

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

Present: Bob Wittrien, V. President; Kevin Crawley, Secretary; Marcella Livingston, Treasurer and Directors, Nick LaRusso, Dennis McMahon, and Lorraine Storms

Also Present: Carrie Ridner, Community Manager.

Absent: Clare Bennett, President; Chris Diaz

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- September 11, 2018 Board Meeting Minutes

**Motion to approve the September 11, 2018 Board Meeting Minutes, made by Director McMahon, seconded by Director LaRusso. All voted in favor. Motion Passed.**

- **AWAM – September 28, 2018 – Sitework**

This Action Without A Meeting is to approve Sequoia Services as the contractor to perform the site work for the Tamarack Maintenance Facility. Proposal and scope of work is attached.

|                     |   |                              |
|---------------------|---|------------------------------|
| Clare Bennett       | - | Yes                          |
| Kevin Crawley       | - | Yes                          |
| Christopher Diaz    | - | Yes                          |
| Nick LaRusso        | - | Yes                          |
| Marcella Livingston | - | No (until approval of funds) |
| Dennis McMahon      | - | Yes                          |
| Tom McConnon        | - | Yes                          |
| Lorraine Storms     | - | Yes                          |
| Bob Wittrien        | - | Yes                          |

**Motion to approve the September 28, 2018 Action Without A Meeting, made by Secretary Crawley, seconded by Director McConnon. All voted in favor. Motion Passed.**

- **AWAM – September 28, 2018 Notice of Modification**

This Action Without A Meeting is to approve sending out a Notice of Proposed Modification relating to the redistribution of funding within the Special Assessment projects. A redistribution of \$200,000 to be made from the Shared Well funding to the Maintenance Facility funding. This process will be done in accordance with Article IX – Financial Management, Section E (i-v). Bylaw section is attached.

|                  |   |     |
|------------------|---|-----|
| Clare Bennett    | - | Yes |
| Kevin Crawley    | - | Yes |
| Christopher Diaz | - | Yes |
| Nick LaRusso     | - | Yes |

Marcella Livingston - Yes (Reluctantly)  
Dennis McMahon - Yes  
Tom McConnon - Yes  
Lorraine Storms - Yes (via phone)  
Bob Wittrien - Yes

**Motion to approve the September 28, 2018 Action Without A Meeting, made by Director Storms, seconded by Secretary Crawley. All voted in favor. Motion Passed.**

**Motion to move the Treasurer's Report until Treasurer Livingston arrives made by Director McConnon, seconded by Secretary Crawley. All voted in favor. Motion Passed.**

MANAGER'S REPORT:

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

Treasurer Livingston arrives at 7:08pm.

TREASURER'S REPORT:

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

Write-Offs:

Lot 3, Block 42, Section 6 – Foreclosure \$8,813.19

**Motion to approve the above Write Off made by Treasurer Livingston, seconded by Director Storms. All voted in favor. Motion passed.**

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

Budget Transfer -

**Motion to approve the transfer of \$2,400 from GL# 61100-003 Recreation Salaries to GL# 6130-003 Badge Checker made by Treasurer Livingston, seconded by Director Storms. All voted in favor. Motion Passed.**

COMMITTEE REPORTS:

Budget Committee – Treasurer Livingston reported the committee has been working on the budget for next year. It is anticipated to have it to the Board for the November Board Meeting.

Governing Documents – Secretary Crawley reported the committee has been meeting and have two recommended changes to the Rules and Regulations.

A. Amendment to the Introduction to the Rules and Regulations.

1. The Board of Directors will review recommendations from the ~~Rules and Regulations Committee~~ **Governing Documents Committee to adopt a new rule or specific change rule.**

2. If in agreement with the recommendation, the Board by a majority vote of those Directors present will send the proposed rule (new or revised) to the membership for their information and comment. If not in agreement, the document will be returned to the committee for further discussion. ~~All proposed rules shall be mailed out on a twice a year/bi-annual basis, either with the ballot to select new Directors to the Board in July or with Budget voting packet in December. The deadline for member feedback will be the same date as the voting material in the packet.~~ **Members shall be notified of any proposed rule changes, notification method choosing one or more of the following communication methods; letter, electronic, newsletter posting, as deemed appropriate by the Board. Member comment period shall be 20 days for review.**

3. The committee agreed to leave as is.

4. The committee agreed it should read – All new or revised rules will be effective ~~60 days~~ **immediately** after final approval by the Board.

