

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
March 11, 2016

Present: Clare Bennett, President; William Wagner, Vice President; Marcella Livingston, Assistant Treasurer; Vincent Flatt, Secretary; Directors; Mike Moffa, Thomas McConnon and Dennis McMahon

Absent: Jim Luttrell, Treasurer and Anthony Palma, 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:

- February 12, 2016 Board Meeting Minutes

Motion to approve the February 12, 2016 Regular Session Meeting Minutes made by Secretary Flatt, seconded by Assistant Treasurer Livingston. All in favor. Motion passed.

- Action Without a Meeting – February 29, 2016

This Action Without a Meeting is to accept an offer settlement, in the amount of \$10,000 from the lender of property at 120 Outer Drive (Nagy) and the adjoining lot on Persimmons.

Discussion: Message from Lender 2/29/16 “Carrie, After numerous attempts to try to negotiate the open balance with short sale lender we were unable to conclude the short sale. At this point the seller only compromise with \$10,000 to settle this account, otherwise we will not be able to close and the property will stay without any progress until foreclosure.

Please reconsider our offer so you can collect and close this account, the buyers are willing and able to close as soon as possible and will definitely make the association payments on time. This transition will be profitable to Birchwood Lakes

Thank you

Background: A property owner, Ms. Delia Nagy is trying to short sale her home on Outer Drive and unimproved lot on Persimmons. Ms. Nagy owns a lot improved home; and 1 unimproved lot and she has NOT paid dues for many years. Currently the balance on both accounts are approximately \$30,000. We have judgements and liens filed for approximately \$19,000.

Lender had originally offered \$3,500 which was immediately rejected; a second offer was \$10,000. We countered with \$15,000, which according to the email (above) from the lender, was rejected.

All Directors were contacted. Director Moffa was unavailable. All others in favor.

Motion to approve the Action Without A Meeting dated February 29, 2016 made by Vice President, Wagner, 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.

Budget Transfers –

- Transfer \$500.00 from account #62200-002 Employee Health Benefits – Maintenance to account #76500-002 Uniforms Maintenance. To cover increase in costs.
- Transfer \$900.00 from account #65000-004 Contracted Security to account #72400-004 telephone. To cover the cost of the Public Safety cell phone. Board approved expenditure in August 2015.
- Transfer \$1,400.00 from account #65000-004 Contracted Services to account #72300-004 Electric-Security. To cover an increase in costs for street lights.
- Transfer \$1,700.00 from account #61100-003 Recreation Salaries to account #73800-003 Outside Contractor - Recreation. To cover an additional mowings.
- Transfer \$1,000.00 from account #61100-003 Recreation Salaries to account #75600-001 Deedbacks. To cover Deedback costs.

Motion to approve all 5 budget transfers made by Assistant Treasurer Livingston, seconded by Vice President Wagner. All in favor. Motion passed

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

Write-Offs:

Lot 30, Block 94, Section 12 (write off requested due to BLCA purchase) \$3,568.78

Lot 5, Block 16, Section 3 (write off requested due to Deedback) \$2,277.25

Lot 9, Block 36, Section 6 (write off requested due to reduction in filing cost per Judge Menditto)
Collection fee \$30.00

Lot 9, Block 5, Section 1 (write off requested due to foreclosure) \$1,416.29

Lot 2, Block 43, Section 6 (write off requested due to foreclosure) \$4,807.77

Total Write Offs \$12,070.09

Motion to approve the above Write-Offs in the amount of \$12,070.09 made by Assistant Treasurer Livingston, seconded by Secretary Flatt. All in favor. Motion passed.

MANAGER'S REPORT:

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

COMMITTEE REPORTS

Recreation – Committee met on March 5th to discuss future Summer events and finalize the schedule so it can be presented to the Board. An email blast went out to advertise the Easter Breakfast.

Community Safety – Meeting is scheduled for March 18th at 7 pm.

Governing Documents – Committee met on February 27th and made progress going over the Voting and Judges of Elections section. Committee will meet again on March 19th after the Vote Hearing to focus on more text and submit the recommendations to the lawyer. CM Ridner suggested that the Board should review the recommended changes before they are sent out to the lawyer in case the Board has any recommendations.

Communications – Newsletter and monthly flyer went out to members. The special assessment and projects were the topics outlined on both forums.

Beautification – The committee is focused on sprucing up the 739 entrance. April 23rd is the Annual Clean Up Day.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory – The final draft of the preliminary engineering report was received from McGoey, Hauser & Edsell for Board review. The project fee summary was discussed and the timeline of the projects. The report did not include a Land Development Plan.

