

**Birchwood Lakes Community Association, Inc.**  
**Regular Board Meeting Minutes**  
**June 12, 2018**

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

Also Present: Carrie Ridner, Community Manager.

Absent: Marcella Livingston, Treasurer

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

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

- May 8, 2018 Board Meeting Minutes

**Motion to approve the May 8, 2018 Board Meeting Minutes, made by Director Wittrien, seconded by Director Storms. All voted in favor. Motion Passed.**

- **AWAM – May 16, 2018 – Roadwork**

This Action Without A Meeting is to approve Roadwork proposal presented in a seal bid By Wayco in the amount of \$196,094.87 for the 2018/2019 year. Also, to install three additional permanent speed bumps (Tulip, Outer & E. Maheli) at an estimated cost of \$6,000. Funding to come from the Road Reserve Line item.

Comment: Three sealed bids were received and opened at the May 8th, Board of Directors Meeting:

Wayco	\$196,094.87
ER Linde/Leeward	\$208,985.00
Bracalente Construction	\$271,480.47

The Road Committee met on Tuesday, May 15th to review the three bids and are recommending the Board accept the Wayco bid. Wayco has been our primary contractor. Further the Committee is recommending the installation of three additional speed bumps to replace the temporary ones we have been using on Tulip, Outer and E. Maheli. Estimated cost per speed bump is \$2,000. (Plus signage). Copies of the bids were provided to the Board on May 14th via email.

Clare Bennett	-	Yes
Kevin Crawley	-	Yes
Christopher Diaz	-	Yes
Nick LaRusso	-	Yes
Marcella Livingston	-	Yes
Dennis McMahon	-	Yes
Tom McConnon	-	Yes
Lorraine Storms	-	Yes
Bob Wittrien	-	Yes

**Motion to approve the AWAM, May 16, 2018 for 2018 Roadwork, made by Director Wittrien, seconded by Director McConnon. All voted in favor. Motion Passed.**

TREASURER’S REPORT:

V. President McMahon presented the Bank Balances and the Income and Expenditure Reports, in the Treasurers absence.

**Write-Offs:**

Lot 8, Block 79, Section 10 – Deedback	\$915.00
Lot 12, Block 59, Section 8 – Foreclosure	\$991.16
Lot 13, Block 59, Section 8 – Foreclosure	\$991.16

**Motion to approve the above Write Offs made by V. President McMahon, seconded by Secretary Crawley. All voted in favor. Motion Passed.**

Collections – CM Ridner updated the Board on the status of Collections, in the Treasurers absence.

Budget Transfer – none

MANAGER’S REPORT:

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

**Motion to close Beach 2 for swimming since it is the Dog Friendly beach, made by Director Diaz, seconded by Director Wittrien. All voted in favor. Motion Passed.**

CM Ridner was looking for direction in dealing with requests from owners that feel a tree on a Birchwood Lakes lot or right of way needs to be removed. The Board requested that the drafted policy from last year be resent to the Board for discussion and vote at the July Board meeting.

Board discusses the possible shortage of Lifeguards before the end of the season. Further personnel discussions will be moved to Executive Session.

COMMITTEE REPORTS:

Recreation – President Bennett discussed the Recreation Calendar for June/July. Upcoming events, Flag Day and Senior Lunch on June 14<sup>th</sup>, the new Rec. Coordinator will be holding a Last Day of School Ice Cream Social on June 20<sup>th</sup>, Meet the Candidates Wine and Cheese on June 29<sup>th</sup>, Barbie will be starting exercise classes; and our July 7<sup>th</sup> BBQ.

Communications – President Bennett would like to move forward with sample Spirit Wear. A few items would be purchased and then orders would be taken for desired purchases.

**Motion to approve the purchase of Spirit Wear with the BLCA logo design not to exceed \$300 from the Contingency line item, made by Director Storms, seconded by Secretary Crawley. All voted in favor. Motion Passed.**

Also Newsletter deadline for articles is July 6<sup>th</sup>.

Capital Projects – President Bennett reported that the committee met to discuss the four major projects and their statuses. Committee recommends (1) Site Work be handled by individual contractors; (2) Building, slab, electric and plumbing be handled by a general contractor; (3) approve Sequoia Tree Service pending a meeting with our Engineer to clear the site.

**Motion to approve Sequoia Tree Services not to exceed \$21,000 for site clearing at the Tamarack Maintenance Facility, pending a meeting with the Ad Hoc committee, Sequoia Tree Service and Cornerstone Engineering, made by Director Storms, seconded by Director LaRusso. All voted in favor. Motion Passed.**

**Motion to create an Ad Hoc Maintenance Facility Committee comprised of President Bennett, V. President McMahon, Secretary Crawley and Directors Diaz and Wittrien, made by V President McMahon, seconded by Director Storms. All voted in favor. Motion Passed.**

Lake Management – Chas Ritson reported to the Board that the committee would be meeting later this month. Ritson advised the Board that our permits for lake treatments have not been received from the State. Treatment cannot occur until we have the proper permits from the State.

