

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
August 10, 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:

- July 10, 2018 Board Meeting Minutes

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

TREASURER'S REPORT:

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

Write-Offs:

Lot 7, Block 34, Section 5 – Deedback	\$1,095.17
Lot 13, Block 17, Section 3 – Foreclosure	\$2,546.43
Lot 6, Block, 79, Section 10 – Foreclosure	\$4,677.56

Motion to approve the above Write Offs made by Treasurer Livingston, seconded by Director Crawley. All voted in favor. Motion Passed.

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

Budget Transfer – none

MANAGER'S REPORT:

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

Board has agreed to include in the 2019/2020 budget funding for Porta-a-Pottys at Beach 3.

Board discussed purchasing an AED (Automated External Defibrillator).

Motion to approve the purchase of an AED at the cost of \$1,275 plus tax to be taken from Contingency line item made by V. President McMahon, seconded by Director Diaz. Treasurer Livingston voted No. Director McConnon abstained as he didn't have enough information. All other Directors voted Yes. Motion Passed.

COMMITTEE REPORTS:

Recreation Committee – Director Storms reported that the Afternoon Social had a small attendance, but everyone enjoyed themselves. The Movie Night was well attended and the Wine and Cheese is being rescheduled until September; Fiesta Fun Night will be held in the Clubhouse tomorrow night. Eileen Naturale commented that Bingo was going very well.

Governing Documents – Secretary Crawley reported that the committee met last week and is getting back to the Bylaws review; meeting will continue every couple of weeks and our next meeting will be on Rules and Regulations.

Lake Management – Chairman Chas Ritson reported that a meeting was held with Ecological Solutions to finalize discussions on the peat bog project. It is expected that the work will be completed by the end of September.

Communication - President Bennett discussed the Spirit Wear and the excess funds being used for a scholarship for a graduating senior. After much discussion it was decided that we would just start off selling shirts and no scholarship funding at this time.

Beautification – Director McConnon discussed some issues, such as the old swan house, the tennis court fencing and a barricade at 739. Further discussion centered around a mural being painted on the Clubhouse.

PAYMENT OF BILLS: none

OTHER UNFINISHED BUSINESS:

Shared Well – Kocher came and grouted around the well casing under Brian Orams supervision. The packer system will be installed very shortly.

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

Maintenance Facility – Sequoia Tree will begin clearing starting the 14th. The Ad Hoc Committee has met with the proposed well driller and septic installer.

Motion to approve Moyer Well Drilling to drill the Maintenance Facility well, provide and install the well pump at an estimated cost of \$13,090, made by Director Wittrien, seconded by Secretary Crawley. All voted in favor. Motion Passed.

It is noted that the estimated cost is based on a 400' drilled well. This cost could be more or less based on the actual drilled well footage.

Motion to approve Sequoia Services to install septic at a cost not to exceed \$21,830 made by Director McConnon, seconded by Director Wittrien. Treasurer Livingston voted No. All other Directors voted in favor. Motion Passed.

Highway Occupancy Permits – Electronic and manual counts were done and McGoey has collected the data. It is expected that the data will be analyzed for inclusion in the Traffic Assessment and the permits are expected to be filed within the next week.

NEW BUSINESS:

Tree Removal Request -

Tree requests as follows:

Motion to approve the tree requests, 106 Delta Dr– 3 Trees; 111 Bitterfern Ln – 8 Trees; 110 Fern Rd – 15 Trees; 166 Lancet Cir – 3 Trees; 107 Kitty Harker Rd – 5 Trees; 132 Persimmons – 6 Trees; and 115 Lancet – 5 Trees made by Director Storms, seconded by Director Wittrien. All voted in favor. Motion Passed.

Judges of Election:

Motion to approve Pat Collins, Kathy Crawley, Nancy Halliday, Denis Murphy and Carolyn Todino as the Judges of Election made by Treasurer Livingston, seconded by Director Storms. All voted in favor. Motion Passed.

Lot Purchase – Secretary Crawley requested we discuss this in Executive Session.

Dues Raffle Proposal – President Bennett presented memo on a Dues Raffle for community members.

Motion to approve a one-time dues raffle; raffle tickets will be \$10 each; 100 tickets will be sold; property owners may purchase up to 5 tickets; winnings will only be applied to base dues; NO cash payments will be made; raffle will continue until enough tickets are purchased to cover prize; Board Members and resident employee owners are eligible to participate, made by Director Diaz, seconded by Director LaRusso. Director McConnon abstained as he does not believe we would be holding raffles. All other Directors voted in favor. Motion Passed.

Year End April 30, 2018 Audit – A draft of the annual year-end audit prepared by William E. Owens & Company, CPA’s has been distributed to the Board, along with the Management Representation Letter.

Motion to approve the April 30, 2018 year-end audit, made by Treasurer Livingston, seconded by Director McConnon. 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:

Email Correspondence I001-57-08

Letter from homeowner near the Tamarack Maintenance Facility, was not given enough notification and is unhappy with the location of the project. Board directed CM Ridner to draft a response letter for their review.

Discussion of the history and legal advice given to the Community when they closed the Crossing Road Dam to pedestrian foot traffic. Discussion ensued whether it should be reopened or remain closed until the new dam is constructed. Kevin, Robert and Tom will go and investigate the dam and see if it is suitable for foot traffic. CM Ridner will reach out to Dam Safety to see status of our permit application next week.

Motion to adjourn the Regular Board at 9:33pm and go into Executive Session made by Director Wittrien, seconded by Treasurer Livingston. All voted in favor. Motion Passed.

Respectfully submitted,

Kevin Crawley
Secretary