

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**May 8, 2018**

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

Also Present: Carrie Ridner, Community Manager.

Absent: None

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

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

- April 14, 2018 Board Meeting Minutes

**Motion to approve the April 14, 2018 Board Meeting Minutes, made by Director Wittrien, seconded by Director McMahon. All voted in favor. Secretary Crawley abstained. Motion Passed.**

- **AWAM – April 25, 2018 – Budget Transfer**

This Action without a Meeting is to approve the CAU Insurance renewal for the 2018/2019 fiscal year.

Discussion: Community Insurance renews May 1. There is no change in coverage or deductibles from the previous policies.

Three companies received bid packets: John Yurconic Agency, Joyce Insurance and CAU (our current carrier). Yurconic could not find coverage due to the deteriorating Upper Birchwood Lake Dam. Yurconic cannot provide a quote at this time.

Joyce Agency has only provided workers comp at this time. I have extended the deadline twice for them. Upon review of the comp rates, it appears that an incorrect classification code is being used.

CAU’s renewal is attached.

Budget for 2018/2019 for insurance is \$58,000. Increase of \$1,461 over last year, which is just slightly over 2.5% increase in total premiums.

	2014 Insurance	2015 Renewal	2016 Renewal	2017 Renewal	2018 Renewal
					<b>CAU</b>

Community Package	\$ 21,294	\$ 25,519	\$26,448	\$ 27,029	<b>\$27,411</b>
Directors & Officers	\$ 6,241	\$ 6,241	\$6,241	\$ 6,241	<b>\$6,488</b>
Workmen's Comp	\$ 14,617	\$ 7,188	\$7,292	\$ 6,756	<b>\$7,467</b>
Commercial Auto	\$ 8,221	\$ 10,821	\$8,711	\$ 8,868	<b>\$8,989</b>
Umbrella – 25M	\$ 6,768	\$ 6,868	\$6,868	\$ 6,041	<b>\$6,041</b>
Accident - Swim Team	\$ 290	\$ 305	\$305	\$ 305	<b>\$305</b>
Sports Liability	\$ 358	\$ 385	\$385	\$ 385	<b>\$385</b>
Volunteer Accident			\$300	\$ 300	<b>\$300</b>
	\$ 57,789	\$ 57,327	\$56,550	\$ 55,925	<b>\$57,386</b>

- Clare Bennett - Yes
- Kevin Crawley - No Response
- Chris Diaz - Yes
- Nick LaRusso - Yes (in person)
- Marcella Livingston - Yes
- Tom McConnon - No Response
- Dennis McMahan - Yes
- Lorraine Storms - No Response
- Robert Wittrien - Yes

• **AWAM – April 20, 2018 – Budget Transfer**

This Action Without A Meeting is to approve the transfer \$3,050 from Admin – Salt Remediation Acct #75000-001 to the following line items:

72100-007 Heating Fuel – Office	\$400
72200-002 Fuel – Maintenance	\$1,000
72100-003 Heating Fuel – Recreation	\$1,350
70600-004 RM Lakes, etc. – Security	\$300

Comment: Cover expenses overages as outlined above due to increased costs. The Salt Remediation line is budgeted for \$41,000; we have spent \$21,000 to date.

- Clare Bennett - Yes
- Kevin Crawley - No Response
- Christopher Diaz - No Response

Nick LaRusso	-	Yes
Marcella Livingston	-	Yes
Dennis McMahon	-	Yes
Tom McConnon	-	Yes
Lorraine Storms	-	No Response
Bob Wittrien	-	Yes

**Motion to approve the April 20, 2018 Budget Transfer and April 25, 2018 Insurance Renewal 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: No Write Offs for May

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

Budget Transfer – No Budget Transfers

**MANAGER’S REPORT:**

CM Ridner provided the Manager’s, Maintenance and Public Safety Reports. CM Ridner presented the BLCA Accounting Policies and Procedures Manual for Board Review. This document will memorialize all of the internal accounting processes and the Board will approve the manual as our policy. In order, for the Board to have ample time to review and ask questions, it will be placed under old business for next month’s meeting.

**COMMITTEE REPORTS:**

Roads – Robert Wittrien reported the Committee will meet next week to review the Road bids that will be opened later tonight and make a recommendation to the Board for their vote.

Lake Management – V. President McMahon reported a very positive meet was held with Ecological Solutions on the work to done on the Peat Bogs. Those present at the meeting outlined a plan and anticipate completion by September 30<sup>th</sup>.

