

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
October 9, 2015 @ 7pm

Present: Clare Bennett, President; William Wagner, Vice President; Vinnie Flatt, Secretary; James Luttrell, Treasurer; Marcella Livingston, Asst. Treasurer; Directors Michael Moffa, Dennis McMahon and Thomas McConnon.

Also present: Carrie Ridner, Community Manager

Absent: Anthony Palma, Director

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

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- September 11, 2015 Board Meeting Minutes

Motion to approve the September 11, 2015 Regular Session Meeting Minutes made by Vice President Wagner, seconded by Secretary Flatt. All in favor. Motion passed.

- Action Without A Meeting – October 2nd

Action Without A Meeting
October 2, 2015
(24 hour) – Response due by 2pm on 10/5/15

This Action Without A Meeting is to approve Roadwork proposal for the remaining section of East Lakeview, Pool Parking Lot, Overlay at Entrance and portion of Palmetto. Further, in order to meet the budget remove the section of New Road between Chestnut & Hemlock in the amount of \$ 10,313.60.

Comment: Available Funding for Roadwork is as follows:

2013/2014	\$ 10,000
2014/2015	\$200,000
2015/2016	\$225,000

Total **\$435,000**

Board approved drainage and roadwork on a portion of East Lakeview in the amount of \$124,275 (sealed bid); the Board further approved repair/repave work on Maple Drive, West Shore, New Road, Pine Road, Heartwood, Church and a portion of Spruce & Persimmon totaling \$167,263.26.

With proposed additional roadwork total cost would be:

E. Lakeview Drainage & Roadwork per bid	\$124,275
Repair/Repave Work – LESS: New Road 1 st sect	\$156,949
Balance of E. Lakeview to E. Maheli	\$115,700

Pool Parking Lot	\$ 10,500
Entrance Overlay (inside only NOT to 739)	\$ 22,000
Palmetto – balance	\$ <u>5,000</u>
Total Roadwork/drainage to be Completed	\$434,424

All directors were contacted. Directors McConnon, Livingston and Moffa were not available. All other Directors voted yes.

Motion to approve the Action Without A Meeting dated October 2, 2015 made by Vice President Wagner, seconded by Director Moffa. Assistant Treasurer Livingston abstained because she did not have a chance to review the information. All others in favor. Motion passed.

TREASURER’S REPORT:

Treasurer Luttrell presented the Bank Balances and the Income and Expenditure reports. (Copies attached)

Write-Offs:

Lot 5, Block 101, Section 14 (write off requested due to foreclosure) \$34,252.40

Motion to approve the above write-off in the amount of \$34,252.40 made by Treasurer Luttrell, seconded by Director McConnon. All in favor. Motion passed.

Budget Transfers – Budget transfer to cover shortfalls in Line Items. Motion to approve the transfer of \$1,000.00 from account # 61100-003/Recreation Salaries to Account # 76700-003/Special Funds.

Motion to approve the budget transfer \$1,000.00 from Acct# 61100-003/Recreation Salaries to Acct# 76700-003/Special Functions made by Treasurer Luttrell, seconded by Secretary Flatt. All in favor. Motion passed.

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

Bank Balances - Treasurer Luttrell updated the Board on the status of Bank Balances.

MANAGER’S REPORT:

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

Grass Carp Permit – No reply to our letter requesting abatement of the permit fee has been received. It was suggested to reapply and pay the \$75.00 permit application.

Motion to approve the reapplication for the Grass Carp Permit made by Treasurer Luttrell, seconded by Director Moffa. All in favor. Motion passed.

COMMITTEE REPORTS

Recreation - No minutes from previous meeting as there was no quorum. Chairperson Flatt is going to schedule another meeting to go over upcoming events. Trunk or Treat has been scheduled for October 31st from 3pm until 6 pm at the clubhouse. Flyers have been posted and an email blast has been sent out. Barbie has been doing very well with her exercise classes and the kids love her.

Community Safety - Chairperson Flatt met with the committee members to discuss signs for the roads, specifically stop signs. Committee is going to evaluate signs for replacement or addition.

Finance, Budget, Contracts - Chairperson Luttrell discussed the topics of the last two meetings that were held. Chairperson Luttrell has another meeting schedule and asked the committee members to take a look at the budget to find alternative sources of income.

