

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
December 14, 2018

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

Also Present: Carrie Ridner, Community Manager.

Absent: None

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- November 9, 2018 Board Meeting Minutes

Director McMahon had a correction to the motion regarding Hydroraking.

Motion to approve the November 9, 2018 Board Meeting Minutes, as amended, made by V. President Wittrien, seconded by Director LaRusso. Director McConnon abstained since he was not present at the meeting. All voted in Favor. Motion Passed.

- AWAM – November 13, 2018 – Budget Transfer

This Action Without A Meeting is to approve budget transfer for the following:

From Account # 62100-003 Rec – Employer Payroll Taxes \$1,000 and Acct # 61100-003 Rec – Salaries & Wages \$100 = Total \$1,100

to Acct # 76700-003 Rec – Special Functions \$500

to Acct # 78500-003 Rec – Tool/Equipment \$600

The Recreation Committee has requested these transfers for the following: Currently, there is approximately \$300 in the Special Functions line item, which is allocated to be used for the Christmas Holiday Breakfast. The committee is planning a New Year's Eve Party, and with the cost of a DJ they will need approximately \$500 for the event. The Committee would also like to purchase a Speaker/Pa System/Karaoke Machine estimated at \$200.

Also, we have the opportunity to purchase two 5 person pedal boats for \$200 each for a total of \$400. See photos attached.

From Account # 73300-001 Legal to Account # 73400-001 \$2,500

Continued heavy collection efforts, we have exhausted the Collection Expense line item.

From Account # 79800-001 Contingency to Account # 73800-003 Rec. Outside Services \$825

Due to the heavy and continued rainfall this season, we required an additional mowing from Wayne's Lawn Service.

Clare Bennett - Yes

Kevin Crawley	-	Yes
Christopher Diaz	-	Yes
Nick LaRusso	-	Yes
Marcella Livingston	-	Yes
Dennis McMahan	-	Yes
Tom McConnon	-	Yes
Lorraine Storms	-	Yes
Bob Wittrien	-	Yes

Motion to approve the November 13, 2018 AWAM – Budget Request made by Treasurer Livingston, seconded by Director Storms. All voted in Favor. Motion Passed.

- AWAM – November 13, 2018 – Reimbursement Request

This Action Without A Meeting is to approve a reimbursement request to BL 12 as presented to the Board at the November 9th Board Meeting in the amount of \$2,148.67 from the Salt Remediation budget line item.

Discussion: BL 12 filed a request for reimbursement for damage to parts/equipment due to elevated levels of chloride and/or total dissolved solids in well water. The requests were:

1/1/2012	Water Heater	\$ 348.74
6/15/2016	Well Pump	\$ 359.34
8/17/2018	Water Heater/Well Pump/Well wiring	\$1,440.59

This request was sent to Brian Oram, Hydrogeologist who confirmed this is consistent with damage caused by elevated chloride and/or high levels of TDS. There was concern at the Board Meeting that one of these requests was from six years ago. The correspondence sent to the owners regarding reimbursements indicated that reimbursements would be considered from June 2011 forward. (See attached letter). The home is in the highly impacted area and it's the first request for reimbursement we have received.

Clare Bennett	-	Yes
Kevin Crawley	-	Yes
Christopher Diaz	-	Yes
Nick LaRusso	-	Yes
Marcella Livingston	-	Yes
Dennis McMahan	-	Yes
Tom McConnon	-	Yes
Lorraine Storms	-	Yes
Bob Wittrien	-	Yes

Motion to approve the November 13, 2018 AWAM – Reimbursement Requests made by Treasurer Livingston, seconded by Director McMahan. Secretary Crawley voted No. All others voted in Favor. Motion Passed.

- AWAM – November 16, 2018 – Tree Request

This Action Without A Meeting is to approve tree requests from the following:

181 Doolan Road - 7 Trees

Discussion: This Tree Request was from the November 9th Board Meeting that was tabled. Secretary Crawley has completed his review and is recommending this tree request for approval.

Clare Bennett	-	Yes
Kevin Crawley	-	Yes
Christopher Diaz	-	Yes
Nick LaRusso	-	Yes
Marcella Livingston	-	Yes
Dennis McMahan	-	Yes
Tom McConnon	-	Yes
Lorraine Storms	-	Yes
Bob Wittrien	-	Yes

Motion to approve the November 16, 2018 AWAM – Tree Request made by V. President Wittiren, seconded by Director Diaz. All voted in Favor. Motion Passed.

