

Birch Hollow Estates Property Owners Association
Annual Board of Directors Meeting
March 27, 2022

Minutes of the Annual Board of Directors Meeting of the Birch Hollow Estates Property Owners Association, which was held at 145 Jay Road, Effort, PA, in the BHE Clubhouse at 1:00 pm on the 27th day of March 2022.

I. ROLL CALL OF DIRECTORS AND ATTENDEES

Present: Katie Costa (President), Joy Rungo (Vice President), Jessica Zicker (Treasurer), Vincent Rodriguez (Co-Treasurer), Lisa Clarke (Secretary)

Directors also present: Brenda Kenney, Mary Ellen Revans, Trevor Burns

Also present: Justin Clarke (Business Association Manager)

There were 13 community members in attendance.

II. COMMUNITY INPUT

A. A resident asked about the status of the pool heater. Trevor said he is working on it. Another quote tomorrow and hopefully we can make a decision this week. She said we lost all of August last year and hopes it will open on time. Justin said the repair for the leak is already scheduled. We are just waiting on Trevor's quotes to make a decision.

B. A resident asked if there have been lifeguards hired to open the pool. The board is in the process of accepting letters of intent for anyone interested in lifeguarding this summer.

C. A resident mentioned rumors of the pool being shut down. There has been absolutely no talk of the pool being shut down or having a delayed opening.

D. Bob Jonas mentioned he has received a second email regarding the signs for community watch. He is working on getting signs placed. The community is open to being involved in the community watch on Nextdoor rather than it being a private group as long as members have been confirmed to be actual residents.

III. CALL TO ORDER

The meeting was called to order at 1:12 pm.

IV. OLD BUSINESS

A. Volunteers are needed for the welcoming committee and the nominating committee. There is a sign-up sheet at each meeting.

V. FINANCIAL REVIEW 2021

-Jessica reported on the finances for 2021: Accountant - budget was \$1,700 and we actually paid \$2,800. The administration budget of \$1,755 went over as well. No capital improvements last year. We plan to do a couple of things this year.

-Insurance liability workman's comp came in under budget at \$8,100.

-Electricity is \$7,600 for 2021 well over the \$4,500 budget.

-A lot of bills that were late or unpaid in 2020 were paid in 2021.

-Legal fees came in under budget at \$168.

- Maintenance is under budget at \$7,400. We plan on getting mulch and sand for community clean-up day.
- Payroll was \$44,900 slightly over budget, \$44,000. This includes pay for lifeguards, pool manager, and business manager.
- Postage is lumped under administration and came in at \$531 under the budgeted amount of \$750.
- Pool operations were budgeted for \$6,000. Some attempts were made to fix the leak and heater and were above budget at \$7,900.
- Propane was under at \$3,800. This fluctuates due to temperatures.
- The phone is included under utilities which came in about \$1,000 and were under budget.

As of now, there are 89 unpaid lots out of 369 to date (for 2021). Justin was able to make remarkable collections of dues.

As of now, there are 144 unpaid lots out of 369 to date (for 2022). It is important to remember that there is usually an influx of payments at the pool season begins when homeowners come to get their pool badges. Anyone making a payment at this point for 2022 will incur a late fee.

Stuart asked how much was transferred into the replacement reserve. Jessica responded it was due to the lack of dues collected in 2021, we did not move the funds for that year. We will move it as soon as we collect the bulk of last year.

The operating account balance is \$76,000.
The current replacement reserve balance is \$148,675.

Another community member asked if we increased the budget due to rising costs. The budget was prepared last fall and those categories were not raised at that time. Jess said propane is usually over-budgeted and due to Justin lowering the rate for the electric bill, it was not necessary to raise the budget.

-END OF FINANCIAL REVIEW.

Meeting adjourned at 1:37 pm.
These minutes have been approved by the Board of Directors.

Lisa Clarke, Secretary

Date