

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
March 9, 2019

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

Also Present: Carrie Ridner, Community Manager.

Absent: None

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- February 9, 2019 Board Meeting Minutes

Motion to approve the February 9, 2019 Board Meeting Minutes, made by Director Storms, seconded by V. President Wittrien. All voted in Favor. Motion Passed.

- AWAM – February 11, 2019 – Budget Transfer

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

From Account #79800-001 Contingency to Account #72100-003 Heating Fuel \$1,500 to Cover Heating Fuel for the Clubhouse.

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 February 11, 2019 AWAM –Budget Transfer made by V. President Wittrien, seconded by Secretary Crawley. All voted in Favor. Motion Passed.

TREASURER’S REPORT:

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

Discussion about closing all bank accounts in Wells Fargo Bank.

Motion to close all accounts at Wells Fargo Bank, made by Treasurer Livingston, seconded by V. President Wittrien. All voted in Favor. Motion Passed.

Write-Offs: No write offs this month

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

Budget Transfer –

Motion to approve the transfer of \$3,165 from account #75000-001 Salt Remediation and \$3,165 from 78200-005 Winter Road Materials for a total of \$6,331 to account #

72200-002	Gasoline	\$1,000
72500-002	Refuse / Sanitation	\$ 775
76500-002	Uniforms	\$ 250
76200-007	Supplies	\$ 500
76300-007	Printing	\$ 336
62200-001	Health Bene/Admin	\$ 700
62200-002	Health Bene/Maint	\$2,000
62200-007	Health Bene/Office	\$ 770

Made by Treasurer Livingston, seconded by Secretary Crawley. All voted in Favor. Motion Passed.

MANAGER’S REPORT:

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

Motion to approve a budget transfer of \$4,000 from account #75000-001 Salt Remediation to account #73400-001 Collections for two sheriff sales, made by Treasurer Livingston, seconded by Director Storms. All voted in Favor. Motion Passed.

Motion to counteroffer to Ecological Solutions \$3,500 together will all costs of legal action, made by Director McMahan, seconded by Director Storms. Directors Crawley and Wittrien voted No. All other Directors voted in Favor. Motion Passed.

Discussed lot combination inquiry of U034-61-08, interested in purchasing Lots 19, 20 & 32. Board tabled this discussion until the Board Members could look at the parcels in question.

Discussion of lot combination inquiry of 178 Outer Drive, interested in Lots 10, 11 & 12.

Motion to approve the sale of Lots 10, 11, 12 - Block 67 - Section 8 to 178 Outer, pending county approvals, made by Director McConnon, seconded by V. President Wittrien. All voted in Favor. Motion Passed.

Discussed lot combination inquiry of 135 Tallwood, interested in Lots, 34, 35, 38 & 39. Lots are designated as Common Area.

Motion to deny the purchase of lots 34, 35, 38 & 39 by 135 Tallwood as all lots are classified as Common Area, made by Director Diaz, seconded by Secretary Crawley. All voted in Favor. Motion passed.

COMMITTEE REPORTS:

Beautification – Director McConnon reported that the Ladies Art Club will be painting a mural on the outside of the building. The Board requested a conceptual design of what is being planned. Director McConnon will donate the materials necessary.

Governing Documents- Secretary Crawley reported the committee has been meeting frequently, will have recommendations for Rules & Regulation's at the next Board Meeting. Committee will also be working hard on the bylaw revisions.

Recreation – Director Diaz reported the committee will be meeting to work on the summer calendar, but we have an upcoming St. Patrick's Day Dinner and Band. June 14th will be slated for the Seniors/Veterans Luncheon. CM Ridner discussed the raffle that will be held for one of our community youth that is interested in taking the EMT course to join the Ambulance Course.

Communications – The newsletter is in the mail. Texting service is growing with over 72 signed up and our email blasts are 632.

PAYMENT OF BILLS:

OTHER UNFINISHED BUSINESS:

Shared Well – As of now the 72 hour well testing is scheduled to start on Sunday March 10th. Moyer will then do a cleaning of the well, and setup for the second production well.

Upper Birchwood Lake Dam – Responses to Tech Review #6 have been provided to Dam Safety. No response from Dam Safety yet.

Maintenance Building – Sequoia has scheduled the septic installation to begin on April 15th. Pioneer is coordinating with Sequoia for the footers and a tentative start date for drilling footers. Materials to be delivered on March 27th and start construction March 28th.

HOP Permits – Several Board Members, our Engineer team, Rep Rosemary Brown and Penn Dot met on March 1st to discuss how best to move our permit process forward. A resubmission was requested by Penn Dot. The resubmission was sent into the electronic system on March 4th, with a new primary reviewer for the four applications, and the traffic portion being sent to the appropriate division for review and approval. See attached letters that accompanied the resubmissions based on our meeting on March 1st.

Delaware Township Ambulance Donation Request

Motion to approve a donation of \$75 to the Delaware Township Volunteer Ambulance subscription drive, made by Secretary Crawley, seconded by Director Storms. All voted in Favor. Motion Passed.

NEW BUSINESS:

Tree Removal Request – Secretary Crawley discussed tree request for 164 Aspen.

Lot Combination – U042-67-09

Motion to approve the sale of U042-67-09 to 192 Spruce for the purpose of a lot combination, made by Treasurer Livingston, seconded by V. President Wittrien. All voted in Favor. Motion Passes.

COMMUNICATIONS, WRITTEN & ORAL:

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

MISCELLANEOUS:

Email Correspondence – I044-13-03 Certified Wildlife Habitat

Motion to deny permission for a proposed request for I044-13-03 for a certified Wildlife Habitat, made by Secretary Crawley, seconded by Director LaRusso. Director McConnon voted No. All voted in Favor. Motion Passed to deny.

Secretary Crawley wanted it on the record that snow removal was nearly flawless. Kudos to the Maintenance Staff for their dedication and hard work. Discussed concerns about a recent invoice from Givler Engineering. Recommended the payment be withheld, until the Board will set up a telephone conference with Givler Engineering. The Board concurred.

Secretary Crawley complimented President Bennett on the Newsletter.

Discussion on waiving the Clubhouse rental fee for Clare Bennett's rental.

Motion to amend the Clubhouse Rental Policy to include a provision for one no-charge rental for Board Members per year, effectively immediately, made by Director McConnon, seconded by Secretary Crawley. Treasurer Livingston voted No. All other Directors voted in Favor. Motion Passed.

Discussion on waiving the A-K/L-Z requirements for Board Members and Staff. A majority of the Board were not in favor of waiving the requirement.

Motion to adjourn the Regular Board at 10:28am and go into Executive Session made by Director Diaz, seconded by V. President Wittrien. All voted in favor. Motion passed.

Respectfully submitted,

Kevin Crawley
Secretary