

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
October 14, 2016

Present: Chas Ritson, President; Dennis McMahon, V. President; Jesse Burris, Secretary; Marcella Livingston, Treasurer; Cecilia Buckle; Kevin Crawley; Adam Fass; Vinnie Flatt; Tom McConnon

Also Present: Carrie Ridner, Community Manager.

President Ritson opened the meeting at 7:00pm with the Pledge of Allegiance.

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- September 10, 2016 Board Meeting Minutes

Motion to approve the September 10, 2016 Regular Session Meeting Minutes made by V. President McMahon, seconded by Director Crawley. All in favor. Motion passed.

- September 10, 2016 Organizational Meeting Minutes

Motion to approve the September 10, 2016 Organizational Meeting Minutes made by Secretary Burris, seconded by Director Buckle. All others in favor. Motion passed.

- Action Without A Meeting - September 12, 2016

This Action Without A Meeting is to approve Wayco to perform additional roadwork on Pine Lane; Install shallow inlet at E. Shore & Pine; Place 42' of 15" culvert, repeat process to 20' beyond the walkway access near Chestnut; Backfill, seeding & mulching, install 25' of 15" culvert across from Lot 100 to allow additional room for backout out of the driveway. Install four clean out basins (\$2,650 each) for a grand total of \$23,230.

Comment: Pine Lane and Primrose were tabled from the August & September Board meeting. The additional work on Primrose will be done in-house by our maintenance department and Wayco has agree to roll the street with his equipment at no cost, our cost will be the materials (modified)

All Directors were contacted. Director McConnon abstained because it is too expensive without seeing. Director Buckle voted yes, and all other directors voted no. Motion Failed

Motion to approve the Action Without A Meeting dated September 12, 2016 made by Treasurer Livingston, seconded by Director Crawley. All in favor.

- Action Without A Meeting – September 12, 2016

This Action Without A Meeting is to approve an amount not to exceed \$4,000 for additional survey work required by McGoey, Hauser for the HOP Permits (Lancet and Church Entrances.) Schoenagle & Schoenagle LLC will be the surveyors.

Comment: The work is

1. Topo of the Right of ways in the indicated areas, and the areas indicated outside of the ROWs – roughly 1.2 acres total = \$700 Estimated.
2. Boundary surveys (with plot plan showing houses, driveways, well, septic, etc. done in AutoCAD emailed to you) of two parcels indicated - \$900 each, total = \$1800 estimated.
3. Pickup of the various elements (planimetrics) in the survey areas – such as curbing, fences, signs, aboveground utilities, guiderails, fencing, retaining walls, drainage structures, etc. – this is a tough item to price, because it is tedious, but we have done some of it already.... Figure \$800 estimated.

All Directors were contacted. All Directors voted yes. Motion Passed.

Motion to approve the Action Without A Meeting dated September 12, 2016 made by Director McConnon, seconded by Director Buckle. All in favor. Motion passed.

- Action Without A Meeting – September 19 , 2016

This Action Without A Meeting is to approve Pocono Spray Patch to perform 550 linear foot of hot rubberized asphalt crack seal repair on East Maheli Dr. Expenditure of \$550. to come from the Roads Reserve line item.

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

Motion to approve the Action Without A Meeting dated September 19, 2016 made by Treasurer Livingston, seconded by Director Buckle. All in favor. Motion passed.

- Action Without A Meeting – September 29, 2016

This Action Without A Meeting is to approve closing the Wells Fargo Payroll Checking Account and opening a Payroll Checking at Dime Bank.

Comment: Wells Fargo is very difficult to get the signatures changed over each year, so for ease doing business, it is recommended to move this account. A money market and Reserve account will remain at Wells Fargo.

All Directors were contacted. Treasurer Livingston voted no, wants to see all Wells Fargo accounts closed. All others in favor.

Motion to approve the Action Without A Meeting dated September 29, 2016 made by Director Crawley, seconded by Director Buckle. All in favor. Motion passed.

TREASURER'S REPORT:

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

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

Write-Offs:

Lot 14, Block 88, Section 12 (write off requested due to foreclosure) \$2,907.40

Lot 2, Block 8, Section 2 (write off requested due to foreclosure) \$14,986.29

Lot 25, Block 52, Section 7 (write off requested due to foreclosure) \$1,752.04

Lot 13, Block 104, Section 15 (write off requested due to foreclosure) \$15,369.45

Lot 17, Block 27, Section 4 (write off requested due to court order reduction) \$3,448.78

Lot 4, Block 12, Section 2 (write off requested due to court order reduction) \$2,127.32

Lot 13, Block 88, Section 12 (write off due to lot combination) \$ 910.00

Lot 11, Block 88, Section 12 (write off due to lot combination) \$910.00

Total Write Offs \$ 42,411.28

Motion to approve write offs in the amount of \$42,411.28 made by Treasurer Livingston, seconded Director Flatt. All in favor. Motion passed.

Motion to approve the transfer of \$3,000 from account # 61100-003 Recreation Salaries to account # 75600-001 Deedbacks, made by Treasurer Livingston, seconded by Director Flatt. All in favor. Motion Passed.

Motion to approve the transfer of \$1,000 from account # 79800-001 Contingency to account # 78500-002 Tool/Equipment Purchase made by Treasurer Livingston, seconded by Director Crawley. All in Favor. Motion passed.

MANAGER'S REPORT:

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

Discussion regarding an owners request for trail cams where there is alleged drug activity occurring. The Board believes this is a State Police matter and owners who are witness should contact the PSP directly. The CM will discuss this issue with the Association attorney and will report back to the Board at the next meeting in November.

