

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

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

- June 12, 2018 Board Meeting Minutes

Motion to approve the June 12, 2018 Board Meeting Minutes, 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 2, Block 101, Section 14 – Court Settlement	\$8,821.69
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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.

Director Storms asked about the locations of the cabanas, and why there were no bathrooms at Beach 3. She asked about the feasibility of a port-a-john at that location. CM Ridner was asked to have prices for the August Board Meeting.

Vice President McMahon suggested the purchase of an AED. President Bennett requested CM Ridner to have prices for the August Board Meeting.

Director McConnon commented that there is very little shade at Beach 3 can a committee look into trees. President Bennett suggested the Beautification Committee look into that.

COMMITTEE REPORTS:

Lake Management – Secretary Crawley commented that the recent lake treatments and their effectiveness could be seen within three days. CM Ridner reports the Lake Management Committee members measured the muck in the Upper Lake cove. They also applied muck pellets that are biologicals designed to remove the muck. The committee will update as to how well they worked. V. President McMahon reported that the Committees table at the BBQ had great participation with lots of people stopping by to learn about the lakes.

Community Safety – Secretary Crawley reported the committee had a table at the BBQ which was well received. Lots of materials from local agencies to help out our residents. Barbie hosted kayak safety on the lake, which was a big draw. A committee meeting will be held shortly.

Recreation – Director Storms reported on the recent events which have all been well attended: Flag Day Senior and Veteran lunch, Wine and Cheese/New Owner Mingle. July BBQ was well attended and lots of participation. President Bennett outlined upcoming events including, Community Fun Night, Movie Night, Senior Potluck and another Wine and Cheese.

PAYMENT OF BILLS:

OTHER UNFINISHED BUSINESS:

Shared Well – Kocher Well and B. Oram have been working on a resolution to the well that will meet DEP Standards. We have made it clear that B. Oram must be present during the time of the repair. A date for the repair will be provided shortly.

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

Maintenance Facility - A meeting was held with Sequoia Trees, our Engineer and BLCA reps. Work is estimated to take 2 to 3 days and everyone present was satisfied with the scope of work and was understood by all. During the meeting it was suggested that 2 20 X 12 culverts be installed when the driveways are made. Additional cost is \$1,500.

Motion to approve and additional \$1,500 for Sequoia to install 2 culverts, made by Director Storms, seconded by Director Wittrien. All voted in favor. Motion Passed.

Board discussed single contractors or one general contractor for the entire project.

Motion to approve moving forward with individual contractors for the maintenance facility for the following areas: well, septic, site work, paving and fencing. The Ad Hoc Maintenance Committee (those available), Community Manager and Cornerstone Engineering will meet before the August Board Meeting, with selected contractors prior to final Board approval, made by Director Diaz, seconded by Director Wittrien. Directors Crawley, McConnon and McMahon voted No. All other Directors voted in favor. Motion Passed.

Motion to approve bid deadline for the General Contractor for the Maintenance Facility including concrete, plumbing, electric and building erection, with a mandatory pre bid meeting of July 25th, and seconded by Director Wittien. All voted in favor. Motion Passed

Motion to approve a Special Board meeting for the purpose of opening the Maintenance Facility Bids on August 17th at 6pm, made by Director McConnon, seconded by Secretary Crawley. All voted in favor. Motion Passed.

V. President McMahon withdraws from the Ad Hoc Maintenance Facility Committee.

Highway Occupancy Permits – President Bennett and CM Ridner met with McGoey, Hauser to set a timeline for action items to be completed. July 9th traffic counters will be place for one week. Further, vehicle entry and exit data needs to be complied for two 13 hour days, we plan to utilize the cameras to gather the information. McGoey expects to complete the traffic assessment within 30 days and get applications into Penn Dot by August 10th.

BLCA Common Property Tree Removal Policy

Motion to approve the draft dated 8/1/17 as the final policy for tree removal on Common Area, made by Director McConnon, seconded by V. President McMahon. All voted in favor. Motion Passed.

CM Ridner reintroduces the two requests from homeowners to have trees removed at BLCA's cost. Secretary Crawley discussed the two trees in question. The first tree is located on the corner of E. Maheli and Barberry (176 E. Maheli); and it was suggested that this Tree be added to a list of trees to be removed when funding permits. This is not a tree that can be handled internally. Second Tree is located on a BLCA lot adjacent to 117 Permissions and the owner is concerned it is lodged on another tree that may fall on the home. Secretary Crawley and Director Wittrien agreed to go and have another look at the location and potential of the tree falling.

The owners at 154 and 164 E. Shore have offered to split the cost of removing two trees that have fallen into Middle Lake that are from BLCA property.

Motion to approve the removal of the two trees located on a BLCA lot between 154 and 164 E. Shore. The cost of the tree removal will be split 50% from BLCA and 25% from each owner, made by Director McConnon, seconded by Secretary Crawley. All voted in favor. Motion Passed.

The Board discusses the feasibility of a six month moratorium on cutting trees. At this time, the Board feels the current tree policy is adequate. Leave the policy as it is.

NEW BUSINESS:

Tree Removal Request

Tree requests as follows: **Motion to approve the tree requests, 113 Butternut St – 10 trees; 144 E. Shore Dr – 9 trees; 100 Fern Rd – 3 trees; made by Director Storms, 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

MISCELLANEOUS:

The Board addresses questions from the audience, clarifying the Fireworks Rule and Maintenance Facility.

Board refers to the Governing Document Committee to review the Fireworks Rule.

Director McConnon requested the Crossing Dam walkway be reevaluated and opened to pedestrian, if the Board could consider moving the public comment portion of the meeting to earlier in the meeting, and if the old TV's can be disposed of.

Motion to adjourn the Regular Board Meeting at 9:19pm and go into Executive Session made by Director Wittrien seconded by V. President McMahon. All voted in favor. Motion Passed.

Respectfully submitted,

Kevin Crawley
Secretary