

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
March 10, 2017

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

Also Present: Carrie Ridner, Community Manager.

Absent: Chas Ritson

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

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- February 11, 2017 Board Meeting Minutes

Motion to approve the February 11, 2017 Board Meeting Minutes made by Director Flatt, seconded by Director McConnon. All voted in Favor. Director Crawley abstained as he was absent. Motion Passed

- Action Without a Meeting – February 28, 2017

This Action without a Meeting is to approve the transfer of \$1,537.43 from GL Account #61103-003/Recreation Salaries to Account #72100-003 Heating Fuel for payment to Combined Energy for Propane in the Clubhouse.

Comment: Budget Line item is \$2,500. There was a \$1,212 fill in May, the annual service agreement \$295 and a fill in December at \$953, using up the budget.

Cecilia Buckle	-	Yes
Jesse Burris	-	Yes
Kevin Crawley	-	Yes
Adam Fass	-	Yes
Vincent Flatt	-	No
Marcella Livingston	-	Yes
Dennis McMahon	-	Yes
Tom McConnon	-	Yes
Chas Ritson	-	Yes

All Directors were contacted. Director Flatt voted No. All other Directors voted in favor.

Motion to approve the Action without a Meeting dated February 28, 2017 made by Treasurer Livingston, seconded by Director Fass. Director Flatt voted No. All other Directors voted in favor. Motion passed.

TREASURER'S REPORT:

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

Write-Offs:

Write off requested Lot 30, Block 87, Section 11 due to deed back in the amount of \$1,545.83.

Write off requested Lot 12, Block 107, Section 15 due to foreclosure in the amount of \$4,807.25

Total Write Offs \$6,353.08

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 approve the transfer of \$2,500 from Account # 78200-005 Winter Road Materials to Account #70400-002 Vehicle Maintenance made by Treasurer Livingston, seconded by Director Buckle. Director Flatt voted No. All other Directors voted Yes. Motion Passed.

Motion to approve the transfer of \$429 from Account # 62100-003 Employer Payroll Taxes/Rec to Account # 76100-003 Badges, Cards, Decals made 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.

COMMITTEE REPORTS:

Roads – Director Flatt reported that the Roads Committee had met earlier in the week to review preliminary estimates for roadwork and put together a list of roads to be included in the bid packet.

Motion to approve the date for sealed bids deadline of April 7th by 3pm, pursuant to the Bylaws – Article X, Section 3M made by Director Flatt, seconded by Director Fass. All voted in favor. Motion Passed.

Public Safety Committee – Director Crawley inquired as to the status of the proposed stop signs to be installed. CM Ridner requested the list of locations be sent to her, as that has not been previously provided. Installation would occur after the winter.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – CM Ridner reported on the status of the Well Drilling Agreement and Kocher has agreed to the document. Letters requesting permission to static water level test, and sample if necessary, has been sent to the homes in the surrounding area of the well drilling site. Further discussion was on the necessity of electric at the site, a small shed that will be necessary and related costs.

Motion to approve the Well Drilling Agreement with Kocher Well Pumps and Tanks, Inc. made by Director Flatt, seconded by Director Crawley. All voted in favor. Motion Passed.

Upper Birchwood Lake Dam –CM provided the Directors with the comments from Dam Safety regarding the outstanding issues; seepage, Army Corp of Engineers permits and Flowage Easements and the recommendation from Engineer Chuck Givler.

Motion to authorize Chuck Givler, Engineer to do additional borings in the Upper Birchwood Lake Dam at a cost not to exceed \$5,000 inclusive of borings and engineering costs. Costs to come from the Upper Birchwood Lake Dam Reserve line item made by Director Flatt, seconded by Director Crawley. All voted in favor. Motion Passed.

Maintenance Facility – CM Ridner reported that Engineer Kevin Fruck will be making a site visit to walk the site. Trees 6 inches and larger will need to be shown on the land development plan and most likely there will be the necessity to shoot elevations for the plans.

Trees on BLCA Property – Director Crawley provided the Board with a multi-faceted approach to a policy for removing trees on BLCA common areas. There was further discussion around how to handle after hours emergency phone calls and situations.

