

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
November 9, 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 call), and Lorraine Storms.

Also Present: Carrie Ridner, Community Manager.

Absent: Tom McConnon

A Moment of Silence was held in observance of the shooting in California.

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- October 12, 2018 Board Meeting Minutes

Motion to approve the October 12, 2018 Board Meeting Minutes, made by V. President Wittiren, seconded by Director LaRusso. All voted in Favor. Motion Passed.

- AWAM – October 24, 2018 – Waiver

This Action Without A Meeting is to approve a temporary waiver of the Member in Good Standing requirement of the Swim Team so they may sell concessions at the Recreation Committee’s Halloween event on October 27th. This issue will be placed on the November 9th Board Meeting Agenda.

Discussion: Several adult members (organizers) of the Swim Team that are scheduled to sell concessions at the Halloween event are behind in their dues/assessments. It has been the Boards policy that the Swim team participants and coaches be members in good standing to utilize the Association facilities.

Clare Bennett	-	Yes
Kevin Crawley	-	Yes
Christopher Diaz	-	Yes
Nick LaRusso	-	No
Marcella Livingston	-	No
Dennis McMahon	-	No
Tom McConnon	-	Yes
Lorraine Storms	-	Yes
Bob Wittrien	-	No

Motion to approve the October 24, 2018 AWAM - Waiver made by Director Diaz, seconded by Director Storms. All voted in Favor. Motion Passed.

TREASURER’S REPORT:

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

Write-Offs: Write Offs are due to Pike County Repository – tax sale.

L-B-S	
3-102-14	\$ 11,574.68
9-10-3	\$ 1,288.00
23-13-3	\$ 7,858.84
11-101-14	\$ 18,511.70
9-101-14	\$ 12,966.89
10-101-14	\$ 18,707.89
17-81-11	\$ 8,599.11
25-105-15	\$ 8,599.11
69-97-13	\$ 5,827.26
21-70-10	\$ 13,924.39
1-63-8	\$ 16,658.74
11-4-1-	\$ 1,837.12
8-104-15	\$ 8,599.11
18-18-3	\$ 5,827.26
19-14-3	\$ 7,201.59
6-78-10	\$ 15,297.94
21-64-8	\$ 8,622.37

Motion to approve the above Write Offs totaling \$171,902.00 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 the Halloween Movie Night and Scavenger Hunt was attending by 15 – 25 children along with their parents. A great time was had by all. The committee will be meeting this weekend to plan for Christmas.

Community Safety – Secretary Crawley reported the committee has met to discuss and prepare requests for the upcoming budget.

Lake Management – Director McMahon reported the committee has been meeting with vendors and seeing demonstrations of a hydrolake for peat bog removal. The Board discussed the situation with Ecological Solutions and their failure to adhere to the agreement.

Motion to have legal counsel send Ecological Solutions requesting the return of 50% of the monies paid for the uncompleted work; no further work can be done, made by Secretary Crawley, seconded by V. President Wittrien. All voted in Favor. Motion Passed.

Budget Committee – Treasurer Livingston presented the 2019 – 2020 committee budget recommendation. Board discussed at length the proposed increase of \$45 and the proposed reserve withdrawal requests.

Motion to appropriate \$10,000 from the Reserves to use Hydroraking for removal of three (3) floating bogs in Middle Lake, made by Director McMahon, seconded by V. President Wittrien. All voted in Favor. Motion Passed.

Motion to approve the 2019 – 2020 Budget as presented by the Budget Committee with a \$45 dues increase and a proposed Reserve Fund withdrawal request in the amount of \$309,600, made by Secretary Crawley, seconded by Director McMahon. Directors Livingston and Storms voted No. All other Directors voted Yes. Motion Passed.

PAYMENT OF BILLS:

OTHER UNFINISHED BUSINESS:

Shared Well – Camera Survey with Moyer and Brian Oram is scheduled for November 26th, time to be determined. Reimbursement Requests from BL 12 and BL 15 has been reviewed by Brian Oram and Brian’s findings are that the damages are consistent with the water conditions they are experiencing.

