

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

Present: Clare Bennett, President, Joanne McInerney, Vice President, Carolyn Martin, Secretary, Directors William Wagner, Tom McConnon, Carl Fredrickson

Absent: Marcella Livingston, Treasurer, Charles Ritson, Director

Also Present: Carrie Ridner, CM, Linda Schwall, Administrative Assistant

President Bennett opened the meeting at 7:00pm with the Pledge of Allegiance

APPROVAL OF THE MINUTES FROM PRIOR MEETING

- June 10, 2014 Board Meeting Minutes

Motion to approve the June 10, 2014 Meeting Minutes made by Vice President McInerney, seconded by Secretary Martin. All other Directors voted in favor. Motion Passed.

- Action Without A Meeting – June 18, 2014, Approved expenditure for final expenses for PALMS Grant.

This Action Without A Meeting to approve an expenditure for final expenses for the PALMS Grant for \$4,400.00. All Directors were contacted and all Directors voted yes.

- Action Without A Meeting – June 18, 2014, Approve financial sponsorship of the Birchwood Lakes Swim Team.

This Action Without A Meeting is to approve a \$50.00 sponsorship for the July 3rd Golf Outing for the Birchwood Lakes Swim Team. The funds would be taken from the Swim Team budget line item. All Directors were contacted, Director Livingston was unavailable. All other Directors voted yes.

- Action Without A Meeting – June 18, 2014, Approve an expenditure for a “Geese Round up”.

This Action Without A Meeting is to approve an expenditure, not to exceed \$2,000.00 for the USDA to perform a “Geese Round up”. The funds will be expended from the budgeted Environmental Service/Water Testing line item 7430-006. All Directors were contacted, two Directors voted no, all other Directors voted yes.

- Action Without A Meeting – June 27, 2014, Approve an expenditure for New Dam Permit fees.

This Action Without A Meeting is to approve an expenditure of \$4,500.00 for New Dam Permit fees due July 1, 2014 as required by PA Dam Safety for our three (3) high hazard dams. Expense would come from Environmental Services line item (7430-006). All Directors were contacted. Director Fredrickson was unavailable. All other Directors voted yes.

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

TREASURER REPORT

CM Ridner, in the absence of Treasurer Livingston, presented the Treasurer's Report.

Bank balance total operating fund	\$717,933.89
Total reserve fund	778,994.88
Restrictive Reserves	395,201.76
Tenant Security Deposits	38,340.82
SBA Reserve Funds	37,375.80
Total:	\$1,572,655.39

MONTHLY INCOME AND EXPENSE REPORT

We have collected \$488,392.00 in current year dues to date. This amount represents 79.75% of our budget.

Write-offs-

Lot 18, Block 77, Section 10 (due to foreclosure) – \$11,407.66

Total Write Off - \$11,407.66

Motion to approve the above write-off totaling \$11,407.66 made by Director Fredrickson, seconded by Carolyn Martin. All in Favor. Motion Passed.

- Collections – The board was updated on the current collections status:
In the month of June three civil complaints were filed. Three constable services were ordered. Three hearing dates set for July 31, 2014. One judgment received. A Sheriff's Sale is pending with a scheduled date of July 23, 11:00 AM. The amount due on this Sheriff's Sale is \$3,100.92. The Sheriff's tagged a 2003 van and a variety of other small tools and equipment. If they pay by July 23, they get to keep their property otherwise it becomes the property of Birchwood or is purchased by other interested parties.

President Bennett asked the Board to provide CM Ridner with guidance as to how to proceed with collections utilizing the funds remaining. President Bennett suggested that BLCA continue to as well as three or four more Sheriff's Sales. CM Ridner informed the Board that the Sheriff Sales are expensive. It was agreed that we don't want to spend money on these

Sheriff Sales if the items we are able to collect do not outweigh the costs. President Bennett suggested to do a few sheriffs sales this year and go after lots next year. President Bennett asked where would we put collected items and how do we process them. Vice President McInerney suggested to go after one at a time. The recommendation, if the Board is in agreement, is to continue judgments on homes, and to proceed with four to five Sheriff Sales in the next several months. The CM, Treasurer, the Office and the collections clerk would have input in identifying those people and put lots on the back burner for the time being. Everyone in attendance was in agreement.

MANAGER'S REPORT (Attached)

- Carrie Ridner, CM, provided The Manager's, Recreation, Maintenance and Public Safety reports.
- Salt Shed

A proposal has been received from Cornerstone to perform a Feasibility Study on the Doolan location and the Milford Road locations, to provide a professional assessment on the suitability of each site for the location of the proposed salt storage facility.

Motion to approve the proposal from Cornerstone in the amount of \$1,050.00 for the Feasibility Study Services made by Vice President McInerney, seconded by Carl Fredrickson. All in favor. Motion Passed.

- Maintenance/Facilities

Roads - pot holes have continued to be a main task. With the recent heavy rains, drainage is also priority and Maintenance is working to relieve as many situations as possible. We have gone through 23 tons of cold patch and ordered another 23 tons. We are buying it in bulk and the cost is 2/3rds of what we paid for in bags. Heavy rains are doing damage in terms of drainage and wash out. Many years of built up debris has also contributed to clogged culvert pipes. Twenty three feet of debris was cleared from a culvert pipe on Juneberry. It took two days and two men to complete.