Landscaping Agreement – CM Ridner reviewed the agreement that was prepared and agreed to by Wayne's Lawn Care. Formal approval is now needed by the Board.

Motion to approve the Landscaping Agreement with Wayne's Lawn Care made by Director Flatt, seconded by Treasurer Livingston. All Directors voted in favor. Motion Passed.

Office Photocopier – The office photocopier lease is set to expire in April. The Board needs to decide whether to keep the existing machine or purchase new. A chart with price comparisons of two new machines and the cost of retaining the existing machine was provided to Directors.

Motion is authorize the return of the existing Lanier photocopier and enter into a 48 month lease for a new Lanier MP3054sp for a cost of \$127.80 per month, filing fee of \$75 and estimated monthly service costs of \$78.99. Copies are charged at the rate of .011 per copy, includes all equipment/parts/labor and toner made by Treasurer Livingston, seconded by Secretary Burris. All Directors voted in favor. Motion Passed.

NEW BUSINESS

Tree Removal Request – Folk, Mosteller, Bone

Motion to approve tree request from I003-83-11 for removal of two trees made by Director Crawley, seconded by Director Flatt. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I009-39-06 for removal of three trees made by Director Crawley, seconded by Director Flatt. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I015-64-8 for removal of five trees made by Director Crawley, seconded by Director Buckle. All Directors voted in Favor. Motion Passed.

Reimbursement Request BL 15 --- Request for reimbursement for repairs due to salt related issues has been received from BL 15. Request has been reviewed by Brian Oram, Hydrogeologist and the Associations legal counsel and both find the paperwork in order.

Motion to approve reimbursement request to BL 15 in the amount of \$65.06 made by Treasurer Livingston, seconded by Director McConnon. Directors, Crawley, Flatt and Buckle voted No. All other Directors voted in favor. Motion Passed.

Insurance RFP – CM Ridner previously provided the request for proposals for the Associations Insurance Package to the Board for review. Insurance renewal is May 1.

Motion to accept the Insurance RFP for the May 1st renewal and send it out, made by Treasurer Livingston, seconded by Director Fass. All Directors voted in favor. Motion Passed.

Water Quality Management – Pool – Proposals have been received from Strand Pools for water quality management and opening/closing of the Pool for the 2017 season. Pool Opening \$200; Pool Closing \$435 and Water Quality Management \$ \$3,948 for the season.

Motion to approve the Water Quality Management and Pool Opening/Closing Proposals from Strand Pools for the 2017 Summer Season made by Director Fass, seconded by Treasurer Livingston. All Directors voted 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

Barbie Gibbins discussed lifeguards and hiring of a Recreation Coordinator for the season.

Vice President McMahon read correspondence from I003-91-12 requesting the late fee on the Special Assessment be waived.

Motion to deny request to waive the late fee on the Special Assessment made by Treasurer Livingston, seconded by Director Buckle. Directors Crawley, Fass and Flatt voted No. All other Directors voted in favor. Motion Passed.

Vice President McMahon read correspondence from I009-69-09 for a request of certain documents.

Motion to deny the request for documents from I009-69-09 due to not being a member in good standing, made by Vice President McMahon, seconded by Secretary Burris. Directors Buckle, Flatt and McConnon voted No. Director Fass abstained due to a personal relationship. All other Directors voted in Favor. Motion Passed.

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

Motion to send the owner of I010-72-09 a letter along with a copy of the previously removed tree permit for the tree in question stating that the Board has given previous approval to you to remove the tree made by Director Crawley, seconded by Director Flatt. Director McConnon voted No. All other Directors voted in favor. Motion Passed.

Vice President McMahon read correspondence from I004-92-12 requesting wavier of interest and late fee in the amount of \$123.08 due to the fact that it took eight (8) months to get clear title to the property purchased at Sheriff Sale.

Motion to approve waiver of interest and late fee on I004-92-12 in the amount of \$123.08 made by Director Crawley, seconded Director Flatt. Treasurer Livingston voted No. All other directors voted in favor. Motion Passed.

Motion to adjourn the Regular Board Meeting at 9:08pm and go into Executive Session made by Director Flatt, seconded by Director Fass. All in favor. Motion passed.

Respectfully submitted,

Jesse Burris
Secretary