COMMITTEE REPORTS:

Governing Documents – committee has meet and discussed Articled IV – Membership and recommended changes. These changes will be forwarded to legal counsel for review and placed on the November Board Meeting agenda.

Community Safety – Director Crawley reported the committee has not met yet, but was in the process of setting up a meeting date. Director Crawley met with committee member Denis Murphy to review the committees open items and last meeting minutes.

Beautification – Director McConnon report there has been no meeting, but the committee was still working on sprucing up the 739 Entrance.

Recreation – Director Buckle reported the committee held a meeting and discussed a Halloween party and Trunk or Treat on Saturday October 22.

Roads – Director Flatt reported the committee would be meeting sometime after the current roadwork is completed. Committee member Denis Murphy was reviewing the current status of the work completed.

Communications – Chairperson Bennett reported that the newsletter was been finalized and will be sent to the publisher on Monday. President Ritson questioned if a survey would be in this issue, some discussion ensued. A survey about gates, public safety, lifeguards, garbage and septic companies will be included.

Lake Management – President Ritson reported that four proposals have been received and the committee will be reviewing them at their next meeting. The committee will have a formal recommendation for the November board meeting.

President Ritson suggested an Ad Hoc Committee with the purpose of researching conference calling and digitalization of the office records. The new committee Ad Hoc Technology will consist of Director Fass, Chairman, Director Crawley and Clare Bennett.

PAYMENT OF BILLS – None

OTHER UNFINISHED BUSINESS:

Motion to change the April 14, 2017 Board meeting date to April 8th, 2017 at 10am, made by Director Flatt, seconded by Director Buckle. All in Favor. Motion passed.

Salt Advisory/Shared Well - President Ritson reported that Brian Oram has received proposals for the production wells. The Salt Advisory Committee has met with Brian and reviewed the proposals and has some recommendations for Board approval.

Motion to accept the Salt Advisory Committee’s recommendation not to drill the exploratory well an additional 200ft and abandon the bore hole, made by Director Flatt, seconded by Vice President McMahan. All in Favor. Motion Passed.

Reimbursement Request for BL 15 – A request from BL 15 has been presented for repairs to shower leaking, shower faucet and repairs in the amount of \$444.04. President Ritson, CM Ridner and Brian Oram visited the home and viewed the damage.

Motion to approve a reimbursement to BL 15 in the amount of \$444.04, made by Director McConnon, seconded by Directory Crawley. All in Favor. Motion Passed.

Upper Birchwood Lake Dam - Current status is we are in the process of lowering the Lower Lake to the level in which engineer Chuck Givler can determine the seepage. There is still one owner who has not signed the Construction easement. Deadline for final response to this owner was September 30. Director Crawley suggested going to a judge to compel the owner to sign. President Ritson indicated we would need to discuss with Attorney Kidwell if that is an option.

Letter from Mr. Paul Gangi – President Ritson discussed the plan Mr. Gangi handed out at the end of last month’s board meeting. The general board consensus was the assessment has been approved and set. The

Board thanked Mr. Gangi for his time and effort. Mr. Gangi expressed additional concerns regarding communications and By-Laws. President Ritson advised Mr. Gangi to address his concerns in writing to the Board.

NEW BUSINESS:

Tree Removal Requests

Motion to approve tree requests as follows: one tree at 126 E. Lake Dr; one tree at 104 Magnolia Lane; three trees at 106 Juneberry Drive; and four trees at 101 Pine lane, made by Director Flatt, seconded by Director Buckle. All in Favor. Motion Passed.

Director Crawley has volunteered to be the tree inspector for all future tree requests.

United American Security – President Ritson advised the Board that we needed to approve the contract with our Public Safety provider for another year.

Motion to continue with United American Security until August 30, 2017 made by Director Flatt, seconded by Secretary Burris. All in favor. Motion Passed.

Bereavement Donation – President Ritson reported that our Administrative Assistant, Maria Oliveras, lost her mother-in-law and that he was requesting the Board approve a bereavement donation in her name.

Motion to approve a bereavement donation in the amount of \$65 in the name of the deceased, to a charity of her choosing from the Admin- Other Miscellaneous line item, made by Director Crawley, seconded by Director Flatt. All in Favor. Motion Passed.

Management has been requested to development a bereavement policy for Board approval.

Highway Occupancy Permits – CM Ridner reported that the reserve line item for expenditures for the entrance permits has been exhausted and we have been presented with an invoice from our engineers for services rendered.

Motion to approve from undesignated reserves an allocation of twenty thousand dollars (\$20,000) for Entrance Permits prior to membership approval. This amount will be sent to the general membership as a reserve vote as part of the annual voting package, made by Director Flatt, seconded by Director McConnon. All in favor. Motion Passed.

Community Salt Meeting – President Ritson advised that each year we hold a meeting with the impacted owners and the general membership to update the salt project. The Board needs to set a meeting date for this to occur.

Motion to approve a Community Salt Meeting on November 12, 2016 at 9:30am for the impacted owners and 10:30am for the general membership, made by Director Crawley, seconded by Vice President McMahan. All in Favor. Motion Passed.

A discussion was held concerning a possible meeting with the Upper Birchwood Lake Owners and the general membership. No decision was made.

Refund Request – An owner, I034-87-11 has requested a reimbursement of a payment made to Birchwood in error. Management was directed to reimburse the owner.

COMMUNICATIONS, WRITTEN & ORAL:

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

MISCELLANEOUS:

Motion to adjourn the Regular Board Meeting at 10:30 pm and go into Executive Session made by Secretary Flatt, seconded by Director McConnon. All in favor. Motion passed.

Respectfully submitted,

Jesse Burris
Secretary