

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
June 17, 2016

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

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:

- May13, 2016 Board Meeting Minutes

Motion to approve the May 13, 2016 Regular Session Meeting Minutes made by Vice President Wagner, seconded by Secretary Flatt. 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.

Assistant Treasurer Livingston explained the need to open up a dedicated account for the Special Assessment in order to segregate the funds from Operating and Reserve monies. Dime Bank offers CDAR accounts, which enable us to deposit beyond the FDIC limit of \$250,000, because CDAR will distribute the funds to participating banks which spread the money around.

Motion to open two additional accounts in the Dime Bank; 1. Dime Checking – Special Assessment and 2. Dime CDARS – Special Assessment, made by Assistant Treasurer Livingston, seconded by Secretary Flatt. All in favor. Motion passed.

Write-Offs:

Lot 51, Block 94, Section 12 (write off requested due to foreclosure) \$5,838.40

Lot 15, Block 43, Section 6 (write off requested due to foreclosure) \$4,374.48

Lot 17, Block 2, Section 1 (write off requested due to deedback) \$1,136.58

Total Write Offs \$11,349.46

Motion to approve the above Write-Offs in the amount of \$11,349.46 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.

Combined Energy Services –The annual contract with CES has not changed in several years. We annually purchase the Platinum service plan for the office and the clubhouse. This year the contract has changed, in service hours, added a 15% discount to non-plan parts and an increase to \$279 per year. The price has not increased since 2011.

Motion to approve the contract for CES, made by Secretary Flatt, seconded by Director McConnon. All in favor. Motion passed.

In the month of May we experienced phone problems with Verizon on strike and some type of surge that blew out the “brains” of the phone system. Our phone vendor suggested a company called Siptria, which provides VOIP phone services over your existing cable lines for \$30 per month, per line. A proposal was presented to the board for consideration and review. All calls both local and long distance would be unlimited. The month recurring charges would be \$98.96; and a one-time location setup, plus porting over our existing phone numbers would be \$544. Our average monthly office phone bill (3 lines) is \$320 per month. This would be a significant savings.

Motion to approve switching phone service to Siptria, made by Assistant Treasure Livingston, seconded by Vice President Wagner. Director McConnon voted no. All others in favor. Motion passed.

COMMITTEE REPORTS:

Recreation – Email was sent out to get a meeting date set. Memorial Day BBQ was held on May 28th. Secretary Flatt and President Bennett expressed the need for volunteers.

Communications – Newsletter went to the publisher. It should go out by next week.

Governing Documents – The committee is back to reviewing the By Law changes and the Rules & Regulations. The committee is taking a recess in July and August since they have been meeting on a monthly basis. They approved the minutes of the May 14th meeting. The tree guideline changes will be discussed later on under New Business.

Lake Management – The condition and treatments of the lakes was discussed.

The Lake Management Committee is recommending the purchase and placement of a warning sign about the grass carp present at Beach #4 on Middle Lake. Suggested wording and a \$100 fine to be considered by Governing Documents and the Board and if approved, a secondary or supplement sign be added.

Motion to approve purchase of signs, made by Secretary Flatt, seconded by Vice President Wagner. Assistant Treasurer Livingston voted no. All others in favor. Motion passed.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – Discussed in Community Manager’s report. CM Ridner sent out a draft plan to the board for the production wells drilling plan. Brian Oram is of the opinion by drilling 800 feet we may hit more water. The Salt Advisory Committee would like the board to approve the draft plan and have Brian Oram finalize it and place it out to bid.

Motion to approve to send Specs out to bid for 600 ft. and 800 ft., made by Assistant Treasurer Livingston, seconded by Secretary Flatt. All in favor motion passed.

Upper Birchwood Lake Dam – Draft flow easement received from attorney. Waiting for signed easement agreement from one property owner.

Maintenance Facility – Discussed in Community Manager’s Report.

Traffic Study – Aspen Road was not part of the TIS prepared by the developer. McGoey drafted a letter to send to PennDOT requesting that the department give consideration to the evaluation of the intersection of Aspen Road entrance such that the potential impacts to the intersection can be realized and mitigated as necessary.

Motion to send letter to PennDOT made by, Vice President Wagner, seconded by Secretary Flatt. All in favor. Motion approved.

NEW BUSINESS:

Tree Removal Requests – Woods

Motion to approve tree removal request for 159 Tallwood Drive, made by Vice President Wagner, seconded by Director McConnon. All in favor. Motion passed.

Tree Policy –

Revisions on tree limitation was discussed. 1. No person shall remove any trees over 5 inches in diameter (old guideline was 3 inches). 2. Prior to removal, a member may remove one tree per year at members discretion. A tree removal notification form must be completed and submitted to the BLCA office.

Motion to approve to changes to the Tree Guidelines made by, Secretary Flatt, seconded by Vice President Wagner. All in favor. Motion passed.

Reimbursement Request – BL 15

Member present receipts for reimbursement on damages to pipes. Brian Oram provided his draft findings of evidence of corrosion and white scale that maybe related to a salt contamination.

Motion to approve reimbursement in the amount of \$607.98, made by Secretary Flatt, seconded by Assistant Treasurer Livingston. Vice President Wagner voted no. All others in favor. Motion passed.

Roads – 2016 RFP

Soliciting proposals for roadwork (asphalt paving, milling, culvert replacement, scalp shoulders, etc.) by sealed bid.

Motion to approve the date for seal bids deadline of July 8th by 3 pm made by, Vice President Wagner, 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

Member in the audience made a request for consideration of a reduce rate on the special assessment for their separate unbuildable lot. This has been tabled. Member was asked to provide evidence that the lot is “Unbuildable”.

MISCELLANEOUS

Correspondence – I014-69-09

Member wrote to the Board with two options to reach a settlement on past dues, fines, septic, etc. Discussions took place regarding the history of the property.

Motion to approve accepting settlement of \$10,000 and pay \$756.00 Special Assessment, Clean Up the Property, get rid of Abandoned Vehicles and taking care of Septic within 30 days made by, Secretary Flatt, seconded by Director McConnon. Assistant Treasurer Livingston voted no. All others in favor. Motion passed.

Motion to adjourn the Regular Board Meeting at 9:53 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