

October 11, 2023

Birch Hollow Estates Property Owners' Association Board of Directors Meeting

Minutes of the Birch Hollow Estates Property Owners Association, Effort, PA. Held at the BHE Clubhouse at 6:30 pm on the 11th of October 2023.

I. Community Input

There were 4 community members in attendance.

-Frank brought up the fact that the road is in terrible condition down by Little Twig. We can check into it with the township.

-Properties who are not up to date on dues are being pursued. People who are not responding will be taken to court.

-There is an ordinance in place regarding burning. No leaves, brush or garbage may be burned. Branches are ok to burn and it is ok to have a personal burn pit as well.

II. Call to order/Roll Call

Officers in attendance: Mary Ellen Revans-President, Joy Rungo-Vice President, Jessica Zicker-Treasurer

Directors Present: Diane Zimmerman, Bob Jonas, Lisa Clarke, Brenda Kenney

Directors Not Present: Vincent Rodriguez

Meeting was called to order at 6:40 pm.

III. Executive Meeting held on October 10, 2023

- Items discussed included business manager pay, covenant letters, Bob Jonas resignation, and legal files.

IV. Reports of Officers, Boards and Committees/Old Business

- Managing Agents Report
 - Current Unpaid Dues Update by Year
 - 2023=41

- 2022=22
 - 2021=19
 - 2020=11
 - 2019=8
 - 2018=5
 - 2017=1
- Secretary's Report
 - There is currently no secretary. Brenda nominated Lisa Clarke for secretary. Bob seconded. All are in favor for Lisa to take over as secretary.
 - The minutes for the meeting held on August 9th, 2023 have been approved via email.
 - The minutes for the executive meeting held on August 25th, 2023 and September 20th, 2023 have been approved via email.
 - Treasurers Report/Check Approvals
 - August payroll \$6,712.99
 - Pool Exhaust Fan Maintenance \$318.00
 - PPL \$671.26
 - Trash \$269.95
 - Phone/Internet \$184.28
 - Lawn \$600.00
 - Propane \$2,153.38
 - Water Test \$404.00
 - Postage \$254.00
 - Collection Expense \$283.50

- Misc. Office \$262.49
- Pool Renovation \$83,015.00
- Bocce ball court rubbish removal \$3,185.00
- Attorney \$334.38
- 3rd Lakeside Entrance Sign \$200.00
- Deposit \$3,605.82
- Deposit \$200.00
- Welcoming Committee
 - There was a welcoming brunch held on September 9th. There were 5 families in attendance. All families invited were new families starting from 2020 to Sept 2023.
 - The two entrance signs on Birch Hollow Drive have been replaced. The third sign located on Lakeside Drive is currently being updated as well.
- Recreation Committee
 - The pool is closed for the season.
 - The next event being held is a trunk or treat and will be held on October 29th in the parking lot and inside clubhouse.
 - Be sure to stay posted on any upcoming events and ways to stay involved by checking our website regularly and follow us on Facebook!
- Nominating Committee
 - There was a meeting held on September 27th.
 - Current Letters of Intent are:
 - Jim Mannello
 - Jessica Zicker-incumbant
 - There will be a meet and greet held at the clubhouse on November 5th at

1pm. *Addendum: meeting moved to November 12th at 1pm.

- Anyone interested in running should submit their letter of intent to the BHE email.
- Covenants Committee
 - There are currently 6 violations.
- Maintenance Committee
 - Estimates are needed for the exhaust fan in the pool house.
 - AED estimates are being put together.

V. New Business

A. Bocce Ball pile of debris has been removed at the cost of \$3,100.00.

B. The third BHE entrance sign is currently being repaired.

C. Approval of the Budget

a. Proposed budget for 2024

-Dues will be increased up to \$350.00 per year beginning in 2024 due to things such as raised minimum wage and pool costs, upcoming season's wish list, patio seating, bathroom repairs and remodels, increased insurance workman's comp.

-Invoices will be sent out the second week in January and are due February 15th.

b. Mary Ellen motions to approve the budget. Lisa seconded. All are in favor.

D. New late fee schedule- 7% after March 15th (\$25), and 14% after April 15th (\$50).

E. We will no longer be accepting cash payments. Only check, PayPal (3.9% fee), or money orders will be accepted.

F. Valerie Kaye and Bob Jonas have handed in their letters of resignation due to family obligations.

H. The board has voted to elect Diane Zimmerman to fill Valerie's seat.

I. The 2023 reserve will be paid and the current checking account balance stands at \$58,000.00.

Adjourned at 7:20 pm

Lisa M Clarke

Secretary