

**Minutes of the Board of Directors Meeting of Birch Hollow Estates Property Owners Association. Held at the BHE Clubhouse 145 Jay Rd Effort, PA at 6:30pm on the 14<sup>th</sup> of December, 2022**

- I. **Community Input:** There is 1 community member in attendance. He has expressed concern and complaint for covenant violations from neighbors near him.
- II. **Call to order/Roll call:** The meeting was called to order at 6:47pm.  
Officers Present: Katie Costa, President(via zoom), Joy Rungo, Vice President, Jessica Zicker, Treasurer, Vincent Rodriguez, Co-Treasurer.  
Directors Present: Bob Jonas, Valerie Kaye, MaryEllen Revans, Brenda Kenney. Not Present, Lisa Clarke, Secretary
- III. **November meeting minutes approved via email December 5, 2022**
- IV. **Executive meeting held December 1, 2022**
  - A. *Managing agent decision. Covenant violations, 2022 reserve monies, past due assessments/liens and electronic payment option.*
- V. **Reports of Officers, Boards and Committees**
  - A. *Covenants:* various covenants violations were addressed and letters were approved for mailing as discussed in meeting.
  - B. *Maintenance/Building and Grounds:* Vincent reported the painting of the inside wall of the pool room is almost done with just a few touchups to do. He will be getting a list together for needed improvements for approval. Bob reported; Cintas did the annual inspection and serviced the 2 fire extinguishers, emergency signs, emergency lighting and fire alarm.
  - C. *Recreation:* Jessica reported there is a kids Christmas party scheduled for Sunday, December 18, 2022.
  - D. *Welcoming:* Brenda reported the 2<sup>nd</sup> entrance sign on Birch Hollow Dr. is still being refurbished and should be completed after the Holiday. MaryEllen has painted the existing posts and we will put the sign in place as soon as its done.
  - E. *Pool:* Closed for the season
  - F. *Treasurer:* Jessica reported 12K in deposits, balance in operating account after all checks clear for the month will be roughly 6K.
  - G. *Business Office Report:* N/A

**VI. New Business**

- A. *Announcement of the new business manager:* Carolyn Bird has been hired as the business manager and will start the beginning of January 2023. Exact date to be determined.
- B. *Announcement of election results of those elected to three years terms:* Vincent Rodriguez and Valerie Kaye have been reelected.
- C. *List of processes for business manager:* Jessica will get Carolyn Bird's proposed work schedule of days and times for approval.
- D. *Move 2K additional to reserve:* we voted 6-2 to move 1K from the operating account to the reserve account for 2022. This will be a total of 7K of the required 12K for 2022. The balance will be discussed and determined at the next board meeting.
- E. *Start Lien process on 7 properties:* MaryEllen has filed the necessary paperwork for a civil action hearing on 1 property that is in arrears.
- F. *2023 budget approval:* All voted in favor.
- G. *Pool roof estimate update:* Vincent reported he is still awaiting the estimate from the contractor he's been talking to. We will all try to gather other estimates. MaryEllen will call our insurance company to see if they can refer someone.

**VII. Old Business**

- A. *Electronic payment option:* Paypal has been setup as an alternative option for the community to pay their dues, the convenience fee is 3.6%. Katie and Jessica are looking into other alternatives to paypal.
- B. *Reserve Funds were moved on December 6, 2022 in the amount of 6K.*

**VIII. Adjournment: 8:40pm**

These minutes have been approved by the Board of Directors

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Submitted By:

Brenda Kenney, Director

December 15, 2022

