

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**July 14, 2015 @ 7pm**

Present: Clare Bennett, President; William Wagner, Vice President; Carolyn Martin, Secretary; James Luttrell, Treasurer; Directors Joanne McInerney and Michael Moffa.

Also present: Carrie Ridner, Community Manager

Absent: Directors; Thomas McConnon, Anthony Palma

President Bennett opened the meeting at 7pm with the Pledge of Allegiance.

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

- June 12, 2015 Board Meeting Minutes

**Motion to approve the June 12, 2015 Regular Session Meeting Minutes made by Secretary Martin, seconded by Director McInerney. All in favor. Motion passed.**

- Action Without A Meeting – June 30, 2015

This Action without a Meeting is to approve Heather Bennett (Clare Bennett's daughter) to the part time/seasonal position of Recreation Assistant at the rate of \$ 10.00 per hour.

Discussion: It was anticipated that Chrissy DeCola would rejoin the Recreation Team this summer on a part time basis. Further, Andrea DeCola expressed interest in returning this season as well. However, due to circumstances with school and clinical requirements, Chrissy cannot work this summer; and Andrea took another job. We had one person that had provided an application from October for Recreation Assistant, however that individual does not drive and would not be able to do what we need at this time.

An advertisement was put on the Birchwood Lakes Facebook page seeking a PT Recreation Assistant and as of this time the only person interested is Clare's daughter Heather. Heather is a college student and drives, so she would be able to handle running errands and the like; as well as other required job duties.

All Directors were contacted. President Bennett abstained due to personal relationship. Director Moffa was unavailable. All others in favor. Motion passed.

**Motion to approve the Action Without A Meeting dated June 30, 2015 made by Secretary Martin, seconded by Director McInerney. All in favor. Motion passed.**

**TREASURER'S REPORT:**

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

Write-Offs:

Lot I012, Block 68, Section 9 (due to foreclosure) \$28,321.66

**Motion to approve the above write-off made by Treasurer Luttrell, seconded by Director McInerney. All in favor. Motion passed.**

Budget Transfers - None

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

Bank Balances - Treasurer Luttrell went over the accounts and suggested that Bettye White's name be removed from all the accounts. CM Ridner stated that this request has already been submitted to the banks.

MANAGER'S REPORT:

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

Discussions took place regarding the communication problems at the 739 Gate between Verizon and Blue Ridge Cable. The customers from those two companies could not call each other.

Discussions also took place regarding hazardous trees and the budget for the Roads Department.

Dry hydrants will be installed next week.

COMMITTEE REPORTS

Lake Management Committee - Chairperson, Chas Ritson, updated the Board on Lake Management activities including geese addling and Eco Solutions treatments.

Communications - Chairperson Bennett explained that sending out email blast has been very successful in keeping the members informed. Members should provide the office with their email so they can be informed of everything that is taking place in the community. Monthly flyers are emailed and put out on the boards and at the entrance mailboxes.

Recreation - Chairperson Bennett stated that the committee has met and the calendar of events has been revised accordingly. Chairperson Bennett went over the events that took place and the upcoming events for August. More volunteers are needed.

Capital Projects & Property Development - Met last week July 7, 2015

Road Construction & Maintenance - Plans were received for East Lakeview. Suggestions for roads and plowing were discussed.

Finance, Budget, Contracts - Meeting was held on June 27<sup>th</sup>. Chairperson Luttrell went over the Proposed Reserve vote items. Discussions took place regarding the leaf vacuum. The removal of the peat bog has been tabled.

**Motion made to send Proposed Reserve Vote Items for membership vote made by Treasurer Luttrell, seconded by Secretary Martin. All in favor. Motion passed.**

PAYMENT OF BILLS - None

#### OTHER UNFINISHED BUSINESS

Salt Update - Committee met this morning. Estimates for purging have to go to the Board for discussion once received.

Tamarack Trail - CM Ridner stated that the feasible study was done. The Capital Projects Committee met and proposed that the lots be combined so this will allow the maintenance building and salt storage facility to be built on the same site. Discussions took place regarding the loans for this project.

Upper Birchwood Lake Dam - CM Ridner stated that by the end of the week we should have some communication from DEP.

#### NEW BUSINESS

Tree Removal Requests - Askar, Wielinski, Farda, Cassidy, Pirl

**Motion to approve removal of two oak trees submitted by Askar made by Vice President Wagner, seconded by Director Moffa. Director McInerney voted no. All others in favor. Motion passed.**

**Motion to approve removal of seven trees submitted by Wielinski made by Director Moffa, seconded by Treasurer Luttrell. Director McInerney voted no. All others in favor. Motion passed.**

**Motion to approve removal of ten trees submitted by Farda made by Vice President Wagner, seconded by Treasurer Luttrell. Director McInerney voted no. All others in favor. Motion passed.**

**Motion to approve removal of three trees submitted by Cassidy made by Treasurer Luttrell, seconded by Director Moffa. Director McInerney voted no. All others in favor. Motion passed.**

**Motion to approve removal of one tree submitted by Pirl made by Treasurer Luttrell, seconded by Director Moffa. Director McInerney voted no. All others in favor. Motion passed.**

A member had questions regarding the policy of tree removal when you have three properties that are combined. Member stated that he pays for three properties so he should be able to remove 9 trees. Discussions took place and it was noted that the solicitor should be contacted regarding this issue.

Volunteer Recognition Award - Chas Ritson has been nominated for the Volunteer Recognition Award. Chas has been instrumental in the maintenance and improvement of our lakes for several years now. He has been rowing around each lake frequently to monitor the weed growth and health of the lakes. In addition, he served on the Board of Directors for several years and serves on several committees and the Salt Advisory Committee.

**Motion to approve the 2015 Volunteer Recognition Award to Chas Ritson made by Vice President Wagner, seconded by Director Moffa. All in favor. Motion passed.**

Candidate Withdrawal - Chas Ritson submitted his withdrawal of candidacy.

Reserve Vote Mailing - This was discussed by the Community Manager on her report.

Reserve Study Proposals - This was discussed by the Budget & Finance Chairperson, Luttrell.

Recreation Request from B. Neagle - Ms. Neagle submitted many suggestions to the office. President Bennett stated that she spoke to Ms. Neagle about giving the suggestions to the Communications Committee first and not the Board.

#### COMUNICATIONS, WRITTEN & ORAL

A. Petitions - None

B. Hearings - None

C. Properties - None

D. Community Affairs Committee Members/Complaints Resolutions

#### MISCELLANEOUS

Email Correspondence - 6/25/15 Barking Dog

Member sent email regarding barking dog. Member had made numerous complaints. President Bennett stated that she spoke to the member when he came to the office. Discussions took place regarding barking dogs, issuing citations and the dog warden.

Email Correspondence - 7/6/15 Fireworks 4<sup>th</sup> of July

Member sent email dated July 6<sup>th</sup> regarding fireworks on the 4<sup>th</sup> of July holiday. Member was told to call the office when an incident is happening not after. Citation could not be issued if the incident already happened.

President Bennett gave kudos to the Swim Team and Eugene Jarvis for helping with the July 5<sup>th</sup> barbeque.

**Motion to adjourn the regular Board Meeting at 8:51 pm and go into Executive Session made by Secretary Martin, second by Director Moffa. All in favor. Motion passed.**

Respectfully submitted by,

Carolyn Martin  
Secretary