

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
April 8, 2017

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

Also Present: Carrie Ridner, Community Manager.

Absent: None

President Ritson opened the meeting at 10:00am with the Pledge of Allegiance.

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- March 10, 2017 Board Meeting Minutes

Motion to approve the March 10, 2017 Board Meeting Minutes as amended made by Treasurer Livingston, seconded by Director Buckle. All voted in Favor. Motion Passed.

- Action Without a Meeting – March 24, 2017

This Action Without A Meeting is to approve the transfer of \$775.00 from GL Account #78200-005 Winter Road Materials to Account #73600-005 Snow Removal Private Contractor for payment to the private contractor hired for the 30” snowfall of March 14th.

Comment: Budget Line item is \$1,500. Private Contractors were hired to assist with the Storm on March 14th. Both came with very large trucks and plows.

Cecilia Buckle	-	Yes
Jesse Burris	-	Yes
Kevin Crawley	-	Yes
Adam Fass	-	Yes
Vincent Flatt	-	Yes
Marcella Livingston	-	Yes
Dennis McMahon	-	Yes
Tom McConnon	-	Yes
Chas Ritson	-	Yes

All Directors were contacted. All Directors voted in favor. Motion Passed.

Motion to approve the Action without a Meeting dated March 24, 2017 made by Director Flatt, seconded by Director Crawley. All 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 10, Block 59, Section 8 due to foreclosure in the amount of \$9,915.17.

Write off requested Lot 15, Block 8, Section 2 due to foreclosure in the amount of \$24,782.40

Write off requested Lot 1, Block 46, Section 6 due to foreclosure in the amount of 1,097.35

Total Write Offs \$35,794.92

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 approve the transfer of \$1,390 from Account #78200-005 Winter Road Materials to Account #73100-001 Insurance made by Treasurer Livingston, seconded by Director McConnon. All 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's Bids have been received for the 2017 Roadwork and will be opened later in the agenda. The committee will meet and review the bids next week and make a recommendation to the Board.

Recreation – Director Buckle presented the committees tentative calendar and there was brief discussion as to the events. Other events can be added.

Lake Management – The committee members have been out adding goose eggs on the island.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – CM Ridner reported on the status of the well drilling. A letter has been sent to DEP along with a packet of information regarding our current project status with the remediation. An E&S control plan will need to be filed with Pike County Conservation District. A review of the drilling

techniques to be used are being reviewed by the contractor and Brian Oram. Letters have been sent to the surrounding homeowners to allow access to their well for testing and monitoring.

Motion to allow the contractor to use mud drilling, if necessary in the unconsolidated area and allow President Ritson, CM Ridner and hydrogeologist Brian Oram to make necessary field decisions during the drilling process and report those actions to the Board as soon as possible along with changes in cost, made by Director Flatt, seconded by Director Crawley. All Directors voted in Favor. Motion Passed.

Upper Birchwood Lake Dam –CM provided the Directors with a copy of the boring logs and Chuck Givler’s brief review of the boring logs. A more comprehensive review will be done shortly.

Further, the Board has set April 29th for a meeting with the owners around the Upper Birchwood Lake and open to all community members to review the current status of the project.

Maintenance Facility – CM Ridner showed the final project plans for the facility and advised that we are ready to proceed with the permit process.

Motion to authorize the Community Manager and Cornerstone Engineering to proceed with the land development plans and permitting process for the Maintenance Facility with Delaware Township, made by Director Crawley, seconded by Director Flatt. All Directors voted in favor. Motion Passed.

Road Paving Sealed Bids – President Ritson announced that we received two sealed bids for our 2017 Roadwork and proceeded to open the bids. First Bid was from Locust Ridge (H&K) in the amount of \$229,409.62; and the second from Wayco in the amount of \$172,894.65.

The bids will be turned over to the Roads Committee for review and recommendation to the Board. The Board will receive copies of the bids and the recommendation from the Roads Committee for voting by AWAM.

NEW BUSINESS

Tree Removal Request – Gieger, Engels, Skorostensky

Motion to approve tree request from I004-106-15 for removal of five trees made by Director Buckle, seconded by Secretary Burris. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I009-06-01 for removal of three trees made by Secretary Burris, seconded by Vice President McMahon. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I064-01-02 for removal of three trees made by Secretary Burris, seconded by Director Buckle. All Directors voted in Favor. Motion Passed.

Catch and Release Policy – The Board’s policy for catch and release expired and we will need a motion to continue the policy.

Motion to continue the Catch and Release Policy for one more year, made by Director Flatt, seconded by Director McConnon. All Directors voted in Favor. Motion Passed.

Swim Team – Board discussed the letter for pool and facility usage by the Swim Team for the 2017 season.

Motion to accept letter from Swim Team except item number (8) eight made by Director Flatt, seconded by Director Crawley. Discussion ensued.

Director Flatt withdrew his motion.

Motion to agree to the following requests by the Swim team, all volunteers and participants must be members in good standing and insurance certificate should be provided upon renewal.

- 1. John Naturale and Cecilia Buckle are head coaches**
- 2. Dates for clubhouse are fine so long as there are no conflicts with other events/activities/rentals**
- 3. Pool usage for practice M, T & Th 7pm – 8pm**
- 4. League Fee of \$150. Will be paid when an invoice is presented**
- 5. Registration on Memorial Day Weekend at the pool or clubhouse (if raining)**
- 6. Messages on Message board provided there is space available. BLCA events take precedent**
- 7. Swim Team can provided concessions at Bingo**
- 8. Lifeguards are employees of the Associations. Providing service to the community is their first priority when they accept employment and that is what each guard agrees to. Lifeguards (as do all employees) have a process in which to follow when time off is requested.**
- 9. Concessions at BLCA's three major holiday events. – The offer to run the three major Association events (Memorial Day BBQ, July 4th BBQ and Labor Day BBQ) has been accepted. BLCA will provided hamburgers, hot dogs and rolls that are to be provided during the event at no cost to the Community.**
- 10. Clothing drive to be advertised in the BLCA email blast is approved provided the information is given to the office on a timely basis**

Made by Director Flatt, seconded by Director Crawley. Treasurer Livingston voted No. Director Buckle abstained due to relationship with Swim Team. All other Directors voted in Favor. Motion Passed.

Management will draft letter and send out to the Board for their review.

COMMUNICATIONS, WRITTEN & ORAL

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

MISCELLANEOUS

President Ritson read letter from I014-40-06 requesting an exemption to allow helium balloons during the clubhouse rental. Currently the Associations policy is No helium balloons are allowed in the clubhouse.

Motion to approve the use of helium balloons as an exemption to the clubhouse contract made by Director McConnon, seconded by Director Flatt. Directors Burris, Fass McMahon, Livingston, and Ritson voted No. Directors Buckle, Crawley, Flatt and McConnon voted in Favor. Motion Failed.

Motion to adjourn the Regular Board Meeting at 12:30pm and go into Executive Session made by Director Flatt, seconded by Director Fass. All in favor. Motion passed.

Respectfully submitted,

Jesse Burris
Secretary