

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

Present: Chas Ritson, President; Secretary Flatt; Marcella Livingston; Treasurer and Directors; Cecilia Buckle, Kevin Crawley, Adam Fass.

Also Present: Carrie Ridner, Community Manager.

Absent: Dennis McMahon, V. President and Tom McConnon

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

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- July 11, 2017 Board Meeting Minutes

President Ritson amended the minutes for additional information regarding the Fireworks.

Motion to approve the July 11, 2017 Board Meeting Minutes with amendments made by Director Buckle seconded by Director Fass. All 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 3, Block 77, Section 10 due to deedback in the amount of \$900

Write off requested Lot 43, Block 94, Section 12 due to deedback in the amount of \$900

Write off requested Lot 39, Block 105, Section 15 due to deedback in the amount of \$910.00

Write off requested Lot 8, Block 51, Section 7 due to deedback in the amount of \$2,610.53

Write off requested Lot 90, Block 95, Section 13 due to deedback in the amount of \$2,217.02

Write off requested Lot 60, Block 97, Section 13 due to deedback in the amount of \$1,990.99

Write off requested Lot 13, Block 5, Section 30 due to deedback in the amount of \$661.

Write off requested Lot 21, Block 102, Section 14 due to lot improvement in the amount of \$1,739.68

Write off requested Lot 21, Block 94, Section 12 due to Repository sale in the amount of \$27,341.27

Motion to approve the above Write Offs made by Treasurer Livingston, seconded by Secretary 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 - Secretary Flatt reported the committee was having email discussions regarding speed bumps versus speed table and will be further exploring this topic at their next meeting.

Governing Documents – Secretary Flatt reported the committee completed the rules for dangerous structure and further worked on a Tree Policy that will be discussed later in the agenda.

Recreation – Director Buckle reported that Family Fun night was occurring next door. Committee preparation has begun for the final Labor Day BBQ scheduled for Saturday, September 2.

Community Safety – Director Crawley reported that an agenda is being developed for their next meeting.

Ad Hoc Technology – Director Fass reported that several scanning companies have been documented, but are not quite responsive to our needs. CM Ridner is looking into a new TOPS software program designed for Community’s that would complement our existing Accounting software and provide the scanning and document management we are looking for.

Lake Management - President Ritson reported that PEEC will be presenting their Watershed Program tomorrow at the Pool area. Committee has met; Aqualink is doing well as 3 of the 4 lakes are in very good condition and Upper Lake is improving.

Communications – The latest edition of the newsletter is out in the mail/email. Volunteer of the Year Guidelines will be reviewed.

PAYMENT OF BILLS - None

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well - CM Ridner reported that the required environmental impairment insurance has been obtained by the well driller. The well driller and hydrogeologist have been requested to provide their schedules so the remainder of the drilling can be scheduled accordingly.

Upper Birchwood Lake Dam – No updates as we have not received any communication from Dam Safety.

Maintenance Facility – A meeting was held with the Township Planning Commission with our legal counsel and project engineer. We will be addressing all the items on the Township Engineers review and meet again with the Planning Commission on the 15th of August.

Highway Occupancy Permits – Penn Dot has denied our request for the embankment removal permit until all criteria is met on all entrances. Easement documents has been executed by the Lancet homeowners.

NEW BUSINESS:

Tree Removal Request –

Motion to approve tree requests from 132 Persimmons Drive for removal of six trees, 107 Heartwood Drive for removal of four trees, and pending final review 115 West Shore Dr for two trees, made by Director Crawley, seconded by Secretary Flatt. All Directors voted in Favor. Motion Passed

Annual Audit Approval – The Board met with Bill Owens, CPA to review the year ending 4/30/2017 audit.

Motion to approve the Audit for year ending April 30, 2017 made by Treasurer Livingston, seconded by Secretary Flatt. Director Crawley abstained as he was not present at the CPA meeting. All Directors voted in Favor. Motion Passed.

Tree Policy – Tabled until more information is received from arborist.

COMMUNICATIONS, WRITTEN & ORAL:

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

MISCELLANEOUS:

Reimbursement for damage to gutters on property I004-22-04. Invoice presented in the amount of \$450. Board reviewed photos. Board questioned where the damage was. Board requested further information from the homeowner's vendors with a statement confirming what they had to repair, where the damage was on gutter and the exact costs.

Chris Diaz discussed a renter in his area that is wreaking havoc on the neighborhood. Neighbors are at a loss. What can be done? Mr. Diaz was advised that we need complaints. Management has advised the owner of the property, who has not been proactive. The Board recommended continuing to document the problems.

Motion to adjourn the Regular Board Meeting at 8:26pm and go into Executive Session made by Secretary Flatt, seconded by Director Buckle. All in favor. Motion passed.

Respectfully submitted,

Vincent Flatt
Secretary