

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
February 11, 2017

Present: Dennis McMahon, Vice President; Marcella Livingston Treasurer and Directors; Cecilia Buckle Vincent Flatt, Thomas McConnon, Adam Fass

Also Present: Carrie Ridner, Community Manager.

Absent: Jessie Burris, Kevin Crawley and Chas Ritson

Vice President McMahon opened the meeting at 10:02 am with the Pledge of Allegiance.

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- January 14, 2016 Board Meeting Minutes

Motion to approve the January 14, 2017 Board Meeting Minutes by Director McConnon, seconded by Treasurer Livingston. Director Flatt voted No. All others voted in Favor. Motion Passed

- Action Without a Meeting – January 19, 2017

This Action Without A Meeting is to approve the hiring of Gary Flood to mark out the road known as Tamarack Trail between Red Pine and Sycamore at an estimated cost of \$650.

Comment: We need to build a formal road on Tamarack Trail before Land Development Plans are submitted to the Township so the project does not exceed 1 acre of disturbance which would trigger the requirement for a NPDES permit (Federal Storm water Management/EPA). We need to have the road surveyed so we ensure it is constructed in the proper place.

All Directors were contacted. All Directors voted in favor.

Motion to approve the Action Without A Meeting dated January 19, 2016 made by Director McConnon seconded by Director Flatt. All Directors voted in favor. Motion passed.

- Action Without a Meeting – January 19, 2017

This Action Without A Meeting is to authorize McGoey, Hauser & Edsall to move in preparing the appropriate Construction Permit with Penn Dot to remove the embankment by Church Road in order to achieve the required line of site for the HOP permit. Further, to contact the property owner in question to get them enjoined to the Construction Permit

Comment: McGoey is working on construction estimates for the removal of the embankment. However, we will need a permit to do the construction work from Penn Dot and there is a small section as we discussed at the Board Meeting that is on the land of another property owner and they need to be party to the permit.

All Directors were contacted. All Directors voted in favor.

Motion to approve the Action Without A Meeting dated January 19, 2017 made by Director McConnon seconded by Director Fass. All in favor. Motion passed.

TREASURER'S REPORT:

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

Write-Offs:

Lot 30, Block 30, Section 5 (write off requested due to foreclosure) \$6,126.50

Lot 53, Block 67, Section 10 (write off requested due to foreclosure) \$33,598.13

Total Write Off \$39,724.63

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 \$1,211.25 from account #73500-001 Collection Fees – Sherriff Sales to account #76100-004 Gate Cards/Badges/Decals by Treasurer Livingston, seconded by Director Fass. Director Flatt voted No. All other Directors voted in favor. Motion Passed.

MANAGER'S REPORT:

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

CM Ridner discussed the success of the PayLease service collecting an estimated \$58,000 this fiscal year for the nominal cost of \$20 per month. Treasurer Livingston wanted it noted that she was not in favor of this service, since not everyone uses it.

COMMITTEE REPORTS:

Roads – Director Flatt updated the Board that the initial road list of suggested road paving has been sent to Wayco for estimates. Estimates are needed to determine the actual roads that will be formally bid. The committee wanted to get a jump on this year's work.

Voting & Elections: Vice President updated the Board on what the voting results were for the Budget and By-Laws amendments. Total envelopes received 183. 2017/2018 Budget – 146 Yes: 21 No; 2017 /2018 Reserves – 141 Yes: 25 No; By-Laws Amendment - Article IV – 146 Yes: 19 No; By-Laws Amendment - VII 146 Yes: No 20.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – Community Manager reported that the first draft of the Well Drilling Agreement was emailed and provided hard copies to the Directors. Well Drilling Permits have been filed with the Township and we are just waiting on formal approval. Further, in March Brian Oram is scheduled to do quarterly sampling and all BL's should be done at this time. The Salt Advisory Committee is recommending some of the impacted/nearly impacted homes have a corrosive test set done as well.

