

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**June 13, 2017**

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

Also Present: Carrie Ridner, Community Manager.

Absent: none

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

**APPROVAL OF THE MINUTES FROM PRIOR MEETING:**

- May 9, 2017 Board Meeting Minutes

**Motion to approve the May 9, 2017 Board Meeting Minutes made by Director Flatt, seconded by Vice President McMahon. All voted in Favor. Motion Passed.**

**Action Without a Meeting**

*May 19, 2017*

This Action Without A Meeting is to approve the Construction Agreement between BLCA and the Corbetts, (Lot 22A, Block 97, Section 13) to allow BLCA to perform the Penn Dot required embankment work on a small portion of their property and maintain this area in perpetuity.

Comment: This agreement gives BLCA the permission to access the homeowner's property and maintain the necessary area after the work is completed. The agreement has been reviewed by attorney Bob Kidwell and sent to McGoey. Technical information has been provided by McGoey.

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 accept Action Without a Meeting, dated May 19, 2017 made by Director Buckle, seconded by Director Fass. All in favor. Motion Passed.**

June 2, 2017

This Action Without A Meeting is to approve one of the following options:

- A. Extend the Board Candidate Petition Deadline to June 23, 2017. Advertising of the extension would be done by – website, email blast, Facebook, Message board and flyers.
- B. Do Not Extend the Board Candidate Petition Deadline.

Comment: We have two (2) validated Board Petitions received by the June 1 deadline. There are three (3) vacant board seats.

If the Do Not Extend Option is chosen, the Board in August after the Annual Membership meeting can elect to send out postcards in accordance with the Bylaws to fill the vacancy.

PLEASE RESPOND WITH YOUR VOTE OF EITHER A OR B

Cecilia Buckle	-	B
Kevin Crawley	-	Unavailable
Adam Fass	-	A
Vincent Flatt	-	B
Marcella Livingston	-	B
Dennis McMahon	-	B
Tom McConnon	-	B
Chas Ritson	-	A

All Directors were contacted. President Ritson and Director Fass voted for option A. All other Directors voted for Option B. Motion Passed with Option B – No extension.

**Motion to accept Action Without a Meeting, dated June 2, 2017 made by Secretary Flatt, seconded by Vice President McMahon. Director Fass 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 44, Block 87, Section 9 due to foreclosure in the amount of \$5,953.36

Write off requested Lot 10, Block 107, Section 15 (per DM Menditto) in the amount of \$375.

Write off requested Lot 23, Bock 65, Section 8 due to bankruptcy \$2,309.04

**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:

Beautification – Director McConnon had no report this month. Discussion on 739 revamping and removing the “Bagdad” barriers; painted mural for Clubhouse.

Community Safety – Director Crawley reported the committee met in May and discussed additional stop signs and a potential need to re-look at the stop sign at the 739 entrance. Also discussed a possible pool policy during inclement weather and children being left behind, and increasing lights and cameras at some of the gates.

Roads – Secretary Flatt stated that the committee would be meeting soon to review the completed roadwork.

Governing Documents – Secretary Flatt has indicated a meeting is scheduled for July 8<sup>th</sup> at 9am

AD Hoc Technology – Director Fass mentioned that the group will be meeting to discuss further ideas for digitalization and conference calling.

Recreation – Director Buckle reported that the Memorial Day BBQ went very well and the Community enjoyed it greatly. Bingo will be starting after July 4<sup>th</sup>, and preparations are underway for the July 4<sup>th</sup> Community BBQ.

Communications – Chair Clare Bennett reported the Newsletter is out. Thanked everyone for their contributions. Another issue needs to go out by the end of July.

Capital Projects – President Ritson reported the committee met last week and was updated on all the projects and their status. The committee reviewed and discussed the entrance sign and looked at several options. They are recommending a green/gold sign in either metal or wood carved. Cost difference is \$1,100 for the metal sign and \$5,250 for the wood carved. A two-sign is needed.