Lake Committee - Co-Chairperson McConnon stated that he has noticed boats on the lakes without decals. CM Ridner stated that notices were put in the monthly flyers outlining the registration of boats and security was informed to check for decals.

Beautification Committee - Co-Chairperson McConnon indicated that the committee has concerns regarding hardware issues at the 739 Entrance. Discussions took place regarding the exit gate box, the gate house windows and the overall appearance of the entrance.

Capital Projects & Property Development - Chairperson Bennett will meet with the committee in November to discuss the Birchwood Lakes sign at the entrance of 739. JoAnn Woods had taken pictures from other communities so we can get idea for a replacement sign. Discussions took place regarding the size of the sign, the cost and if we would need permits from Penn Dot.

Communications - Chairperson Bennett announced that the BLCA newsletter has gone out. Two new members have joined the committee. The committee will focus on getting more members involved as well as listening to their concerns.

Governing Documents - Chairperson McMahon will be scheduling a meeting to review the attorney's proposed changes to the By-Laws.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS

Salt Update - Salt Advisory team is meeting this week. CM Ridner went over the Shared Well project in the Manager's report. A letter went out inviting all the members that are impacted by the salt issue as well members on the proposed shared well project to an informational meeting. Discussions took place regarding the status, cost estimates and financing for this project.

Cypress Ct. - The circular driveway and drainage issue was discussed. President Bennett suggested that Maintenance Department can move the rock wall island more to the right side to give the homeowner more space on the left side of her driveway. Homeowner would like notification when this will be done so she can have a family member at the property when the work is being done. CM Ridner will discuss the time line schedule with Maintenance.

Member at 102 Cypress was concerned about the clogged drains by the property. CM Ridner stated that the Maintenance Department can unclog the drains.

NEW BUSINESS

Tree Removal Requests have been tabled so the tree team can divide the inspections that need to be done.

Request To Remove Trees on BLCA Property - Tabled A member came to the office and volunteered do tree inspections. Discussions took place regarding the inspection of trees and the liability.

Lot Rescind McGinley/Lot Purchase Flatt - The sale of this lot was never executed by BLCA even though all the fees were paid. Property owner McGinley requested a refund of the all the fees paid. Property owner Flatt requested to purchase the lot under the Lot Improvement Program.

Motion to rescind the application and refund money to McGinley made by Vice President Wagner, seconded by Director Moffa. Secretary Flatt abstained because he is requesting to purchase the lot. All others in favor. Motion passed.

Motion to approve request to purchase U010-18-03 under the Lot Improvement Program for \$500 plus legal fees to Flatt made by Director Moffa, seconded by Vice President Wagner. Flatt abstained because he is requesting to purchase the lot. All others in favor. Motion passed.

Remote Control Access - Remote controls that will open the 739 Gate have been ordered and received. The purchase agreement states that the replacement of the batteries is the responsibility of the purchaser and there are no replacement or refunds for the device. The agreement also states that the Association is not responsible for the maintenance of the devise. The remotes will only be sold to members in good standing and the deeded property owner(s). Discussions took place regarding the issuance and fees between the gate cards and remotes.

Motion to approve the fee of \$35.00 for remote control access for members in good standing and deeded property owners made by Director McMahan, seconded by Director McConnon. Vice President Wagner and Treasurer Luttrell voted no. All others in favor. Motion passed.

PUBLIC COMMENTS

Member claims the BLCA overcharged on the CIF on the recent transfer of her home. Member will receive follow up correspondence on this matter.

Member who lives on Poplar Street stated that the drainage ditch that was cleaned out a while ago has matting that is now lifting up from the ground. CM Ridner will advise Maintenance.

Member requesting speed limit signs be put in from Church Road all the way to the pool area. CM Ridner stated that road work is currently being done. Speed limit signs will be looked into once all the road work has been completed.

COMUNICATIONS, WRITTEN & ORAL

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

MISCELLANEOUS

- Delaware Township Ambulance Donation

Motion to approve \$30.00 donation to the Delaware Township Ambulance Corps made by Treasurer Luttrell, seconded by Director Moffa. All in favor. Motion Passed

Motion to adjourn the Regular Board Meeting at 9:13 pm and go into Executive Session made by Director Moffa, seconded by Vice President Wagner. All in favor. Motion passed.

Respectfully submitted by,

Vincent Flatt
Secretary