

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
September 11, 2018

Present: Clare Bennett, President; Bob Wittrien, V. President; Kevin Crawley, Secretary; Marcella Livingston, Treasurer and Directors, Chris Diaz, Nick LaRusso, Dennis McMahon (via conference phone), and Lorraine Storms.

Also Present: Carrie Ridner, Community Manager.

Absent: Tom McConnon

President Bennett opened the meeting at 7pm with the Pledge of Allegiance and recognized a moment of silence for 9/11.

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- August 10, 2018 Board Meeting Minutes

Motion to approve the August 10, 2018 Board Meeting Minutes, made by Director Storms, seconded by V. President Wittrien. All voted in favor. Motion Passed.

- August 17, 2018 Special Meeting Minutes

Motion to approve the August 17, 2018 Special Meeting Minutes, made by Treasurer Livingston, seconded by Director McMahon. All voted in favor. Motion Passed.

- August 25, 2018 Annual Meeting Minutes

Motion to approve the August 25, 2018 Annual Meeting Minutes, made by Secretary Crawley, seconded by Director Storms. All voted in favor. Motion Passed.

- August 25, 2018 Organizational Meeting Minutes

Motion to approve the August 25, 2018 Organizational Meeting Minutes, made by V. President Wittrien, seconded by Director LaRusso. All voted in favor. Motion Passed.

TREASURER'S REPORT:

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

Write-Offs -

Lot 9, Block 87, Section 11 – Foreclosure	\$1,370.80
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Motion to approve the above Write Offs made by Treasurer Livingston, seconded by V. President Wittrien. 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.

COMMITTEE REPORTS:

Recreation Committee – Director Diaz reported he is working to have a committee meeting shortly to discuss the plans for Halloween and other Holiday events.

Governing Documents – Secretary Crawley reported the committee met and were reviewing a series of rules and regulations.

Motion to add “motor vehicles” to 98-50-12- Untidy/Unightly Properties made by Secretary Crawley, seconded by Director LaRusso. All voted in favor. Motion Passed.

Lake Management – Chairman Ritson report the committee was working on recommendations for the Budget Committee; i.e. multi-year agreement with Aqua Link, meet with the USDA regarding a goose management program.

Budget Committee – Treasurer Livingston reported the committee will be starting to work on the budget. Any committee that has input to the budget should get it in by October 5th.

PAYMENT OF BILLS:

OTHER UNFINISHED BUSINESS:

Shared Well – CM Ridner reported that the packer has been installed by Kocher and Brian Oram has recommended a final camera study at an estimated cost of \$3,300. Also, a reimbursement request has been received from BL 12.

Motion to approve an amount up to \$3,630 for a camera survey for the production well, made by Secretary Crawley, seconded by Treasurer Livingston. All voted in favor. Motion Passed.

Upper Birchwood Lake Dam –CM Ridner contacted Dam Safety and was advised by Curtis Brown that he was in still in the review phase and we could expect a response by the end of September.

Maintenance Facility – The Board opened bids on August 17th from two bidders. The Ad Hoc Maintenance Committee met with Pioneer Buildings as theirs was the only turnkey proposal. Secretary Crawley explained the process in which the committee has operated with our engineer Kevin Fruck, Cornerstone to vet these vendors.

Motion to approve Pioneer Buildings for \$184,880 for the Maintenance Facility made by Secretary Crawley, seconded by V. President Wittrien. All voted in favor. Motion Passed.

Highway Occupancy Permits - CM Ridner distributed copies of the data for the Traffic Impact Assessment. They are still working on completing the report to send with the permit applications. McGoeys has indicated that based on these counts a left turn warrant has not been met.

NEW BUSINESS:

Tree Removal Request -

Tree requests as follows:

Motion to approve the tree requests, 148 Tulip– 5 trees; 115 Tallwood – 4 Trees; 107 Plantree– 5 Trees; 126 Aspen – 2 Trees; made by Secretary Crawley, seconded by Director Storms. All voted in favor. Motion Passed.

Chairperson for the Resolution Committee -

Motion to approve extending Nancy Halliday as Chairperson of the Resolution Committee for two years made by Treasurer Livingston, seconded by Director McMahon. All voted in favor. Motion Passed.

West Shore Tree Reimbursement – Property owner on West Shore submitted a reimbursement request for a tree from BLCA property onto his gutters.

Motion to authorize a payment of \$375 in full satisfaction of tree damage at 158 West Shore Drive, made by V. President Wittrien, seconded by Director Storms. Treasurer Livingston voted No. All other Directors voted in favor. Motion Passed.

Lot Purchase -

Motion to approve the purchase of Lots 6 and 7, Block 88, Section 12 by Inamere Homes LLC under the Lot Improvement Program made by Director McMahon, seconded by Secretary Crawley. All voted in favor. Motion Passed.

COMMUNICATIONS, WRITTEN & ORAL:

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

MISCELLANEOUS:

Email Correspondence I001-57-08 - Board has suggested meeting with the owner who has concerns about the Maintenance Facility.

Email Correspondence I003-22-04 – C. Ritson wrote a letter to the Board regarding the Organizational Meeting and the process in the Bylaws. Board has informed Ritson that the issues he had concerns about to our legal counsel for his opinion. That will be shared with Ritson upon receipt.

Letter Correspondence I014-12-02 – Letter from owner requesting proration of the tenant surcharge as they are no longer renting their home.

Motion to prorate for 8 months, the tenant surcharge for I014-12-02 made by Secretary Crawley, seconded by Director LaRusso. Directors Livingston, McMahon and Bennett voted No. All other Directors voted Yes. Motion Passed.

Motion to adjourn the Regular Board Meeting at 8:50pm and go into Executive Session made by V. President Wittrien, seconded by Treasurer Livingston. All voted in favor. Motion passed.

Respectfully submitted,

Kevin Crawley
Secretary