

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**April 14, 2018**

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

Also Present: Carrie Ridner, Community Manager.

Absent: Kevin Crawley, Secretary

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

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

- February 10, 2018 Board Meeting Minutes

**Motion to approve the February 10, 2018 Board Meeting Minutes, made by Director Wittrien, seconded by Director McConnon. All voted in favor. Motion Passed.**

- **AWAM – February 26, 2018 – Budget Transfer**

This Action Without A Meeting is to approve the transfer of \$500 from account #73300-001 Legal; To account #75600-001 - Deedbacks

Comment: Cover expenses on additional deedbacks

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

- **AWAM – February 27, 2018 – Upper BWL Dam**

This Action Without A Meeting is to authorize Engineer Chuck Givler to send in the plans for the revision to the Upper Birchwood Lake dam and supporting documentation as a result of Dam Safety's Technical Review of October 2017.

Comment: The Board was provided the technical documentation from Givler at the February Board Meeting; and subsequently were emailed the actual plans from Givler for relocating the spillway as directed by Dam Safety. These items are in response to the October 2017 review letter from Dam Safety.

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

- **AWAM – March 16, 2018 – Budget Transfer**

This Action Without A Meeting is to approve the transfer \$8,753 from Admin – Salt Remediation Acct #75000-001 to the following line items:

72300-004 Electric – Security	\$ 800 (due to increased costs)
76500-002 Uniforms – Maint	\$ 350 (due to increase & damaged uniforms)
73400-001 Collection Exp	\$1,000 (more costs for collection actions)
72500-002 Refuse	\$ 253 (increased monthly cost + fuel surcharge)
61100-002 Maint. Payroll	\$5,680 (OT costs + increase given mid-year)
77900-003 Advertising Recreation	\$ 465 (additional costs for employee ads)
72300-006 Electric – Lakes	\$ 205 (increased costs)

Comment: Cover expenses overages as outlined above. The Salt Remediation line is budgeted for \$50,000; we have spent \$20,000 to date.

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

**Motion to approve the February 26, 2018 Budget Transfer, February 27, 2018 Upper Birchwood Lake Dam and March 16, 2018 – Budget Transfers made by V. President McMahan, seconded by Treasurer Livingston. All voted in favor. Motion Passed.**

**TREASURER’S REPORT:**

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

Write-Offs:

Lot 10, Block 99, Section 13 – Severely Delinquent Policy	\$7,710.18
Lot 6, Block 96, Section 13 – Severely Delinquent Policy	\$6,660.13
Lot 36, Block 34, Section 5 – Severely Delinquent Policy	\$10,051.61
Lot 10, Block 104, Section 15 – Foreclosure	\$13,528.72
Lot 10, Block 4, Section 1 – Foreclosure	\$20,182.55
Lot 8, Block 28, Section 5 – Foreclosure	\$39,556.21
Lot 63, Block 1, Section 2 – Lot Combination	\$900.00
Lot 8, Block 40, Section 6 – Foreclosure	\$1,539.26

**Motion to approve the above Write Offs made by Director McConnon, 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 the following:**

- A. \$1,000 from Acct #73300-001 Legal to Acct #73400-001 Collections Fees**
- B. \$1,000 from Acct #62200-002 Employee Benefits – Maint to Acct #70500-002 Maintenance Equipment**
- C. \$800 from Acct #65000-004 Contracted Services – Security to Acct #72300-004 Electric – Security**

**Made by Treasurer Livingston, seconded by Director Storms. All voted in favor. Motion Passed.**

MANAGER’S REPORT:

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

COMMITTEE REPORTS:

Roads – Director Wittrien reported that the committee has met and reviewed the proposed roads that are in need of repair and paving. We will be asking the Board to approve the advertisement for bids for the 2018 Roadwork later in the agenda.

Recreation – Director Storms discussed the challenges with volunteerism and getting enough people to help with events. The Recreation will be done month by month based on volunteerism and community interest.

Communications – President Bennett reported the committee met last evening. Discussed upcoming newsletter; need articles and photos please feel free to submit. Also the logo for spirit wear was recommended. Also discussed having a dues raffle and excess funds would go towards a scholarship for a BLCA local student. A new mass email system was discussed.

**Motion to approve Mail Chimp as our mass email provider made by Director Storms, seconded by Director McConnon. All voted in favor. Motion Passed.**

Capital Projects – President Bennett reported the committee met last evening. Committee discussed the status of each of the four projects

PAYMENT OF BILLS –

OTHER UNFINISHED BUSINESS:

Shared Well – CM Ridner updated the results of the camera survey that was completed on the production well. Brian Oram was present during the entire survey. The video of the survey indicated that water was pouring in at approximately 31’. Further the borehole is not centered therefore the 1.5 inches of annular grouted space is not achieved. Brian’s onsite evaluation is detailed in the supplemental project report. A letter will be sent to the well driller to perform the correction, under the guidance and oversight of Brian Oram.

