

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
August 12, 2014 @ 7:00 pm

Present: Joanne McInerney, Vice President, Carolyn Martin, Secretary, Directors William Wagner, Tom McConnon, Carl Fredrickson, Charles Ritson, Marcella Livingston, Treasurer

Absent: Clare Bennett, President

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

VP McInerney opened the meeting at 7:00pm with the Pledge of Allegiance and introduced the new Board Members Mike Moffa, Anthony Palma and Eugene Jarvis.

APPROVAL OF THE MINUTES FROM PRIOR MEETING

- July 8, 2014 Board Meeting Minutes

Motion to approve the July 8, 2014 Meeting Minutes made by Director Martin, seconded by Director Ritson. All other Directors voted in favor. Motion Passed.

- Action Without A Meeting – July 11, 2014, Approved expenditure for Roadwork

This Action Without A Meeting is to approve the “Wayco base bid” in the amount of \$55,373.10 and the Alternative Pricing number 1 for 1.5 bituminous overlay to Old Oak Ct. in the amount of \$11,528.06. Further, to approve the bid for repair and patch work from General Blacktop in the amount of \$46,000. Funding to come from the 2013/2014 Contracted Road Work line item. All Directors were contacted. Directors Fredrickson and Director Livingston were unavailable. All other Directors voted yes.

- Action Without A Meeting – July 31, 2014, Approve Voting Observer

According to the By-Laws - Section 6: OBSERVER OF VOTING this Action Without A Meeting is to approve Robert Salmon to observe the vote count on Friday, August 15, 2014. All Directors were contacted. All Directors voted yes.

- Action Without A Meeting – July 31, 2014, Approved expenditure for Road Patching

This Action Without A Meeting is to approve an amount not to exceed \$8,000 for additional road patching to include sections of the Red Pine Mailboxes, East Shore by the Cemetery and East Shore just past the dam. (We would like to do this while they are here in order to not incur further mobilization costs). Funding to come from monies still available in the 2013/2014 Reserve Contracted Road Work line item. All Directors were contacted, All Directors voted yes.

- Action Without A Meeting – August 5, 2014, Approved expenditure for Roadwork

This Action Without A Meeting to approve Wayco's proposal for seal coating Aspen Road and East Maheli Drive in the amount of \$30,025.60; contingent upon confirmation that cracks will be filled prior to the seal coat process. All Directors were contacted, Director McConnon was unavailable. All other Directors voted yes.

Motion to approve the above Actions Without A Meeting made by Director Ritson, seconded by Director Fredrickson. All in favor. Motion Passed.

TREASURER REPORT

Treasurer Livingston, presented the bank balances and the monthly income expense report. These reports may be obtained at the BLCA office upon request.

Write-offs-

Lot 10, Block 13, Section 2 (due to settlement agreement) Interest	– \$	703.67
Lot 11, Block 13, Section 2 (due to settlement agreement) Interest	–	57.74
Lot 12, Block 13, Section 2 (due to settlement agreement) Interest	–	57.74
Lot 13, Block 13, Section 2 (due to settlement agreement) Interest	–	57.74
Lot 14, Block 13, Section 2 (due to settlement agreement) Interest	–	1,781.84
Lot 11, Block 88, Section 12 (due to judicial sale)	–	7,985.78
Lot 3, Block 9, Section 2 (write off requested due to deedback)	–	3,660.79
Lot 9, Block 108, Section 15 (write off requested due to deedback)	–	3,820.21
Lot 10, Block 108, Section 15 (write off requested due to deedback)	–	466.33
Lot 11, Block 108, Section 15 (write off requested due to deedback)	–	466.33
Lot 20, Block 54, Section 7 (write off requested due to judicial sale)	–	3,616.67
Lot 15, Block 54, Section 7 (write off requested due to judicial sale)	–	522.85

Total Write Offs \$ 23,197.69

Motion to approve the above write-off totaling \$ 23,197.69 made by Director Livingston, seconded by Vice President McInerney. Question was asked if there were taxes on the deedbacks are post taxes? Marcella said no, not on a deedback. All in Favor. Motion Passed.

