requirement and we would set up a meeting with those homeowners once this is complete.

Motion to approve the proposal from Gary M. Flood in the amount of \$750 to stake the berm, made by Secretary Martin, seconded by Vice President McInerney. All in Favor. Motion Passed.

- Eco-Solutions/PALMS Work – We are waiting for Eco-Solutions to come in and begin the sediment removal from Beach 3 and the Cove. President Bennett expressed concern that the work would not be completed in accordance with the timing laid out in the contract. Director Ritson stated that Joe Gallagher has reached out to PALMS to extend the deadline due to the severe winter, and he does not anticipate an issue.
- Customer Service Window – Ms. Ridner stated that the window will be installed once funds are available in the new fiscal year after May 1st.

NEW BUSINESS

- Tree Removal Request – Hayes, Handwerker, Scicutella

Motion to deny the Hayes Tree Removal Request because tree removal would be included in any building plans, made by Vice President McInerney, seconded by Secretary Martin. Director McConnon abstained because he doesn't agree with the tree guidelines. All in favor. Motion passed.

Motion to approve the Handwerker Tree Removal Request, made by Vice President McInerney, seconded by Secretary Martin. Director McConnon abstained because he did not agree with the tree guidelines. All in favor. Motion passed.

Motion to deny the Scicutella Tree Removal Request because there is a concern that the removal of so many trees may cause drainage and run-off issues, made by Vice President McInerney, seconded by Secretary Martin. Director McConnon abstained because he doesn't agree with the tree guidelines. All in favor. Motion passed.

- Long Range Planning – The Board agreed to hold a special meeting to discuss this and reserve vote items on Friday, May 30th at 7pm to include the Board and Budget and Finance.
- Meet the Candidates – The Board agreed to set the date for June 27th from 7 to 8pm at the Clubhouse. It will be a wine and cheese meet and greet format as long as it is not an insurance violation. Ms. Ridner will check with our insurance company.
- Board Panel Review Request – Directors Martin, Ritson and Wagner will conduct the board panel review. They were instructed to let the office know of the agreed date and time.

COMMUNICATIONS, WRITTEN & ORAL – NONE

MISCELLANEOUS

- Letter Correspondence dated 4/2/14 – 037-010-06

The Board asked Ms. Ridner to respond to the correspondence, stating that the road addressed in the letter is not a main road and would not qualify for asphalt.

Motion to adjourn the Regular Board Meeting and move into Executive session at 9:30pm made by Director Ritson, seconded by Director Fredrickson. All in Favor. Motion passed.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carolyn Martin". The signature is written in black ink and is positioned above the typed name.

Carolyn Martin,
Secretary