

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
September 12, 2017

Present: Clare Bennett, President; Kevin Crawley, Secretary, Marcella Livingston, Treasurer and Directors; Cecilia Buckle, Adam Fass (via conference call) Dennis McMahon, (via conference call) and Tom McConnon.

Also Present: Carrie Ridner, Community Manager.

Absent: Vincent Flatt, V. President

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

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- August 11, 2017 Board Meeting Minutes

Motion to approve the August 11, 2017 Board Meeting Minutes made by Director McConnon seconded by Director Buckle. All voted in favor. Motion Passed.

- August 26, 2017 Organizational Meeting Minutes

Motion to approve the August 26, 2017 Organizational Meeting Minutes made by Treasurer Livingston seconded by Director McConnon. All voted in Favor. Motion Passed.

- August 26, 2017 Annual Meeting Minutes – Tabled

TREASURER’S REPORT:

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

Write-Offs:

Write off requested Lot 4, Block 27, and Section 4 due to foreclosure in the amount of \$22,038.81

Write off requested Lot 4, Block 9, and Section 2 due to foreclosure in the amount of \$4,263.77

Motion to approve the above Write Offs made by Treasurer Livingston, seconded by Director McConnon. All in favor. Motion passed.

Collections – Treasurer Livingston updated the Board on the status of Collections.

Director Fass joins the meeting via conference call.

Budget Transfer –

Motion to approve the transfer of \$350 from account # 61100-003 Recreation Salaries to account #76700-003 Special Functions – Recreation made by Treasurer Livingston, seconded by Director Buckle. All voted in favor. Motion Passed.

Motion to approve the transfer of \$600 from account #61100-003 Recreation Salaries to account #74300-003 Environmental Services/Water Testing – Recreation made by Treasurer Livingston, seconded by Director McConnon. All voted in favor. Motion Passed.

MANAGER’S REPORT:

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

Motion to approve sending out postcard notice to the Members in Good Standing to fill the vacant board seat, deadline to receive resumes is October 6th at 4pm. All other notification methods, ie: website, Facebook, and message board will also be used, made by Treasurer Livingston, seconded by Secretary Crawley. All Directors voted in Favor. Motion Passed.

Motion to approve the crack sealing bid from Pocono Spray Patching in the amount of \$3,159.50 from the Contracted Roadwork line item, made by Director McConnon, seconded by Director McMahan. All Directors voted in favor. Motion Passed.

COMMITTEE REPORTS:

Budget - Treasurer Livingston reported that the 2018-2019 budget process will begin shortly and expects to hold the first committee meeting during the last week of September.

Beautification - A Fall Clean-up Day is scheduled for October 14th at 10am.

Community Safety – Secretary Crawley indicated that he wants to invite community members to the next meeting. President Bennett requested that prior to such a meeting that the agenda and topics be discussed with her and Management.

PAYMENT OF BILLS –

Motion to approve payment in the amount of \$280 to Pike County Plumbing & Heating for a faucet repair to BL3 to be charged to the Salt Remediation line item made by Director McConnon, seconded by Treasurer Livingston. Secretary Crawley voted No. All other Directors voted in favor. Motion Passed.

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – Well drilling process started again on September 1st. Brian Oram was onsite to observe the process. Updated Board on BL3 and BL15 with salt related issues. Quarterly testing is scheduled for September 19.

Upper Birchwood Lake Dam – No update

Maintenance Facility – Met with the Township Planning Commission. All comments from the Township Engineer were satisfied. The Township Planning Commission would be recommending to the Supervisors to hold a joint public hearing. Township Supervisors have set the Public Hearing date for September 27th at 7:15pm.

Highway Occupancy Permits – Met with the property owners on Lancet that need to be enjoined to the HOP Permit. We reviewed all applicable information with them and provided the permit applications that require their signature. They have now failed to respond.

NEW BUSINESS:

Tree Removal Request –

Motion to approve tree requests from 116 Dogwood for one tree; 130 West Shore Dr. for four trees; 120 Outer Dr. for two trees; 172 E. Shore Dr. for eight trees; and 121 Butternut for five trees, made by Secretary Crawley, seconded by Director Buckle. All Directors voted in favor. Motion Passed.

Safe Deposit Box

Motion to approve Secretary Kevin Crawley, President Clare Bennett and Treasurer Marcella Livingston as signers to the Safe Deposit Box, made by Director Buckle, seconded by Secretary 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

Don Hitt addressed the Board with several questions regarding potential paving of Red Pine and the purpose of Public Safety in the community. Mr. Hitt believes it is a lot of money to be spending. Extensive discussion ensued regarding Public Safety's purpose and what we are asking the contractor to do.

Gerry Calabrese addressed the Board regarding suspected drug activity in her cul-de-sac. Mrs. Calabrese asked for the Boards help with either closing off a section so it was not an attractive place to "hide", lighting or cameras. The Board indicated it would look at available options.

MISCELLANEOUS:

- Suggestion form from I011-90-12 regarding banning smoking at beaches and playgrounds within Birchwood. Suggestion was referred to the Governing Documents Committee.
- Correspondence was reviewed from Lake Adventure regarding a Basketball league between the communities. Suggestion was referred to the Recreation Committee.
- Correspondence was reviewed from the Dingmans Ferry Post Master regarding small paper fires being set at the Red Pine mailboxes and wanted us to do something about it. Board agreed to install a narrow slotted garbage can at that location.

Motion to adjourn the Regular Board Meeting at 8:25pm and go into Executive Session made by Treasurer Livingston, seconded by Director Buckle. All in favor. Motion passed.

Respectfully submitted,

Kevin Crawley
Secretary