

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
December 11, 2015

Present: Clare Bennett, President; William Wagner, Vice President; Marcella Livingston, Asst. Treasurer; Directors; Dennis McMahon, Mike Moffa, Anthony Palma and Thomas McConnon.

Also present: Carrie Ridner, Community Manager

Absent: Treasurer, Jim Luttrell and Secretary, Vincent Flatt (arrived for the meeting at 7:27 PM)

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

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- November 13, 2015 Board Meeting Minutes

Motion to approve the November 13, 2015 Regular Session Meeting Minutes made by Director Moffa, seconded by Director Palma. All in favor. Motion passed.

- Action Without a Meeting – November 18, 2015

This Action Without A Meeting is to approve Dingmans Ferry Stone as our supplier for deicing materials (anti-skid/salt mix) for the 2015-2016 winter.

Pricing is as follows:

3:1 Mix	\$56.50
2:1 Mix	\$69.50
1:1 Mix	\$85.00

Discussion: Dingmans Ferry Stone has held their pricing for this season with no increase over last winter's prices. Attached is their price quote for this season. Dingmans Stone continues to remain responsive to our unique situation and are available as needed during winter storms.

All Directors were contacted. Directors; McConnon and Palma were not available. All others in Favor.

Motion to approve the Action Without A Meeting dated November 18, 2015 made by Vice President Wagner, seconded by Director McMahon. All in favor. Motion passed.

- Action Without A Meeting – November 24, 2015

This Action Without A Meeting is to approve the replacement of the 739 Member gate box system in the amount of \$4,850 plus tax and freight of \$155. Funding to come from the Contingency Line item as an emergency, unbudgeted repair.

Discussion: Gate is eight + years old and is no longer functioning properly, all warranties have expired several years ago.

All directors were contacted. Director Palma was not available. All others in favor.

Motion to approve the Action Without A Meeting dated November 24, 2015 made by Assistant Treasurer Livingston, seconded by Director McMahon. All in favor. Motion passed.

- Action Without A Meeting – December 2, 2015

This Action Without A Meeting is to approve Conrad, Close & Ewald, PC to complete the survey work from Well #2 to Spruce through lot 55 on Ivy and 30A on Spruce. Cost to do survey work is \$3,500.

Discussion: Pike County Repository received the Association's bid for lot 55 on Ivy Trail, and it will be voted on by Delaware Township on Dec 9th. The homeowner of lot 30A on Spruce has contacted the Association and is very willing to deed back the lot. We are waiting on his signed permission letter to have our attorney start the deed back process.

McGoey, Hauser cannot complete the designs for the Shared Well, without this survey work. This course of action was discussed and approved by the Board at the November Board meeting.

All directors were contacted. Directors; Moffa, Palma and Wagner were not available. All others in favor.

Motion to approve the Action Without A Meeting dated December 2, 2015 made by Assistant Treasurer Livingston, seconded by Director McMahon. All in favor. Motion passed.

TREASURER'S REPORT:

Assistant Treasurer Livingston presented the Bank Balances and the Income and Expenditure Reports.

Write-Offs: None

Collections – Assistant Treasurer Livingston updated the Board on the status of Collections.

Bank Balances – Assistant Treasurer Livingston 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).

- Clubhouse Heater - The propane heating unit over the restrooms in the clubhouse was red tagged. We have received a price from Combined Energy and will be getting one from Pike County Plumbing & Heating and one other vendor. The unit is 20+ years old.

Secretary Flatt arrived at the meeting at 7:27 pm.

Motion to approve replacement of heating unit not to exceed \$3,600 to come out of Contingency made by Assistant Treasurer Livingston, seconded by Vice President Wagner. Secretary Flatt abstained (because he arrived late). All others in favor. Motion passed.

COMMITTEE REPORTS

Community Safety - Will be meeting in January.

Recreation - Will be meeting to discuss Breakfast with Santa.

Lake Management Committee - Will be discussed under Other Unfinished Business

Communications - Meeting after the holidays.

