

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
March 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, Michael Moffa,

Also Present: Carrie Ridner, Community Manager

Absent: Thomas McConnon

President Bennett opened the meeting at 8pm with the Pledge of Allegiance after the conclusion of the salt remediation discussions with the Association's Hydro-geologist, Brian Oram.

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- February 13, 2015 Regular Session Board Meeting Minutes

Motion to approve the February 13, 2015 Regular Session Meeting Minutes made by Secretary Martin, seconded by Director Jarvis. 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 44, Block 8, Section 3 (write off requested due to foreclosure)

2014/15 Dues	\$ 245.43
Prior Dues	\$5,868.56
Annual Late Fee	\$ 450.00
Interest	\$2,538.81
SBA	\$ 470.00
GMA	\$ 25.00
R/R Fines	\$8,900.00
R/R Late Fee	\$ 120.00
R/R Sur-charge	\$ 70.00
Collection Fees	\$ 166.71
Admin Fees	\$1,344.01
Total	<u>\$20,198.52</u>

Lot 1, Block 58, Section 8 (write off requested due to foreclosure)

2014/15 Dues	\$ 279.45
Prior Dues	\$1,451.00
Annual Late Fee	\$ 150.00
Interest	\$ 374.23
SBA	\$ 100.00

Pay Plan Rev	\$ 30.00
Admin Fees	\$ 447.00
Total	<u>\$2,831.68</u>

Lot 8, Block 85, Section 11 (write off requested due to foreclosure)

2014/15 Dues	\$ 211.41
Prior Dues	\$1,675.00
Annual Late Fee	\$ 150.00
Interest	\$ 421.71
SBA	\$ 100.00
R/R Fines	\$1,150.00
R/R Late Fee	\$ 10.00
Admin Fees	\$ 447.00
Total	<u>\$4,165.12</u>

Total Write Offs

2014/15 Dues	\$ 736.29
Prior Dues	\$ 8,994.56
Annual Late Fee	\$ 750.00
Interest	\$ 3,334.75
SBA	\$ 670.00
GMA	\$ 25.00
R/R Fines	\$10,050.00
R/R Late Fees	\$ 130.00
R/R Sur-charge	\$ 70.00
Collection Fees	\$ 166.71
Pay Plan Rev	\$ 30.00
Admin Fees	\$2,238.01
TOTAL	<u>\$27,195.32</u>

Motion to approve the above write-off totaling \$ 27,195.32, made by Treasurer Palma, 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

President Bennett read the Manager’s, Maintenance and Public Safety Reports (attached), as Carrie Ridner, CM had to step out briefly to talk to the hydro-geologist.

COMMITTEE REPORTS

Recreation Committee – President Bennett presented the 2015/16 Recreation Calendar to the Board for approval. Director McInerney asked that the Adult Lap Swim be added back into the calendar on Tuesdays and Thursdays.

Motion to adopt the proposed 2015/16 Recreation Calendar with amendment made by Director Moffa, seconded by Secretary Martin. All in favor. Motion passed.

PAYMENT OF BILLS – None

OTHER UNFINISHED BUSINESS

Salt Update – The Board of Directors met with Brian Oram prior to the Regular Session Board Meeting to discuss planning of project-related activities now that winter has passed. Treasurer Palma asked about the possibilities of drilling individual wells on Association-owned properties for those members impacted. President Bennett said that this option had been explored over the past 4 years, along with other options, and had been ruled out as viable. One of the issues with this option is that the Association does not have sufficient lots in the area, especially when factoring in the plumes. Cost was also a factor. Treasurer Palma stated that he believed it would be much less expensive than a shared well. Brian Oram stated that if President Bennett and Carrie Ridner, CM, could identify potential lots, Brian could meet with the engineer and the well-driller to determine viability and costs.

President Bennett stressed that this project has been ongoing for four years and that every option had been explored. She was very adamant that she did not want to see this project delayed by revisiting options that had been previously ruled out. She added that this project has been the Board's main priority and it is important to find a resolution that will work for the impacted homeowners and for the Association as soon as possible.

NEW BUSINESS

Tree Removal Requests

Motion to approve the tree removal request from Kinney made by Vice President Wagner, seconded by Director Moffa. All Directors voted in favor. Motion passed.

Resolutions Committee – None

Swim Team Request

The Board discussed and approved the list of requests from the Naturale's received by the office on February 18, 2015, with the following changes:

Wednesday dates listed under #2 are not available as the Recreation Committee has slated those nights for Family Nights. President Bennett noted to John Naturale that this was in response to members asking us to schedule some events on nights when there are no swim team practices or meets.

Messages on the Message Board will be posted if space is available.

Employee staffing is not open to discussion. While every effort will be made to schedule lifeguards with consideration to swim team activities, there is no guarantee that this can be achieved. As employees of the Association the lifeguards are required to work the facilities from open to close and any other recreation events as needed.

The Board agrees that BLST will provide concession for the Memorial, July 4th and Labor Day Pool Parties.

Motion to approve the swim team requests, with amendments, made by Director Moffa, seconded by Director Jarvis. All Directors voted in favor. Motion passed.

Job Descriptions

CM Ridner distributed revised job descriptions to the Board and asked that they review them within the next week. Board approval will be completed by an Action Without A Meeting.

Tamarack Feasibility Study

Motion to approve that Brian Oram be contracted to perform hydro-geological studies as outlined in the Tamarack Feasibility Study at an amount not to exceed \$10,000 to include ecological studies, drawing the funds from Reserves, made by Vice President Wagner, seconded by Director Jarvis. All in favor. Motion passed.

East Lakeview Roadwork Engineer Proposal

Motion to approve the proposal dated March 6, 2015, received from Cornerstone Consulting, for the East Lakeview Drainage Areas 37 and 38, made by Vice President Wagner, seconded by Director Jarvis. All in favor. Motion passed.

Membership Letter

Motion to approve the letter to the membership from President Bennett, updating the members on the various activities of the Association, be sent out in the billing mailing. Motion made by Secretary Martin, seconded by Director Jarvis. All in favor. Motion passed.

COMMUNICATIONS, WRITTEN & ORAL – None

MISCELLANEOUS

- Jarvis Letter

Mr. Jarvis is in the process of combining all three of his lots into one lot, but legal issues beyond his control is holding up the combining of the lots. The combinations will not be completed by end of fiscal year. He is requesting the Board's consideration to assess the parcels as already combined for the upcoming dues bill, pending receipt of documentation and if for whatever reason the combination cannot be done, the lots would revert back to the full dues structure and we would be obligated to pay retroactively. Marcella Livingston, prior Board Member and Treasurer, noted that this had been done in the past. Carrie Ridner, CM, further noted that another member is in a similar situation.

Motion to approve request above and that the same consideration be given to the other member. Motion made by Director McInerney, seconded by Secretary Martin. All in favor. Motion passed.

- Clubhouse Rental

President Bennett asked that consideration be given to reducing the clubhouse rental fee from \$150 to a lower amount. She believes it is a member benefit and while there are utility costs related to its rental, it is not \$150 worth. She noted that it is no longer budgeted in income, so the need to charge so much no longer applies. Marcella Livingston informed the Board that this has been done by Budget, Finance and Contracts under the Fee

Schedule and that it should be sent to committee for discussion. President Bennett asked Treasurer Palma to set up a meeting to discuss.

Motion to adjourn Regular Session Board Meeting at 9:08pm and move into Executive Session, made by Secretary Martin, seconded by Director Jarvis. All in favor. Motion passed.

Respectfully submitted by,

Carolyn Martin
Secretary