

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
May 9, 2017

Present: Dennis McMahon, Vice President; Marcella Livingston Treasurer and Directors; Cecilia Buckle, Jesses, Burris, Kevin Crawley, Adam Fass (arrived 7:80pm), Vincent Flatt, Thomas McConnon (arrived 7:19pm).

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:

- April 8, 2017 Board Meeting Minutes

Motion to approve the April 8, 2017 Board Meeting Minutes made by Director Buckle, seconded by Treasurer Livingston. All voted in Favor. Motion Passed.

April 13, 2017

This Action Without A Meeting is to approve Roadwork proposal presented in a seal bid by Wayco in the amount of \$172,895.55 for the 2017/2018 year. Funding to come from the Road Reserve Line item.

Comment: Three sealed bids were received and opened at the April 8th, Board of Directors Meeting:

Wayco	\$172,895.55
Locust Ridge	\$229,409.62

The Road Committee met on Tuesday, April 11th to review the two bids and are recommending the Board accept the Wayco bid. Wayco has been our primary contractor. There will be additional roads that will be recommended as soon as we get additional cost estimates from Wayco.

Cecilia Buckle	-	Yes
Jessie 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 voted yes. Motion Passed.

April 21, 2017

This Action Without A Meeting is to approve the transfer of \$700.00 from GL Account

#65000-004 Contracted Security to Account #72300-004 Security Electric for payment of the electric.
 Comment: Electric rates have increased for the area lighting throughout the community.

Cecilia Buckle - 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 voted Yes. Motion Passed.

April 24, 2017

This Action Without A Meeting is to approve the CAU Insurance renewal for the 2017/2018 fiscal year.

Discussion: Community Insurance renews May 1. There is no change in coverage or deductibles from the previous policies.

Three companies received bid packets: John Yurconic Agency, Univest and CAU (our current carrier). Yurconic and Univest both could not find coverage due to the deteriorating Upper Birchwood Lake Dam. “One of the main issues in getting a competitive quote is going to be the status of the dams – something most carriers will want to inspect before offering a quote. It is my opinion that Birchwood should stay with CAU until the dams are repaired and then there will be more carriers willing to offer a quote that can stack up against CAU.” – Andrew Goduto, Yurconic Agency. CAU’s renewal is attached. Budget for 2017/2018 for insurance is \$60,000. Savings of \$595 over last year.

	2014 Insurance	2015 Renewal	2016 Renewal	2017 Renewal
Community Package	\$21,294	\$25,519	\$26,448	\$27,029
Directors & Officers	\$ 6,241	\$ 6,241	\$ 6,241	\$ 6,241
Workmens Comp	\$4,617	\$ 7,188	\$ 7,292	\$ 6,756
Commercial Auto	\$ 8,221	\$10,821	\$ 8,711	\$ 8,868
Umbrella – 25M	\$ 6,768	\$ 6,868	\$ 6,868	\$ 6,041
Accident - Swim Team	\$ 290	\$ 305	\$ 305	\$ 305
Sports Liability	\$ 358	\$ 385	\$ 385	\$ 385
Volunteer Accident			\$ 300	\$ 300
	\$57,789	\$57,327	\$56,550	\$55,925

Cecilia Buckle	-	Yes
Kevin Crawley	-	No (in person)
Adam Fass	-	Yes
Vinnie Flatt	-	Yes
Marcella Livingston	-	Yes
Tom McConnon	-	Yes
Dennis McMahan	-	Yes
Chas Ritson	-	Yes

All Directors were contacted. Director Crawley voted No and all others voted Yes. Motion Passed.

April 25, 2017

This Action Without A Meeting is to authorize McGoey, Hauser & Edsall to prepare the required Erosion & Sediment Control Plan for the Barberry well drilling site for an amount not to exceed \$2,000. Funding to come from the Salt Remediation Special Assessment.

Discussion: An Erosion & Sediment Control Plan (E&S) is required to be onsite should Pike County Conversation District come in to inspect. We are not required to have PCCD approval.

Cecilia Buckle	-	Yes
Kevin Crawley	-	Yes (in person)
Adam Fass	-	Yes
Vincent Flatt	-	Yes
Marcella Livingston	-	Yes
Dennis McMahan	-	Yes
Tom McConnon	-	Yes
Chas Ritson	-	Yes

All Directors were contacted. All voted Yes. Motion Passed.

April 27, 2017

This Action Without A Meeting is to approve the transfer of \$1,100 from GL Account #78200-005 Winter Road Materials 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, and \$1,537 in February.

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

All Directors were contacted. All voted Yes. Motion Passed.

April 27, 2017

This Action Without A Meeting is to approve the transfer of \$530 from GL Account #72400-003 Rec Telephone to Account #72400-007 Office Telephone for payment to Verizon Telephone.

Cecilia Buckle	-	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 voted Yes. Motion Passed.

May 2, 2017

This Action Without A Meeting is to approve additional Roadwork as recommended by the Road Committee by Wayco in the amount of \$49,363.26 for the 2017/2018 year. Funding to come from the Road Reserve Line item.