Governing Documents - Meeting monthly. Committee is making good progress with By-Laws revisions.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory - New member Vinnie Flatt

Motion to approved new member Vinnie Flatt to the Salt Advisory Committee made by Director Moffa, seconded by Vice President Wagner. All in favor. Motion Passed.

Upper Birchwood Lake Dam - Discussion took place regarding the letter received from the Division of Dam Safety and the requirements they have outlined.

Lake Management Recommendations - The recommendations made by the Lake Management Committee was tabled at the November 13th meeting until December. President Bennett read the recommendations and discussions took place.

Motion to approve Peat Bog Reduction on Middle Lake in the amount of \$9,500 coming from Lake Management Line Item #4 made by Director McMahan, seconded by Secretary Flatt. All in favor. Motion passed.

Motion to approve purchase of a boat with accessories not to exceed \$1,000 made by Secretary Flatt, seconded by Director Moffa. All in favor. Motion passed.

Motion to approve the purchase of an additional 10 grass carp to supplement the trial for Middle Lake not to exceed \$325 and to include the \$75 permit fee made by Director McMahan, seconded by Director McConnon. All in favor. Motion passed.

Motion to approve the purchase of additional traffic cones and rope to control the geese not to exceed \$500 for trial purpose for the next season made by Vice President Wagner, seconded by Secretary Flatt. All in favor. Motion passed.

NEW BUSINESS

Tree Removal Request - Errico

Errico - Request to remove 7 dead trees

Motion to approve removal of 7 dead trees made by Vice President Wagner, seconded by Director McMahon. Director McConnon abstained because he does not agree with the tree guidelines. All others in favor. Motion passed.

CD - Financial Responsibility for Lower Birchwood Lake Dam (Due 1/8/16)
CM Ridner read the letter received from DEP.

Motion to approve the purchase of a CD in the amount of \$30,000 from the Reserve Fund for Lower Birchwood Lake Dam made by Assistant Treasurer Livingston, seconded by Director McMahon. All in favor. Motion passed.

2016/2017 Operating Budget & Reserve - Discussions took place.

Motion to approve the 2016/2017 Operating Budget with amendments made by Vice President Wagner, seconded by Director Mahon. Assistant Treasurer Livingston voted no (because she states that expenses should not be cut in order to increase salaries). All others in favor. Motion passed.

Motion to send the 2016/2017 Operating Budget to the membership made by Vice President Wagner, seconded by Director McMahon. Assistant Treasurer Livingston voted no. All others in favor. Motion passed.

Director Moffa left the meeting at 8:18 pm.

Motion to approve the Reserve Fund Withdrawals with amendments made by Director McMahon, seconded by Director McConnon. Vice President Wagner and Assistant Treasurer Livingston voted no. All others in favor. Motion passed.

Motion to send the Reserve Fund Withdrawals to the membership made by Secretary Flatt, seconded by Director Palma. Vice President Wagner and Assistant Treasurer Livingston voted no. All others in favor. Motion passed.

Wayne Bank Financing- The loan options and line of credit was discussed. The Board agreed to hold a community meeting to discuss the projects and proposed loan options on January 9th, 2016, immediately following the Vote Hearing. The Board asked CM, Carrie Ridner to obtain an Attorney Opinion as to whether the Board can sign the commitment letter before the community vote is completed. The Board approved, however, the Line of Credit for \$100,000.

Motion to approve the Line of Credit for \$100,000 from Wayne Bank, made by Assistant Treasurer Livingston, seconded by Secretary Flatt. 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

Letter Correspondence dated 12/10/15 – Lot 18, Block 8, Section 2 – President Bennett shared a letter received from this homeowner who witnessed the use of the new leaf vacuum and praising their dedication.

Motion to adjourn the Regular Board Meeting at 9:51 pm and go into Executive Session made by Vice President Wagner, seconded by Director Flatt. All in favor. Motion passed.

Respectfully submitted,

Vincent Flatt
Secretary