

June 14, 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 14th of June 2023.

### **I. Community Input**

There were 5 community members in attendance.

Valerie discussed the difference between a burn ban and burn ordinance as per the West End Fire company. There is currently a burn ordinance in place for Chestnuthill Township not a burn ban. Burn bans typically are in place for a period of 30 days. The most recent one has lapsed. Updates on burn bans are posted on their Facebook page, West End Volunteer Fire Company Station 43.

There are two types of fires allowed. Campfires that are contained in a fire pit or dug hole with only natural wood as material are allowed. Brush can be burned but not leaves. Cooking fires are also allowed if they are contained.

If anyone sees a fire that does not warrant a 911 call, call the nonemergency number at 570-992-9911. When in doubt, call 911. When a call gets placed to the nonemergency number, a staff member on call will come out to survey the situation. If the fire warrants extinguishing, they will contact the fire company.

Violators of burn ordinance are given a warning upon first offense. If there is another violation at the same address, the matter is referred to the Code Enforcement Office with fines being levied through the township.

We will be posting this information on our Facebook page, newsletter, and website.

Mary Ellen discussed the need for residents to clear their culverts from debris to limit the damage from water runoff. Clogged swales cause pooling of water on roads, which leads to the eroding of our roads. Leaving swales clogged could result in fines by the township.

### **II. Roll Call**

Officers present: Mary Ellen Revans- President, Valerie Kaye-Secretary, Jessica Zicker-Treasurer

Officer Absent: Joy Rungo-Vice President

Directors present: Lisa Clarke, Brenda Kenney, Vincent Rodriguez

Directors absent: Bob Jonas

Business Manager present: Cal Bird

### **III. May's Board Meeting Minutes Approved via email May 23, 2023**

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

A. Covenants: Discussed outstanding covenant violations. Mark Pobihun, a resident, asked about our violations process. Discussed that the committee drives through our community and anything we can see from the road that violates covenants is noted, as well as if a complaint is filed.

Reviewed procedure for filing complaints. Brenda encouraged volunteering for covenants committee as we need volunteers.

B. Recreation: Birch Hollow Day will be on July 29<sup>th</sup>, August 19 & 20 Community Yard Sale

C. Welcoming: Brenda discussed hosting a welcoming luncheon for September 9, 2023, awaiting approval of date. Invitees would be those who moved into Birch Hollow from 2020 to the present day.

D. Pool: Cal stated that 85 lots have picked up their pool badges for the current season. Our pool staff has been doing an outstanding job so far.

E. Treasurer: Jess - Check approvals

Donations- \$140 recreational committee, \$80 welcoming committee

Payments-Strand (2<sup>nd</sup> installment)- \$1,365, Modern Gas (propane) \$1183.71, Payroll- \$ 1,022.50, Pest control- \$397.50, PPL- \$307.36, ABE Laboratories (water testing) \$202, Quill (office supplies) \$183.98, BRC- \$92.12

Total: \$4,754.17

Our balance in the capital reserve account is \$130,000, which will cover the remaining cost of the pool enclosure renovation. Our operating budget stands at \$79,000 at present.

F. Managing Office Updates:

1. As of today for 2023- There are 58 unpaid lots, Paypal continues to be utilized for payment of dues
2. Assessment Arrears Collection Update-  
2022-25 unpaid lots    2021-24 unpaid lots    2020-13 unpaid lots  
2019-11 unpaid lots    2018-6 unpaid lots    2017-1 unpaid lot
3. Currently 6 pending civil complaints regarding unpaid dues

G. Maintenance/Building and Grounds: Vincent discussed that benches and tables have been repaired. However, there is a need to purchase new tables in the future. Vincent will formulate a wish list for additional repairs and items that are needed.

## **V. New Business**

- A. Update on pool renovations- No update on pool enclosure renovation currently. Still on schedule for work this fall.
  
- B. Raising of dues for 2024 due to increased operating costs was mentioned as well as late fees- Continued discussion of needing to raise dues starting in 2024 due to increased expenses. The amount of the increase has not yet been determined. Budget committee meets in September to discuss next year's budget and review expenses.

Adjourned at 6:52 pm

These meeting minutes have been approved by the Board of Directors on June 20, 2023

Valerie Kaye  
Secretary