

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
November 11, 2016

Present: Chas Ritson, President; Dennis McMahon, Vice President; Jesse Burris, Secretary (via telephone conference); Marcella Livingston Treasurer and Directors; Vincent Flatt, Thomas McConnon, Adam Fass, Kevin Crawley and Cecilia Buckle.

Also Present: Carrie Ridner, Community Manager.

President Ritson opened the meeting at 7:02 pm with the Pledge of Allegiance.

President Ritson acknowledge that today is Veterans Day and thanked all the Veterans in attendance for their service.

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- October 14, 2016 Board Meeting Minutes

Motion to approve the October 14, 2016 Regular Session Meeting Minutes made by Vice President McMahon, seconded by Director Buckle. All in favor. Motion passed.

- Action Without A Meeting - October 14, 2106

This Action Without A Meeting is to approve the transfer of \$1,200 from account # 61100-003 Recreation Salaries to account # 73800-003 Outside and Contracted Services.

Comment: For payment of K&S landscaping and Ehrlich. This line item is for landscaping & extermination (billed quarterly) and Eastern Alarm (billed 2X per year).

All Directors were contacted. All in favor.

Motion to approve the Action Without A Meeting dated October 14, 2016 made by Treasurer Livingston, seconded by Director Crawley. All others in favor. Motion passed.

- Action Without A Meeting – November 2, 2016

This Action Without A Meeting is to authorize our engineers McGoey, Hauser & Edsall to request from Penn Dot: (a) Any and all documents and permit applications submitted by the Shopping Center Developer, and (b) all Valid Highway Occupancy Permits that have been approved for every pertinent driveway/intersection from Log Tavern Road to Route 2001 (Milford Rd).

Comment: This is to review all pertinent information regarding Penn Dots application of its rules for Highway Occupancy Permits along Rt. 739.

All Directors were contacted. All in favor.

The Board discussed the Action Without A Meeting and changed their minds on requesting documents/permits from Penn Dot. It was recommended that we get a copy of the Traffic Impact Study that was done. CM Ridner will completed a document request from the Township to get a copy of the Traffic Study.

- Action Without A Meeting – November 3, 2016

This Action Without A Meeting is to approve the Clover Bud 4H club to utilize the Clubhouse two times per month, at no charge, under the supervision of resident Christina Mullen.

Comment: The 4H program is run through the Penn State Extension and an insurance certificate has been provide. Penn State has a rigorous volunteer approval process, which is attached. Mrs. Mullen is the only adult leader, and has provided her PA State required Child Clearances. Mrs. Mullen indicated that since she is the only leader, parents are required to stay with their child.

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

Motion to approve the Action Without A Meeting dated November 3, 2016 made by Director Flatt, seconded by Director Crawley. All in favor. Motion passed.

TREASURER’S REPORT:

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

Write-Offs:

Lot 27, Block 52, Section 7 (write off requested due to deedback) \$373.00

Lot 15, Block 69, Section 9 (write off requested due to deedback) \$806.00

Lot 29, Block 95, Section 13 (write off requested due to deedback) \$806.00

Lot 40, Block 67, Section 9 (write off due to Lot Improvement) \$1,760.88

Total Write Offs \$3,745.88

Board Approval is requested to write off the following amount due to the 2016/17 Repository Sale.

Total Repository Sales \$150,637.39

Motion to approve the above Write Offs made by Treasurer Livingston, seconded by Director Flatt. All in favor. Motion passed.

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

Budget Transfer –

Transfer \$1,600 from GL Account #79800-001 Contingency Admin to GL Account #73700-001 Dam Inspections for payment to Charles Gilver Engineer for Dam Inspections. Three Dams @ \$800.00 each.

Motion to approve budget transfer of \$1,600 from GL Account #79800-001 Contingency Admin to GL Account #73700-001 Dam Inspections made by Treasurer Livingston, seconded by President Ritson. All in favor. Motion passed.