Motion to approve Task 4-5 from the McGoey, Hauser & Edsell proposal of August 2014 in the amount of \$22,000 with funds to be taken from Salt Remediation Funds made by Assistant Treasurer Livingston, seconded by Secretary Flatt. All in favor. Motion passed

Motion to obtain well permits for the 2 production wells on Spruce, Barberry & Ivy and obtain proposals for drilling of the two wells made by Secretary Flatt, seconded by Director Moffa. All in favor. Motion passed.

Upper Birchwood Lake Dam – CM Ridner went over the letter received from DEP that discussed their review and comments. Discussion took place regarding lowering the water level, seepage and flowage easement agreement.

Motion to approve obtaining a Draw Down permit made by Assistant Treasurer Livingston, seconded by Director Moffa. All in favor. Motion passed.

Motion to approve the President and Secretary to purchase a \$50,000 Certificate Deposit for payment of the PA DEP – Dam Safety Financial Responsibility payment for Upper Birchwood Lake Dam and funding for the CD is allocated in the Reserve Fund made by Assistant Treasurer Livingston, seconded by Director McMahon. All in favor. Motion passed.

Motion to approve the removal of the culvert from the Upper Birchwood Lake Dam plan and replace the bridge with an embankment made by Secretary Flatt, seconded by Assistant Treasurer Livingston. Director McConnon recused himself. All others in favor. Motion passed.

Maintenance Facility – Waiting for new set of plans from Cornerstone.

NEW BUSINESS

Tree Removal Request – Celentano, Leiper, Ciezak

Celentano - Request to remove 1 maple tree.

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

Leiper – Request to remove 45 trees.

This request has been tabled so the Board can review the request in more detail. Board members will go out to inspect the trees. The volunteers are; President Bennett, Secretary Flatt, Assistant Treasurer Livingston and Director Moffa.

Director Anthony Palma arrived at the meeting at 8:33 pm.

Ciezak - Request to remove 1 pine tree.

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

Strand Pool Contract – The Board has received the proposal from Strand Pools for Pool Opening/Closing and Season Chemical Management.

Motion to approve the proposals from Strand Pools for the Summer of 2016 Chemical Management and the Pool Opening and Closing made by Assistant Treasurer, seconded by Director Moffa. All in favor. Motion passed.

Ecological Solutions – Fish Survey has been received and forwarded to the Chairperson and Co-Chairperson of Lake Management.

Judges of Election – President Bennett read the names of the Judges of Election for the April 1st vote count. The Judges are; Pat Collins, Nancy Halliday, Donna McFadden, Denis Murphy and Carolyn Todino.

Motion to approve the Judges of Election for the April 1st Vote Count made by Director Moffa, seconded by Secretary Flatt. All in favor. Motion passed.

Reimbursement Request BL 15 – Member submitted a Payment Authorization/Request for Reimbursement. Due to the salt issue, it can result in corrosion of pipes. Brian Oram and our attorney reviewed the documentation submitted and agreed with the reimbursement request.

Motion to approve Reimburse Request from BL 15 in the amount of \$705.11 made by Secretary Flatt, seconded by Director McMahon. All in favor. Motion passed.

COMMUNICATIONS, WRITTEN & ORAL

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

MISCELLANEOUS

Correspondence –

Document Request: I028-65-08

Member requested copies of 7/17/15 Security Complaint report and Lifeguard reports. There was nothing reported by Artie Cohen, Jr., however 3 other lifeguards provided reports about the same incident and these will be provided. The Board discussed and approved the request but information on the daily logs that do not pertain to this request will be omitted.

Motion to approve document request of 3 Lifeguard reports and Security Daily Logs made by Director McMahon, seconded by Director Moffa. All in favor. Motion passed.

Document Request: I018-102-14

Member requested name, address and phone numbers of Birchwood Associations' liability insurance carrier and Birchwood Associations' lawyer. Member stated it was for personal reasons. The Board discussed this request and agreed that "personal reasons" is not an acceptable reason for this request.

Motion to deny the request made by Secretary Flatt, seconded by Director Moffa. All in favor. Motion passed.

Motion to adjourn the Regular Board Meeting at 8:59 pm and go into Executive Session made by Vice President Wagner, seconded by Director Moffa. All in favor. Motion passed.

Respectfully submitted,

Vincent Flatt
Secretary