

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

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

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:**

- June 17, 2016 Board Meeting Minutes

**Motion to approve the June 17, 2016 Regular Session Meeting Minutes made by Vice President Wagner, seconded by Director McMahon. All in favor. Motion passed.**

**TREASURER'S REPORT:**

President Bennett presented the Bank Balances and the Income and Expenditure Reports.

There was some discussion relating to the Assessment income received thus far. As of June 30<sup>th</sup>, 619 members had paid the Assessment or entered into payment plans to pay the Assessment monthly. President Bennett stated that this number did not reflect payments received from July 1<sup>st</sup>, the Assessment due date, thru present day. We will have a better idea at the next Board Meeting as to how many have paid the assessment or entered into a payment plan by the due date.

Collections –President Bennett updated the Board on the status of Collections.

**Write-Offs:**

Lot 7, Block 10, Section 3 (write off requested due to deedback) \$910.00

Lot 61, Block 8, Section 3 (write off requested due to deedback) \$910.00

Lot 19, Block 68, Section 9 (write off requested due to deedback) \$907.00

Lot 1, Block 77, Section 10 (write off requested due to deedback) \$910.00

Lot 15, Block 87, Section 11 (write off requested due to deedback) \$910.00

Total Write Offs \$4,547.00

**Motion to approve the above Write-Offs in the amount of \$4,547.00 made by President Bennett, 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 – July 4th BBQ was cancelled due to lack of volunteers. The Meet The Candidates Wine and Cheese Evening was poorly attended. The committee met to discuss the recreation calendar in light of the lack of volunteers and cancelled several upcoming activities. The next event will be Community Fun Night on July 13<sup>th</sup>, which will be held at the pool. These nights were very successful last year so we are hoping that they will be well attended this year. Teen Pool Night will be the end of July Secretary Flatt was also looking into a vendor he met that has a Ice Truck.

Communications – Newsletter should have been received by all at this point. Next one should be in August. Monthly flyer continues to be distributed via email and in the mailboxes at all the entrances, as well as available at the office.

Governing Documents – Chairman McMahon advised the Board that the committee met to revise the Tree Guidelines and some changes were made. The Board approved sending out the changes to the membership in the next mailing for feedback.

Lake Management – The condition and treatments of the lakes was discussed. Chairman Ritson reiterated his disappointment at the lack of communication from EcoSolutions and shared that an RFP will be going out in September, when the EcoSolutions' contract expires, seeking bids for a new vendor.

EcoSolutions is expected to be on-site this month to remove the four peat bogs on Middle Lake.

Roads – Sealed Bids will be opened tonight and reviewed by the Roads Committee.

PAYMENT OF BILLS - None

#### OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – Testing of the water continues. The Board approved at the last meeting that specs be sent out to bid for 600ft and 800ft. These specs are being finalized for both bids and will be advertised, once ready, in the Pocono Record as well as sent to a list of well drillers recommended by Brian Oram, McGoey Hauser, and other vendors that may be interested. Carrie Ridner was asked to check with our insurance carrier what level of insurance we should be requiring carried by the vendor on this project and get back to the Board with that answer. There was also a question as to whether they should be bonded due to the size of the project.

Upper Birchwood Lake Dam – Draft flow easement received from attorney and reviewed by the engineer. Suggested changes returned to the attorney. Waiting for signed easement agreement from one property

owner. Members in the audience were asked to wait until the Member Comment Section of the Agenda to ask questions so that the Board could get through the remaining agenda first and then focus on their questions and concerns.

Maintenance Facility – The Lot Improvement is tied up with the attorneys and the surveyor.

Roadwork – President Bennett opened the sealed bids for the proposed 16/17 roadwork. Bids received as follows: Wayco - \$187,280.07; Shiffer Bituminous - \$226,851.10 and Willow Grove Paving - \$456,246.45

Lot Combination – Unbuildable Lot. – The owners of 101 Pine Lane had produced documentation, as requested by the Board, that their lot in question is unbuildable. The Board revisited the discussion regarding the assessment and unbuildable lots. The Board made the decision to support the previous motion that all lots not combined are required to pay the full assessment.

Swim Team – The Board discussed the documentation produced by the swim team and complaints made by Secretary Flatt about members not in good standing using the pool and people on deck who should not be. The Board expressed concerns but agreed, at the recommendation of Secretary Flatt, to permit the swim team to continue to use the pool until Championships, but any further infractions would be documented and may result in the discontinuation of the swim team's use of the pool next season.

NEW BUSINESS:

Tree Removal Requests

**Motion to approve tree removal request for 148 Wisperwood Drive, made by Vice President Wagner, seconded by Director McMahon. All in favor. Motion passed.**

**Motion to approve tree removal request for 145 Cypress Road , made by Vice President Wagner, seconded by Secretary Flatt. All in favor. Motion passed.**

Volunteer of the Year Award

**Motion to approve Carl Fredrickson and Jo Ann Woods, both on the Beautification Committee, as recipients of the 2016 Volunteer of the Year Award, to be awarded at the Annual Meeting, made by Director McConnon, seconded by Director McMahon. All in favor. Motion passed.**

Document Request – I017-65-08

**Motion to approve the document request made by Secretary Flatt, seconded by Director McMahon. All in favor. Motion passed.**

Document Request – I030-01-01

**Motion to approve the document request made by Secretary Flatt, seconded by Vice President Wagner. All in favor. Motion passed.**

## Board Review Panel

Three Directors are required to serve on a Board Review Panel for two citation appeals. Deadline to perform the review is December 20, 2016. Directors Wagner, Livingston and McMahon offered to serve and will meet mid August, date to be established.

## Other

President Bennett informed the Board that Anthony Palma is resigning from the Board and that he will send in a letter to that effect to confirm his intention to resign.

## COMUNICATIONS, WRITTEN & ORAL:

Several members residing around Upper Lake were in attendance to ask questions regarding the Upper Birchwood Lake Dam Project and to express their concerns and frustrations at how long the project is taking. A long discussion ensued in an attempt to address the concerns and questions, including allocation of funds, why the project is to be the last of the three projects that is to be remedied in 5 years, why we have not received the permit, and drawdown of lower lake.

Another resident addressed the issue of the Assessment and turning people away from the pool who have not paid their assessment by July 7<sup>th</sup>.

Two members were in attendance to complain about the road and drainage work completed on Pine, saying that the culvert is dangerous and we blocked off a pathway access to their home. Carrie Ridner advised them that she would have the road contractor come by to review the work and discuss.

## MISCELLANEOUS

Correspondence – I002-25-05

**Motion to approve dismissing the late fee made by, Secretary Flatt, seconded by Vice President Wagner. All in favor. Motion passed.**

Correspondence – I015-95-13

The Board referred this email back to the Roads Committee as it is a project they were supposed to be working on, including the member who wrote the email, and submitting their findings to the committee for further review and recommendations to the board.

**Motion to adjourn the Regular Board Meeting at 10:08 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