

February 9, 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 9th of February 2022.

I. Community Input

- Hector Ramirez discussed that spring is around the corner and to be aware of baby animals on properties and to leave them be.
- Bryan Turner asked about the board meeting with the attorney and what was said about the election process. The board has voted unanimously to keep the election as is. The board does not feel it is in the best interest of the community to redo the election at this time.
- Another community member asked about payment methods for dues. Justin replied that he is looking into other forms of payments, if approved by the board.

II. Call to Order

- Meeting Called to order at 6:59pm.

III. Roll call

- Present: Katie Costa, Joy Rungo, Brenda Kenney, Jessica Zicker, Lisa Clarke, Liz Cremers, Vincent Rodriguez, Trevor Burns. Mary Ellen Revans was present via facetime call.
- Also Present: Justin Clarke, Managing Agent

IV. Officer Election

- President:** Mary Ellen nominated Katie, Brenda seconded... Vote: 8/0 for Katie.
- Vice President:** Liz nominated Joy, Katie seconded...Vote: 8/0 for Joy.
- Treasurer:** Mary Ellen nominated herself. Jess made a motion to add a new officer position of co-treasurer to the Board with Mary Ellen. Board voted 5/4 to add the co-treasurer position. Mary Ellen backed out of the position of treasurer. Vincent nominated himself to be co-treasurer with Jess. Vincent was elected 7/0 as co-treasurer. **Treasurers:** Jess and Vincent.
- Secretary:** Lisa nominated herself, Jess seconded. Vote: 7/1 for Lisa.

V. Business

- Approval for January committee reports. They were recapped prior to motion to approve. Motioned first by Katie seconded by Lisa.
- Jess provided a list of covenant violations as well as a list of repeat offenders.
- Justin suggested we look into new plow/yard maintenance quotes.
- Trevor will chair the Maintenance Committee.
- Approval needed** from the board for the alarm company to come in and set up the alarm system.
- Two pool heater quotes received for the pool heater, both of which are from the same pool company. A quote to fix the leak in the pool was also received. Trevor volunteered to get a third quote for the pool heater from another company.
- Recreation:** Easter plans and a spring calendar of events to come. Events will be included in the upcoming newsletter.
- Justin requested the board write a letter on BHE letterhead to gain access to the Blue Ridge Cable company account. He also requested funds for garbage cans, a vacuum and other office supplies.
- The board agreed to wait to transfer any reserve money for 2021 until further review of the finances are completed.
- Motion to approve the February committee reports was first by Vincent, seconded by Trevor.
- The board discussed the necessity of having a nominating committee. The nominating committee will be chaired by Brenda. The board is now looking for community members who are in good standing to serve on this committee.
- Justin mentioned lifeguard bonuses. Trevor suggested bonuses be discussed at the upcoming executive session.

- Discussions of the 2021 financial review and adding Vincent to the checking account will be done in an executive session.
- Facebook page commenting will be turned off and requests to join the page will now require people to answer specific questions to prove residency.
- Katie discussed the upcoming newsletter and she welcomed contributions and suggestions from the committees. She suggested adding a blurb in the newsletter from Hector about the upcoming Spring season regarding baby animals on properties.
- Cleaning service discussed. The board is looking into quotes for maid services.

VI. Managing Agent Report:

- Year to Date deposits \$54,830.00
- Total Out: \$5873.43
- Total In: \$36,720.00
- Balance at end of day, February 9, 2022: \$50,707.89
- Justin informed the board that the current bank branch located in Kresgeville will be closing and we will now be conducting business out of a branch located in Palmerton.
- 14 assessment letters were returned as undeliverable and 7 as vacant.

VII. Annual Meeting

- Annual meeting date is set for March 27th, 2022, at 1:00pm.

Motion to adjourn first by Trevor, seconded by Vincent.
These minutes were approved by the Board of directors.

Lisa M. Clarke, Secretary

Date