

Birchwood Lakes Community Association, Inc.
Regular Board Meeting Minutes
April 12, 2019

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

Also present: Carrie Ridner, Community Manager.

Absent: none

APPROVAL OF THE MINUTES FROM PRIOR MEETING:

- March 9, 2019 Board Meeting Minutes

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

CM Ridner announced to the Board that Birchwood Lakes Community Association has been awarded CAI's Gold Star Community. This achievement indicates that Birchwood is financially healthy with adequate reserves to meet future needs and that Birchwood has taken the necessary steps to protect and improve the quality of life and value of property in the community.

TREASURER'S REPORT:

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

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 \$1,080 from account #78200-005 Winter Road Materials to account #70600-003 RM Lakes/Pool/Beach – Recreation for \$530 and account # 70600-004 RM Lakes/Pool/Beach-Security for \$550, made by Treasurer Livingston, seconded by Secretary Crawley. All voted in Favor. Motion Passed.

Communications, Written and Oral – Board agreed to move Communications up.

Mr. Gomez discussed with Board the Special Assessment. The Board offered to meet privately with Mr. Gomez to answer his questions.

MANAGER'S REPORT:

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

COMMITTEE REPORTS:

Recreation – Director Diaz reported the committee met on March 31st and developed the summer calendar. Discussed were upcoming events: Earth Day Clean Up on April 22nd; Memorial Day BBQ; and Community Yard Sale on June 1st. Discussed event with Swim Team, on July 13th – Birchstock. Director Diaz shared a proposed plan to open concessions on weekends during the summer with volunteers.

Community Safety – Secretary Crawley provided his committees report, looking to install some new stop signs in various locations; No Parking and 25mph signs on Lancet Circle and 5 min parking at the Lancet mailboxes. Further the committee has prepared restrictions for the usage of Golf Carts within the community. This has been referred to Governing Documents.

Governing Documents – Secretary Crawley presented several Rule changes for first readings:

1. The committee recommends changing the current fine of \$100 first offence - \$200 second offense and \$500 for subsequent offenses; to \$200 fine for each occurrence.
 2. Delete the following from 98-50-9 Burning
- C. Fires contained within metal or permanent masonry fireplaces or wood burning appliances shall be permitted on private property under the following conditions:
- a. The appliance shall have a hearth area of less than four square feet.
 - b. The appliance shall be equipped with a spark arresting device or screen.
 - c. The appliance shall be operated at least 15 feet from flammable material such as leaves, sticks, or flammable liquids.
 - d. The appliance shall be attended at all times by an adult.
 - e. Fire extinguishing equipment, i.e. hoses, fire extinguishers, etc. shall be readily available for use.
 - ~~f. The appliance shall be designed for the purpose of cooking or providing warmth.~~
 - ~~g. The appliance shall be used to burn only dry wood or charcoal and must be used per manufacturer's directions.~~

Section 98 - 50 - 10 ~~Tenant Privileges Rentals/Leasing~~ - amended effective 4/12/13

- A. All Birchwood Lakes homeowners are required to register their tenants with the Association office in accordance to our **By-Laws Article IV-Membership, Section 4: Tenant Privileges Items A – L. Items A-L.**
- B. Violation of any or all of the items listed in Tenant Privileges as outlined in the Bylaws, Article IV, Section 4, Items A – L ~~of the rules outlined within this Section 98-50-10; Rentals and Leasing will result in a citation for each infraction. Each violation~~ will result in a fine of \$300.00 the first month, \$100.00 every month thereafter, until any or all of the items (A-L) are provided.

~~Section 98 - 50 - 11 Renters Public Insurance Required*~~

- ~~A. All owners who are renting their homes, which are situated within the B.L.C.A. shall carry renter's public liability insurance and shall show proof of the current liability insurance policy to the~~

~~B.L.C.A. office. Upon the expiration of the liability insurance policy, it is the property owner's responsibility to show proof and the coverage period of the new rental insurance policy.~~

~~B. The fine for violation of Section 98-50-11 shall be \$300.00, with 30 days to submit required proof of insurance. Noncompliance will result in an additional fine of \$300.00, with 30 days to comply, so that repeated noncompliance will result in a fine of \$300.00 every 30 days.~~

~~*These sections shall not apply to those homes occupied by blood related, immediate family members of the legal owner of property. Immediate Family shall mean: son/daughter; brother/sister; mother/father; and shall include their spouses only when permanently residing with immediate family member occupying home. If the resident's last name differs from the legal owner's last name, it would be beneficial to the resident to register with the BLCA office in the event emergency assistance is required. The office and/or security can then locate the residence easily to assist the emergency personnel~~

Section 98-50-11 Registration of Immediate Family Members in Non-Owner Occupied Dwelling

- A. Homes that are occupied by blood related immediate family members of the deeded property owners, shall be required to register with the BLCA Office.
- B. Violation of 98-50-11 will result in a \$50 fine, and \$50 thereafter until such registration is completed.