- Collections – The Board was updated on the current collections.

MANAGER'S REPORT (Attached)

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

Comet patrolled 3,442 miles this month and wrote out 40 citations. 20 of those were speeding tickets.

Director Ritson discussed with President Bennett for CM to include the Complaint Report going forward.

- **Old Oak Ct.**

We have received a proposed amendment to the plans from Wayco; which has been forwarded to Cornerstone for their review. The change will not materially impact the overall scope of work and will save the Association approximately \$5,000.00.

Motion to approve the amended work through Wayco for Old Oak Court and West Shore to the term of saving an additional cost of \$5,000.00 made by Director Ritson, seconded by Director Fredrickson. All in Favor. Motion Passed.

Director Ritson asked when the floor in the office will be installed - CM Ridner said after the season is over when we are not open.

Director Ritson asked when will the lines be painted on the pavement. CM Ridner stated that she spoke with Dave from PS regarding his ideas for the front entrance. Traffic is a concern when shutting lanes down but they are on the list to be done.

COMMITTEE REPORTS:

- Lakes - Treatment continues according to schedule. Director Ritson has been providing regular water status updates to EcoSolutions. Director Ritson stated that the conditions of the lakes were really good up until a week or two ago during which the weeds have really come out. One more round of treatments will be done. But stated that the lakes this year compared to last year are in better condition but needs to be improved. In regards to the dredging of Beach 3 and area near Tom's house, Director Ritson stated that he was not satisfied with the overall work that was done but the machine operated just fine. If the Reserve Vote passes the same thing will be done on Beach 4 and Beach 1. Material is being stored in the maintenance yard. Director Ritson would like to make a suggestion to members that they may have the material which is rich in nutrients. Members can contact the office to arrange for Maintenance to be there. The plan was to dredge the lake then barter that peat for the cost of the dredging. The company backed out saying that they wanted us to sell the peat and pay them, than they will do the job. BLCA refused. When the vote passes that company will give a demonstration of whether that equipment can remove some of that peat.
- By Laws / Rules and Regulations – Director Ritson read the pointers. The Committee agreed not to eliminate ATV's entirely but to require registration with ATVs and insurance if they are not used on the member's property. We need to raise the fine from \$100.00 to \$250.00 if caught on any Birchwood roads or right-of-ways. Director Ritson said he will write up a note to the Board stating that this is what we agreed to and that we need to vote and approve them. This needs to go out to the Community for comment which means it will not go out until December 2014 with the next voting package.

Pontoon Boats – the Committee agreed that even at 16 feet, Pontoon boats are too massive for the lakes. The Committee would like the Board to delete them as approved boats.

Feeding Wildlife – the Committee agreed to keep the policy as is. You cannot feed geese or ducks but there is nothing against feeding deer on your own property. Director Ritson stated that he will write a note to the Board to be voted on at the September Board Meeting.

- Resolutions – there was an agreement by the Board at the last meeting that we would look at fine amounts. The Board had previously agreed that we would eliminate the words “up to” and “maximum”, but there was an agreement that the actual amount of \$300.00/\$350.00 would be looked at by the committee the next time they meet.

Votes - Director Livingston stated that votes are due by Friday at 3:00 pm. About 50 more votes are needed. If we do not get those votes we can't do the projects unless we send it out as an extension which could be another month. Director Livingston is urging members to get their votes out or projects will be put on hold.

PAYMENT OF BILLS

Motion to approve the transfer of \$1,483.65 from account # 6220-001, Admin-Health Benefits to account # 7060-003, R&M, Pool, Beaches, Entrances for payment to Strand Pool for maintenance contract and pool closing made by Director Livingston, seconded by Director Martin. All in Favor. Motion Passed.

