

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**November 13, 2015**

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

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

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

- October 9, 2015 Board Meeting Minutes

**Motion to approve the October 9, 2015 Regular Session Meeting Minutes made by Treasurer Luttrell, seconded by Vice President Wagner. All in favor. Motion passed.**

- Action Without A Meeting – October 13, 2015

This Action Without A Meeting is to approve tree requests as reviewed and approved by Mike Moffa and Vinnie Flatt:

101 Sassafras - Costanzo	8 trees	All trees OK to cut; except #4
105 West Shore - Michaelis	50 trees	All trees are dead
150 Beech Rd - Zielsdorff	1 tree	Ok to cut
102 Cypress - Chergosky	13 Trees	Ok to cut; all trees are dead

All directors where contacted. Directors; Moffa, Palma and McConnon were not available.

**Motion to approve the Action Without A Meeting dated October 13, 2015 made by Secretary Flatt, seconded by Vice President Wagner. Assistant Treasurer Livingston voted no. All others in favor. Motion passed.**

**TREASURER’S REPORT:**

Treasurer Luttrell presented the Bank Balances and the Income and Expenditure Reports.

Write-Offs:

Lot 8, Block 5, Section 1 (write off requested due to foreclosure) \$8,995.50

Lot 6, Block 79, Section 10 (write off requested due to court order by Judge Menditto) \$748.22

Board approval is requested to write off the following amounts due to 2015/2016 Repository Sale:

2015/16 Dues	\$14,760.00
Prior Dues	\$81,655.40
Interest	\$44,927.60
SBA	\$ 4,970.00
L.I. Surcharge	\$ 1,000.00
Annual Late Fee	\$ 6,350.00
GMA	\$ 300.00
Collections Fee	\$ 5,523.50
Cap. Improve Fee	\$ 3,002.50
Tenant Security	\$ 40.00
NSF	\$ 400.00
TOTAL	<u>\$162,929.00</u>

**Motion to approve the above write-offs in the amount of \$172,672.72 made by Treasurer Luttrell, seconded by Vice President Wagner. 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 (copy attached).

#### COMMITTEE REPORTS

Roads - Roadwork has been getting done by Wayco. Comments were made by members that the roadwork is looking good.

Community Safety - Meeting after the holidays.

Recreation - Trunk or Treat had been scheduled for Saturday, October 31<sup>st</sup> and we had a good turnout. Committee wants to schedule a Breakfast with Santa and a family New Year's Eve party. More volunteers are needed.

Lake Management Committee - Committee met on October 3<sup>rd</sup> to wrap up the 2015 season and start planning for next year. The Lake status report was read by President Bennett. The Committee made recommendations on the remaining balance left in their budget. Tabled until December.

Finance, Budget, Contracts - Committee met on December 4<sup>th</sup> and submitted their recommendations for balancing the 2016/2017 Budget. A draft of the budget was given to the Board. Treasurer Luttrell went over the conversion process from Community 1 to Community 2. A meeting will be scheduled to go over the terms of the loan from Wayne Bank.

Communications - Meeting after the holidays.

Governing Documents - Committee has met twice and has been going over the attorney's recommendations on the changes for the By-Laws. The Committee will be meeting regularly as there are lot of changes that need to be reviewed.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

**Salt** - Three options were presented to route the transmission lines. Salt Committee made recommendations to the Board to purchase a lot from a repository sale and two lots from deed back.

