

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
August 9, 2016

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

Absent: Dennis McMahan, Director

Also present: Carrie Ridner, Community Manager

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

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- July 12, 2016 Board Meeting Minutes

Motion to approve the July 12, 2016 Regular Session Meeting Minutes made by Secretary Flatt, seconded by Vice President Wagner. All in favor. Motion passed.

- Action Without a Meeting – July 15, 2016

This Action Without A Meeting is to approve Roadwork proposal presented in a seal bid by Wayco in the amount of \$187,280.07 for the 2016/2017 year. Funding to come from the Road Reserve Line item.

Comment: Three sealed bids were received and opened at the July 12, Board of Directors Meeting:

Wayco	\$187,280.07
Shiffer Bituminous	\$226,851.10
Inter County Paving	\$456,246.45

Wayco has been our primary contractor.

All Directors were contacted. Director McConnon was not available. All others in favor.

Motion to approve the Action Without a Meeting dated July 15, 2016 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.

Write-Offs:

Lot 10, Block 9, Section 2 (write off requested due to deedback) \$900.00

Lot 11, Block 9, Section 2 (write off requested due to deedback) \$900.00

Lot 5, Block 36, Section 6 (write off requested due to deedback) \$910.00

Lot 41, Block 8, Section 3 (write off requested due to Judicial Sale) \$32,429.50

Lot 4, Block 92, Section 12 (write off requested due to Judicial Sale) \$22,534.26

Total Write Offs \$57,673.76

Motion to approve the above Write-Offs in the amount of \$57,673.76 made by Assistant Treasurer Livingston, seconded by Director McConnon. All in favor. Motion passed.

MANAGER'S REPORT:

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

The current 3 year contract with Eco Solutions expires at the end of this treatment season. Lake Management has reviewed the RFP and provided a list of those specialty vendors to bid on the contract.

Motion to approve RFP for Lake Treatments made by Secretary Flatt, seconded by Assistant Treasurer Livingston. All in favor. Motion passed.

COMMITTEE REPORTS:

Recreation – Teen Pool Party on July 30th was canceled due to rain. Community Family Fun Night is scheduled for August 10th by the pool. A DJ has been hired and games for the kids will be provided by Barbie. Secretary Flatt stated that he was looking into a Silver Sneaker - Jazzercise program which retired seniors could get a discount through their medical advantage insurance. A member stated interest the Tai Chi classes. President Bennett stated she would look to see if the instructor who did the classes would be available. She stated that when they had the classes before they were only attended by herself and the instructor. Secretary Flatt stated that Barbie will be spear heading a Fishing Tournament on August 13th by the Lower Lake Dam and a Scavenger Hunt that is scheduled for August 14th. Teen Pool party is scheduled for August 27th. Notifications are sent via email, posted on Facebook and flyers will be posted on the gate card readers. Secretary Flatt stated that the Labor Day Pool Party on September 3rd will be his last activity as his tenure ends as Chairperson of Recreation.

Capital Projects – Meeting was held last Saturday and was well attended. The intent of the meeting was to discuss the replacement of the sign at the 739 entrance which was destroyed by a vehicle. The committee is recommending a doubled sided sign the same size as before according to the permit. There was discussion about the color and material.

Communications – The Newsletter went out in July to everyone. The next issue will go out in early September. Chairperson Bennett stated that if anyone has an article, they should submit it to her.

Beautification – Community Cleanup Day was held in April. Not too much garbage was found. Maintenance has been doing a good job cleaning up garbage around the community.

Lake Management – Chairperson Ritson went over the treatment of the lakes and their condition. The Board should consider another well water testing program. The program would be conducted by Brian Oram. The members would be responsible for paying for their own test. The State recommends

testing your well water annually. If the Board agrees, then Chairperson Ritson will contact Brian Oram. The Board agreed that this is a good program for the members if they want to participate. It was recommended to advertise the program in our newsletter. The dreading of the spillway on Lower Lake was discussed. The next meeting is scheduled for Saturday, August 13th at 10:30 am.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – Brian Oram is on vacation. Field testing is still being done every month. Quarterly testing will be done at the end of this month. Bids are going out next week for the production wells. Advertisement for the bid will go out next week in the Pocono Record.

Upper Birchwood Lake Dam – Draw down after September 6th. Discussion took place regarding sand bagging and the drawn down process. Waiting for one remaining homeowner to sign the construction easement and a possible transfer of a home. Working with Chuck Gilver to facilitate information for the potential buyer regarding the berm and how the parcel would look.

COMMENTS:

Member thanked the Board for approving the document request submitted in July. Member discussed the findings from documents obtained from Curtis Brown, DEP Dam Safety. Member made some recommendations to the Board. CM Ridner was able to obtain missing documents that were not in the office when the member put in the document request. Discussion took place regarding the permit, spillway and other issues.