Recreation – Director Storms discussed the challenges with not having enough volunteers and low participation. The committee is hoping one of the applicants for Recreation Coordinator is suitable. The Memorial Day BBQ is scheduled for May 26. Yard Sale is also May 26<sup>th</sup>. Senior and Veteran Lunch for June 16, Wine n Cheese for June 29<sup>th</sup>. 4<sup>th</sup> of July BBQ/Pool Party on July 7. Aquacise with Barbie and Bingo. John Naturale, Swim Team Coach, offered the Swim Team to do Bingo and they would get the license and run concessions. The calendar will be put together for the next couple of months. Events may be cancelled if we lack volunteers or signups.

PAYMENT OF BILLS –

OTHER UNFINISHED BUSINESS:

Shared Well – A letter has been sent to Kocher. He has requested to see the video of the camera survey. Kocher would come to assess what needs to be corrected.

CM Ridner provided the hourly rate for Rick Blocker – Plumber @\$125 per hour. Brian Oram will determine which homes need a baseline evaluation of the plumber.

**Motion to approve Rick Blocker – Plumber @\$125 per hour for baseline assessment of the plumber in the impacted homes as determined by Hydrogeologist Brian Oram, made by Director Storms, seconded by Director Wittrien. Directors Crawly and McConnon voted No. All other Directors voted Yes. Motion Passed.**

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

Maintenance Facility – CM Ridner requests direction from the Board. A summary of the bids received was handed out to the Directors. A proposal for oversight engineering services from Cornerstone was also provided. The Board at great length discussed whether a General Contractor should handle this phase of the project or if the project should be broken down into smaller phases, with oversight by Engineer and in house Management. The Board was nearly split. No decision was made.

Highway Occupancy Permits – We’ve been in contact with McGoey as to next steps and whether a full Traffic Study or Traffic Assessment is needed.

Catch and Release Program – The Lake Management Committee recommends keeping the program in place for 2018.

**Motion to approve a one year extension to the Catch and Release Program, made by V. President McMahan, seconded by Director McConnon. All voted in favor. Motion Passed.**

NEW BUSINESS:

Tree Removal Request –

Tree requests as follows: 111 Sassafras – 2 trees; 151 East Shore – 2 trees; 101 Chestnut – 2 trees; 105 Cedar – 19 trees; 119 Ivy trail – 9 trees; 109 Willow – 3 trees; 170 E. Maheli – 4 trees.

**Motion to approve the tree requests made by Secretary Crawley, seconded by Director Storms. All voted in favor. Motion Passed.**

Road Bids – President Bennett open the three sealed bids that were received for 2018 Roadwork. They were as follows:

ER Linde      \$208,985

Bracalente     \$271,480  
Wayco            \$196,094

Volunteer Recognition Guidelines – President Bennett presented some minor changes to the guidelines for nomination volunteers. Changes include – A nominee must be a Member in Good Standing (add) and eligible to participate on committees; and A nominee must have participated on one or more committees (add) for a minimum of one year.

**Motion to approve the changes as presented to the Volunteer Recognition Guidelines, made by Director Wittrien, seconded by V. President McMahon. All voted in favor. Motion Passed.**

Swim Team 2018 Season – The Swim has submitted their annual request letter. All items were agreed to, except item #8 regarding BLCA staff. BLCA staff’s first priority is to BLCA amenities being opened according to our set schedule.

**Motion to approve all agreed on items for the Swim Teams 2018 Season, made by Director Diaz, seconded by Director Wittrien. All voted in favor. Motion Passed.**

COMMUNICATIONS, WRITTEN & ORAL:

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

New Property Owner Leo DeMartino asked a variety of questions regarding Birchwood Lakes. Due to time constraints, President Bennett offered to meet in the office with Mr. and Mrs. DeMartino and answer any questions they may have.

MISCELLANEOUS:

Correspondence from I019-08-02 – referred to Executive Session

Correspondence from I008-08-02 – regarding an extension to the septic requirement.

The Directors all agreed that if the property owner complied no later than June 30th, the fine would be removed.

**Motion to adjourn the Regular Board at 9:39pm and go into Executive Session made by Treasurer Livingston seconded by Director Diaz. All in favor. Motion passed.**

Respectfully submitted,

Kevin Crawley  
Secretary