President Bennett discussed the meeting with the Plumber, Brian Oram, our attorney to discuss the services that would be provided by the plumber in evaluating the impacted homes. These would be done in conjunction with the expertise provided from Brian Oram and on an as needed basis. Strictly an evaluation type service. We will obtain his cost per hour and send out for Board vote.

Upper Birchwood Lake Dam – No update or comments from Dam Safety at this time.

Maintenance Facility – All bids received and the bid analysis spreadsheet was reviewed by Capital Projects. Everything has been forwarded to Cornerstone and we will be meeting with them prior to the next Board Meeting. It is recommended that Gary Flood, PE survey and stake out the perimeter, well, septic and building locations.

**Motion to retain Gary Flood, PE at an estimated cost of \$1,600 to stake out the Maintenance Facility locations of perimeter fence, well, septic and building locations made by Director Storms, seconded by Director McConnon. All voted in favor. Motion Passed.**

Highway Occupancy Permits – The last homeowner we needed a signature from.

Dennis McMahon updates the Board on the status of the peat bogs. A letter was sent from our attorney regarding the matter and we will be meeting with Ecological Solutions to ensure we are all on the same page and commitments in place.

NEW BUSINESS:

Tree Removal Request –

Tree requests as follows: 136 West Shore – 4 trees; 125 Arrowood – 7 trees; 175 Aspen – 3 trees; 171 Persimmons – 3 trees; 150 Doolan – 3 trees; 127 E. Lakeview 3 trees; 107 Arrowood – 7 trees.

**Motion to approve the tree requests made by V. President McMahon, seconded by Director LaRusso. All voted in favor. Motion Passed.**

Delinquent committee Member -

**Motion to approve the removal of Laurie O’Connell as Recreation Chairperson and Committee Member made by Treasurer Livingston, seconded by Director McConnon. All voted in favor. Motion Passed.**

Board Review Panel – Marcella Livingston, Robert Wittrien and Lorraine Storms will be the panel.

Denial Coverage Letter – CM Ridner reported that Birchwood has received the official denial of coverage letter from our insurance company in the salt matter. The letter was emailed to the Board when it was received. The Board did not want to appeal this decision, as it was the same decision as received at inception.

Strand Pool Contracts – CM reported that the Board has the pool contracts for pool opening, pool closing and water quality management for the 2018 season. The cost is \$205 for the pool opening; \$450 for the pool closing; and \$4,026 for the water quality management. This is approximately a \$98 increase over last season.

**Motion to approve the Strand Pool Services Contracts for the pool opening; pool closing; and water quality management for the 2018 for a total cost of \$4,681 made by Treasurer Livingston, seconded by V. President McMahon. All voted in favor. Motion Passed.**

Advertisement for Bid – 2018 Roadwork – Roads to be bid out – Gumtree (Aspen to Tamarack); East Lake Drive; Tulip Street (Maple to Buttonwood); Cypress (Gumtree to Mako); Walnut (3 way intersection, plus intersection the end); Palm Drive; and Juniper (East Shore to Hemlock).

**Motion to approve May 4<sup>th</sup> at 3pm as the sealed bid deadline for the 2018 Roadwork Bid Package, made by Treasurer Livingston, seconded by Director LaRusso. All voted in favor. Motion Passed.**

Catch and Release – Lake Management will be meeting directly following the Board Meeting. Tabled until next month.

Resignation Cecilia Buckle

**Motion to accept with regrets the resignation of Cecilia Buckle from the Board of Directors made by Director Wittrien, seconded by Director LaRusso. All voted in favor. Motion Passed.**

President Bennett advised the Board that a resume was still on file from the last vacancy from Christopher Diaz.

**Motion to approve Christopher Diaz to fill Cecilia Buckles vacant seat until the seat expires (August 2019) made by Director Wittrien, seconded by Director Storms. All voted in favor. Motion Passed.**

Chris Diaz takes a seat at the Board table at this time.

COMMUNICATIONS, WRITTEN & ORAL:

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

Barbie expressed concerns over summer recreation.

R. Grogan discusses the Wellness Check program how to expand and how to have a more effective system.

MISCELLANEOUS:

Suggestion from I011-90-12 regarding trees will be referred to the Governing Documents Committee.

Email correspondence from I019-08-02 – President Bennett asked the property owner if he wanted to speak and he reply no, everything must be in writing.

Request to purchase property from property owner on West Shore Dr. and is interested in a BLCA owned lot by the Crossings Dam. It is one of the only two lots BLCA owns in that area. Further it is anticipated that this area would be used as a staging area for the dam rebuild.

**Motion to deny the request from 104 West Shore to purchase lot I002-100-05 made by V. President McMahon, seconded by Director Wittrien. All voted in favor. Motion Passed.**

**Motion to adjourn the Regular Board Meeting at 10:50am and go into Executive Session made by V. President McMahon seconded by Director Wittrien. All voted in favor. Motion passed.**

Respectfully submitted,

Kevin Crawley  
Secretary