Maintenance Facility – Our attorney and the Township attorney are still working on the Lot Improvements and the Deeds.

NEW BUSINESS:

Tree Removal Requests

Motion to approve tree removal request for 103 E. Maheli Drive, made by Vice President Wagner, seconded by Secretary Flatt. All in favor. Motion passed.

Motion to approve tree removal request for 131 Cypress Road, made by Vice President Wagner, seconded by Assistant Treasurer, Livingston. Dave from the Maintenance road crew did an inspection. Board agreed that the tree is not on Birchwood Lake property. All in favor. Motion passed.

Motion to approve tree removal request for 115 Pine Lane, made by Assistant Treasurer, Livingston, seconded by Vice President Wagner. All in favor. Motion passed.

Motion to approve tree removal request for 125 Arrowood Drive, made by Vice President Wagner, seconded by Secretary Flatt. All in favor. Motion passed.

Tree removal request for 172 Outer Drive has been tabled due to concerns of the slope on the property and drainage issue. Secretary Flatt and Dave from the Maintenance Department will review property.

Motion to approve tree removal request for 110 Hawthorn Drive, made by Vice President Wagner, seconded by Secretary Flatt. All in favor. Motion passed.

Motion to approve removal request for 118 Red Pine Road, made by Secretary Flatt, seconded by Vice President Wagner. All in favor. Motion passed.

Additional Roadwork –

114 Branchwood Trail – Member sent email to the Board complaining about water that pooled in front of their driveway and it would freeze in the Winter. CM Ridner and Wayco representative inspected the property. Wayco submitted a proposal.

Motion to approve roadwork on Branchwood Trail in the amount of \$9,811.00 made by Assistant Treasurer Livingston, seconded by Vice President Wagner. All in favor. Motion passed.

Installation of Speed Bump – A table top speed bump to be installed on E. Maheli Drive. This road is a straight away and is a drag strip. This speed bump will last longer than a regular speed bump. The speed bump will be the full length of the road, 3” high in the center. Assistant Treasurer Livingston stated that on E. Maheli Drive and down towards Beach #6 there are a lot of wide cracks that need to be repaired before the Winter as well as Aspen Road. Crack sealing would come out of in-house money.

Motion to approve \$1, 800.00 for a speed bump made by Assistant Treasurer Livingston, seconded by Secretary Flatt. All in favor. Motion passed.

115 Pine Road – Property owner was not pleased with the paving roadwork that was done and concern that road was a foot shorter on each side. Property owner is afraid of backing out of the driveway and falling into the culvert on the other side of the street. Also a pathway on the property was removed when the road work was done. CM Ridner described the road work to be done. Wayco submitted a proposal. This has been tabled in order to get a pricing for culvert pipe.

129 Primrose Lane – Property owner send request to the Road Committee. Property owner has an existing driveway and when she acquired another lot she had a garage built. She now has a second driveway further down the cul-de-sac. Property owner is requesting that we paved that section at the end. Wayco submitted a proposal. This has been tabled.

Reimbursement Request – I039-95-13

Member requesting reimbursement due to damage to their car at the Church Road entrance. Video was reviewed by CM Ridner and the Maintenance Department. Maintenance took pictures of the damage. Member submitted two estimates for the repair.

Motion to approve reimbursement upon presentation of paid receipt not to exceed \$1,132.16 made by Director McConnon, seconded by Secretary Flatt. Assistant Treasurer Livingston voted no. All others in favor. Motion passed.

Auditor's Report – The approval of the Auditor's Report has been tabled. The Board will submit any questions they made have to CM Ridner by noon on Thursday so it can be approved by a 24 hour AWAM.

COMMUNICATIONS, WRITTEN & ORAL:

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

MISCELLANEOUS

Vacancies – A member sent an email requesting clarification on how vacancies are filled for the Board without a member vote and other questions. CM Ridner explained the process according to the By-Laws. CM Ridner will draft a letter to the member and give it to the Board for approval. Discussion took place regarding sending out postcards for submission of resumes for three Board vacancies.

Motion to approve sending out postcards on August 19th with a deadline of September 2nd made by Secretary Flatt, seconded by Assistant Treasurer Livingston. All in favor. Motion passed.

Resignation of Director Palma – President Bennett stated that Director Palma verbally told her he was resigning from the Board. To date, no official letter has been received from Director Palma. President Bennett is requesting that a letter should be sent to Director Palma requesting that he send the Board a letter indicating his resignation. CM Ridner will draft a letter coming from Secretary Flatt to Director Palma which will indicate a respond deadline.

Motion to adjourn the Regular Board Meeting at 9:05 pm and go into Executive Session made by Assistant Treasurer Livingston, seconded by Vice President Wagner. All in favor. Motion passed.

Respectfully submitted,

Vincent Flatt
Secretary