

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**November 10, 2017**

Present: Clare Bennett, President; Dennis McMahon, V. President; Kevin Crawley, Secretary, Marcella Livingston, Treasurer and Directors, Nick LaRusso, Lorraine Storms, Bob Wittrien

Also Present: Carrie Ridner, Community Manager.

Absent: Cecilia Buckle, Tom McConnon

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

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

- October 13, 2017 Board Meeting Minutes – VP McMahon had a change, which was that he attended the meeting in person, not by conference call.

**Motion to approve the October 13, 2017 Board Meeting Minutes, as amended made by V. President McMahon seconded by Secretary Crawley. All voted in Favor. Motion Passed.**

- AWAM – October 17, 2017 – Trees

This Action Without A Meeting is to approve tree requests from the following:

128 West Shore – removal of 4 Trees  
106 Conifer Lane – removal of 2 Trees  
106 Beech Road – Removal of 17 Trees  
103 Buckhorn Trail – Removal of 2 Trees  
135 Doolan Road – Removal of 2 Trees  
139 Persimmon – Removal of 9 Trees  
106 Butternut – Removal of 2 Trees

Discussion: These are the Tree Requests from the October 13th Board Meeting that were tabled.

Clare Bennett	Yes
Cecilia Buckle	Yes
Kevin Crawley	Yes
Nick LaRusso	Yes (in person)
Marcella Livingston	Yes
Dennis McMahon	Yes
Tom McConnon	Yes
Lorraine Storms	Yes (in person)
Bob Wittrien	Yes

**Motion to approve the October 17, 2017 AWAM – Trees, made by V. President McMahon, seconded by Director Wittrien. All voted in Favor. Motion Passed.**

- AWAM – October 19, 2017 – Office Telephone

This Action Without A Meeting is to approve the transfer of \$2,000 from GL Account #61100-003/Recreation Salaries to Account #72400-00 Telephone Office for the three office telephone lines for the remainder of the fiscal year.

Comment: Budget Line item is \$2,000. It was anticipated during the preparation of the 2017/2018 budget that we would seek alternative phone services to Verizon which costs nearly \$350 per month. We were able to find an internet reliant systems (This is similar to a Basic Talk or Vonage System) that will result in significant long term savings of approximately \$250 per month. The new service will cost \$106 per month for all three lines of service. The equipment and installation from the new vendor (ViperBox/Siptria) and our telephone technician were additional costs.

We are recommending the Recreation Payroll Line Item as this line item is completed for this fiscal year.

Clare Bennett	-	Yes
Cecilia Buckle	-	Yes
Kevin Crawley	-	No response
Nick LaRusso	-	No response
Marcella Livingston	-	Yes
Dennis McMahan	-	No response
Tom McConnon	-	Yes
Lorraine Storms	-	No response
Bob Wittrien	-	Yes

**Motion to approve AWAM – October 19, 2017 – Office Telephone made by Treasurer Livingston, seconded by Director Storms. 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 for the November 2017 Repository Sale lots:

L-B-S	TOTAL
U015-23-04	\$18,959.68
U007-40-06	\$11,444.82
U010-44-06	\$7,922.70
U003-03-01	\$17,653.60
U020-34-05	\$7,771.96
U021-34-05	\$7,771.96
U018-40-06	\$9,310.89
U006-19-03	\$7,925.45
U003-62-08	\$16,838.08
	\$105,599.14

**Motion to approve the above Write Offs made by Treasurer Livingston, seconded by VP McMahon. 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.

CM Ridner presented a recommended policy for severely delinquent properties, to offer several options to resolve delinquent account balances. The policy would allow for a lump sum payment with no interest; or an 18 month payment plan with 1/3 interest being charged. Board discussed the policy in depth.

**Motion to approve the Severely Delinquent Owner Policy as presented for a one year trial period made by Secretary Crawley, seconded by Director Wittrien. Treasurer Livingston voted No. All other Directors voted in Favor. Motion Passed.**

#### COMMITTEE REPORTS:

Community Safety – Secretary Crawley reported on committee meeting, with discussions of feral cats, stop sign placement, article for newsletter, emergency management/clubhouse shelter, speeding, public safety duties.

Budget – Treasurer Livingston discusses recommendations from the Budget Committee regarding Resale Certificate Fees and Clubhouse Rental Fees.