Motion to approve the transfer of \$240.00 from account # 7491-001, Admin/Other Misc. to account # 7610-004, Security Decals/Cards made by Director Livingston, seconded by Director Fredrickson. All in Favor. Motion Passed.

Motioned to approve the transfer of \$260.00 from account # 6110-003, Recreation/Salaries & Wages to account # 7610-003, Recreation – Badges/Decals/Cards made by Director Livingston, seconded by Director Fredrickson. All in Favor. Motion Passed.

OTHER UNFINISHED BUSINESS

- Salt Update - Team met with McGoey, Hauser for preliminary engineering costs on the community shared well system, task 1. They gave us a price of \$3,500, then went back to Kylie, the second bidder to ask them to bid on the same project. The cost they gave us was \$6,995.00. This information was shared with Brian Oram and discussed at the Salt Team level. At this point, CM Ridner would like to recommend that the Board make a resolution to proceed with task 1 with McGoey, Hauser to develop the construction cost estimates on the community shared well system.

Director Ritson made a motion to utilize McGoey, Hauser for task 1 for the community shared well. Director Wagner seconded the motion. All in Favor. Motion Passed.

Director Ritson stated that the Salt Team has made changes for Board approval to reduce our quarterly testing to monthly field testing and is significantly concerned that we are using the field testing to keep an eye on these levels. Director Ritson wants to be sure that Brian is looking at this data very tightly and is not sure that is the case. CM Ridner stated that it is the case. Brian's comment was that the full testing will never match lab testing. Conductivity is more important than pH. Director Ritson stated that if pH doesn't mean anything then why test for it and wants to be sure Brian is monitoring the levels very closely. CM Ridner stated that the issue is not traveling. The members who have been impacted are the members continuing to be impacted. This will take a few years to resolve.

- Salt Storage Feasibility Study – Vice President McInerney stated that the studies done for Doolan Road and Milford Road will be referred to the Capital Projects Committee who will meet within the next 10 days. The issue with Milford Road is that it has a high rate occupancy permit issue. Doolan Road has a storm water issue in terms of access to a discharge point. CM Ridner stated that her concern is that PennDot will tie this permit in with the other four applications which will delay any type of progress that could be made.
- 739 traffic study – Director Ritson stated that McGoey, Hauser is doing another traffic study which will be sent to PennDot. That will determine if the current plan of blocking members is working. If it is working we will get the entrance permit. The June numbers which were the first full month came out better. It appears that the plan the Board put together is working. The McGoey, Hauser study will show whether the numbers are good enough. Director Ritson said if we are lucky we should have this finalized by the end of the year. CM Ridner stated that we will have to re-file those four permit applications once the study is done. Director Ritson stated that too many people are still using the guest gate - we can't stop them but strongly encourage them not to.
- Upper Birchwood Lakes Dam – CM Ridner stated that we received Chuck Givler's estimates on engineering costs from now until approval and then what his rates will be after approval. Director Ritson stated once we get estimated costs we should share that in the newsletter. It would be useful for the community to see. CM stated that all outstanding questions have been answered. The Board now needs to let Chuck Givler know that they are in agreement to have the plans submitted to Dam Safety. Regarding the impacted owner of the trees and personal desires on the 8 parcels of land, Chuck Givler amended verbiage that he is going to submit to Dam Safety, Bob Kidwell reviewed it and everything seemed fine with him. As we go forward and enter into individual access agreements those individual items based on Chuck Givler's criteria on trees, etc.

NEW BUSINESS

- Tree removal request – 101-024-1400

Motion to approve tree removal request from 101-024-1400 made by Director Wagner, motion seconded by Director Fredrickson. Director McConnon abstained because he does not agree with the tree removal guidelines. All other Directors voted in favor. Motion Passed.

- Tree removal request - 013-036-0300

Motion to approve tree removal request from 013-036-0300 made by Director Wagner, seconded by Director Fredrickson. Director McConnon abstained because he does not agree with the tree removal guidelines. All other Directors voted in favor. Motion Passed.

- Resolutions Committee – nothing to report
- Audit

The revised draft where they changed note 2 to include that the reserve expenditures carry over from year to year. Note 9 was changed to take out Salt Shed. Director Livingston stated that the copies she has did not change note 9, it just said water remediation. Salt Shed still needs to be omitted.

Motion to approve the audit pending change to note number 9, removing Salt Shed from two places in that note made by Director Livingston, seconded by Director Ritson. Vice President McInerney asked any discussion. Director McConnon asked if this is was discussed in the financial statements. CM Ridner stated yes. Director McConnon stated that the over dues on balance sheet was not listed as an asset. Director Ritson stated that is it not an asset, it is not accounts receivable, we have assessment receivables of 1.8 million which is bad debt allowance, once dues is so old it is considered bad debt. What is on the books is 2 million worth of accounts receivable but taking into account debt the accountant believes collectable is \$200,000 of that 1.8 million. All in Favor. Motion Passed.

- Judges of Election

Pat Collins, Nancy Halliday, Darrell Hayes, Sheila Salmon and Carolyn Todino

Motion to accept the Judges of Election made by Director Martin, seconded by Director Livingston. All in Favor. Motion Passed.

- Members Meeting Procedure

CM Ridner stated that last year the Board made a resolution to allow the Bookkeeper and the Treasurer to meet with members not in good standing to discuss accounts and set up payment plans. CM Ridner stated that we'd like to have the Board change that motion to include the Bookkeeper and the Community Manager and when necessary the Treasurer to make these payment plans for members not in good standing. Director Ritson asked for the reason for the change. CM Ridner stated that an owner came in with a \$300.00 balance who wanted to make a payment plan and we just can't do this it has to go to a different level. Director Livingston suggested to apply this to any amount below \$1,500 because that is usually just a year. Director Livingston stated that she just can be shown a list so she could give her input and not have to meet with the homeowner. The wording should state CM and Bookkeeper could do this for any payment plan that would be paid off within the fiscal year. If it goes beyond the fiscal year then the Treasurer should get involved. Director Ritson stated that for the September meeting a policy statement should be drawn up.

- COMMUNICATIONS WRITTEN AND ORAL:

Question came from Member Halliday regarding the Resolution Committee and the fines that have been changed to the maximum amount. If the Resolution Committee determines a lower amount to a fine, it then goes to the Board for approval. Does the letter to the appellant state that the Resolution made one decision and the Board overrode that decision? Director Ritson answered yes it should be, we have to come up with wording to communicate to the appellant. Member Halliday stated we need flexibility. Director Ritson stated that this would be done for 6 months and if it wasn't working we would go back and modify.

EMAIL CORRESPONDENCE:

- Correspondence 110-009-16

President Bennett and CM Ridner contacted this member. President Bennett's last contact did not receive a response. CM Ridner was not sure all questions were answered because we do not have answers but he was satisfied with the direction we are going.

- Correspondence 067-032-09

CM Ridner stated that the owner received some citations, we sent him a letter for appeal. They claim they did not receive it. The letter was resent and nothing was heard back.

- Correspondence 061-011-08

CM Ridner stated that this was regarding work that was done on Cypress Court. We put culverts in, but encroached on her driveway. Owner provided survey. CM Ridner is trying to get a hold of Pat Addio's survey done prior to construction to compare and see where we are. Director McConnon questioned Old Oak Court Construction. CM Ridner stated that she is waiting for a start date. Should be sometime around Labor Day.

Director McConnon questioned Mr. Panaciulli's situation. CM Ridner stated this was a work in progress. Drainage runoff from Hemlock and Pine and thinks it's part of drainage projects we already have identified and haven't gotten significant rain to tell.

Motion to adjourn the Regular Board Meeting at 8:45 pm and move into Executive Session, made by Director Ritson, Seconded by Director Fredrickson. All in favor. Motion Passed.

Respectfully submitted,

Carolyn Martin,
Secretary