

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**January 10, 2015 @ 9am**

Present: Clare Bennett, President; William Wagner, Vice President; Carolyn Martin, Secretary; Anthony Palma, Treasurer, Directors Joanne McInerney, Eugene Jarvis, Thomas McConnon, Michael Moffa,

Absent: Jim Luttrell, Assistant Treasurer

Also Present: Carrie Ridner, Community Manager

President Bennett opened the meeting at 9:00am with the Pledge of Allegiance.

**APPROVAL OF THE MINUTES FROM PRIOR MEETING:**

- December 13, 2014 Regular Session Board Meeting Minutes

**Motion to approve the December 13, 2014 Regular Session Meeting Minutes made by Secretary Martin, seconded by Vice President Wagner. All in favor. Motion passed.**

**TREASURER'S REPORT:**

Treasurer Anthony Palma presented the bank balances and the income and expenditure reports. (Copies available at the office)

**Write-Offs:**

Lot 46, Block 34, Section 0500 (court ordered reduction)

Rules and Regulation Surcharge \$35.00

**Motion to approve the above write-off made by Vice President Wagner, seconded by Director Jarvis. All in favor. Motion passed.**

Budget Transfers - None

Collections – Treasurer Palma updated the Board on the status of collections.

**MANAGER'S REPORT**

Carrie Ridner, CM, provided the Manager's, Maintenance and Public Safety Reports (attached).

The Board agreed that CM Ridner should get another insurance quote for comparison purposes. CM Ridner advised that she would do so but that CAU historically provide competitive rates.

COMMITTEE REPORTS - None

PAYMENT OF BILLS – None

**OTHER UNFINISHED BUSINESS**

Salt Update – President Bennett presented an estimate from G.M. Plumbing & Heating in the amount of \$821 for plumbing repairs needed at BL-15 due to salt contamination related erosion. It was observed and confirmed by our Community Manager and several board members that repairs were necessary.

**Motion to approve the estimate from G&M Plumbing & Heating in the amount of \$821.00 for necessary repairs at BL-15, made by Director Moffa, seconded by Director Jarvis. All Directors voted in favor. Motion passed.**

President Bennett informed the Board that the salt team will be reviewing the Community Water System Report received from McGoey, Hauser and Edsall. She asked the Board to read it before next week and send any questions they have to her. A salt team meeting date will be set up on Monday once we confirm availability with Brian Oram and Jim Luttrell.

739 Entrance Traffic Study – CM Ridner informed the meeting that she, along with President Bennett and Member Chas Ritson met with McGoey Hauser and Edsall to review the traffic study and discuss next steps. The study demonstrates that numbers have reduced sufficiently due to the gate restrictions currently in place. Permits for the four entrances (739, Church, Lancet and Silver Lake) will be filed electronically over the next few months. McGoey advised that a \$10,000 to \$20,000 bond will be required before construction permits are granted for each of the entrances, but this bond money will be returned once PENNDOT approve the construction for final permitting. We will try and file and complete construction requirements for one entrance at a time if PENNDOT allows us to do so to minimize the amount of money the Association has to put up for the bond. The modifications needed at each of the entrances are expected to be minimal. It was strongly advised that we do not discontinue the traffic reduction program at the 739 entrance as this was a key element of the reduction in numbers in the 739 Traffic Study.

## NEW BUSINESS

Tree Removal Requests – Murphy

**Motion to approve the tree removal request from Murphy, made by Treasurer Palma, seconded by Director Moffa. Director McConnon abstained because he disagrees with the tree guidelines. All other Directors voted in favor. Motion passed.**

Del Township Vol. Fire Dept. Fund Drive

**Motion to approve a \$25 donation to the Delaware Township Volunteer Fire Department Fund Drive, made by Vice President Bill Wagner, seconded by Director Jarvis. All Directors voted in favor. Motion passed.**

Communications, Written & Oral

Mr. Flatt of Chestnut expressed concern about the cars speeding on Outer Drive, acknowledging that Security is attentive to the situation. The problem is because they are speeding, security is unable to give chase or capture license plates. President Bennett acknowledged that we are aware of the situation and will refer it to the Roads Committee to determine what, if anything, can be done to alleviate the situation.

Miscellaneous

Letter Correspondence -064-008-0800

**Motion to deny the request for a reduction in the amount of money owed to the Association by said member made by Vice President Bill Wagner, seconded by Director McInerney. All Directors voted in favor. Motion passed.**

Letter Correspondence -082-002-1800

The member was expressing his displeasure of the 739 Entrance Gate Restrictions. The letter was addressed to President Bennett and copied to the Board and, therefore, President Bennett will respond.

Email Correspondence -001-055-0200

The member had a couple of questions relating to the dam permit. CM Ridner had already responded at the request of President Bennett.

Letter Correspondence -022-031-0400

A letter complimenting and thanking President Bennett and Community Manager Carrie Ridner for the work completed on West Shore and Old Oak Court.

**Motion to adjourn Regular Session Board Meeting at 9:56am and move into Executive Session, made by Vice President Wagner, seconded by Secretary Martin. All in favor. Motion passed.**

Respectfully submitted by,

Carolyn Martin  
Secretary