**Motion to approve the green/gold Birchwood Lakes entrance sign in metal at a cost of \$2,200 plus tax for two sides of a two-sided sign. Two signs are needed made by Secretary Flatt, seconded by Director McConnon. All Directors voted in favor. Motion Passed.**

Lake Management – President Ritson reported Aqua Link was here for their first treatment. Very pleased with the treatment that was completed. The committee added 19 goose eggs, but there was 13 goslings born. Committee has recommended Goose Stopper be sprayed on the Beach 3 swim dock since the geese are making a mess.

PAYMENT OF BILLS - None

## OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – CM Ridner updated the Board on the pricing estimates for the well drilling and the well drilling site set up. Remaining were a few loose ends relating to the contract and insurance. Further, we learned there is possible additional well driller assisting in the drilling process. President Ritson and CM Ridner will be meeting with the well driller to finalize.

Upper Birchwood Lake Dam – Engineer Chuck Givler met with the Board prior to the Board meeting to review the final plans and answer any questions. The one homeowner who had not yet signed the Construction Easements has now come forward and signed it, allowing us to move forward with a full earthen berm.

**Motion to authorize Engineer Chuck Givler to finalize the UBL Dam Plans to include the earthen berm and cutoff wall to address the seepage as presented on June 13<sup>th</sup>. Final plans to be completed no later than June 30<sup>th</sup>, made by Secretary Flatt, seconded by Director Crawley. All Directors voted in favor. Motion Passed.**

Maintenance Facility – CM Ridner reported that Cornerstone Engineering has submitted the land development plans and request for Conditional Use Permit to the Township. We are scheduled on the Planning Commission Agenda on Tuesday, 6/20/17 at 6:30.

Highway Occupancy Permits – President Ritson and CM Ridner will be meeting with the property owners that need to be enjoined to the Penn DOT permit for the embankment removal, to review the Construction Easement and required signatures for the permit applicator. The property owners at the Lancet entrance will be signing a release and allow BLCA to relocate the rock wall that is located in the ROW.

**Motion to accept the modification to the Construction Agreement Indemnifying the property owners that will be enjoined to the permit septic, made by Vice President McMahon, seconded by Director McConnon. All Directors voted in Favor. Motion passed.**

## NEW BUSINESS

Tree Removal Request –

**Motion to approve tree requests from I053-59-02 for removal of two trees, I009-36-06 for removal of two trees, I004-90-12 for removal of two trees and I022-08-02 removal of four trees, made by Director McConnon, seconded by Director Crawley. President Ritson voted no. All other Directors voted in favor. Motion Passed.**

Resolution Committee – President Ritson expressed some concerns regarding the number of Not Guilty and Reduced Fines. Discussion centered on whether to continue to allow the committee to reduce fines without coming to the Board. President Ritson requested better detail for those situations where fines are reduced. No other changes were agreed upon. Also, discussed gate access during clubhouse rentals. A copy of the rental agreement and communications to owner is to be sent to Director Crawley.

## COMMUNICATIONS, WRITTEN & ORAL

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

## MISCELLANEOUS

President Ritson read correspondence from I006-95-13 on Ivy Trail regarding a BLCA lot that has an indentation that fills up with water. It was suggested that millings and road material, when available, be put there to decrease the standing water.

A property owner has suggested a bus shelter be installed at the 739 Bus Stop for the children to gather in during inclement weather. The feasibility and costs will need to be researched.

Co-Chair of Recreation has requested the Board reverse their 10% requirement of bingo monies that must be turned back to the Association.

**Motion to allow all Bingo monies collected to be paid out to the attendees in prizes made by Director McConnon, seconded by Director Crawley. All Directors voted in favor. Motion Passed.**

**Motion to adjourn the Regular Board Meeting at 8:55pm and go into Executive Session made by Vice President McMahan, seconded by Director Fass. All in favor. Motion passed.**

Respectfully submitted,

Vincent Flatt  
Secretary