

BIRCH HOLLOW ESTATES PROPERTY ASSOCIATION
BOARD OF DIRECTORS MEETING
October 13, 2021

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 October 2021.

- I. **Community Input:**
Ten Community members were in attendance. A resident presented a paper copy of her letter of intent for a director seat. Questions about the website being running were brought up and if/when meeting minutes will be posted there. A Neighborhood Watch update was given. Trooper Lair can come meet with the group tentatively on 10/27/21 at 7pm. If anyone would like to join the group to attend, they may. Delinquent lots were brought up. Managing Agent said 125 lots unpaid and next step will be certified mailed letters. Budgeting for monies not collected was asked about. