

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**December 10, 2016**

Present: Chas Ritson, President; Dennis McMahon, Vice President; Jesse Burris, Secretary; 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 10 am with the Pledge of Allegiance.

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- November 11, 2016 Board Meeting Minutes

**Motion to approve the November 11, 2016 Regular Session Meeting Minutes made by Director Buckle, seconded by Director Fass. All in favor. Motion passed.**

- Action Without A Meeting - November 17, 2106

This Action Without A Meeting is to approve a change in time for the December 10<sup>th</sup> Board Meeting from 9am to 10am. A workshop for the Board is to be scheduled for 9am on December 10<sup>th</sup>.

Comment: Engineer Chuck Givler has been scheduled for a workshop with the Board of Directors at 9am on December 10<sup>th</sup>. The Board meeting will need to be pushed back one hour.

All Directors were contacted. Vinnie Flatt voted no. All others in favor.

**Motion to approve the Action Without A Meeting dated November 17, 2016 made by Vice President McMahon, seconded by Secretary Burris. All in favor. Motion passed.**

- Action Without A Meeting – November 29, 2016

This Action Without A Meeting is to approve an additional amount of \$1,050 to complete the reconstruction work at BL 15 due to the mold remediation.

Comment: VP Diamond Homes has provided a price for the replacement and reconstruction required at BL 15 due to the mold remediation. The cost has come in \$1,008 over what has been authorized previously by the Board. Further approval is necessary before the work can be authorized to be completed.

All Directors were contacted. Treasurer Livingston and Director Crawley voted no. All others in favor.

**Motion to approve the Action Without A Meeting dated November 29, 2016 made by Vice President McMahon, seconded by Secretary Burris. Treasurer Livingston and Directory Crawley voted no. All others in favor. Motion passed.**

TREASURER'S REPORT:

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

Write-Offs:

Lot 13, Block 106, Section 15 (write off request due to foreclosure) \$1,600.97

Lot 20, Block 102, Section 14 (write off request due to foreclosure) \$5,688.37

Lot 5, Block 92, Section 12 (write off request due to reduction in judgment interest per Judge Menditto)  
\$2,746.83

Total Write Offs \$10,036.17

**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 –

\$2,000 from Account #73100-001 Insurance

\$2,000 from Account #73200-001 Accounting

\$1,700 from Account #73500-001 Sheriff Sale

Transfer to Account #62200-007 Employee Health Benefits - Office

**Motion to approve the Budget Transfer made by Treasurer Livingston, seconded by Vice President McMahon. All in favor. Motion passed.**

MANAGER'S REPORT:

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

CM Ridner reported that the F350 salt spreader is very old and the shaft is broken. The funding to purchase the salt spreader will come from the following line items;

\$2,000 RM Vehicles 70400-002

\$500 RM Equipment 70500-002

\$2,000 Gas & Diesel 72200-002

**Motion to approve the purchase of a Salt Spreader on the F350, not to exceed \$4,500.00 pending an additional estimate made by Treasurer Livingston, seconded by Vice President McMahon. Director Flatt voted no. All others in favor. Motion passed.**

## COMMITTEE REPORTS:

Communications – Chairperson Bennett stated that we received over 100 surveys. The surveys were not only in the newsletter but were also distributed via email. The responses on the questions regarding the gates, security and life guards were 50/50. Chairperson Bennett will collated the information and email it. A Communications Committee meeting will be scheduled to go over the survey. The next newsletter does not go out until February/March. As always, Chairperson Bennett welcomes pictures, events and if you send pictures, please tagline them with information.

Community Safety – Chairperson Crawley distributed the meeting minutes that was held on December 3<sup>rd</sup> in which the committee went over where stop signs should be placed. The specific placement of signs was discussed. Eight stop signs have been designated for placement. Chairperson Crawley asked the Board for approval to purchase 8 stops signs and posts. The budget for signs, posts and inventory was discussed.

**Motion to purchase up to 8 Stop Signs and Posts not to exceed the budget made by Director Flatt, seconded by Secretary Burris. All in favor. Motion passed.**

Governing Documents – Chairperson Burris distributed the December 9<sup>th</sup> meeting minutes. Chairperson Burris read the 1<sup>st</sup> reading of the Rules & Regulations changes on Dangerous Structures, Abandoned Vehicles and the fine for Failure to Comply. Communications Chairperson Bennett stated a small change needed to be made under the fine amounts to add the wording “an additional” in the third sentence before \$500.

**Motion to approve the new rules with the small amendment made by Director Buckle, seconded by Director Fass. All in favor. Motion passed.**

Lake Management – Chairperson Ritson commended Dave, Maintenance Supervisor for removing the debris from the incoming stream that goes into the Lower Lake. Chairperson Ritson stated he prepared a revised treatment plan for Aqua Link, the new company for lake treatment services. Aqua Link was able to make a slight reduction on the original cost that was submitted. The agreement will be signed on Monday. Aqua Link will be here in May.

Recreation – Chairperson Buckle reported that 25 kids attended the Christmas party and Kevin Crawley played Santa.

Finance, Budget, Contracts – Budget is completed and will be discussed later.

Ad Hoc Technology – Chairperson Fass reported that he along with CM Ridner, Director Crawley and Communications Committee Chairperson Bennett were on a conference call using a company called Join Me to discuss digitizing and conference calling and potential long distance calling for the clubhouse. Director Crawley stated that conference call was very informative. An onsite meeting with the laser fiche company will be scheduled in order to establish the volume of laser fiche that needs to be done. Committee will meet again to discuss the cost, security and confidentiality, etc. of conference calling. President Ritson suggested that the committee should discuss a policy on emails.

