

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**June 12, 2015 @ 7pm**

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

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:**

- May 12, 2015 Board Meeting Minutes

**Motion to approve the May 12, 2015 Regular Session Meeting Minutes made by Vice President Wagner, seconded by Director McInerney. All in favor. Motion passed.**

- Action Without A Meeting – May 20, 2015

This Action without a Meeting is to approve the following “As a condition of employment, all maintenance staff, lifeguards, recreation staff and the community manger are required to obtain the appropriate clearances under the Child Protective Services Law. The Association will cover the cost of obtaining these clearance for all Full-time permanent employees. Seasonal employees will be reimbursed at the completion of the season.” This will be an addition to the Personnel Policy.

Further, the Board of Directors directs the Community Manager to instruct Comet Security to have the permanent on-site contracted staff obtain clearances, as a reimbursable cost to the Association.

Discussion: In light of the new regulations imposed on the Association, we know that all employees that are 14 years of age or older, that are in direct contact with children under 18 are required to obtain clearance. Some of our positions may have limited direct contact with children and we want to ensure we are proactive and cover all potential areas. The cost to obtain the three required clearances at this time is approximately \$47.50.

All Directors were contacted. Director Moffa was unavailable. All other in favor. Motion passed.

**Motion to approve the Action Without A Meeting dated May 20, 2015 made by Director McInerney, seconded by Secretary Martin. All in favor. Motion passed.**

- Treasurer Palma stated to the Board that he is resigning his position as Treasurer but will stay on the Board in the capacity as a Director.

**Motion made to accept Anthony Palma’s resignation as Treasurer and stay on the Board in the capacity as a Director made by Director McInerney, seconded by Secretary Martin. All in favor. Motion passed.**

**Motion made to appoint Jim Luttrell as Treasurer made by Director McInerney, seconded by Director Moffa. All in favor. Motion passed.**

TREASURER'S REPORT:

Treasurer Anthony Palma presented the bank balances and the income and expenditure reports. (Copies attached)

Write-Offs: None

Budget Transfers – None

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

MANAGER'S REPORT:

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

CM Ridner went over the Child Protective Clearances as discussed in the AWAM dated May 20, 2015. The mailboxes at Silver Lake were damage by a vehicle. The post office sent their maintenance staff from Lehigh Valley to see if they could repair the mailboxes. It was confirmed that back in 2012 the postal services was no longer responsible for purchasing mailboxes. The responsibility falls under the customer. The community would have to purchase the boxes and pedestal. CM Ridner went over pricing on mailboxes and pedestals. Discussion took place regarding funding for the materials and what budget line item this would come from.

**Motion to approve the purchase of a 16-box mailbox costing no more than \$1,272 for Silver Lake made by Treasurer Palma, seconded by Director Moffa. Director McInerney voted against. All in favor. Motion passed.**

Tamarack Trail - Discussions took place regarding the location and cost for the salt storage facility and the maintenance facility. This has been tabled so the Capital Projects Committee can scheduled a meeting as well as the Budget & Finance Committee.

East Lakeview Roadwork - This has been tabled so the Roads Committee can schedule a meeting.

Website - Discussions took place regarding posting the financials and budget information on the website. Issues concerning the security and passwords for members was discussed. This has been tabled for further discussion.

COMMITTEE REPORTS

Lake Management Committee - Chas Ritson reported that the four lakes are looking good. Treatment on the lily pads will begin in about a week.

Community Safety - Meeting to be schedule.

Recreation - Meeting will be scheduled next week to go over calendar.

Capital Projects & Property Development - Meeting to be schedule.

Road Construction & Maintenance - Meeting will be scheduled as soon as information is received from Corner Stone Consulting.

Finance, Budget, Contracts - Meeting will be scheduled by newly appointed Treasurer, Jim Luttrell.

President Bennett stated that if minutes have not been submitted by the committees, they have a list in their packets that indicate what minutes are still missing.

Comments were made on how some members and some members visiting families have stated how nice the community is looking. Kudos to the Beautification Committee and the BLCA Maintenance staff.

PAYMENT OF BILLS - None

#### OTHER UNFINISHED BUSINESS

Salt Update -

- The homes that are test quarterly will be done next week. All BLs that have approval to be tested will be tested in September. BL-8 and BL-35 will be added to the test list. Brian Oram wants to closely monitor the plume. Brian Oram and CM Ridner updated the maps detailing homes that have been tested.

**Motion made to add BL-8 and BL-35 to the quarterly testing made by Secretary Martin, seconded by Vice President Wagner. All in favor. Motion passed.**

- The water hauler we had been using is no longer providing in business. A new company has been found – Simmons Water Company. They charge \$375 for 2,500 gallons.
- The attorney has prepared a draft of the Community Shared Well Agreement for review and consent.
- Meeting with BL-15 to review purge options and agreement for feedback.
- We gave the signed agreement from McGoey to conduct the surveying of the properties required for the shared well system.
- Well permits will need to be checked to see if we need new permits and to see if the deed for the exploratory well needs to be changed. We have to check with the Township to see if we need new permits.

Upper Birchwood Lake -

- Discussion took place regarding the funding. CM Ridner stated that there is no more money in reserve.

**Motion made to approve emergency withdrawal of funds for the Upper Birchwood Lake Dam Project made by Director McInerney, seconded by Director Palma. All in favor. Motion passed.**

**Motion made to approve \$20,000 from unallocated Reserve Fund to the Upper Birchwood Lake Dam Project made by Treasurer Luttrell, seconded by Secretary Martin. All in favor. Motion passed.**

Credit Card – Merchant Services -

- This has been tabled. CM Ridner is still waiting for more information.

114 Outer Drive Settlement Counter Offer -

- The bank came back with a final offer of \$4,100.

