

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
January 14, 2017

Present: Chas Ritson, President; Dennis McMahon, Vice President; Marcella Livingston Treasurer and Directors; Vincent Flatt, Thomas McConnon, Adam Fass, Kevin Crawley

Also Present: Carrie Ridner, Community Manager.

Absent: Jessie Burris, Secretary and Cecilia Buckle

President Ritson opened the meeting at 9 am with the Pledge of Allegiance.

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- December 10, 2016 Board Meeting Minutes

Motion to approve the December 10, 2016 Board Meeting Minutes as amended made by Vice President McMahon, seconded by Treasurer Livingston. All in Favor. Director Flatt abstained. Motion Passed

- Action Without a Meeting – December 14, 2016

This Action without a Meeting is to approve an additional amount of \$330 for the shower door to complete the reconstruction work at BL 15 due to the mold remediation.

Comment: The shower door that was spec'd in the pricing was a standard shower door for \$200. BL 15 has a specialty door, (Bi-Fold, off size) door at the cost of \$499. 24 plus tax. This item needs two weeks for delivery and is not a stock item. It is the final item needed to complete the reconstruction.

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

Motion to approve the Action Without A Meeting dated December 14, 2016 made by Vice President McMahon, seconded by Director Fass. Director Flatt and Director Crawley voted no. All others in favor. Motion passed.

- Action Without a Meeting – December 14, 2016

This Action Without A Meeting is to approve a hardship extension of the Septic Rule for I004-103-14 until June 1, 2017.

Comment: Property owner has requested an extension due to financial hardship and expects to complete the septic pumping/inspection with tax refund.

All Directors were contacted, except Secretary Burris and Treasurer Livingston who were unavailable. All others in favor.

Motion to approve the Action Without A Meeting dated December 14, 2016 made by Director Flatt seconded by Director Fass. All others in favor. Motion passed.

TREASURER'S REPORT:

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

Write-Offs:

Lot 7, Block 35, Section 6 (write off requested due to deedback) \$921.22

Lot 18, Block 89, Section 12 (write off requested due to Board motion April 2016 to purchase property) \$3,187.70

Total Write Off \$4,108.92

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 – Treasurer Livingston presented a budget transfer.

Motion to move \$1,000 from account # 72200-002 Gas/Diesel and \$1,000 from account #61100-003 Recreation Salaries to account # 73100-001 Insurance made by Treasurer Livingston, seconded by Vice President McMahon. All in favor. Motion Passes

MANAGER'S REPORT:

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

COMMITTEE REPORTS:

Roads – Director Flatt discussed the committee's research on the PA Dirt and Gravel Road program. Research has revealed that roads in homeowners associations are excluded.

Communications – Chairperson Bennett presented the results of the recent survey in the newsletter. One hundred twenty-five responses were received. Next Newsletter deadline is February 15, 2017. Several categories were individually discussed. President Ritson asked all Directors to email their thoughts by the end of the week about continuing lifeguards at the pool or discontinue for a one year trial.

Lake Management – President Ritson presented a memo to the Board regarding ice fishing that is occurring at night and a variety of concerns.

Motion to create a new rule (98-60-38) to immediately ban Ice Fishing on all Birchwood Lakes after sunset with a fine of \$200. The Catch and Release program also applied to Ice Fishing. Made by Vice President McMahon, seconded by Treasurer Livingston. Directors McConnon and Flatt voted No. All others voted Yes. Motion Passed.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – Community Manager Ridner presented the Board with a spreadsheet analysis of the two final bids for the well drillers. Kocher Well Drilling is estimated at \$89,178 for one well and Moyer Well Drilling is estimated at \$107,649. For one well. Brian Oram, Hydrogeologist has reviewed the bids and found them complete. Brian Oram also provided that the references for Kocher are good and we have experience with Moyers work.

Motion to approve Kocher well Drilling as the well driller for the Production wells (Ivy Ct and Spruce/Barberry) and develop the contract with such well driller, made by Director Crawley, seconded by Director Flatt. All in favor. Motion Passed

Upper Birchwood Lake Dam – Community Manager Ridner updated the Board as to the status of the one remaining berm owner. Flowage Easements were provided to the Board for approval and then they can get sent to the required lakefront owners.

