

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
May 13, 2016

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

Absent: Clare Bennett, President, Anthony Palma, Director

Also present: Carrie Ridner, Community Manager

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

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

April 8, 2016 Board Meeting Minutes – Director McMahon had a correction on pg 3, stating he did not abstain from the tree vote.

Motion to approve the April 8, 2016 Regular Session Meeting Minutes as corrected made by Secretary Flatt, seconded by Director McMahon. All in favor. Motion passed.

AWAM – April 12, 2016 – Tree Requests (3)

This Action Without A Meeting is to approve the tree request for 118 Primrose.

Discussion: Secretary Flatt inspected the trees and offered the following comments “member states insurance company will cancel if trees are not removed, and that they are dead from gypsy moths”.

All Directors were contacted. Directors McConnon and Palma were unavailable. All others voted in favor.

This Action Without A Meeting is to approve the tree request for 115 Lancet Circle

Discussion: Secretary Flatt inspected the trees and offered the following comments “tree in back yard dead hole in base, tree leaning toward house, a dead tree”.

All Directors were contacted. Directors McConnon and Palma were unavailable. All others voted in favor.

This Action Without A Meeting is to approve the tree request for 103 Juneberry.

Discussion: Secretary Flatt inspected the trees and offered the following comments “all trees are dead except number 5 and 6 which are close to house and blocking electrical service from being connected”.

All Directors were contacted. Directors McConnon and Palma were unavailable. All others voted in favor.

This Action Without A Meeting is to approve request from Leiper – 146 Pepperidge Drive – with proposed planting plan with sizable plants (Forsythia in front, Arborvitae on side. A side line buffer of 5’ (five feet) and a rear buffer of 15’ (fifteen feet) must be maintained. All other trees may be removed as proposed. All proposed plants must be completed by October 31, 2016.

All Directors were contacted. Asst. Treasurer Livingston voted no. Director McConnon abstained, doesn’t agree with tree policy. All others voted in favor.

Motion to approve the AWAM for the four tree requests, made by Secretary Flatt, seconded by Director McMahon. Motion passed. All in favor.

This Action Without A Meeting is to approve the transfer of \$5,960 from account #78200-005 – Winter Road Materials (Current Excess in Budget \$17,986.48)

To accounts - See Below:

62100-001	Admin Payroll Taxes	\$500
62100-002	Maintenance Payroll Taxes	\$1,565
62100-007	Office Payroll Taxes	\$1,025
	(Rate increase for unemployment for employers/maintenance extra employee)	
73700-001	Dam Inspections	\$1,600
	(Dam inspections are \$800 per dam; budget is only \$800 for dam inspections)	
70600-004	RM Gates/Entrances	\$500
	(Gate issues)	
72300-004	Electric	\$320
	(increase rate and poll costs)	
72400-007	Telephone – Office	\$450
	(increase in phone usage)	

Comment: This is the time of year that several expense line items exceed their budget. These transfers have been reviewed and approved by Treasurer Luttrell.

All Directors were contacted. Director Palma was unavailable. All others voted in favor.

Motion to approve the AWAM dated April 21, 2016 made by Secretary Flatt, seconded by Asst. Treasurer Livingston. All in Favor. Motion passed.

This Action Without A Meeting is to approve the transfer of \$714 from account # 78200-005 – Winter Road Materials to 61100-002 Maintenance Salaries.

Comment: Slight overage due to part time maintenance personnel, that was unbudgeted.

All Directors were contacted. All voted in favor.

Motion to approve the AWAM dated April 26, 2016 made by Secretary Flatt, seconded by Asst. Treasurer Livingston. All in Favor. Motion passed.

This Action Without A Meeting is to approve the CAU Insurance renewal for the 2016/2017 fiscal year.

Discussion: Community Insurance renews May 1. Community Package was a three year policy in past years. There is no longer an option for a three year lock in; policy is now annual. There is no change in coverage or deductibles from the previous policies. Budget for 2016/2017 for insurance is \$60,000. CAU has new Volunteer Accident Insurance Program for all Assoc. volunteers – Coverage is Excess Accident Medical, Accidental Death and Dismemberment. \$25,000 limit policy is \$300.

	2014 Renewal		2015 Renewal		2016 Renewal
Community Package	\$ 21,294	\$	25,519	\$	26,448
Directors & Officers	\$ 6,241	\$	6,241	\$	6,241
Workmen's Comp	\$ 14,617	\$	7,188	\$	7,292
Commercial Auto	\$ 8,221	\$	10,821	\$	8,711
Umbrella	\$ 6,768	\$	6,868	\$	6,868
Accident - Swim Team	\$ 290	\$	305	\$	305
Sports Liability	\$ 358	\$	385	\$	385
Volunteer Accident				\$	300
	\$ 57,789	\$	57,327	\$	56,550

All Directors were contacted. Directors Luttrell and Palma were unavailable. All others voted in favor.

Motion to approve the AWAM dated April 22, 2016 made by Director McConnon, seconded by Asst. Treasurer Livingston. All in Favor. Motion passed

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 9, Block 4, Section 1 (write off due to foreclosure) \$2,258.03

Motion to approve the above Write-Offs in the amount of \$2,258.03 made by Assistant Treasurer Livingston, seconded by Vice President Wagner. All in favor. Motion passed.

MANAGER'S REPORT:

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

Motion to approve extending the October 31 deadline for the installation of plantings to the permit expiration for the 146 Pepperidge Tree Request, made by Secretary Flatt, seconded by Vice President Wagner. In favor, Flatt, McConnon, McMahon, Wagner; Not in Favor, Livingston.