**Motion to approve purchase of lot from Repository Sale at the end of Ivy Trail and motion to approve contacting homeowner to deedback lot to BLCA and to purchase two lots from deedback made by Secretary Flatt, seconded by Director Moff. All in favor. Motion passed.**

NEW BUSINESS

Tree Removal Request – Martin, Cuneo, Moffa, Celantano

Martin – Request to remove 5 trees

**Motion to approve removal of 5 trees requested by Martin made by Secretary Flatt, seconded by Vice President Wagner. Director McConnon abstained because he does not agree with the tree guidelines. All others in favor. Motion passed.**

Cuneo – Request to remove 7 trees

**Motion to approve removal of 7 trees requested by Cuneo made by Director Palma, seconded by Secretary Flatt. Treasurer Luttrell voted no. Director McConnon abstained because he does not agree with the tree guidelines. All others in favor. Motion passed.**

Moffa – Request to remove 1 tree

**Motion to approve removal of 1 tree requested by Moffa made by Director Palma, seconded by Secretary Flatt. Director Moffa abstained because it was his tree removal request. Director McConnon abstained because he does not agree with the tree guidelines. All others in favor. Motion passed.**

Celantano – Request to remove 3 trees

**Motion to approve removal of 3 trees requested by Celantano made by Secretary Flatt, seconded by Director Moffa. Director McConnon abstained because he does not agree with the tree guidelines. All others in favor. Motion passed.**

Discussions took place regarding tree guidelines. It was suggested that when the Office receives a Tree Removal Request, the Office should take pictures of the tree(s) to be removed and mark the tree(s) that they have been inspected and approved to be cut. Once the tree(s) have been cut, the member should contact the Office and they will take pictures again after the tree(s) have been cut.

- Request from Thomas & Joy Leiper to purchase Lot 80, Block 97, Section 13 from Birchwood Lakes.

**Motion to sell Lot 80, Block 97, Section 13 to Thomas & Joy Leiper for \$500.00 under the Lot Improvement Program made by Assistant Treasurer Livingston, seconded by Vice President Wagner. All in favor. Motion passed.**

- Gypsy Moth Program

The Association paid a \$75 assessment fee to be included in the 2016 Pike County Gypsy Moth Suppression Program. At the end of October the Association received notice that based on the field evaluation results, the Association did not qualify for inclusion in the program. The County has 21 approved sprayers that we can contact for estimates.

- Staff Holiday Party

**Motion to approve Staff Holiday Party on Thursday, December 3rd made by Secretary Flatt, seconded by Treasurer Luttrell. All in favor. Motion passed.**

- Septic Rule 98-50-26

Commencing January 1, 2016 Delaware Township will begin to implement their administration requiring septic systems to be inspected and/or cleaned out every three years. Discussions took place regarding the Association's septic rules & regulations.

**Motion to rescind Birchwood Lakes Septic Rule 98-50-26 when Delaware Township implements their Ordinance 202A on Septic Systems made by Assistant Treasurer Livingston, seconded by Vice President Wagner. All in favor. Motion passed.**

- Leaf Vacuum

Community Manager Ridner presented quotes from Cramers Powerhouse in Stroudsburg, PA and Jersey Power Equipment, Clifton, NJ for a new leaf Vacuum. Discussions took place regarding specifications and pricing.

**Motion to approved purchase of Leaf Vacuum from Cramers Powerhouse in the amount \$6,661.88 made by Secretary Flatt, seconded by Treasurer Luttrell. Vice President Wagner and Assistant Treasurer Livingston voted no. All others 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

- Letter Correspondence - Lot I006, Block 57, Section 08

Homeowner feels he should not pay for additional lots that are combined. Homeowner feels that since the Lot Improvement was done he now owns one lot. The lots are recorded in the deed and tax bill as one lot. Tabled to be reviewed by the attorney.

- Boats & Grass Carp

Secretary Flatt had questions regarding the Lake Management Committee's request on how to use the remaining balance left in their budget. Community Manager Ridner suggested that the money could fund gypsy moth spraying. This has been tabled in order to get estimates for gypsy moth spraying.

**Motion to adjourn the Regular Board Meeting at 9:29 pm and go into Executive Session made by Secretary Flatt, seconded by Assistant Treasurer Livingston. All in favor. Motion passed.**

Respectfully submitted by,

Vincent Flatt  
Secretary