**Motion to approve an increase in the Resale Certificate Fee to \$200 for standard service and \$250 for expedited (two day) service effective January 1, 2018 made by Treasurer Livingston, seconded by V. President McMahon. All voted in Favor. Motion Passed.**

**Motion to approve an increase in the Clubhouse Rental fee to \$80 effective January 1, 2018 made by Treasurer Livingston, seconded by V. President McMahon. All voted in Favor. Motion Passed.**

Lake Management – Chas Ritson, Chair reported the committee has met to review proposals from AquaLink. Committee is satisfied with AquaLink this past season. Waiting on several other proposals from them for review. Dennis McMahon updated the Board on EcoSolutions bog removal.

Recreation – Laurie O’Connell, Chair reported that the event coordinator from Skylands wanted to meet and she would be meeting with her next week. President Bennett advised a Board Member should be present. Bedtime Story w/Santa is scheduled for Dec. 15<sup>th</sup>.

Governing Documents – Secretary Crawley reported that the committee has met and continuing working on the draft Bylaws. Committee will continue to meet as frequently as possible.

#### PAYMENT OF BILLS:

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – We had requested from Sorber and Moyer Well Drillers to review and update their pricing on the production well. Moyer came onsite and did a walk through with Brian Oram and me. A proposal with updated pricing is expected. We will send out an AWAM when we receive it.

Upper Birchwood Lake Dam – Topographical survey has started and will be completed shortly. Chuck Givler will need this survey to reposition the spillway as indicated by Dam Safety.

Maintenance Facility – The bid package from Cornerstone was presented to the Board, along with the Bid Advertising for the Board to set dates.

**Motion to approve January 10<sup>th</sup> at 3pm as the deadline to receive proposals for the maintenance facility made by Secretary Crawley, seconded by Director Storms. All voted in Favor. Motion Passed**

Highway Occupancy Permits – One owner has still not signed the enjoined permit application. Without that signature we cannot move forward with any of the entrances. We have called them, hand delivered letters and our attorney has sent a certified letter.

NEW BUSINESS:

Tree Removal Request - **Motion to approve tree removal requests for 101 Pine Lane – 4 Trees; 109 Poplar St. – 3 Trees; 104 Red Pine – 3 Trees; made by Secretary Crawley, seconded by V. President McMahon. All voted in Favor. Motion Passed.**

2018/2019 Proposed Budget - Treasurer Livingston presented the proposed budget for the 2018/2019 budget year. A \$25 increase was necessary. The Reserves allocations were also presented and reviewed.

**Motion to approve the 2018/2019 Proposed Budget with a \$25 dues increase for Membership Approval made by Treasurer Livingston, seconded by V. President McMahon. Secretary Crawley voted No. All other Directors voted in Favor. Motion Passed.**

**Motion to approve the 2018/2019 Reserve Funding allocations totaling \$275,000 for Membership Approval made by Treasurer Livingston, seconded by V. President McMahon. All Directors voted in Favor. Motion Passed.**

CAI Board Membership - Community Association Institute is offering a Board Member package for \$250 as one group.

**Motion to approve membership in CAI as a Board Member group for a cost of \$250 made by Treasurer Livingston, seconded by V. President McMahon. All Directors voted in Favor. Motion Passed.**

Lump Sum Payment Plan Offer – I010-111-16

Property owners with a large delinquent balance in excess of \$30,000. A lump sum settlement has been offered after some negotiations.

**Motion to approve the Lump Sum Settlement offer for I010-111-16 of \$18,000, made by Secretary Crawley, seconded by Director Storms. Treasurer Livingston voted No. All other Directors voted in Favor. Motion Passed.**

Flag Pole - CM Ridner presented several options for a replacement flag pole at the 739 Entrance.

**Motion to approve the purchase of a 20'/85mph rated three section flagpole for \$397 (plus shipping & tax) from FlagPole Warehouse. Funding to come from Contingency, made by Secretary Crawley, seconded by Director Storms. 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

Dan Velazquez discussed clubhouse rental and issues with stairs. Mr. Velazquez stated he spoke with all the owners on the Lancet Circle side and expressed an interest to separate from Birchwood.

Laurie O'Connell follows up the comments on the safety of the clubhouse steps.

MISCELLANEOUS:

**Motion to adjourn the Regular Board Meeting at 9:10pm and go into Executive Session made by Treasurer Livingston, seconded by Director Witrien All in favor. Motion passed.**

Respectfully submitted,

Kevin Crawley  
Secretary