

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
February 13, 2015 @ 7pm

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

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:

- January 10, 2015 Regular Session Board Meeting Minutes

Motion to approve the January 10, 2015 Regular Session Meeting Minutes made by Secretary Martin, seconded by Vice President Wagner. All in favor. Motion passed.

- January 29, 2015 Action Without A Meeting

This Action Without A Meeting is to approve the hiring Cornerstone Engineering to perform a Feasibility Study on the proposed Tamarack/Evergreen/Red Pine area for the maintenance/salt storage building. This study would cost \$900 and would come from the Reserve line item for Maintenance Facility.

Comments: Addio Surveying has completed several surveys of this area. The association owns a number of lots that appear to be viable for this project. However, without some engineering input we cannot decide if this location would be suitable for the maintenance/salt storage project. Attached is the proposal from Cornerstone. (This would be the same study Cornerstone did for the Doolan and Milford Road sites). All Directors were contacted. All Directors voted yes.

Motion to approve the January 29, 2015 Action Without A Meeting made by Secretary Martin, seconded by Assistant Treasurer Jim Luttrell. 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 81, Block 97, Section 13 (write off requested due to foreclosure)

2014/15 Dues	\$102.06
Prior Dues	\$529.50
Annual Late Fee	\$100.00
Interest	\$184.90
Total	<u>\$916.46</u>

Lot 10, Block 95, Section 13 (write off requested due to foreclosure)

2014/15 Dues	\$ 99.63
Annual Late Fee	\$100.00
Interest	\$ 1.63
SBA	\$ 50.00
R/R Fines	\$550.00
Total	<u>\$801.26</u>

Lot 9, Block 36, Section 6 (write off due to Judge Menditto reducing civil complaint amount)

R/R Fines	\$1,000.00
Interest	\$ 380.00
Total	<u>\$1,380.00</u>

Total Write Offs

2014/15 Dues	\$ 201.69
Prior Dues	\$ 529.50
Annual Late Fee	\$ 200.00
Interest	\$ 566.53
SBA	\$ 50.00
R/R Fines	\$1,550.00
Total	<u>\$3,097.72</u>

Motion to approve the above write-off totaling \$3,097.72 made by Treasurer Palma, seconded by Director Moffa. All in favor. Motion passed.

Budget Transfers

Motion to approve the transfer of \$15,000 from the following Accounts to A/C #7820-005 Winter Road Materials.

\$10,000 from A/C # 7310-001 Admin Insurance

\$1,500 from A/C # 6110-003 Recreation Payroll

\$1,500 from A/C #7360-005 Snow Removal/Private

\$1,000 from A/C # 7391-005 Surveys

\$1,000 from A/C #7980-001 Contingency

Motion made by Treasurer Palma, seconded by Director Jarvis. All in favor. Motion passed.

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).

739 Gate Restrictions for Delinquent Members – Postcards were sent to delinquent members informing them that they will be restricted from using the 739 Gate at all times. In response to the postcards some members have contacted the office, either asking for further information or to find out if they can be on payment plans. CM Ridner stated that this may be a good opportunity to get more delinquent members on payment plans. She suggested Board consider allowing delinquent members access to the 739 entrance if members get on a payment plan. The Board agreed it would be a good incentive. However, they agreed that any member who misses a payment will automatically become delinquent and, therefore, lose 739 gate privileges, without any further consideration for gate privileges until account is paid in full.

Motion to amend original motion made December 13, 2014. This new motion is to approve that Members Not in Good Standing be prohibited from using the 739 Entrance Gate at any time until all outstanding dues and fines are paid to date. However, exception will be made if a delinquent member sets up a payment plan approved by Birchwood Administration and continues to make monthly payments until all monies owed to the Association is fully paid. Any missed payment will automatically make this agreement null and void and revert the member to delinquent gate restriction status. Motion made by Vice President Wagner, seconded by Secretary Martin. All in favor. Motion passed.

Juneberry Home – The insurance money has been received by the family of the deceased homeowner and they are in the process of rebuilding.

Tamarack/Red Pine Property – Cornerstone were on-site this morning to view the Association's property on Tamarack. We should receive the feasibility study in about 30 days. Once received, the Capital Projects Committee will review all three properties under consideration for the salt storage facility.

COMMITTEE REPORTS

Community Safety – Community Safety met this week to review the proposed changes in the Public Safety Standard Operating Procedures. The board will review them later in this agenda. Director Jarvis also informed the meeting that the Community Safety Committee is working with Recreation to develop some safety seminars including: Child Safety, Fire Safety, Drugs and Identifying Signs of Drug Use; Protecting against Scammers.

Communications – President Bennett stated that the newsletter content needs to be submitted to the publisher by March 12th. Therefore, she would need submissions sent to her no later than March 9th. Newsletter will then be mailed to the Membership March 27th.

Recreation Committee - The Recreation Committee met on February 6th to begin discussions on the 2015/2016 Recreation Calendar. Clare Bennett presented copies of the 2014/15 Recreation Calendar, a draft of the 2015/16 calendar and a list of recreation activity ideas already developed by several committee members during Facebook discussions. The committee discussed the various activities from previous years, indicating what had been successful and what had not been well attended or canceled due to lack of interest.

Other discussions ensued as follows:

Concession - Mike Moffa suggested that the Swim Team take over all concession for Recreation Events, such as the Pool Parties. The committee thought this a good idea and Mike said he would talk to the swim team.

Exercise Classes – Committee Members asked if we could offer other exercise classes. Tai Chi and Stretching classes will continue. Dana stated she will contact an individual who does PiYo and Zumba to see if she would be available to teach classes in Birchwood and at what cost. Another option would be to utilize exercise videos. The benefit of this is that it could be a free offering to the members and include free babysitting by utilizing lifeguards.