Ritson discusses garbage generated from fireworks that littered the lake last year.

PAYMENT OF BILLS –

OTHER UNFINISHED BUSINESS:

Shared Well –Kocher is working with Brian Oram to develop a suitable plan for the repair of the well. At this time no firm date has been set when both Brian and Kocher can be onsite.

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

Maintenance Facility – This was discussed during the Capital Projects Committee report. No further update.

Highway Occupancy Permits – CM Ridner provided the proposal from McGoey, Hauser for a new Traffic Impact Assessment. This needs to be done as our last assessment was done in 2014. We will be meeting with McGoey next week to firm up a plan to get the permits back into Penn DOT.

**Motion to approve the Traffic Impact Assessment proposal from McGoey, Hauser in the amount of \$8,500, made by Director Wittrien, seconded by Director McConnon. All voted in favor. Motion Passed.**

Accounting Policy – Policy was distributed to the Board last month for review.

**Motion to approve the Accounting Policy and Procedures Manual as provided, made by V. President McMahon, seconded by Director Wittrien. Secretary Crawley voted No. All other Directors voted in favor. Motion Passed.**

NEW BUSINESS:

Tree Removal Request

Tree requests as follows: 178 Outer Drive – 2 Trees; 134 East Shore – 9 Trees; 121 Butternut – 3 Trees; 111 Pepperidge – 3 Trees; 128 Arrowood – 2 Trees; 106 Cypress – 2 Trees; 118 Dogwood – 4 Trees.

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

Wells Fargo Payroll Account - Payroll Account was moved to Dime Bank. Account ending #6608 needs authorization to be closed.

**Motion to authorize check signers to close Wells Fargo Payroll Account (#6608), made by Director McConnon, seconded by V. President McMahon. All voted in favor. Motion Passed.**

Reserve Item – CM Ridner advises that we have \$50,000 allocated for a new truck. Pricing for a new F450 dump body truck are coming in around \$70,000. Additional reserve funding is needed to be able to purchase the truck before winter.

**Motion to approve sending out a reserve vote to the Membership in the July 2018 mailing in the amount of \$25,000 for the Maintenance Vehicle, made by Director McConnon, seconded by Director Storms. All voted in favor. Motion Passed.**

Inspection of Corporate Records – I011-90-12 – Request to inspect original records on file of the names and addresses of all the individual members of the Board of Directors, Finance, Budget & Contract Committee and Capital Projects Committee going back to 2006. Secretary Crawley will attend the inspection of documents.

**Motion to approve the Document Report from I011-90-12 for inspection of those records that are available (all may not be available), made by Director McConnon, seconded by V. President McMahon. 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

D. Rantala – Discusses issues with Fireworks on lake. She had issues with ashes and burning embers on her deck. Board discusses issue and discusses resolutions including increasing the fine.

**Motion to increase the fine for 2<sup>nd</sup> and subsequent violations of the Fireworks violations (98-50-15) to \$1,000, made by Director LaRusso, seconded by Director Storms. Directors McConnon and McMahan voted No. All other Directors voted in favor. Motion Passed.**

Management was directed to send a letter to last year's violator.

Barbie – Discusses a boat safety event in conjunction with lake management. Do we want to use private owner boats, for a BLCA event? What is the liability and exposure for this type of event?

Ritson – a fleet of boats for people to use. Discussion of community boats.

**MISCELLANEOUS:**

Email Correspondence U024-97-13 – Board received letter from owner requesting a waiver of a covenant that prohibits signs, as they are selling it. Some question as to the location of the actual sign if on BLCA lot or Penn Dot's right of way.

Management to draft a letter for Board review, include any permits or permissions from Penn Dot and that the Association cannot waive a covenant.

Correspondence from I019-08-02 five letters received. Letter from Board has been sent in accordance with previous board direction.

Correspondence from I044-08-03. Owner requesting that BLCA allow him to park on a BLCA lot and to access same lot to get to the area behind his home to clear out downed trees, old tires and junk. Board cannot allow the parking on the BLCA lot, but agreed to allow him to access the lot to clear junk below. Board recommends he get a survey. Permission will be granted until September 30<sup>th</sup>.

Email Correspondence I004-53-07 requesting a speed bump on Aspen Road between Gumtree and Sycamore. Board discusses temporary speed bump or permanent speed bump.

**Motion to place a temporary speed bump on Aspen Road between Gumtree and Sycamore, made by V. President McMahan, seconded by Secretary Crawley. All voted in favor. Motion Passed.**

**Motion to adjourn the Regular Board at 9:59pm and go into Executive Session made by Director Wittrien seconded by V. President McMahan. All voted in favor. Motion passed.**

Respectfully submitted,

Kevin Crawley  
Secretary