

**Birch Hollow Estates PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

April 13, 2022

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

I. Community Input

-A resident asked, "How's the pool?" Justin said there is a two-week window when the heaters will be getting hooked up and the pool will be filled. It will be opened on schedule. There is a seam where all the old caulk was removed and then he will refill the new caulk.

-A resident asked if it would be possible to extend the pool season since it is an indoor pool? The amount it would cost to heat the pool during the cold months is too high. The resident said if we re-design the cover and have a clear roof, then the sun could heat the pool. The last estimate for the new roof was two years at 160k. Replacing the panels and mechanisms with clear plexiglass is what the estimate was for.

-Tennis courts are not just a risk but also an eyesore. Something needs to be done back there also.

-Some residents are showing an interest in making our pool an outdoor one. That would require us to remove the entire fiberglass enclosure and would mean we would have to have a fence installed around the entire pool. Justin did mention it could be risky since our pool has always been an indoor one. He said it may be damaging to the pool to be suddenly made an outdoor pool. A resident mentioned that we have something unique having an enclosed pool. During the rainy days, other association pools are closed, whereas we can continue to swim, so long as there is no lightning. It is very relaxing swimming in the warm pool on a chilly, rainy summer day.

-It has been suggested that we should get quotes on both repairing/replacing the fiberglass pool enclosure, and a quote to have it removed and fenced so that we can weigh our options and compare the differences in costs.

II. CALL TO ORDER

The meeting called to order at 6:51 pm

II. ROLL CALL OF OFFICERS

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

Directors Present: Brenda Kenney, Mary Ellen Revans, and Trevor Burns

Also Present: Justin Clarke (Business Association Manager)

There are 6 community members in attendance.

III. Minutes Approvals

March board meeting minutes were approved via email.

March 13th and March 16th Executive meeting minutes were approved via email.

IV. Executive meetings

A. Our executive meeting, which took place on 3/16/2022, discussed lifeguard applicants, BHE employee job descriptions, purchasing a time clock, lifeguard bonuses, delinquent lots, pool heater, alarm company, and cleaning positions.

V. Reports of officers, boards, and committees

A. Covenants: reported by Jessica. -The covenants list is short. Justin's letters regarding covenants violations received a good response. The few that are left are repeat offenders. The dump truck was removed and has not been seen. Justin said the resident with the bicycles on his property is just waiting on a shed to put them in. The cars on Squirrelwood are no longer parking on the road. The food truck is still parked in the driveway.

B. Maintenance building and grounds reported by Trevor-The pool is coming along, and heaters are on order. There are two heaters, and both are in stock. The pool company is coming in the next few days to pour a concrete pad. The pool is currently empty. They are currently removing and replacing the caulk in the expansion joint. The old heater has no value from the pool company, and they offer no credit for it. It would need to be repaired to be reused and/or sold. It could cost up to \$2000 to fix. It was suggested to possibly have the old heater scraped. It will be discussed further in the future.

-Joy brought up the fact that the clubhouse is in desperate need of a facelift. It was said that there is a need for fresh paint and curtains. Joy would like to request approval for a small number of funds to be used for paint and window treatments.

-Cleanup day is the 23rd. The cleanup day agenda includes tasks such as staining the picnic tables, spreading new mulch, cleaning inside the clubhouse as well as outside garbage pickup.

C. Recreation reported by Jessica The Easter egg hunt this past weekend was a success with approximately a dozen kids in attendance. There will be a date chosen in May for karaoke night. After the pool opens, we will plan some other activities.

D. Welcoming committee reported by Brenda-The welcoming committee had its first meeting last Thursday with 7 people in attendance. They discussed having the signs at the entrances to BHE getting replaced. The estimate is very high. Their next meeting will be next month. No date is currently set.

E. Pool-There is an executive meeting scheduled for this evening following this community meeting where pool manager applicants will be discussed. Lifeguards will also be discussed.

F. Treasurer check approvals -The electric bill includes credit to us due to two checks clearing.

-The second check for the alarm company is voided. After all of the cameras were installed, it was determined that no more were needed. This reduction in cameras resulted in a savings of \$300.

Currently, there are 13 cameras hooked up. Cameras are currently up and running. Justin has access to view the cameras from his phone as well as from the clubhouse. The alarm company will call if there is a serious issue. They will also call the police.

-The pool company was previously paid for half the heater and one-third of the service contract.

-Our water was tested and we passed.

-We are due to re-up the postal box on the 1st for the upcoming six months. It was stated that it would be cheaper to have a mailbox located here at the clubhouse property that locks. Justin has a quote and it would change our current mailing address.

-As far as the status of changing banks, we need the articles of incorporation. It costs \$150 and can be requested online. It has to be put in the lockbox and there should be multiple copies.

G. Business manager reported by Justin

IV. OLD BUSINESS

A. A decision has been made on the water testing company.

B. Mulch will be ordered by tomorrow and should be set up to be delivered Friday.

C. Regarding the changing of banks, articles of incorporations may be located in the attic. If they are not found during the cleanup day, we will go online and pay for them. They will be available to print within 24 hours.

D. Accountant update on review tax returns. Jess said Kathy won't respond to her anymore. Katie will contact Kathy. The update from the accountant regarding the tax returns is as follows; The tax returns should be done within two months. The reviews are \$1,000 per year. We are looking through three years. It does include the tax returns. If we want to do a forensic, we would have to find a different accountant.

E. We will be purchasing a time clock for the summer season. Justin has not chosen one but did look at some. He will do more research. The insurance company wants an exact record of the lifeguards' hours.

VII. NEW BUSINESS

A. Pool Rules signage: Katie emailed new pool rules to the directors. She got prices for new signs of rules. The first sign will cost \$170 and the second sign will cost \$70.

B. Summer newsletter ideas and submissions: Katie asked if anyone else has any ideas for the summer newsletter and she welcomes ideas. End of season information, Birch hollow day is usually held in August, Fireworks awareness for pets. A lifeguard thank you day. Donations towards lifeguard bonus.

C. Website billing: -If we pay it monthly, it's \$18 plus tax. \$216 per year. If we pay for the year upfront it's \$162. A vote was taken and all are in *favor* of paying the full year upfront. The cost will be \$162 plus tax.

D. Motions to approve committee reports: Lisa firsts Brenda Seconds

Adjournment first by Joy and seconded by Trevor at 7:47 pm

These minutes have been approved by the board of directors.

Lisa Clarke-Secretary

4/29/2022