

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

Present: Clare Bennett, President; Kevin Crawley, Secretary, Marcella Livingston, Treasurer and Directors; Cecilia Buckle, Dennis McMahon and Tom McConnon.

Also Present: Carrie Ridner, Community Manager.

Absent: None

President Bennett opened the meeting at 7:10pm with the Pledge of Allegiance.

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- September 12, 2017 Board Meeting Minutes

Motion to approve the September 12, 2017 Board Meeting Minutes made by Director McMahon, seconded by Director McConnon. All Directors voted in favor. Motion Passed.

- August 26, 2017 Annual Meeting Minutes

Motion to approve the August 26, 2017 Annual Meeting Minutes made by Director McMahon, seconded by Director McConnon. 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 17, Block 108, and Section 15 due to foreclosure in the amount of \$8,473.57

Motion to approve the above Write Offs made by Treasurer Livingston, seconded by Director McConnon. All Directors voted 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.

Motion to authorize the purchase of a 20' commercial flag pole and 4 x 6 flag, made by Director Buckle, seconded by Director McConnon. Board discussed the issue. Motion was withdrawn pending further information.

COMMITTEE REPORTS:

Community Safety – Secretary Crawley reviewed the highlights from the recent committee meeting. Including topics of additional signage, feral cats, use of clubhouse as an emergency shelter, speeding and speed limits, cameras and gates.

Motion to hold a joint workshop with the Board of Directors and Community Safety Committee on Saturday, November 11 at 10am, made by Secretary Crawley, seconded by Director McConnon. All Directors voted in favor. Motion Passed.

Budget - Treasurer Livingston reported that the 2018-2019 budget process has begun and the committee will continue to meet as needed. The committee discussed and is recommending increases to the Clubhouse Rental fee.

Motion to increase the Clubhouse rental fee from \$50 to \$80 effective January 1, 2018 and \$80 to \$100 effective January 1, 2019, made by Treasurer Livingston, seconded by Director McMahan. Livingston and McMahan voted in favor. McConnon, Buckle and Crawley voted no. Motion Failed.

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

Lake Management – Director McMahan and Chairman Ritson met with AquaLink to review the services provided during their first season. Meeting was successful, with everyone being pleased at the results. Further, a proposal for the 2018 season will be sent shortly.

Communications – Newsletter articles should be forwarded this weekend, as the deadline is Monday.

Recreation – Chair Laurie O’Connell reported plans are set for Halloween, and there will be a trunk or treat event on Oct. 28th from 4 – 6. Christmas is still being planned, but tentatively scheduled for December 15th.

PAYMENT OF BILLS:

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – Salt team met with Brian Oram to discuss the well development progress in great detail. There are several tasks remaining which we will be speaking with Moyer and Sorber for pricing on completing these tasks. Current cost of the production well to date is \$49,568.

Upper Birchwood Lake Dam – No update

Maintenance Facility – The final land development and conditional use permits have been approved by the Supervisors, now allowing this major project to move forward. Cornerstone Engineering has provided a proposal for bidding related services as described in the proposal.

Motion to approve proposal dated October 6, 2017 for Construction Phase Service on the Maintenance Building construction in the amount of \$9,890 (plus meetings) made by Director McConnon, seconded by Secretary Crawley. All Directors voted in favor. Motion Passed.

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 – Requests have been tabled as inspections were not completed. Once completed an AWAM will be done.

Resignations – President Bennett read the resignations from Adam Fass and Vincent Flatt.

Motion to accept the resignations of Adam Fass and Vincent Flatt, with regret made by Director McConnon, seconded by Secretary Crawley. All Directors voted in favor. Motion Passed.

Appointment of Board Vacancies – President Bennett reported that four capable residents came forward to fill the vacancies. Each candidate was interviewed by the Directors.

Motion to appoint Nicholas LaRusso (1-year seat), Robert Wittrien (3-year seat) and Lorraine Storms (22 month seat) to fill the vacancies made by Director McMahon, seconded by Secretary Crawley. All Directors voted in favor. Motion Passed.

At this time, the new Directors are seated to the Board.

Election of Vice President – President Bennett address the open Vice President seat due to the resignation of Vincent Flatt.

Motion to appoint Dennis McMahon to fill the position of Vice President, made by President Bennett, seconded by Secretary Crawley. All Directors voted in favor. Motion Passed.

Committee Assignments – President Bennett advised that due to the resignations there are several open committee assignments that need to be filled.

Recreation Co–Chair - Lorraine Storms
Community Safety Co–Chair - Nick LaRusso
Communications Chair - Clare Bennett
 Co-Chair - Dennis McMahon
Roads Chair - Bob Wittrien
Capital Projects Co-Chair - Chris Diaz
Salt Advisory – Bob Wittrien

Motion to accept the new Committee Appointments, made by V. President McMahon, seconded by Director Buckle. All Directors voted in favor. Motion Passed.

Audit Proposal – 2018-2020 – CM Ridner presented the proposal from William Owens for three years started with April 30, 2018. Audit cost for 4/20/18 is \$7,300; 4/20/19 \$7,400 and 4/30/2020 \$7,500; plus payroll services.

Motion to approve the three (3) year proposal for William Owens & Company for annual audit and payroll services, made by Treasurer Livingston, seconded by V. President McMahon. All Directors voted in favor. Motion Passed.

Logo – President Bennett discusses the Communications committee idea of getting a professional digital logo. This would enable us to generate a small amount of revenue for T-shirts, water bottles, hoodies, etc.

Motion to approve using Ideal Designs estimate for a Logo Design at a cost of \$350 to be paid from the Other Admin, made by President Bennett, seconded by V. President McMahon. Directors McConnon, Storms and Livingston voted no. All other Directors voted yes. Motion Passed.

Board Review Panel – There are two citations that have appealed beyond the Resolution Committee.

Motion to appoint Treasurer Livingston, Secretary Crawley and V. President McMahon to hold a Board Review Panel, date and time to be set by the appointees, made by V. President McMahon, seconded by Director Buckle. All Directors voted in favor. Motion Passed.

Payment Plan Approval I016-06-01 – CM Ridner presented the account history for this property. The property owner has offered \$5,000 to settle the account in full for the prior year’s delinquency and has entered into a payment plan for the current year’s Dues and Special Assessment.

Board consensus is to counter offer with \$5,900. CM Ridner will contact the property owner with the counter offer.

Conference Calling – President Bennett discusses her memo of October 10th regarding the issue of conference calling.

Ad Hoc Technology will review the differences in phone services.

COMMUNICATIONS, WRITTEN & ORAL:

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

MISCELLANEOUS:

158 West Shore Drive – Letter from owner regarding fallen tree from BLCA property. Board has requested an in person meeting to discuss the issue.

Letter from I020-101-14 – Property owner requested from the board abatement from certain fees and a payment plan. Letter to be drafted that the property cannot be rented under the By-Laws unless the property is a member in good standing.

Suggestion - 109 Evergreen – Property Owner has suggested opening the gates for a month and then do a survey. A letter will be drafted in response for the President’s signature.

Email from I002-37-06 – Neighbor to Neighbor dispute. There is no rules and regulations violations, so there is no BLCA jurisdiction. Letter to be drafted.

Motion to adjourn the Regular Board Meeting at 9:38pm and go into Executive Session made by Treasurer Livingston, seconded by Director McConnon. All in favor. Motion Passed.

Respectfully submitted,

Kevin Crawley
Secretary