TREASURER’S REPORT:

Treasurer Livingston presented the Bank Balances and the Income and Expenditure Reports.
Write-Offs:

Lot 19, Block 69, Section 9 due to foreclosure	\$3,679.22
Lot 23, Block 65, Section 8 due to foreclosure	\$2,426.69
Lot 16, Block 67, Section 9 due to deedback	\$ 475.50
Lot 10, Block 107, Section 15 due to Sev. Deliqu. Policy	\$ 586.93

Motion to approve the above Write Offs totaling \$7,168.34 made by Treasurer Livingston, seconded by Secretary 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.

Motion to approve the Severely Delinquent Policy until December 2019, and will be reviewed again at that time, made by V. President Wittrien, seconded by Director McConnon. All voted in Favor. Motion Passed.

Motion to approve the purchase of additional mailboxes for the Doolan entrance in the amount of \$1,600 plus tax to be paid from Contingency line item, made by Treasurer Livingston, seconded by Secretary Crawley. All voted in Favor. Motion Passed.

Director Diaz, Co-Chair of Capital Projects will be taking a look at the Red Pine and Doolan mailboxes that are in danger of falling over.

Motion to send Ecological Solutions to extend the peat bog removal deadline to August 31, 2019; bogs must be visible; and a confession of judgment that requires a payment back to BLCA of \$4,750 within 30 days should the work not be completed by August 31, 2019, no further extension will be given. Lake Management Committee will review letter prior to mailing, made by Director McConnon, seconded by Secretary Crawley. All voted in Favor. Motion Passed.

Motion to nominate Birchwood Lakes for CAI's Gold Star Community status at a cost of \$125 to be paid from Admin – Training line item, made by Secretary Crawley, seconded by Director Storms. All voted in Favor. Motion Passed.

COMMITTEE REPORTS:

Lake Management – Chairman Chas Ritson updated the Board on meeting with Aqua link and looking at the aerator in Upper Birchwood Lakes to see if they need upgraded and see Middle Birchwood Lake to provide a future estimate for new aerators. Also, the committee is working with Penn State Extension to host a well water and septic seminar on April 13, 2019.

Recreation Committee – Director Diaz reports on the upcoming Santa Breakfast and a discussion regarding a proposed New Year's Eve party.

Communications – President Bennett reported that our website administration has sold his home and we will need to get a replacement as soon as possible.

PAYMENT OF BILLS:

OTHER UNFINISHED BUSINESS:

Shared Well – Camera Survey with Moyer and Brian Oram was performed on November 28th. It was determined by Brian Oram that the repairs done by Kocher was successful and we can proceed. Earlier this week, Moyer and Oram set up and started the 8 hour pump test and completed the shock disinfection of the well. Next week starting Sunday the 24 hour step testing and private well monitor is scheduled. The final testing, 72 hour step test, will occur sometime after the New Year. McGoey, Houser has been updated to our progress and that we should be back to the planning phase during the first quarter of next year. Quarterly testing on all the BL's was done on December 10/11th by Brian Oram

Upper Birchwood Lake Dam – We have the No. 6 Technical review from Dam Safety on Dec. 11th. The review is attached. I spoke with Engineer Chuck Givler, he believes the best course of action is to meet with Dam Safety and review these technical issues. Dam Inspections have been completed and are included.

Maintenance Facility – Site work is nearing completion. The site is far wet than expected due to the well above average rainfall this year. Pioneer is still working with the township to secure the building permit. Cornerstone was here on November 29th to review where site contractor was at and we scheduled Gary Flood to mark out a benchmark and building locations. There are several grading questions the site contractor has and we are scheduling for Cornerstone to come out again next week. The debris and materials have been screened and removed. Delivery of the catch basins occurred on Monday.

Highway Occupancy Permits - Our permit applications for the four entrances were submitted and immediately returned by Penn Dot with a completely new request for a TIS scoping application. According to our engineers scoping application are typically done for brand new projects, so it is unclear why Penn Dot is requesting one now. The Engineers are contacting Penn Dot for more information.

NEW BUSINESS:

Tree Removal Request - none

Judges of Elections

Motion to approve Jeanne Collins, Kathy Crawley, Nancy Halliday, Denis Murphy and Carolyn Todino to serve as Judges of Election for the upcoming voting, made by Treasurer Livingston and seconded by Director Diaz. All voted in Favor. Motion Passed.

Lot Improvement Request

Applications from a 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.

COMMUNICATIONS, WRITTEN & ORAL:

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

MISCELLANEOUS:

Letter Correspondence – U024-97-13 - Board has received letter from property owner. The concerns outlined in letter are issued between neighbors.

Email Correspondence – I019-08-02 - Board has received the four emails from the property owner and the Board approved response has been sent.

Motion to adjourn the Regular Board at 8:53pm and go into Executive Session made by V. President Wittrien, seconded by Director Storms. All voted in favor. Motion passed.

Respectfully submitted,

Kevin Crawley
Secretary