Motion to direct Engineer Chuck Givler to redesign the berm in the water and not encroach on parcels where there is not a signed construction agreement for resubmission to Dam Safety made by Director Flatt, seconded by Director Fass. All in Favor. Director Crawley abstained (lives on that lake). Motion Passed.

Motion to approve the Flowage Easement as presented, made by Director Flatt, seconded Vice President McMahon. All in favor. Director Crawley abstained (lives on that lake). Motion Passed.

Maintenance Facility – Community Manager Ridner updated the Board as to the status of the Lot Combination for the 20+ parcels on Tamarack. We will be presenting the amended plan to the Planning Commission on January 17th for approval. A tentative timeline is outlined for the planning purposes.

NEW BUSINESS

Tree Removal Request – none.

Dental Insurance – Community Manager Ridner provided quotes for replacement dental insurance coverage as the current plan is being discontinued.

Motion to approve the Blue Edge Dental Plan – Flex F-8W to replace the discontinued United Concordia plan made by Treasurer Livingston, seconded by Director Fass. Director Flatt voted No. All others voted in favor. Motion Passed.

Replacement Board Member for Vote Count – Director Fass cannot attend the Vote Count on January 27.

Motion to appoint Treasurer Livingston to stand in for Director Fass at the Vote Count on January 27th at 7pm, made by Director Flatt, seconded by Vice President McMahon. All in Favor. Motion Passed.

Reimbursement Request BL 15 – Two reimbursement requests have been presented to the Board from BL 15. Both have been sent to our Hydrogeologist and Legal Counsel, and they both concur the requests are valid and in order.

Motion to approve a \$550 reimbursement to BL 15 for the installation of a replacement hot water heater, made Vice President McMahon, seconded by Director McConnon. Director Crawley voted No. All others voted Yes. Motion Passed.

Motion to approve a \$204 reimbursement to BL 15 for the replacement of the toilet mixing valve, made by Vice President McMahon, seconded by Treasurer Livingston. Director Crawley voted No. All others voted Yes. Motion Passed.

Request for Proposal for Lawn Mowing Service – Current contract with K & S Landscaping has expired.

Motion to approve the RFP for Lawn Mowing Services as amended, made by Director Fass, seconded by Director Flatt. All in Favor. Motion Passed.

President Ritson requested the Board consider changing the May Board Meeting due to the Community Manager having to be absent on the scheduled date.

Motion to change the May 2017 Board Meeting date to May 9th at 7pm, made by Director Flatt, seconded by Director Crawley. All in Favor. Motion Passed.

COMMUNICATIONS, WRITTEN & ORAL:

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

MISCELLANEOUS

Board received several written requests for septic requirements extensions.

Motion to extend the septic requirement for I006-03-01 to June 1, 2017 made by Director Flatt, seconded by Director Fass. President Ritson and Treasurer Livingston voted No. All others voted Yes. Motion Passed.

Motion to extend the septic requirement for I007-03-01 to June 1, 2017 made by Director Flatt, seconded by Director Crawley. President Ritson voted No. Director Fass abstained (knows the lady). All others voted Yes. Motion Passed.

Motion to extend the septic requirement for I001-13-02 to June 1, 2017 made by Director Flatt, seconded by Director Crawley. All voted Yes. Motion Passed.

Board reviewed correspondence regarding a boat from I023-53-07. The property owners were in attendance and discussed the boat and whether it's permitted on BLCA lakes.

Motion to NOT approve the pontoon boat as presented by property owners from I023-53-07, made by Director Flatt, seconded by Treasurer Livingston. Directors Fass and McConnon vote No. All others voted Yes. Motion passed.

Board discussed letter requesting a settlement of back dues owed by I004-12-02.

Motion to accept \$7,250.14 as a lump sum in satisfaction of dues, assessments, interest and other fees owed as of this date (\$10,461.27) on property I004-12-02, made by Director Flatt, seconded by Director McConnon. Treasurer Livingston voted No. All others voted Yes. Motion passed.

Fred Fisher address the issue of Board Member attendance. Diane Harms questioned the Board regarding the abandoned vehicle process, and inquired as to the number of owners that owed dues over 10 years.

Motion to adjourn the Regular Board Meeting at 11:57am and go into Executive Session made by Director Flatt, seconded by Director Fass. All in favor. Motion passed.

Respectfully submitted,

Jesse Burris
Secretary