Transfer \$500.00 from Account #62100-003 Rec-Payroll Taxes to Account #76700-003 Special Functions.

Motion to approve the transfer of \$500.00 from Account #62100-003 Rec-Payroll Taxes to Account #76700-003 Special Functions made by Director Flatt, seconded Treasurer Livingston. All in favor. Motion passed.

MANAGER’S REPORT:

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

COMMITTEE REPORTS:

Road Committee – The Committee has a meeting scheduled for November 30th. Chairperson Flatt will look into a grant program for dirt and gravel roads.

Technology – Chairperson Fass discussed digitizing documents and voice teleconference. Committee will schedule a meeting to discuss this further.

Recreation – Chairperson Buckle reported that the Candy Bingo went well. The Committee is still looking for someone to play Santa.

Finance, Budget, Contracts – Chairperson Livingston stated that the Committee is meeting on November 18th to go over and finish the budget.

Community Safety – The Committee is meeting on November 24th and planning another meeting December 3rd. The Committee completed a map of all the existing stop signs and will continue to make updates as recommended and needed.

Governing Documents – Chairperson Burris stated he will be scheduling a meeting in December.

Capital Projects – October 22nd was the last meeting and an updated list of activities was distributed.

Lake Management – Chairperson Ritson reported that the estimates received from vendors for the RFP have been reviewed and it will be discussed later on under “New Business”.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – BL 15

At the October Board Meeting, the Board approved repairs for a shower facet leak behind a wall. During visual inspection, the presence of mold was discovered. CM Ridner, President Ritson and Brian Oram agreed that we need to confirm the presence of mold. Brian Oram recommended ServPro. Since the Association was involved in two mold remediation projects, we compared the pricing to those costs and found that it was comparable and in-line. CM Ridner explained the scale of the work to be done and the cost.

Motion to approve the Mold Remediation for BL-15 at a cost not to exceed \$10,000. Funding to come from the Salt Remediation Budget Line Item made by Director Flatt, seconded by Secretary Burris. Directors; Crawley and Buckle voted no. All others in favor. Motion passed.

President Ritson announced that an informal meeting on Salt Remediation has been scheduled for November 12th. All the impacted owners will meet at 9:30 am and at 10 am the meeting is open to all the other members.

Upper Birchwood Lake Dam – Chuck Gilver has completed his seepage report and it has been sent to Dam Safety. CM Ridner read the seepage report. There is still one owner that has not signed the construction agreement. Further discussions took place regarding Chuck Gilvers' email to Dam Safety.

Maintenance Facility – CM Ridner talked to Gary Flood and should have the designs by the weekend.

Bereavement Policy – CM Ridner presented a Bereavement Policy that would authorize donations up to \$65. It was discussed and recommended that the policy should indicate that immediate family is considered to be parents, spouse and children.

Motion to approve the Revised Bereavement Policy made by Director Fass, seconded by Treasurer Livingston. All in favor. Motion passed.

Proposed New Rule 98-50-16 Signs – This was table from the September 2015 Board meeting. The Rules & Regulations Committee added a new rule for 911 signs in accordance with Delaware Townships' ordinance. At the time, the Township was rewriting their ordinance so the Board tabled this action until the Township finalized their ordinance. The Township approved their 911 Sign Ordinance last month. Further discussion took place.

Motion to approved the 911 Rule made by Treasurer Livingston, seconded by Vice President McMahan. Directors; Flatt, Fass and Buckle voted no. All others in favor. Motion passed.

NEW BUSINESS:

Tree Removal Request –

Director Crawley did an inspection on the two tree removal request and presented his findings for approval.

Motion to approve tree removal request for 106 Sweetfern Lane made by Director Crawley, seconded by Director Buckle. All in favor. Motion Passed.

Motion to approve tree removal request for U010-67-09 Spruce Drive made by Director Crawley, seconded by Director Buckle. All in favor. Motion passed.