Road Committee – Committee had a meeting November 30<sup>th</sup>. Chairperson Flatt reported that the committee went over the road work that has been done and had some small issues. Two committee members are looking into the Dirt & Gravel Program that is offered by the State. The committee received

a list of roads from CM Ridner and Maintenance Supervisor for their review/input. The committee will meet again in the Spring.

Director Flatt left the meeting after his Road Committee report.

President Ritson asked the committees to submit any missing minutes once they are approved.  
PAYMENT OF BILLS - None

#### OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – Bids were received for drilling. Brian Oram was contacted on his recommendation for a drilling company. Brian Oram made two recommendations with Moyer being his first choice. President Ritson stated that a decision has to be made because of the urgency. The cost of the bids and additional insurance was discussed. It was agreed that the Salt Advisory Committee will have a meeting to review more thoroughly the bids from Moyer and Kochers' and make their recommendations to the Board.

Insurance for Environment Impairment Coverage. A meeting was held with an agent from CAU (Community Associations Underwriters), to discuss current, past and future coverage. Our policy does not include environment impairment. We have a 200 gallon chorine tank in the chemical shed for the pool which will require secondary containment. Also coverage would not be available if the community shares a septic. We currently have one home that shares a septic. Our agent indicated that we could try to see if the insurance company would make an exception if there is only one shared septic and provide secondary containment for the chlorine. Discussions took place regarding filing a claim, hiring an environment attorney and insurance policy coverage. CM Ridner will reach out on Monday to our insurance agent to get information on the process for filing a claim.

Upper Birchwood Lake Dam – Met with Chuck Gilver this morning and he was instructed to go back to Dam Safety to ask verbally and in writing about the seepage issue and the necessity for the berm. Dam Safety gave us some informal feedback that as aside from the potential seepage, the design plan has been “informally” approved.

Maintenance Facility – CM Ridner reported that we received the revised lot combination plans along with the new lot descriptions. They have been sent to Attorney Horvath for final deed preparation. They have a deadline just prior to the next Planning Commission meeting on January 17<sup>th</sup> so that we can get on the agenda for the meeting to get approval.

Trees on BLCA Property – Director Crawley and Director McConnon are working on a policy for removing trees on BLCA property. They will present a draft to Board. Discussions took place regarding emergency situations.

#### NEW BUSINESS:

Tree Removal Request –

Director Crawley did inspections on two tree removal request and presented his findings for approved.

**Motion to approve tree removal request for 115 West Shore Drive made by Director Crawley, seconded by Director Buckle. All in favor. Motion Passed.**

**Motion to approve tree removal request for 104 East Maheli Drive made by Director Crawley, seconded by Director Fass. All in favor. Motion passed.**

2017/2018 Operating & Reserve Budget Approval – Treasurer Livingston reported the budget for 2017/2-18 has been completed and there will be no dues increase. After the committee had completed the budget, they were informed that another person was added to the health insurance (existing employee change of status), so money had to be rearranged. The money was taken from Recreation Salaries (\$2,000), R&M Vehicle (\$1,000), Accounting (\$500), Winter Road Materials (\$1,000), In House Road Construction (\$1,000) and the balance from Contingency.

**Motion to approve the Operating Budget for 2017/2018 as revised, made by Treasurer Livingston, seconded by Vice President McMahon. All in Favor. Motion passed.**

Reserve Budget – Treasurer Livingston went over the Reserve Budget. Treasurer Livingston indicated that the pool cover that was approved last year in the amount of \$1,500 will go back into reserves.

**Motion to approve the Reserve Budget in the amount of \$297,000 for 2017/2018 and resend the Pool Cover in the amount of \$1,500 made by Treasurer Livingston, seconded by Director Burris. All in favor. Motion passed.**

Delaware Township Ambulance - Donation Request –

**Motion to approval a \$70.00 donation to the Delaware Township Ambulance made by Director Burris, seconded by Director Fass. All in favor. Motion passed.**

Judges of Election – Pat Collins, Nancy Halliday, Carolyn Martin, Denis Murphy, Carolyn Todino

**Motion to approve the Judges of Election made by Director Burris, seconded by Director Crawley. All in favor. Motion passed.**

Copier Proposal – CM Ridner reported that the lease runs out in April. CM Ridner went over the cost to purchase vs the cost to own and maintain. The Board decided to wait before making a decision.

#### COMMUNICATIONS, WRITTEN & ORAL:

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

## MISCELLANEOUS

Written Correspondence – I018-80-10

Mr. Bloom wants to purchase a compact pontoon boat with paddles. Mr. Bloom presented the Board with pictures and specifications. Mr. Bloom stated that the boat would be customized to not exceed the 16ft maximum length. Discussions took place regarding the differences in paddle boats vs pontoon boats.

**Motion to approve the Paddle Boat made by Director Buckle, seconded by Director McConnon. President Ritson, Treasurer Livingston and Director Burris voted no. All others in favor. Motion passed.**

Email Correspondence – I052-01-02

Member was frustrated with the egging incidents and the lack of security coverage. Member was not aware that security is not on duty 24/7. Member asked if security would be increased because of the all the egging incidences. CM Ridner explained that shifts for security and the budgetary constraints to increase coverage. CM Ridner obtained a lead on the eggings and has forwarded the information to the State Police.

**Motion to adjourn the Regular Board Meeting at 12:20 pm and go into Executive Session made by Director Buckle, seconded by Director Fass. All in favor. Motion passed.**

Respectfully submitted,

Jesse Burris  
Secretary