

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
August 11, 2015 @ 7pm

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

Also present: Carrie Ridner, Community Manager

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- July 14, 2015 Regular Board Meeting Minutes

Motion to approve the July 14, 2015 Regular Board Meeting Minutes made by Secretary Martin, seconded by Vice President Wagner. All in favor. Motion passed.

Secretary Martin noted amendments needed under the Tree Removal Requests as Director McConnon was not at the July meeting.

Motion to approve the July 14, 2015 Regular Board Meeting Minutes with amendments made by Vice President Wagner, seconded by Director McInerney. All in favor. Motion passed.

- Action Without A Meeting – July 15, 2015

This Action Without A Meeting is to approve the Project Update Letter from the BLCA Board of Directors dated July 22, 2015 and to distribute it to the Membership in the Membership Mailing on July 22, 2015. Directors Moffa, Palma and Luttrell were unavailable. All other Directors voted in favor.

Motion to approve the Action Without A Meeting dated July 15, 2015 made by Secretary Martin, seconded by Director McInerney. All in favor. Motion passed.

TREASURER'S REPORT:

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

Write-Offs - None

Budget Transfers - None

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

MANAGER'S REPORT:

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

The Board agreed that Member Chas Ritson be permitted to attend the meeting with DEP Dam Safety, along with President Bennett and Community Manager Carrie Ridner, due to his involvement and knowledge of the project.

COMMITTEE REPORTS

Lake Management Committee - Chas Ritson, Chair, noted to the Board that the lakes are for the most part in good condition due to the rain, which has caused an increase in lake water levels. He has reached out to Eco-Solutions to come in for some lake treatments. The geese barrier on Beach 3 has not proven successful as the geese are now cutting through the woods onto the beach.

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.

Community Safety - No meeting since June.

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. She noted the success of the Community Fun Night last week with over 80 members in attendance. Outdoor movie night on Beach 4 was well received, but if the recreation committee does it again next year some sort of sound system needs to be used with the in-focus machine. Also, lighting is a challenge there. There will be a Wine and Cheese Evening the night of the Annual Meeting on August 22nd. She thanked Vinnie Flatt and Steve Bennett who have manned the grill for a few events.

Capital Projects & Property Development - The committee is recommending that drawings and a cost analysis be developed to move the maintenance facility, to include a salt storage building, over to Tamarack.

Road Construction & Maintenance - Plans were received for East Lakeview and will go out to bid shortly. Additional needed roadwork throughout the community has been identified and work will be put out to bid if the reserve vote passes.

Finance, Budget, Contracts - Treasurer Luttrell informed the Board that the budget committee, along with the Board and Capital Projects Committee will be conducting a workshop on August 15th to discuss the loan needed to cover the costs of the capital projects that are in the works.

Governing Documents- Director McInerney, Chair, shared that there will not be an opportunity for the committee to meet prior to the Annual Meeting to begin discussions on the proposed By-Laws changes. The new committee chair will follow up after the Annual Meeting.

President Bennett reminded the committee chairs that they will be required to provide a committee update at the Annual Meeting.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS

Salt Update – President Bennett informed the meeting that we are still waiting for Craig Williams to set a date to pull the pumps from BL3 and BL4, so that we can purge those wells. All testing continues as

usual. BL15 is reviewing the proposed legal agreement for the shared well and we are awaiting his feedback and that of his attorney.

Tamarack Trail - 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. The Board directed Carrie Ridner to have the engineers develop the drawings and cost analysis as well as begin the lot improvement process.

Upper Birchwood Lake Dam – DEP Dam Safety has responded with additional requests. The Board agreed that President Bennett, CM Carrie Ridner, and Member Chas Ritson set up a meeting with the engineer and Dam Safety to discuss face-to-face.

NEW BUSINESS

Tree Removal Requests

Wilson - This homeowner is asking to remove trees to install a shed. The Board noted that this individual needs to get a shed permit and that the tree removal will be part of that construction permit.

Motion to approve the tree removal request submitted by Pirl made by Vice President Wagner, seconded by Treasurer Luttrell. Director McInerney voted no. Director McConnon abstained because he does not agree with the guidelines. All others in favor. Motion passed.

Motion to approve the tree removal request submitted by Siegrist made by Director Moffa, seconded by Vice President Wagner. Director McConnon abstained because he does not agree with the guidelines. All others in favor. Motion passed.

Motion to approve the tree removal request submitted by Marques made by Vice President Wagner, seconded by Treasurer Luttrell. Director McInerney voted no. Director McConnon abstained because he does not agree with the guidelines. All others in favor. Motion passed.

Motion to approve the tree removal request submitted by VanHouten made by Vice President Wagner, seconded by Director Palma. Director McInerney voted no. Director McConnon abstained because he does not agree with the guidelines. All others in favor. Motion passed.

Judges of Election

Motion to approve the Judges of Election, Pat Collins, Dana Laux, Denis Murphy, Sally Pohlman, Carolyn Todino, made by Secretary Martin, seconded by Director McInerney. All in favor. Motion passed.

Audit – Carrie Ridner, CM, informed the Board that they had each been given a copy of the draft Audit for review and approval of the Board. President Bennett asked the Board to review it and get back to Carrie with any questions or comments. An Action Without A Meeting will be sent out to the Board next week to approve the Audit so it can be distributed to the Membership at the Annual Meeting.

COMMUNICATIONS, WRITTEN & ORAL

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

MISCELLANEOUS

Motion to adjourn the regular Board Meeting at 8:25pm and go into Executive Session made by Secretary Martin, second by Director Moffa. All in favor. Motion passed.

Respectfully submitted by,

Carolyn Martin
Secretary