Comment: The Road Committee requested additional roadwork estimates due to the initial bid leaving us with \$61,200 remaining in the budget. Additional Road Work items:

Hemlock from Pine to Outer --Total \$18,382.94 .. This will complete Hemlock.

Barberry would be \$13,276.62 for a 2" 19mm and \$1,395 for a cross pipe Total \$14,641.42

Willow would be \$16,338.90 for a 2" 19mm and we would do shoulders in house.

Other Roads considered, was a portion of East Lake to E. Maheli, Seal Coat Outer and Drainage work at Bitterfern/Juneberry. East Lake and Outer will be added to next year's list and additional evaluation needs to be done with Bitterfern drainage as the cost was quite high.

Cecilia Buckle	-	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 voted Yes. Motion Passed.

Motion to approve all Action Without a Meetings as stated above 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 9, Block 36, Section 6 due to foreclosure in the amount of \$5,093.78.

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 – None

MANAGER'S REPORT

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

COMMITTEE REPORTS

Roads – Director Flatt reported that roadwork has commenced. He has driven around and looked at the work thus far and is pleased with the results. Once everything is completed the committee will review and meet again.

Recreation – Director Buckle reported the committee has plans well underway for the Memorial Day Weekend Summer Kick-off. Also, there will be community BBQ's for July 4th and Labor Day weekends. Bingo is scheduled to start as well.

Beautification – Director McConnon reported the committee met and discussed items discarded on the UBL Dam that could possibly be removed, a mural for the clubhouse, a community clean up day and planting will begin shortly.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS

Salt Advisory/Shared Well – CM Ridner reported that the E&S plan has been completed by McGoey and sent to the well driller for updating his final pricing. We will then finalize the contract and get an estimated start date.

Upper Birchwood Lake Dam – CM Ridner updated the Board on the meeting held on April 29th with owners on the UBL and other interested community members. Approximately 40 members were in attendance. *A meeting with the Board and Chuck Givler has been scheduled for June 13th prior to the regularly scheduled board meeting at 6pm.* Copies of the 2017 Dam inspections were provided.

Maintenance Facility – CM Ridner reported that additional survey work was completed and final plans are in process. It is expected that the permits will be submitted to Delaware Township by the end of May.

NEW BUSINESS

Tree Removal Request –

Motion to approve tree request from I016-97-13 for removal of seven trees made by Director Flatt, seconded by Director Fass. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I008-64-08 for removal of three trees made by Director McConnon, seconded by Director Buckle. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I010-95-13 for removal of two trees made by Director McConnon, seconded by Director Flatt. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I061-95-13 for removal of four trees made by Director McConnon, seconded by Director Fass. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I021-87-11 for removal of five trees made by Director McConnon, seconded by Director Buckle. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I030-70-10 for removal of three trees made by Director McConnon, seconded by Director Buckle. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I002-73-9 for removal of four trees made by Director McConnon, seconded by Director Fass. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I045-34-05 for removal of five trees made by Director McConnon, seconded by Director Fass. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I008-11-02 for removal of three trees made by Director McConnon, seconded by Director Fass. All Directors voted in Favor. Motion Passed.

Motion to approve tree request from I010-84-11 for removal of eighteen trees made by Director McConnon, seconded by Director Buckle. All Directors voted in Favor. Motion Passed.

Board Member Resignation

Vice President McMahan read a letter of resignation from Jessie Burriss effective immediately.

Motion to accept the resignation, with regrets from Jessie Burriss from the Board of Directors effectively immediately, made by Director McConnon, seconded by Director Flatt. All Directors voted in Favor. Motion Passed.

Motion to nominate Director Vinny Flatt as the Board Secretary, except signatory authority on bank accounts due to time constraints, until the August Annual Meeting, seconded by Director Crawley. 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

Vice President McMahon read letter from I019-19-03 requesting permission to cross East Shore Drive in a golf cart from their house lot to their undeveloped lot.

Motion to conditionally approve the usage of a golf cart by Mr. and Mrs. Storms only, due to medical conditions with the restrictions; 1. Golf cart may not be modified in any way and 2. Only allowed to travel down Pine Lane from owner's driveway, across East Shore to the owner's vacant lot, made by Secretary Flatt, seconded by Director Buckle. Treasurer Livingston voted No. All other Directors voted in Favor. Motion Passed.

Vice President McMahon read letter from I004-12-02 requesting an appeals hearing, after a previously scheduled appeals hearing was missed due to a medical condition. A further request to the Resolution committee was denied by a majority of the committee.

Motion to uphold the Resolution Committee's decision not to hear another appeal on I004-12-02 made by Treasurer Livingston, seconded by Secretary Flatt. Directors Buckle, Crawley, Fass and McConnon voted No. Vice President McMahon, Treasurer Livingston, and Secretary Flatt voted Yes. Motion Failed.

Motion to allow a new Resolution Committee for I004-12-02, made by Vice President McMahon, seconded by Director Crawley. Treasurer Livingston and Secretary Flatt voted No. All other Directors voted Yes. Motion Passed.

Motion to adjourn the Regular Board Meeting at 8:23pm and go into Executive Session made by Director Fass, seconded by Director Crawley. All in favor. Motion passed.

Respectfully submitted,

Vincent Flatt
Secretary