

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
December 8, 2017

Present: Clare Bennett, President; Dennis McMahon, V. President; Marcella Livingston, Treasurer and Directors, Cecilia Buckle, Nick LaRusso, Tom McConnon Lorraine Storms, Bob Wittrien

Also Present: Carrie Ridner, Community Manager.

Absent: Kevin Crawley, Secretary

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

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- November 10, 2017 Board Meeting Minutes

Motion to approve the November 10, 2017 Board Meeting Minutes, made by V. President McMahon seconded by Director LaRusso. All voted in favor. Director McConnon abstained as he was not absent. Motion Passed.

- **AWAM – November 17, 2017 – Moyer**

This Action Without A Meeting is to approve Moyer Well Drilling to complete the Barberr/Spruce production well at a cost not to exceed \$37,956.70 per estimate.

Comment: Moyer was the one of the original bidders to the project. Due to the complications with the initial driller, Moyer was asked to update his estimate for the remaining tasks. The original estimate for the total project was approximately \$85,000. The new cost is just under \$87,000. This is mostly due to the costs of a second mobilization of equipment. We expect to be able to use in-house personnel to handle some of the testing during the 72 hour test which we anticipate will reduce the cost.

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

Motion to approve the November 17, 2017 AWAM – Moyer, made by Treasurer Livingston, seconded by Director Wittrien. All voted in favor. Motion Passed.

TREASURER'S REPORT:

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

Write-Offs:

Lot 8, Block, 40, Section 6 – due to foreclosure \$ 2,066.30

Motion to approve the above Write Off made by Treasurer Livingston, seconded by Director Wittrien. All voted in favor. Motion passed.

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

Budget Transfer -

Motion to approve the transfer of \$2,000 from account #61100-003/Recreation Salaries to account #70600-004 RM Lakes/Pool/Beach/Entrances – Security 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 the price quotes for Antiskid/Salt for the 2017-2018 winter season from Dingmans Ferry Stone, made by Treasurer Livingston, seconded by V. President McMahon. All voted in favor. Motion Passed.

COMMITTEE REPORTS:

Governing Documents – President Bennett reported that the committee has been meeting on a frequent basis to work on the By-Laws revisions.

Lake Management – Copies of the proposal for 2018 lake treatment services from Aqua Link was provided to the Board. The LMC will be discussing the proposals and will make a recommendation to the Board.

Recreation – Director Storms reported the committee held a meeting and discussed some new ideas and how to get more member involvement.

PAYMENT OF BILLS:

OTHER UNFINISHED BUSINESS:

Salt Advisory/Shared Well – Agreement has been executed with Moyer and Moyer will provide dates for the testing. The site has been cleaned up so there is room for the necessary testing equipment.

Upper Birchwood Lake Dam – Survey work has been completed.

Maintenance Facility – In accordance with the By-Laws, Public Notice for Bids for the Maintenance Building have been published.

Highway Occupancy Permits – No update.

NEW BUSINESS:

Tree Removal Request -

Motion to approve tree removal requests for 111 Pine Lane – 4 Trees; 149 Pepperidge Dr – 5 Trees; 103 Old Oak Ct – 2 Trees; 109 Beech Rd – 3 Trees, made by V. President McMahon, seconded by Director Storms. All voted in favor. Motion Passed.

114 Joshua Lane is tabled pending review.

East Birchwood Lake Dam – CM Ridner discusses the SBA loan assessment and specific wording on the ballot regarding refunding of funds from excess SBA collected funds. This either needs to be done or a ballot question needs to be included in the mailing requesting from the membership the excess funds go into the Reserve Fund. The logistics of determining who would be entitled to any type of refund would be time consuming and cumbersome.

President Bennett will draft a letter and ballot question for the Boards review and send it out over the weekend. The vote will be done via AWAM.

Judges of Election -

Motion to approve Pat Collins, Kathy Crawley, Nancy Halliday, Denis Murphy and Carolyn Todino be appointed Judges of Election for the upcoming vote made by Treasurer Livingston, seconded by Director Storms. All voted in favor. Motion Passed.

COMMUNICATIONS, WRITTEN & ORAL:

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

MISCELLANEOUS:

- Correspondence – 130 Outer Dr. – President Bennett offers Mr. Donohue the floor for additional comments. Mr. Donohue had no additional comments.
- Lori Hines from the Forklift discussed parking issues she is facing with the Board. Much discussion ensued between Ms. Hines and the Board regarding the no parking area, alternative and possible resolutions. CM Ridner was directed to get a legal and insurance opinion before anything is decided.

Motion to adjourn the Regular Board Meeting at 8:56pm and go into Executive Session made by V. President McMahon, seconded by Director LaRusso All voted in favor. Motion passed.

Respectfully submitted,

Kevin Crawley
Secretary