

BIRCH HOLLOW ESTATES PROPERTY ASSOCIATION
BOARD OF DIRECTORS MEETING
January 12, 2022

Minutes of the Board of Directors Meeting of the Birch Hollow Estates Property Owners Association, *Effort, PA* held at the BHE Clubhouse at 6:30pm on the 13 of January 2022.

Start time: 6:35pm

I. Community Input

- Katie made a statement to the residents that we are meeting with the lawyer next week and at this point we are taking questions. She also asked everyone to discuss things with respect for one another and to be polite.

Open floor to residents:

Residents were questioning the voting process and concerned if the voting was done correctly. Katie explained we are meeting with the lawyer to find out how to move forward. Residents brought up the two people validating the votes and concerns with them being relatives to current board members. Justin brought up him being a conflict of interest to count due to his wife being on the ballot. There were concerns with Duane and his leadership decisions as past president. A resident questioned the seats for the board members, Brian Madonna said things need to be done a certain way. The board told the residents we are delaying the vote for officers until we meet with the attorney. Vincent was able to calmly talk to the residents on what happened with Duane and Trevor talked about moving forward. A resident wanted to confirm that what the lawyer trains the Board on will be documented. Katie responded that it will be kept, recorded, and filed so that standard operating procedures are on file and this type of confusion does not happen again. Residents had questions about pool and pool lights and pool roof. A resident asked if the security system is working. Justin told residents that security system has not worked since he took over as Managing Agent in September 2021 and the security company will be coming out tomorrow 1-13-2022. Jessica brought up engineer study needs to be done. Stuart asked about dues. Justin told Stuart he only sent out five certified letters and there are still 148 behind in dues. All assessments for 2022 have been mailed but 25 because he needed more envelopes. Stuart made a statement that Duane Remish has served this community for many years. The \$12, 000 reserve money was not yet transferred to the reserve fund for 2021. The balance is currently estimated at \$148, 000+ A resident asked if golf carts, ATVs can be brought to the pool. Discussion revealed as long as they're registered and the state police do not enforce any rule against golf carts.

End time: 7:01pm

II. Call to Order/ Roll Call

Brenda Kenney, Lisa Clarke, Vincent Rodriguez, Mary Ellen Revans, Jess Zicker, Liz Cremers, Joy Rungo, Katie Costa, Trevor Burns, Justin Clarke (manager), and 19 residents

Start of board meeting 7:01pm

III. Approved Meeting Minutes

December Monthly Meeting and General Meeting Minutes and approved via email on 12-14-2021

IV. Reports of Officers, Board, and Committees

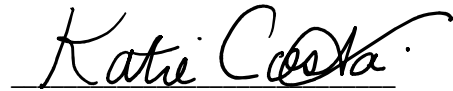
- a. Covenants-tabled no report supplied
- b. Building and Grounds: Furnace needs a switch \$350 from Air Dynamics. Still waiting on an estimate for pool heater and fixing of hole in pool.

- c. Recreation- Ella reported nothing planned for January. Christmas event last month only 3 families came out. A key to the clubhouse for the recreation group was questioned. The chair of the Recreation Committee has a key to the Clubhouse for events.
- d. Pool- waiting on pool company to call back
- e. Business Manager- Justin reported. Please see attached report.
- f. Treasurer- Check approval- total \$1558.26 Justin and Jess signing the checks

V. Special Orders

- a. Job roles- tabled
- b. Newsletter- Katie expressed she would like to see the newsletter spruced up and have contributors from committees write something up in the future.
- c. Clubhouse Rental- Discussion about the language in the rental agreement to reflect available rental times and about keeping the deposit to cover the cost of cleaning in the future. What "cleaning "entails needs to be detailed out as well. Add cleaning position to newsletters and advertising.
- d. Changing of passwords and signatories- tabled
- e. Transfer of passwords and admin rights- tabled

Adjournment: 7:22pm

A handwritten signature in black ink that reads "Katie Costa". The signature is written in a cursive style with a horizontal line underneath the name.

Katie Costa

1-12-2022