

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**February 10, 2018**

Present: Clare Bennett, President; Dennis McMahon, V. President (via conference call); Kevin Crawley, Secretary, Marcella Livingston, Treasurer and Directors, Nick LaRusso, Tom McConnon, Lorraine Storms and Bob Wittrien

Also Present: Carrie Ridner, Community Manager.

Absent: Cecilia Buckle

President Bennett opened the meeting at 9:02am with the Pledge of Allegiance.

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

- January 23, 2017 Board Meeting Minutes

**Motion to approve the January 23, 2018 Board Meeting Minutes, made by Secretary Crawley, seconded by Director McConnon. All voted in favor. Motion Passed.**

- **AWAM – February 5, 2018 – RM Vehicles**

This Action Without A Meeting is to approve the transfer of \$2,500 from account #61100-003 Recreation Salaries; \$1,000 from account #62100-003 Recreation Payroll Taxes, and \$1,500 from account #79800-001 Contingency for a total of \$5,000. to account #70400-002 R&M Vehicles.

Comment: Vehicle Repairs have nearly exhausted the line item. The F350 is in need of Front End repairs (Upper/Lower Ball Joints, Front Bearings, Tie Rods, Front Axle, Front and Rear (?) Drive shaft, Front and Rear Shocks, turbo intake boost. This work is estimated at \$4,000. Plus additional funds to continue vehicle repairs until May 1. (oil, filters, miscellaneous parts, fluids, diesel additive.. etc)

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

**Motion to approve the February 5, 2018 AWAM – RM Vehicles made by Director Storm, seconded by Director McConnon. All voted in favor. Motion Passed.**

**TREASURER’S REPORT:**

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

Treasurer Livingston presented some charts that have been developed by Linda McGinley to help the Board visually see the financial standing. Please review them and comment; or if you would like to see additional information please email CM Ridner.

CM Ridner also presented a chart showing the breakdown of Accounts Receivable. Accounts Receivable total \$1,922,015. The outstanding dues, assessments and collections fees total \$1,152,898 with the remainder being owed for interest, other fees and fines.

Write-Offs:

Lot 31, Block 30, Section 5 – Due to foreclosure	\$4,225.13
Lot 1, Block 83, Section 5– Due to deedback	\$ 63.00

**Motion to approve the above Write Offs made by Treasurer Livingston, seconded by Secretary Crawley. All 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.

COMMITTEE REPORTS:

Governing Documents – Secretary Crawley reported that the Committee has been meeting on a regular basis to continue its work on the Bylaws. The committee also reviewed several letters from members asking for certain rules to be reviewed. Owner from I011-90-12 sent a suggestion regarding tree removal. The committee has drafted a response for Board approval.

**Motion to approve the letter to I011-90-12 in response to his tree removal suggestion letter, made by Director Wittrien, seconded by V. President McMahon. All voted in favor. Motion Passed.**

Same owner also suggested banning smoking from beaches/playground. The committee recommends installing, no smoking signs at the playground areas, while there will not be a rule per say the committee hopes these courtesy signs will curb smoking when children are present. Board concurred with this approach.

Voting and Elections – Secretary Crawley reports that the minutes would be forthcoming but all the votes passed with a very wide margin.

Roads – Will be meeting as soon as the snow clears.

Communications – Next newsletter will go out the middle of May. Spirit wear logos are being worked on.

Recreation – Co-Chair Storms reported the committee met last night. Committee is planning for a Bunny Brunch and will be working on the summer calendar.

PAYMENT OF BILLS – none

**OTHER UNFINISHED BUSINESS:**

Salt Advisory/Shared Well – A reimbursement request has been submitted by BL 21. It has been forwarded to our legal counsel and hydrogeologist for review. It has been recommended by our hydrogeologist that we retain the services of a professional plumber that is more of an expert in these appliances. The Chair of the Salt Advisory Committee, Brian Oram and the Community Manager met with the recommended plumber from Leighton. His rate is \$115 to review, evaluate and advise on these matters. A meeting with our legal counsel will be arranged as well. It is the opinion of our hydrogeologist that the impacted an adversely influenced hoes be benchmarked and a plumber is needed to perform that function for us. Not all Directors agree that this is the best course of action.

The Board has agreed that CM Ridner, President Bennett and any other member of the Salt Advisory Committee will meet with our attorney, Brian Oram, the plumber and come back to the Board with recommendations.

Upper Birchwood Lake Dam – The Board has been provided with the Design Report and Appendixes relating to the redesign of the UBL Dam. The drawings are 40% complete and Chuck Givler, PE has indicated that they will be completed by the end of next week. They will be forwarded to the Board upon receipt.

Maintenance Facility – The Board opened the sealed bids at the January Board meeting. Only one bid was received for the entire project. The full bid that was received is far higher than our budget. A recommended course of action is to break the project down into trade specific segments (about 7 of them). It is believed that it will be more cost effective to get each trade to bid, as opposed to have one contractor hire all the separate trades and develop a full project bid.

**Motion to reject the bids that were received on January 10<sup>th</sup>, made by Director Wittrien, seconded by Secretary Crawley. Director McConnon voted no. All other Directors vote in favor. Motion passed.**

Highway Occupancy Permits – No update.

**NEW BUSINESS:**

Tree Removal Request – No tree removal requests.

Lifeguards – The Board discussed recruitment for the 2018 Summer Season. Letters will be going out to last year's staff to see who is planning to return. CM Ridner inquires to the Board if we want to install a

telephone and back up systems in case we run into a situation where we have no lifeguards to be able to continue pool operations.

**Motion to install a restricted telephone at the pool area, purchased the required signs and equipment as required by our insurance company for times when we may not have a lifeguard present, made by Director McConnon, seconded by V. President McMahon. Directors Crawley and Wittrien voted No. Directors McConnon, McMahon, Livingston and Storms voted Yes. Director LaRusso abstained believes too much exposure. Motion Passed.**

**Motion to advertise for a Recreation Coordinator for the 2018 Summer Season, made by Treasurer Livingston, seconded by Director Storms. All Directors voted in favor. Secretary Crawley abstained as he felt it was an inappropriate vote. Motion Passed.**

Long Distance - The issue of multiple Directors calling into the Board Meeting via conference calling is still not resolved. CM Ridner has recommended that we change phone service from Verizon service that we have restricted to "828" calling only and replace with Blue Ridge Cable phone service with unlimited calling.

**Motion to approve changing the clubhouse phone service to include long distance service, made by Director McConnon, seconded by Director Storms. All voted in favor. Motion Passed.**

Ad Hoc Long Range Planning Committee – We have received one letter of interest for this committee.

**Motion to authorize an Ad Hoc Long Range Planning Committee, made by Director McConnon, seconded by Director Storms. All voted in favor. Motion Passed.**

The committee will be comprised of the Board President who will be the Chairperson, Treasurer Livingston, Secretary Crawley and Community Members Chas Ritson and Dan Capano. If any other community members come forward, the Board may choose to add additional members.

#### COMMUNICATIONS, WRITTEN & ORAL:

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

#### MISCELLANEOUS:

**Motion to adjourn the Regular Board Meeting at 12:02pm and go into Executive Session made by Director Wittrien, seconded by Director McConnon. All voted in favor. Motion passed.**

Respectfully submitted,

Kevin Crawley  
Secretary