

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
April 8, 2016

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

Jim Luttrell, Treasurer - via telephone conference

Absent: 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:

- March 11, 2016 Board Meeting Minutes

Motion to approve the March 11, 2016 Regular Session Meeting Minutes made by Secretary Flatt, seconded by Director McMahon. All in favor. Motion passed.

Treasurer Jim Luttrell joined the meeting via telephone conference

Email Request – Swim Team I002-18-03

John and Eileen Naturale present a petition to the Board in order get to approval to let the Swim Team use the pool facility again for their practices and fundraising. Lengthy discussions took place with members in the audience. The Board will get back to John and Elieen on their decision.

TREASURER’S REPORT:

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

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

Write-Offs:

Lot 4, Block 24, Section 4 (write off requested due to deedback) \$1,610.81

Correction: Lot 9, Block 36, Section 6 – write off of \$30.00 was requested and approved last month but was not included in total write offs for the month. (Write off requested due to collection fee)

Total Write Offs \$1,640.81

Motion to approve the above Write-Offs in the amount of \$1,640.81 made by Assistant Treasurer Livingston, seconded by Director McMahon. All in favor. Motion passed.

MANAGER'S REPORT:

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

Maintenance Facility – Kevin Fruck has provided concept plans. Discussion took place over the concept plans. A preliminary meeting will be scheduled with the Township to go over the plans and get their input and recommendations.

Motion to approve Concept Plans for the Maintenance Facility made by Treasurer Luttrell, seconded by Secretary Flatt. All in favor. Motion passed.

Community Manager Ridner reported that Joe Gallagher recommended purchasing rocks for the aerators. The cost is \$225 a set but they are on sale until May 1st for \$185.00 a set.

Motion to approve the purchase of rocks for the aerators in the amount of \$1,042.80 to come from Snow Removal Private Contractors made by Assistant Treasurer Livingston, seconded by Director McMahon. All in favor. Motion passed.

COMMITTEE REPORTS:

Communications – Meeting to be scheduled. The next newsletter will be on the agenda.

Community Safety – Committee met and reviewed prior minutes for approval.

Governing Documents – Chairperson McMahon reported that the committee met to continue working on the By-Laws and working with the attorneys' revision. The committee will also work on the Rules & Regulations section under Health & Sanitation and Rental/Leasing. May 14th is the next schedule meeting and the Board is invited to attend. The Tree Guidelines will be one of the topics.

Beautification – Clean Up Day coming up April 23rd at 10 am with a rain date of April 24th.

Lake Management – Meeting scheduled for April 30th. Committee will reviewing the fish survey, peat bogs and grass carp.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory – Discussed in Community Manager's report.

Upper Birchwood Lake Dam - Drawn down permit moving forward as discussed in the Community Manager's Report.

Maintenance Facility – Concept plans provided by Kevin Fruck and approved by the Board.

NEW BUSINESS:

Tree Removal Requests – Leiper, Hunter Homes, Annunziata, Keeslar, Mosteller

Leiper – Request to cut down 45 trees. This was tabled from the last meeting. Board members went to the property and maintenance also visited the property. Discussion took place regarding the impact it would have on the water flow from Pepperidge Drive down to Church Rd. It was agreed that maintenance would meet with the property owner to go over and see exactly which trees need to be cut.

Hunter Homes – Request to remove 7 trees. Pictures of trees were not acceptable. Secretary Flatt will go to property and report back to the Board.

Annunziata – Request to remove 2 trees.

Motion to approve removal of 2 trees by Annunziata 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.

Keeslar – Request to remove 4 trees.
Pictures of trees were not acceptable. Secretary Flatt will go to property and report back to the Board.

Mosteller – Request to remove 10 trees.
Pictures of trees were not acceptable. Secretary Flatt will go to property and report back to the Board.

Director Resignation – Mike Moffa submitted his resignation from the Board of Directors effective immediately.

Motion to accept the resignation made by Assistant Treasurer Livingston, seconded by Director McMahan. All in favor. Motion passed.

Committee Resignation – Mike Moffa submitted his resignation from the Committees he co-chair.

Motion to accept the resignation made by Secretary Flatt, seconded by Treasurer Luttrell. All in favor. Motion passed.

Vinnie Flatt submitted his resignation from the Recreation Committee. This resignation has been tabled for one month.

COMUNICATIONS, WRITTEN & ORAL:

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

MISCELLANEOUS

Correspondence –

Document Request received via email: I018-102-14

Request to see mandates that are being imposed on Birchwood Lakes' dams, salt contamination and maintenance facility. Discussions took place regarding the walk way, design plans, safety and other issues.

Email Correspondence: 3/12/16 I013-43-06

Member received a citation for not having a permit for a shed. Member was sent a letter to apply for a permit. Deadline to apply for permit expired. Member paid \$120.00 fine and wants the Board to abate the rest of the fine amount of \$300.

Motion to send to Resolution made by Director McMahon, seconded by Vice President Wagner. Assistant Treasurer Livingston vote no. All others in favor. Motion passed.

Letter Correspondence: 4/1/16 I019-19-03

Member purchased a lot across the road from their residence. The member is requesting that the Board consider reducing the regular assessment and waive the special assessment on the second lot, since it is unbuildable and the assessment would create an unaffordable situation for them. This has been tabled. It was decided that further review was needed.

Motion to adjourn the Regular Board Meeting at 9:04 pm and go into Executive Session made by Secretary Flatt, seconded by Vice President Wagner. All in favor. Motion passed.

Respectfully submitted,

Vincent Flatt
Secretary