- Doolan Gate

May have been hit by lightning. Eastern Alarm may have to replace the unit.

- Recreation

We have received lots of compliments on the pool and fence.

Director McConnon asked when Ecological Solutions will pick up the sediment bags. CM Ridner will talk to Joe tomorrow to see how long the process will take and what we have to do to get them removed.

Recreation Coordinator, Chrissy DeCola, has created a spreadsheet on income and expenses on a number of our events to help us plan for future events.

- Salt Storage Facility

The Board reviewed the proposal from Cornerstone Engineering for a Feasibility Study for the Doolan and Milford Road locations. The study would include zoning, natural resources available, complication, utilities, deed or easement restrictions, visiting the site and what approvals are needed for each parcel. This would start the process for the Capital Projects Committee in deciding which parcel would work best.

Motion to approve the Cornerstone Engineering proposal, item 8, in the amount of \$1,050.00 to perform a Feasibility Study at the Doolan Road and Milford Road sites for a salt storage facility made by Vice President McInerney. Director Fredrickson seconded the motion. All in favor. Motion Passed.

COMMITTEE REPORTS:

- Rules and Regulations - List A had administrative changes made and already approved by the Board. List B was approved with the Board changes. List C, we are only sending out 3 out of 6 items because we pulled back discussion items.
- Community Safety - Director McConnon had nothing to report.
- Recreation - Vice President McInerney also commented on how beautiful the pool area looks, she has also been hearing about it.

President Bennett stated that The Meet the Candidates/Wine and Cheese was a success. Thirty people attended. The reaction was so good that we are going to do another one.

President Bennett would like to start a coffee morning possibly tied to Tai-Chi.

- Community Affairs - The newsletter was mailed out to the Membership.
- Roads and Maintenance - The Roads and Maintenance Committee will be meeting tomorrow to discuss the sealed bids that we received today.
- Capital Projects - Nothing to report – waiting until the Cornerstone Feasibility Study is done and then the committee will meet.

Beautification - Director Fredrickson had nothing to report. President Bennett noted how beautiful the flowers are looking. CM Ridner stated we will be obtaining 10 bags of mulch from the Sheriffs Sale.

Director Wagner stated that the Maintenance building looks much better. Director McConnon mentioned that all the asphalt looks good. President Bennett stated that Maintenance is working

very hard and this is reflected throughout the Community. Director McConnon noted the recycling container at the pool was not appealing. President Bennett noted that they were placed there by the Swim Team. It was suggested that we consider placing some sort of attractive wood front on it, such as a trellis. CM Ridner said she would talk to the swim team and, if necessary, maintenance, about doing so.

By-Laws Changes – Committees - President Bennett stated that at every Organizational Meeting we are asked to take on committee chairs and/or co-chairs. Every year it is getting harder to fill these slots. President Bennett met with CM Ridner and suggested some of the committees might be merged and proposed the following By-Laws amendments: Community Affairs would be a name change to Communications. Governing Documents Committee will be a merge of By-Laws and Rules & Regulations (Deeds and Covenants would come under this). Capital Projects and Property Development should merge.

Motion to approve merging By-Laws and Rules & Regulations to be called Governing Documents. Capital Projects and Property Development to merge and called as such. Community Affairs to be called Communications. Secretary Martin made a motion in favor, Director Wagner seconded the motion. All in favor. Motion Passed.

PAYMENT OF BILLS - NONE

OTHER UNFINISHED BUSINESS

- Salt Update - We were unable to schedule a meeting with two engineers to discuss their proposals for the shared water system, due to vacations. We are aiming for July 21.

Last month we approved doing the purging on BL-15 which included pulling that pump and installing our pump. The attorney is working on an agreement which will go to the homeowner for review. Once agreement is signed by both parties, Sorber Well Drilling will perform the work.

The quarterly testing was completed and the results should be in any day. We talked about having a meeting with the homeowners. President Bennett suggested holding a meeting with the homeowners on the Friday night before the Annual Meeting and then incorporate the salt update at the Annual Meeting.

Board Agreed to hold a separate meeting with these homeowners on the evening of Friday, August 22nd at 7:00pm.

- 739 entrance counts - The June results will be distributed via email when they are prepared. McGoey, Hauser will be conducting counts next week so that we can begin the electronic permitting process now required by PennDOT.
- Upper Birchwood Lakes Dam - One homeowner we have not met with and there has been no communication with this person. President Bennett suggested we go through legal council to send out a letter stating that we have been trying to make contact with them to discuss this issue.

We should start drafting letters of understanding with the eight lot owners that we met with them and discussed the issues with them.

- Board Candidates - We have three candidates that came forward. Two seats remain open. Director McConnon has agreed to stay on the board, Director Livingston is considering it. President Bennett has asked everyone to consider, before the Organizational Meeting which committees they would like to chair or co-chair.