Employee Resignation – Debbie Piscopo-Voss is retiring at the end of December 31, 2016. President Ritson suggested that the Board should do a collection for a gift card. All Board members agreed.

By-Laws Changes – Article IV Membership: Section 6 Discipline and Suspension of Member and Article VII Dues and Assessments: Section 2 Enforcement of Payment.

Motion to send By-Laws Amendments to the Members made by Treasurer Livingston, seconded by Director Fass. Directors; Flatt and Buckle voted no. All others in favor. Motion passed.

Lake Management Proposals – President Ritson when over the 4 proposals received. The Committee is recommending AquaLink based on the references received.

Motion to approve AquaLink for Lake Management Services for 1 year made by Director Fass, seconded by Director Crawley. Treasurer Livingston vote no. All others in favor. Motion passed.

Winter Roads Material – CM Ridner read the quotes for materials. CM Ridner recommended Dingmans Ferry Stone due to their location, reliability and they always accommodate us. President Ritson suggested that CM Ridner should reach out to Dingmans Ferry Stone to see if we can get a better price since we have been using them for some time now.

Motion to approve Dingmans Ferry Stone for Salt Material made by Vice President McMahon, seconded by Director Buckle. All in favor. Motion passed.

Staff Holiday Party – The Employee Holiday Party is set for December 1st at 12 noon. The location may be at employee's choosing with a maximum budget of \$250. Funds are to be charged to the Admin-Contingency Line item.

Motion to approve Employee Holiday Party on December 1st with a maximum budget of \$250 and the Funds to be charged to Admin-Contingency Line made by Director McConnon, seconded by Vice President McMahon. All in favor. Motion passed.

Rule - Dangerous Structures/Abandoned Homes – Sending back to the Governing Documents Committee.

Trees – CM Ridner stated we have had a number of complaints regarding trees on BLCA property overreaching or otherwise impacting their driveways/homes, etc. A price quote from Blue Ridge Tree services has been received and they were the least expensive. Further discussion took place regarding cutting trees.

- 171 Tulip – Very dead tree by powerline. \$475 to cut tree.
- 104 Chestnut – Owner has dead tree dropping branches. \$325 to cut tree.

- 164 Spruce – Branches were already trimmed that were accessible by our Maintenance personnel, however property owner is again requesting tree limbs be removed as they are growing toward their roof. Director Crawley recommended Maintenance personnel trimmed the tree.
- 104 Magnolia – Large branches falling into the street for the past two weeks. While owner was blowing leaves a large branch fell less than two feet away. Neighbor has been taking branches out of the street in order to get out of driveway.

Cutting of trees on BLCA property has been table. It was discussed that guidelines have to be established and Directors; Crawley and McConnon will meet to discuss this and come back to the Board with recommendations.

COMMUNICATIONS, WRITTEN & ORAL:

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

MISCELLANEOUS

I104-34-05 Correspondence

Member is requesting to extend his septic inspection/pump out until the Spring due to financial difficulties. The Board approved to give the homeowner an extension until June 30, 2016.

Email Correspondence 132 West Shore

Property owner purchased a lot across the street from their home in January of 2016 and was waiting for the deed. Discussion took place regarding the deed and who would pay the taxes for 2015 and 2016.

Motion to approved Birchwood Lakes paying both taxes and looking for recourse from the Attorney made by Secretary Burris, seconded by Director McConnon. Treasurer Livingston abstained because she was confused with the conversations going back and forth. All others in favor. Motion passed.

Email Correspondence – Cypress Court

CM Ridner stated that the driveway has been fixed and the tree has been cut. No further action needed.

Motion to adjourn the Regular Board Meeting at 9:38 pm and go into Executive Session made by Director Flatt, seconded by Director Buckle. All in favor. Motion passed.

Respectfully submitted,

Jesse Burris
Secretary