Paint and Sip – Beth will contact the owner of the Paint Parade to see if she would come to the clubhouse for paint and sip night and at what price.

Other suggestions from the committee included: Seminars, Open House/Pot Luck for Members only, Candy Bingo, Movie Night, Moms & Tots, Pizza & Family Game Night; Knitting & Crochet Circle; Ladies Club; Couponing & Wine; Teen Lock-in Night, Family Fun Days at the Ball Park; Christmas in July; Video Game Night; Easter Party, Fishing Derby w/Country Breakfast; Cookie Swap in December.

The Committee discussed how the Association can advertise events. It was suggested we use our FB page and could also use some of the other local Facebook pages to promote our events. Nicole also suggested we set up a Birchwood Recreation page for the committee to use and share ideas and further discussions on the calendar and planning events. The Committee also suggested the following:

- The calendar be printed and handed to members when they come in to pick up their badges.
- We place a “Like Our Facebook Page” on the office service window.
- Find discounts to area activities such as Claws & Paws; Space Farms; Majestic Theater, etc.
- Let renters know they can serve on the Recreation and a few other committees.

PAYMENT OF BILLS – None

OTHER UNFINISHED BUSINESS

Salt Update – President Bennett informed the meeting that salt remediation activities have been thwarted by the weather and will resume as soon as possible. She noted that BL-15 was still waiting for their plumber to make repairs.

2nd Reading Rules and Regulations – President Bennett completed the second reading of the proposed Rules and Regulations changes sent to the membership in the last mailing. One feedback was received by the January 23rd, 2015 deadline.

Motion to adopt the proposed Rules and Regulations changes following the second reading made by Secretary Martin, seconded by Director McInerney. All in favor. Motion passed.

NEW BUSINESS

Tree Removal Requests – None

Resolutions Committee – Citation #8368

Motion to approve the citation fine reduction as recommended by Resolutions for Citation #8368, from \$100 to \$50, made by Secretary Martin, seconded by Assistant Treasurer Luttrell. All Directors voted in favor. Motion passed.

Resolutions Committee – Citation #8367

Motion to approve the citation fine reduction as recommended by Resolutions for Citation #8367, from \$200 to \$100, made by Secretary Martin, seconded by Director McInerney. All Directors voted in favor. Motion passed.

Resolutions Committee – Citation #8370

Motion to approve the citation fine reduction as recommended by Resolutions for Citation #8370, from \$300 to \$100, made by Secretary Martin, seconded by Director McInerney. All Directors voted in favor. Motion passed.

Public Safety – Standard Operating Procedures

Motion to approve the recommended changes to the Public Safety Standard Operating Procedures made by Director Moffa, seconded by Director McInerney. All Directors voted in favor. Motion passed.

F-550

CM Ridner informed the board that the F550 is experiencing serious functioning issues. The hydraulics has ceased working and replacement parts are difficult to find as the manufacturing company is no longer in business. The plow is also damaged beyond repair. Temporary repairs for the winter will cost in excess of \$5,000 with additional repairs noted. The board discussed options and agreed to call a ‘declared emergency’ and purchase a new truck. The F550 will either be offered in trade or sold privately.

Motion to approve the replacement of the F550 truck, either using it as a trade or sell privately, made by Director Jarvis, seconded by Director Luttrell. All in favor. Motion passed.

Motion to call a ‘Declared Emergency’ for the withdrawal of funds from reserve not to exceed \$45,000 made by Vice President Wagner, seconded by Director Jarvis. All Directors voted in favor. Motion passed.

Motion to approve the purchase of a 2015 Ram 3500 6.4 Hemi, 8.7” plow with wings and spreader not to exceed \$45,000 made by Director McInerney, seconded by Director Jarvis. All in favor. Motion passed.

By-Laws – Proposal from Association’s Attorney – The Association has received a proposal from our Attorney in the amount of \$1,200 to begin preparations for a rewrite of our By-Laws, based on existing laws and acts. The Governing Documents Committee will then review the boilerplate By-Laws and the Association’s Existing By-Laws so as to add any By-Laws considered important and pertinent to our Association. The proposal includes the rewrite and all edits.

Motion to approve the proposal from the Association’s Attorney in the amount of \$1,200 for a rewrite of our By-Laws, made by Director McInerney, seconded by Director Moffa. All in favor. Motion passed.

Meeting Minute Recordings Disposal

Motion to approve the disposal of all taped and digital recordings effective immediately as minutes are transcribed, approved and become part of our corporate records, made by Vice President Wagner, seconded by Director Martin. All in favor. Motion passed.

Subcommittee – Long Range Financial Plan – President Bennett notified the Board that Assistant Treasurer Luttrell agreed to lead a subcommittee to explore options to fund our various capital projects and to develop a long range financial plan. Director Luttrell will work closely with CM Ridner and, when ready, will present their findings to the Budget & Finance Committee.

COMMUNICATIONS, WRITTEN & ORAL – None

MISCELLANEOUS

- Document Request 087-018-1100

Motion to approve the document request for the geologist’s report(s) pertaining to the salt shed contamination for review. Motion made by Secretary Martin, seconded by Director Moffa. All in favor. Motion passed.

Swim Team

The Board discussed the upcoming swim season and other swim team related concerns. The Board agreed to look into the insurance policy as well as request the swim team’s financials.

Motion to adjourn Regular Session Board Meeting at 9:09pm and move into Executive Session, made by Secretary Martin, seconded by Mike Moffa. All in favor. Motion passed.

Respectfully submitted by,

Carolyn Martin
Secretary