

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
February 12, 2016

Present: Clare Bennett, President; William Wagner, Vice President; James Luttrell, Treasurer; Marcella Livingston, Assistant Treasurer; Vincent Flatt, Secretary; Directors; Mike Moffa, Anthony Palma and Thomas McConnon.

Absent: Dennis McMahon, Director

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:

- January 8, 2016 Board Meeting Minutes

Motion to approve the January 8, 2016 Regular Session Meeting Minutes made by Secretary Flatt, seconded by Director Moffa. All in favor. Motion passed.

- Action Without a Meeting – February 3, 2016

This Action Without A Meeting is to approve \$1,225, plus any related costs be offered to Pike County Tax Claim bureau for their approval of a deed change on the Spruce/Barberry lot which would allow improvements to the parcel.

Discussion: The Association purchased a lot on the corner of Spruce/Barberry, which location for the exploratory well to service the shared well. When the lot was purchased it was a \$25 lot that included language restricting any future development of the parcel. We need to approach the County for permission and approval to have this language removed from the deed. In order to do this we would need to pay “full price” for a tax sale lot and any related costs.

All Directors were contacted. Directors Moffa and Palma were not available. All others in favor.

Motion to approve the Action Without A Meeting dated February 3, 2016 made by Assistant Treasurer Livingston, seconded by Vice President Wagner. All in favor. Motion passed.

TREASURER’S REPORT:

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

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

Budget Transfers - None

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

Write-Offs:

Lot 38, Block 1, Section 2 (write off requested due to foreclosure) \$2,479.86.

Lot 11, Block 8, Section 2 (write off requested due to foreclosure) \$8,530.64

Total Write Offs \$11,010.50

Motion to approve the above Write-Offs in the amount of \$11,010.50 made by Treasurer Luttrell, seconded by Secretary Flatt. All in favor. Motion passed.

Treasurer Luttrell discussed the Citizens Operating Funds Checking account and the Dime Reserve Checking Account. These accounts have not been utilized in a long time.

Motion to move \$2,504.84 from the Citizens Checking account to a Citizens Money Market account and to move \$467.00 from Dime Checking account to a Dime Money Market account made by Treasurer Luttrell, seconded by Director McConnon. All in favor. Motion passed.

MANAGER'S REPORT:

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

Tamarack Lot Combination – Gary Flood has completed the field survey for the 50 lots. Mr. Flood has inquired if we want the “swamp” included in the lot combination.

Motion to not include the swamp in the Lot Combination made Secretary Flatt, seconded by Vice President Wagner. All in favor. Motion passed.

COMMITTEE REPORTS

Communications – Meeting next Monday afternoon. Chairperson Bennett stated that emails were sent to the Board members asking them if they have any content for the newsletter.

BLCA Property Beautification – Meeting will be scheduled to discuss 739 entrance.

Capital Projects & Property – Meeting Scheduled for February 27th.

Recreation – Meeting scheduled for February 20th at 1 pm. The Spring and Summer events will be discussed and putting together a calendar.

Governing Documents - Meeting Scheduled for February 27th.

Voting & Elections – Chairperson Flatt discussed the vote results.

Finance, Budget, Contractors - Meeting will be scheduled to further discuss the assessment and finance options.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory – A meeting has been scheduled for March 4th at 6 pm.

Upper Birchwood Lake Dam – Email from Chuck Givler dated January 22, 2016 reporting on the meeting with DEP was discussed.

Motion to approve Chuck Givler talking to DEP about raising Upper Birchwood Lake this spring and temporarily lowering Lower Lake to look for seepage made by Assistant Treasurer Livingston, seconded by Treasurer Luttrell. All in favor. Motion passed.

Reserve Study – Proposals for the Reserve Study were discussed. The last Reserve Study was done in 2008.

Motion to approve Appletree Resources to do the Reserve Study in the amount of \$7,150.00 the funds to come from Winter Roads Materials made by Treasurer Luttrell, seconded by Director Moffa. All in favor. Motion passed.

Maintenance Facility – Cornerstone and Board members attended an informal meeting with the Planning Commission with revised preliminary plans. Capital Projects will be meeting shortly for further review.

NEW BUSINESS

Tree Removal Request - Wittrien

Request to remove 7 dead trees.

Motion to approve tree removal request from Wittrien made by Vice President Wagner, seconded by Secretary Flatt. Director Thomas McConnon abstained because he does not agree with the tree removal guidelines and everyone else voted yes. Motion passed.

Special Assessment Packet – President Bennet discussed the workshop session that took place with the Board and the Budget & Finance committee. Two options for the assessment and the vote timeline was discussed.

Motion made to approve the Financing Options made by Treasurer Luttrell, seconded by Assistant Treasurer Livingston. Secretary Flatt and Directors McConnon and Moffa voted no. All others voted yes. Motion passed.

Motion made to send to the Members the Assessment Options made by Treasurer Luttrell, seconded by Vice President Wagner. Director McConnon voted no and everyone else voted yes. Motion passed.

Motion to approve the vote calendar made by Treasurer Luttrell, seconded by Secretary Flatt. All in favor. Motion passed.

Realtor Meeting – Treasurer Luttrell discussed setting up a meeting with realtors in order to get a good starting point to bridge the gap with them and get their feedback on selling in Birchwood. The meeting would be scheduled for some time in the Spring.

COMUNICATIONS, WRITTEN & ORAL

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

MISCELLANEOUS

Email Correspondence – 1/20 I010-107-15

Member received a fine for not producing septic documentation as required by the Rules & Regulations. Member requested that the fine in the amount of \$360.00 be dismissed. The timeline of the notices was discussed.

Motion made to not reduce or dismiss the fine made by Assistant Treasurer Livingston, seconded by Secretary Flatt. Vice President Wagner, Treasurer Luttrell and Director Palma voted no and everyone else voted yes. Motion passed.

Reimbursement Request – 1/27 I024-52-07

Member requested reimbursement for car damages made by the Church entrance gate in the amount of \$228.71. The member went through the gate but halfway through the member stopped to talk to the security officer and the gate came down on the car. It was discussed that the member should not have stopped when the vehicle was halfway through the gate.

Motion not to pay for reimbursement made by Assistant Treasurer Livingston, seconded by Vice President Wagner. Treasurer Luttrell abstained because he doesn't know if the gate was good operating condition and everyone else voted yes. Motion passed.

Motion to adjourn the Regular Board Meeting at 8:54 pm and go into Executive Session made by Vice President Wagner, seconded by Assistant Treasurer Livingston. All in favor. Motion passed.

Respectfully submitted,

Vincent Flatt
Secretary