Motion to authorize Hydrogeologist Brian Oram to do the standard sampling on all BL's and add the corrosive sampling set for BL's 1,8,10,11,12,13,14,15,16,17,21,24,27, during the March sampling period, made by Director Flatt, seconded by Director McConnon. All in favor. Motion Passed

Upper Birchwood Lake Dam – CM Ridner reported that there has been no response from Dam Safety to any of Chuck Givler's communications. CM Ridner followed up via telephone call and email to Dam Safety as well, and to date no return call or email response has been received. The answers to the questions are critical to moving forward.

Maintenance Facility – CM Ridner reported that all lot improvement documents have been filed with the appropriate agencies. Surveyor Gary Flood has been out to survey Tamarack Trail and mark out the proper location of the platted road. We have requested a March 31, deadline from Cornerstone for the Land Development plan. The final stages of funding now need to be approved by the Board.

Motion to approve \$6,175 to Cornerstone Engineering for items C & D in the September 10, 2015 proposal, made by Director Flatt, seconded by Vice President McMahon. All Directors voted in Favor. Motion Passed.

Landscaping Proposals – Two bids were received from the eight that were mailed out to area landscapers.

Wayne's Lawn Care	Year 1 715.50 per mow, estimated 11 mowing's = \$7,870.50
	Year 2 768.50 per mow, estimated 11 mowing's = \$8,453.50
	Year 3 821.50 per mow, estimated 11 mowing's = \$9,036.50

Taxes included.

Green Forest Landscaping	Year 1 - \$18,772
	Year 2 - \$20,650
	Year 3 - \$22,714

Taxes included.

Director McConnon and Treasurer Livingston both disclosed that they are using Wayne's Lawn Care.

Motion to approve the three year agreement with Wayne's Lawn Care, with a 30 day exit clause, for 2017-2019, made by Director Buckle, seconded by Director Fass. Director Flatt voted No. All others Directors voted in favor. Motion Passed.

Dangerous & Abandoned Structures – 2nd Reading -

Motion to send the members comments and the attorney's comments on the Dangerous & Abandoned Structures rule back to Governing Documents committee for review, made by Treasurer Livingston, seconded by Director Flatt. All in favor. Motion Passed.

NEW BUSINESS:

Tree Removal Request – Ryder

Motion to approve three request for three trees to be removed at 214 Doolan Road, made by Director Flatt, seconded by Director Buckle. All in Favor. Motion Passed

Reimbursement Request BL15

Motion to approve a \$424.34 reimbursement to BL15 for the installation of several faucets and corroded piping, made by Director Flatt, seconded by Treasurer Livingston. Director Buckle voted No. All others voted Yes. Motion Passed.

Wayne Bank Line of Credit Renewal

Motion to discontinue the Wayne Bank Line of Credit, made by Treasurer Livingston, seconded by Director Fass. Director Flatt and Vice President McMahan voted No. All other Directors in Favor. Motion Passed.

McGoey, Hauser & Edsall Proposal -

CM Ridner reviewed the Church/ Rt 739 Embankment Removal: Bid Services Proposal from McGoey, Hauser, etal in the amount of \$5,000.

Motion to accept the McGoey Hauser & Edsall Church/Rt 739 Embankment Removal Bid Services Proposal dated January 27, 2017 in the amount of \$5,000 for the HOP project, made by Director Flatt, seconded by Director Fass. 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

Vice President McMahan read letter from I010-72-09 regarding a tree the owner believes is on the Associations property which is dropping branches on the roadway.

Motion that a letter be sent to this owner that in reviewing the tree in relation to the property line the Board believes the tree is on the owner's property. The owner needs to identify where their

property is exactly located, via a survey, made by Vice President McMahon, seconded by Director Flatt. All in favor. Motion Passed.

Motion to adjourn the Regular Board Meeting at 11:25am and go into Executive Session made by Director Flatt, seconded by Director Fass. All in favor. Motion passed.

Respectfully submitted,

Jesse Burris
Secretary