Section 98 - 50 - 17 Limitations on Tree Removal - amended effective 9/10/10, 12/11/10, 6/10/14, 11/10/16

See Attached 1st Reading Document

Motion to approve as a first reading changes to rules, 98-50-9; 98-50-10 & 11; and 98-50-17, with a member feedback deadline of June 14th and the changes are to be published in the next issue of the Voice, made by Secretary Crawley, seconded by Director Diaz. All voted in Favor. Motion Passed.

Lake Management Committee – Chairman Ritson reported the committee meet last weekend and discussed; investigating grant opportunities, the Penn State seminar on wells/septic that was cancelled, it will be rescheduled for the fall, and inventorying of the trees in lakes.

Beautification – Director McConnon reported the committee will be discussing the upcoming planting season and he is still working on the logistics for a mural.

Communications – The committee will be working on a new website; also the committee will be working on the next issue of the newsletter. President Bennett read Thank You cards from Rory Naturale, the recipient of the donated funds to help pay for the EMT course.

PAYMENT OF BILLS:

OTHER UNFINISHED BUSINESS:

Shared Well –The Water Quality Analysis from the Spruce/Barberry Production Well was provided to the Board. According to Brian Oram “The New Well - Surface Water Screening - PASSED - the well does not appear to be under the direct influence of a surface water source.” This means Because of the proximity of the site to potential "wet areas" we conducted the initial assessment to confirm that the source is a groundwater source that is not directly influence in any way by surface water. This connection would include wetlands, lakes, streams, or even if poorly constructed private wells act as conduits. Brian is reviewing and analyzing the pump test data.

Upper Birchwood Lake Dam – Responses to Tech Review #6 have been provided to Dam Safety.. No response from Dam Safety yet. The Board has received the notice from Chuck Givler that his company is absorbed into his sons engineering company

Maintenance Building – Sequoia has begun the septic installation early. The weather cooperated. The maintenance building is under roof.. The plumber is scheduled this week and then the concrete floor will be poured. Moyer still needs to provide a date for the well to be drilled.

HOP Permits – On March 28th, we received from Penn Dot our four rejection letters to our HOP permit filings. There is much confusion in these reject letters, as they seem to have gone back to day one in 1998. For example they are requiring All American Realty to be conjoined to the application since they are co-owners. They further reference excavation of an embankment on the property on the north bound side of 739 that impacts the line of site making a left hand turn onto Aspen Road; and we would need to have this embankment removed. This work was completed before I was employed and in 2016 Penn Dot signed off on the line site. Mcgoey will be reaching out to Penn Dot to discuss the issues with the response letter.

Alternative Dispute Resolution - 2nd Reading - No member feedback was received

Motion to approve the Alternative Dispute Resolution guidelines as part of the Association’s Rules and Regulations made by Director LaRusso, seconded by V. President Wittrien. All voted in Favor. Motion Passed.

NEW BUSINESS:

Tree Removal Request -

Motion to approve tree requests as follows, 147 Butternut St. – 7 trees; 159 E. Lakeview Dr. – 6 trees; 139 Persimmons Dr. – 4 trees; 120 East Lake Dr. – 5 trees; 115 Palm Dr. – 3 trees; 120 E. Lakeview Dr. – 3 trees, made by Secretary Crawley, seconded by Director Diaz. All voted in Favor. Motion Passed.

Lot Combination –

Motion to approve request from 125 Dogwood Rd to purchase Lots 17 &18, Block 2, Section 1, pending permission from Pike County, made by Secretary Crawley, seconded by Director McConnon. All voted in Favor. Motion Passed.

Motion to approve request from 135 Maple Drive to purchase Lot 7, Block 34, Section 5, made by Secretary Crawley, seconded by Director McConnon. All voted in Favor. Motion Passed.

Motion to deny request from 106 Cypress Court to purchase Lots 10, 18 &19, Block 61, Section 8, made by Secretary Crawley, seconded by V. President Wittrien. Directors Livingston and Storms voted No. All other Directors voted in Favor. Motion Passed.

Strand Pools -

Motion to approve the 2019 Chemical Maintenance Program in the amount of \$4,152 and the 2019 Pool Opening \$215 and closing \$465, made by Director Diaz, seconded by V. President Wittrien. All voted in Favor. Motion Passed.

Dam Inspection Proposal –

CM Ridner distributed a proposal for dam inspections from RKR Hess Engineering in Stroudsburg. Tabled until next month.

Invasive Tree and Plant Survey -

Motion to approve Sheila Salmon to access BLCA lots to survey invasive trees and plants, made by Director Storms, 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 from I003-22-04 regarding political ads in the newsletter. Board will discuss with the newsletter editor.

Email Correspondence from I027-106-15 regarding a flooding concern near 114 Branchwood Trail. The Road committee will take a look at the issue.

Email Correspondence from I011-90-12 regarding dangerous trees. A letter will be drafted.

Motion to adjourn the Regular Board at 9:31pm 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