

**BIRCHWOOD LAKES COMMUNITY ASSOCIATION, INC.**

**ORGANIZATION MEETING MINUTES**

August 26, 2017

Clubhouse

Present: Clare Bennett, Kevin Crawley, Adam Fass, Vincent Flatt, Marcella Livingston, Dennis McMahon, Thomas McConnon.

Also Present: Attorney Robert Kidwell, Community Manager, Carrie Ridner

Absent: Cecilia Buckle

Meeting is called to order by Attorney Robert Kidwell.

**Nomination and Elections of Officers**

Nomination for President: Clare Bennett nominated by Director Marcella Livingston, seconded by Director Thomas McConnon. Clare Bennett accepted the nomination.

Nomination for President: Vincent Flatt nominated by Director Kevin Crawley, seconded by Director Adam Fass. Vincent Flatt accepted the nomination

Secret ballots were provided to the Directors. Four (4) ballots in favor of Clare Bennett and three (3) ballots in favor of Vincent Flatt.

Nomination of Clare Bennett for President Passed.

*President Clare Bennett assumed the Presidency and continued the meeting.*

Nomination of Vice President: Vincent Flatt nominated by Director Dennis McMahon, seconded by Director Kevin Crawley. Vincent Flatt accepted the nomination. No other nominations. Nomination Passed.

Nomination of Secretary: Kevin Crawley nominated by Director Dennis McMahon, seconded by Director Adam Fass. Kevin Crawley accepted the nomination. No other nominations. Nomination Passed.

Nomination of Treasurer: Marcella Livingston nominated by Director Thomas McConnon, seconded by Director Dennis McMahon. Marcella Livingston accepted the nomination. No other nominations. Vice President Flatt, voted No. All other Directors voted in favor. Nomination Passed.

## **STANDING COMMITTEES**

### **Finance, Budget, Contracts**

Chairperson-Marcella Livingston, Treasurer  
Co-chairperson- Cecilia Buckle

### **Governing Documents**

Chairperson- Kevin Crawley, Secretary  
Co-chairperson-Marcella Livingston, Treasurer

### **Voting & Elections**

Chairperson-Kevin Crawley, Secretary  
Co-chairperson-Marcella Livingston, Treasurer

### **Road Construction & Maintenance**

Chairperson-Vincent Flatt, Vice President  
Co-chairperson-Dennis McMahon

### **Capital Projects & Property Development**

Chairperson-Clare Bennett  
Co-chairperson- Vincent Flatt

## **APPOINTED COMMITTEES**

### **BLCA Property Beautification**

Chairperson –Thomas McConnon  
Co-chairperson-JoAnn Woods

### **Recreation**

Chairperson-Laurie O’Connell  
Co-chairperson- Vincent Flatt, Vice President

### **Community Safety**

Chairperson-Kevin Crawley  
Co-chairperson- Adam Fass

### **Lake Management**

Chairperson-Charles Ritson  
Co-chairperson- Dennis McMahon

### **Communications**

Chairperson-Vincent Flatt, Secretary  
Co-Chairperson- Clare Bennett, President

### **Salt Advisory Committee**

Chairperson – Clare Bennett, President  
Kevin Crawley, Vincent Flatt, Dennis McMahon and Charles Ritson

**Motion to approve appointed and standing committee Chairs and Co-Chairs for the 2017/2018 year and appoint Charles Ritson to the Salt Advisory Committee as presented above made by Director Fass, seconded by Director McConnon. All Directors voted in Favor. Motion Passed.**

**The Board then set the meeting schedule for the 2017/2018.**

## **2017/2018 SCHEDULE OF OPEN BOARD MEETINGS**

Open Board Meetings to be held at the BLCA Clubhouse.

September 12, 2017 – 7:00 PM (Tue.)  
October 13, 2017 – 7:00 PM (Fri.)  
November 10, 2017 – 7:00 PM (Fri.)  
December 8, 2017 – 7:00 PM (Fri.)

March 9, 2018 – 7:00 PM (Fri.)  
April 14, 2018 – 9:00 AM (Sat.)  
May 8, 2018 – 7:00 PM (Tue.)  
June 12, 2018 – 7:00 PM (Tues.)

Organization Meeting

August 26, 2017

January 13, 2018 – 9:00 AM (Sat.)  
(snow date Jan. 16th – 7 PM)  
February 10, 2018 – 9:00 AM (Sat.)  
(snow date Feb. 13th – 7:00 PM)

July 10, 2018 – 7:00 PM (Tues.)  
August 10, 2018 – 7:00 PM (Fri.)  
August 25, 2018 – Annual Mtg. 9:00AM (Sat.)

**Motion to approve the 2017/2018 Schedule of Open Board Meetings made by Director McConnon seconded by Secretary Crawley. All Directors voted in Favor. Motion Passed.**

**Motion to adjourn at 11:35pm made by Director McConnon, Seconded by Director Fass. All Directors Voted in Favor. Motion Passed.**

Respectfully submitted,

Kevin Crawley  
Secretary