Upper Birchwood Lake Dam – During October I forwarded the transmittal and report that Chuck Givler has provided to Dam Safety in response to Curtis Brown’s September 13th request. I received notification from Brown that he was in receipt of the response and will continue is review. I also had the opportunity to update Representative Brown regarding the status of the project and we will maintain close contact regarding this permit process. We will follow-up with Curtis Brown next week.

Maintenance Facility – The Township Zoning permit has been secured, along with well and septic permits. Building permit is being finalized and processes. Sequoia is expected to start work this week. We are working closely with Moyer to get a date for the well drilling. The constant rainfall has impacted his schedule. He is getting everything set with PA One Call so he can be onsite first day he can get here.

The Notice of Modification was sent out to the Membership in accordance with the Bylaws. We have not received any written objections to the modification as outlined in the Bylaws.

Highway Occupancy Permits - We needed to secure a new signature on the Authorization for the HOP permits from the owner near Church Road. They were great, immediately resigned the authorized and returned it to us promptly. This along with the permit fees were forwarded to McGoey for final processing of the permit application.

NEW BUSINESS:

Tree Removal Request

Motion to approve the tree requests, 203 Aspen– 4 trees; 120 Outer – 5 trees; made by Secretary Crawley, seconded by Director Diaz. All voted in Favor. Motion Passed.

Secretary Crawley noted he needs to speak with owner of 181 Doolan regarding their tree request before he can sign off. Once that is completed we will proceed with an AWAM.

Lake Treatment Services 2019

CM Ridner presented the Lake Treatment Proposal for 2019 from Aqua Link. The LMC has been very satisfied with their services and recommend continue using their services.

Motion to approve the Lake Treatment Proposal for 2019 from Aqua Link in the amount of \$17,435, made by Treasurer Livingston, seconded by Secretary Crawley. All voted in Favor. Motion Passed.

Lot Improvement Request

Applications from several property owners wishing to purchase lots under the BLCA Lot improvement program. Mapping was provided.

Motion to approve the request from I004-32-5 to purchase U019- 32 – 5 under the BLCA Lot Improvement Program, made by Treasurer Livingston, seconded by Director McMahon. All voted in Favor. Motion Passed.

Motion to approve the request from I002-73-9 to purchase U001- 73 – 9 under the BLCA Lot Improvement Program, made by Treasurer Livingston, seconded by Director Storms. All voted in Favor. Motion Passed.

Motion to approve the request from I010-74-9 to purchase U011- 74 – 9 under the BLCA Lot Improvement Program, made by Treasurer Livingston, seconded by V. President Wittrien. All voted in Favor. Motion Passed.

Reimbursement Requests

The Board was provided a copy of the reimbursement requests from BL 12 and BL 15.

Motion to approve reimbursement request from BL15 in the amount of \$375, made by Treasurer Livingston, seconded by Director Diaz. Secretary Crawley voted No. All other Directors voted Yes. Motion Passed.

Secretary Crawley requested to discuss the reimbursement request from BL 12 in Executive Session.

Member in Good Standing Requirement

President Bennett read out the attorney's opinion and comments regarding what exactly the Bylaws state regarding members in good standing. The Board has no authority under the Bylaws to allow members not in good standing to utilize facilities or amenities.

Staff Holiday Party

CM Ridner requested to hold the Staff Holiday Luncheon on Thursday, December 6th.

Motion to approve the Staff Holiday Luncheon for Thursday, December 6th with a cost not to exceed \$225, made by V. President Wittrien, 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

Suggestion from I011-90-12 regarding items the Board may want to consider to enhance the Community Website. Board has forwarded to the Communications Committee.

Email request from I030-80-10 regarding a resale certificate fee waiver. Owner received and paid for one resale request and the sale fell through. Requesting waiver for future resale when a new buyer is secured. CM Ridner reported a new buyer has been secured and a replacement resale certificate has been provided to the owner at no additional cost.

Motion to adjourn the Regular Board at 9:30pm and go into Executive Session made by Treasurer Livingston, seconded by V. President Wittrien. All voted in favor. Motion passed.

Respectfully submitted,

Kevin Crawley
Secretary