5. The committee agreed to leave as is.

Further the committee is recommending a change to Rule 98-50-14.

Raking, blowing or otherwise depositing leaves in the **lakes**, roadway, culvert or ditch areas is strictly prohibited.

**Motion to approve the two changes to the Rules and Regulations (Introduction and Rule 98-50-14), they will go out to the membership in the December mailing, made by Treasurer Livingston, seconded by Director Storms. All voted in favor. Motion Passed**

PAYMENT OF BILLS:

OTHER UNFINISHED BUSINESS:

Shared Well – Moyer Well Drilling has been notified that the camera survey was approved. They will coordinate a date with Brian Oram. This survey will ensure the packer is working properly

Upper Birchwood Lake Dam – An email was sent to Chuck Givler on 9/13 regarding the stability calculations, soil load under the spillway and horizontal water load including the cut off wall. Rep. Rosemary Brown was also in contact with Dam Safety as she promised at the Annual Meeting. I have also followed up with Chuck Givler as to his progress with responding to what Dam Safety is looking for and he has been working on the items above anticipating completion and submittal back to Dam Safety by the end of next week.

Maintenance Facility - Sequoia anticipates a Nov 1 start date; I have communicated with Moyer Well Drilling to schedule the well installation; Pioneer Buildings is wrapping up the plans and once those are in hand we can apply for a building permit. By next Board meeting we should be well underway.

The Board also discussed the Notice of Modification letter.

**Motion to approve the amended and attorney reviewed Notice of Modification letter and mail it out to the membership made by Director McMahon, seconded by Director McConnon. All voted in favor. Motion Passed.**

Highway Occupancy Permits - Under separate cover you have received the Transportation Impact Assessment. McGoey is now working on the four permit application submissions. They will advise next week what permit fees are needed.

NEW BUSINESS:

Tree Removal Request -

Tree requests as follows:

**Motion to approve the tree requests, 140 Persimmon Dr – 6 Trees; 104 Palm Dr – 3 Trees; 169 East Shore Dr. - 5 Trees; 151 Persimmon Dr – 2 Trees; made by Secretary Crawley, seconded by Director McConnon. All voted in favor. Motion Passed.**

Pocono Spray Patching -

CM Ridner discussed proposal for crack sealing from Pocono Spray Patching. Roads to be done, Aspen, Lancet, E. Maheli and Church for \$3,939.

**Motion to approve Pocono Spray Patching in the amount of \$3,939 from the Road Reserves made by Director McConnon, seconded by Secretary Crawley. All voted in favor. Motion Passed.**

Truck Bids -

CM Ridner presented the Board with a spreadsheet of the bid details for replacement F450. A build for a new truck could take up to 24 – 36 weeks. The Board discussed each bid. The recommendation from management was the truck from Apple Ford in Maryland, with an estimated price of \$65,891.

**Motion to approve the 2018 F450 truck with plow and electric spreader from Apple Ford with an estimated total cost of \$65,891, made by Secretary Crawley, seconded by Director LaRusso. All voted in favor. Motion Passed.**

Out of State Collection Attorney -

CM presented proposal from Norris & McLaughlin to proceed with domesticating our Pennsylvania judgments in New York and New Jersey. Management is recommending the Board approve this proposal moving forward with one New Jersey case and one New York case. Director LaRusso offered to assist in.

**Motion to approve Norris & McLaughlin to proceed with collection work in New York and New Jersey made by Treasurer Livingston, seconded by Director Storms. All voted in favor. Motion Passed.**

Lot Improvement Request -

Application from property owner wishing to purchase Lots 3 and 4, Block 46, Section 6 under the BLCA Lot Improvement Program. Mapping was provided.

**Motion to approve the request from I001-46-6 to purchase U003-46-6 and U004-46-6 under the BLCA Lot Improvement Program, made by Treasurer Livingston, seconded by Director 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 Resolutions

MISCELLANEOUS:

Email Correspondence -

**Motion to adjourn the Regular Board Meeting at 8:36pm and go into Executive Session made by Treasurer Livingston, seconded by Director Storms. All voted in favor. Motion passed.**

Respectfully submitted,

Kevin Crawley  
Secretary