COMMITTEE REPORTS:

Lake Management – Director McConnon reported the committee met two weeks ago, they discussed the rock filters, catch and release program needing to be extended, maintenance on various areas of the lake during the draw down, cutting brush on the island, continued concerns about EcoSolutions keeping to a schedule. Further, the committee discussed the Fish Survey done last year.

Motion to extend the Catch –N- Release program for this season, made by Secretary Flatt, seconded by Director McConnon. All in Favor. Motion passed.

Budget Committee – Asst. Treasurer Livingston report the committee met just prior to the board meeting. The committee discussed the Special Assessment payment plan, multiple lot owners unable to combine their parcels, investment policy and reserves.

Motion to approve the Special Assessment payment plan criteria; twelve monthly installments of \$63 for each annual bill, no application fee, interest will not be charged unless the owner becomes delinquent, a payment plan agreement must be signed and signed annually; Failure to pay or sign payment plan by October 1 will result in a \$50 late fee and if three consecutive payments are missed a \$50 late fee will be assessed, made by Asst. Treasurer Livingston, seconded by Director McConnon. All in Favor. Motion passed.

Multiple lot owners that were seeking special consideration from having to pay the special assessment due to the inability to combine their parcels under the Lot Improvement Program.

Motion that no special consideration for multiple lot owners whose lots are not lot combined under BLCA policy, those that can lot combine can get up to twelve months to combine their lots. All others can avail themselves to the BLCA deedback program. All in Favor. Motion passed.

Recreation – Secretary Flatt presented the tentative recreation calendar for the season as put together by the committee. Calendar is really tentative based on volunteer participation.

Motion to approve the tentative calendar, made by Secretary Flatt, seconded by Asst. Treasurer Livingston. All in Favor. Motion passed.

Governing Documents – Director McMahan stated the committee met on April 9th to discuss rule changes. Next meeting is May 14 to discuss tree guidelines and all board members are invited.

Motion to approve a rule change to Section 98-Subsection 60, #7 – All non-swimmers or children under (10) ten years of age must be accompanied by an adult swimmer and/or a responsible adult at all times while in the pool or pool enclosure; or under thirteen (13) years of age swimming at the beaches, made by Director McMahan, seconded by Director McConnon. All in Favor. Motion Passed.

Beautification – Met to discuss this seasons planting, what the budget can used for and the jersey barricades at the entrance.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory – Discussed in Community Manager’s report.

Upper Birchwood Lake Dam – working with the attorney on preparation of the Flowage Easements.

Maintenance Facility – We will be meeting informally with the Planning Commission on May 17, if anyone wants to attend it's at the Township building at 6:30pm.

Recreation Chairman Resignation – Secretary Flatt withdrew his resignation from the Committee.

NEW BUSINESS:

Tree Removal Requests –

Motion to approve tree removal request for 148 Arrowood Drive, 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.

Motion to approve tree removal request for 125 Arrowood Drive, made by Director McMahon, seconded by Secretary Flatt. Director McConnon abstained because he does not agree with the tree guidelines. All others in favor. Motion passed.

Motion to approve tree removal request for 128 Arrowood Drive, made by Secretary Flatt, seconded by Director McMahon. Director McConnon abstained because he does not agree with the tree guidelines. All others in favor. Motion passed.

Motion to approve tree removal request for 106 Juniper Street, made by Director McMahon, seconded by Secretary Flatt. Director McConnon abstained because he does not agree with the tree guidelines. All others in favor. Motion passed.

Sexual Harassment Policy – Community Manager Ridner presented a Sexual Harassment Policy to be included in the Personnel Policy. The policy has been reviewed by legal counsel and meets all current Federal and State laws.

Motion to accept the Sexual Harassment Policy for inclusion in the BLCA Personnel Policy, made by Secretary Flatt, seconded by Director McConnon. All in Favor. Motion passed.

Due to Delaware Valley High School graduation, the June Board meeting needs to be rescheduled since several Directors would be unavailable.

Motion to move the June 10th Board Meeting to June 17th at 7pm, made by Secretary Flatt, seconded by Asst. Treasurer Livingston. All in Favor. Motion passed.

Maintenance Employee Jim Biskey has resigned his position in Maintenance.

Treasurer Jim Luttrell has submitted a letter of resignation due to increased work commitments.

Motion to accept the resignation of Jim Luttrell, with regrets and thank him for his volunteer service. 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

A property owner requests if an owner can get two different access codes for each home. He was advised he could, provided it was an adult residing in the home.

A property questioned if complete removal of Upper Birchwood Lake Dam has been considered. The Board indicated it had not, and was not sure if it was even feasible or if Dam Safety would approve such a move.

Correspondence –

Document Request – I002-18-03
Request for Insurance Policy – 2006 – 2016

Motion to approve the document request for I002-18-03, made by Asst. Treasurer Livingston, seconded by Secretary Flatt. All in Favor. Motion passed.

Correspondence from I006-57-08 who still does not agree that he should be charged the additional \$50 for each of his six lot improved parcels. A letter will be sent back stating that the Board stands by the Association Attorneys' opinion.

Correspondence from I010-23-04 regarding special consideration for a lot that cannot be combined with the house parcel due to the Road being in between. The board has addressed this issue earlier in the meeting. No special consideration will be given.

Correspondence from I004-12-02 regarding a hardship plan. Try to get a lump sum, accept \$75 for six months and see if property owner can borrow at year end as indicated in her letter.

Motion to adjourn at 9:03pm, made by Secretary Flatt, seconded by Director McMahan. All in Favor. Motion passed.

Respectfully submitted,

Vincent Flatt
Secretary