NEW BUSINESS

- Tree removal request - 015-013-0300

Motion to approve the tree removal request from 015-013-03 made by Director Fredrickson, motioned seconded by Vice President McInerney. Director McConnon abstained because he does not agree with the tree removal guidelines. All other Directors voted in favor. Motion Passed.

- Tree removal request - 057-001-0800

Motion to approve the tree removal request from 057-001-08 made by Director Fredrickson, seconded by Director Wagner. Vice President McInerney voted no, Director McConnon abstained because he does not agree with the tree removal guidelines. All other Directors voted in favor. Motion Passed.

- Resolutions Committee - Citation #8177

Person was charged with violation of Regulation no. 98-50-13A up to \$300.00 fine. The fine was reduced to \$100.00. No reason given for the reduction on the report which stated only that the photo evidence supports the ticket. The ticket was for garbage on the road. Found guilty, but suggested a reduction, doesn't state why or what the extenuating circumstances were. President Bennett recommended we uphold the fine and that we ask the Resolution Committee to provide an explanation as to why they suggest reducing fines on the report so the Board has this information.

Motion to approve the fine reduction to \$100 made by Vice President McInerney, seconded by Director Fredrickson. All in favor. Motion Passed.

- Resolution Committee - Citation #8194

Fine called for \$25.00. Person admitted guilt and had no infractions for 36 years. While the Board did not agree that no previous infractions is a good enough reason to recommend such a steep fine deduction, they did agree to uphold the recommendation in this case, but asked that Resolutions carefully consider such reduction reasons in future.

Motion to approve the reduction to \$25 made by Director Wagner. Seconded by Vice President McInerney. All in favor. Motion Passed.

- Reserve Vote

Last month the Board of Directors agreed to send the Reserve Vote out in the next mailing. CM Ridner is asking that telephones, computers and digitalization be grouped together under technology as they tie in together and, therefore, allows for smoother expenditure if one item ends up being more and another less than provisioned.

Motion to approve the Reserve Vote wording change made by Director Wagner, seconded by Director Fredrickson. All in favor. Motion Passed.

- Restoration of Destroyed Lots

Our Rules and Regulations do not address lots destroyed in cases of fire or other disasters. This issue was highlighted after several house fires over the last few years. President Bennett researched how other associations address this issue in their rules and found some options for the Rules and Regulations Committee to consider. The Board agreed to refer this to Rules and Regulations.

- Opening of Sealed Bids

Road Work for Old Oak Court - only one sealed bid was received by the deadline. The sealed bid, from Wayco, was opened by President Bennett. The bid totals \$55,373.10. The Roads Committee Meeting will meet tomorrow night to review the bid and President Bennett will, put out an Action Without A Meeting.

- Pot Hole Patching

General Blacktop, the asphalt company we used last year to repair pot-holes and other “minor” road repairs, submitted a proposal for additional road repairs this year in the amount of \$46,000. We had anticipate receiving a second proposal from Pro-Patch but despite repeated calls they failed to submit one. Reviewing the work General Blacktop performed last year it was noted that it held up well through the winter. CM Ridner stated that she provided General Blacktop with specific detail on how she wanted the work this year to be completed, including milling and cutting in the new areas. President Bennett stated that we will give Pro Patch one more day to submit a proposal, as their verbal proposal was significantly less. If we do not receive it we will proceed with an Action Without A Meeting to approve General Blacktop’s proposal.

MISCELLANEOUS:

- Pike County Lyme Disease Task Force

A thank you letter was received from the Lyme Disease Task Force for hosting the June 7th workshop.

- Correspondence 110-009-10

Email dated June 24, 2014 received from Mr. McFeely on Doolan Road. Mr. McFeely wanted answers to all the questions he submitted last month regarding the proposed salt storage facility. President Bennett stated that we do not have those answers because we are still in the initial stages of doing the feasibility study. CM Ridner was instructed to respond to his email explaining this and that the Capital Projects Chair will set up a committee meeting once we have the results of the feasibility study. She should also add that information can be obtained by attending board meetings, requesting approved minutes or viewing them on our website once they are posted or by calling the office for an update.

- Correspondence 080-030-10

Our Webmaster had concerns of wording in the Rules and Regulations that there were two different firearm sections in the Rules and Regulations. CM Ridner will respond that we are working on it.

- Correspondence 004-010-01 & 004-011-01

Owner owes a lot of money over \$8,700.00. They are willing to pay just over \$3,000.00 immediately if we would wave \$5,600.00 in fines and late charges. The fines relate mostly to renting the house without supplying proper documents to the office.

President Bennett stated that it's the policy of the Association not to waive fines and late charges.

Motion to deny the homeowner's request to remove fine and late charges totaling \$5,600, was made by Secretary Martin, seconded by Director Wagner. All in favor. Motion Passed.

Motion to adjourn the Regular Board Meeting at 8:45 pm and move into Executive Session, made by Secretary Martin, seconded by Vice President McInerney. All in favor. Motion Passed.

Respectfully submitted,

Carolyn Martin,
Secretary