**Motion made to accept the offer of \$4,100 made by Director Palma, seconded by Vice President Wagner. All in favor. Motion passed.**

NEW BUSINESS

Tree Removal Requests – Costanzo, Pajk, Bartomeo

Costanzo – Request to remove 2 trees under 8”, 3 trees 2ft and 2 trees 10”. Discussion took place regarding cutting down 7 trees. Vice President Wagner was at the property and stated that trees were already cut down. They had originally been approved to cut down three trees. They cut down 12 trees. The owner has been cited and has appealed the citation. They have a hearing date set for August.

Pajk – 3 trees that are crooked and hanging over potential garage, but the sketch shows a bird coop. This has been tabled in order to review construction permit as there is a foundation slab there.

Bartomeo – 1 tree is too close to house and dangerous, 3 dead/half dead trees are too big and too close to the house.

**Motion to approve removal of 4 trees for Bartomeo made by Director Moffa, seconded by Director Palma. Director McInerney voted against; Director McConnon abstained because he does not agree with the guidelines. All other Directors voted in favor. Motion passed**

Donation – Pike County Human Society -

- President Bennett stated that they have no funds and are reaching out to communities for donations. We do call upon their services and call them regularly with cat and dog issues. If they close down, we don’t have anyone to call. Discussion took place regarding donations and fundraisers. It was suggested to collect donations at the pool.

Construction Agreement -

- Chuck Givler had some minor comments on the agreement. The agreement will go to the 8 homes that are situated along the berm. Once the agreement is finalized, a meeting will be scheduled individually with the 8 property owners.

**Motion made to send the Construction Easement Agreement to the attorney made by Treasurer Luttrell, seconded by Secretary Martin. All in favor. Motion passed.**

Trees on Birchwood Lake Property -

- A member in the audience stated that there is a dead tree on BLCA property that is leaning onto his property with the potential of falling on his shed and septic. The member stated the he can cut the tree down himself, but he wants to get approval from the Board. Discussion took place regarding liability and if our maintenance department would be able to take it down. CM Ridner stated that we don't have a policy in place to address this issue. President Bennett asked member to come to the office and meet with CM Ridner and herself to discuss further options.

Request to Purchase BLCA Lot - U008-33-05

**Motion to approve the purchase of BLCA Lot- U008-33-05 made by Director Palma, seconded by Secretary Martin. All in favor. Motion passed.**

Request to Purchase BLCA Lot - U004-24-04

**Motion to approve purchase of BLCA Lot - U004-24-04 pending deedback made by Director Moffa, seconded by Vice President Wagner. All in favor. Motion passed.**

Jarvis Resignation Letter -

- Eugene Jarvis sent an email May 20, 2015 advising the Board that he is resigning his position as Director.

**Motion to accept resignation from Eugene Jarvis made by Vice President Wagner, seconded by Secretary Martin. All in favor. Motion passed.**

COMUNICATIONS, WRITTEN & ORAL

- A. Petitions - None
- B. Hearings - None
- C. Properties - None
- D. Community Affairs Committee Members/Complaints Resolutions - None

MISCELLANEOUS

Document Request – I002-22-04 -

- Chas Ritson submitted two document request forms.  
May 11, 2015 – with two attachments and May 21, 2015 – with two attachments.

**Motion made to approve Chas Ritson to review documents he requested made by Director McInerney, seconded by Director Palma. All in favor. Motion passed.**

Letter received from I006-73-09 – Late Fee Abatement Request -

Member is requesting that the Board negate his late fees. President Bennett read the members letter. President Bennett stated that the member purchased the property in 2013 has not made any payments until now. Member recently paid \$400.00 and applied for a payment plan.

**Motion made to denied abatement to I006-73-09 made by Director Palma, seconded by Director Moffa. All in favor. Motion passed.**

Email Correspondence May 22, 2015 – Tamarack Trail -

Member wrote that he notice work going on in the woods off Tamarack Trail and test pits are being dug. He wants to know what building is going up and has other concerns. President Bennett stated that we should send the member a letter inviting him to a Capital Projects meeting.

Email Correspondence 5/24, 6/4, 6/6, 6/7 – Dog Barking -

The property owners are complaining about a barking dog. The property owners have moved out and left the dog. They come back and put water and food and leave. The property owners have been cited numerous times. The dog warden has been out to the property, but he came and saw that the dogs had food and water and could not do anything. The human society has been contacted.

Email Correspondence 6/5 – Several Concerns -

The email had several concerns and discussions took place. President Bennett went down the list and addressed the concerns. Member requested to receive a response in writing.

Settlement Offer 113 Outer Drive -

The property is bank owned. The bank owes \$3,029 and want to settle with an offer of \$2,275. They owe us \$660.00 in septic fines and dues for last year and this year.

**Motion made to accept offer of \$2,275.00 made by Director Palma, second by Vice President Wagner. Director McInenery voted no. All other Directors voted in favor. Motion passed.**

Late Fee Request -

Member is requesting that the late fee be waived. Member states that they did not receive any bill in the mail. They only received a late notice. Member stated that they believe someone new in their building is taking their mail by mistake.

**Motion to deny waiving late fee made by Treasurer Luttrell, seconded by Vice President Wagner. Director McInerney and Secretary Martin voted against. All other Directors voted in favor. Motion passed.**

President Bennett made announced that the Birchwood Lakes Swim Team is having a benefit Golf Outing on June 27, 2015. They would like the Board to sponsor them for \$500. Eileen Naturale stated that if this is coming out of the Swim Team's budget line item then forget it.

**Motion to adjourn the regular Board Meeting at 9:15 pm and go into Executive Session made by Secretary Martin, second by Vice President Wagner. All in favor. Motion passed.**

Respectfully submitted by,

Carolyn Martin  
Secretary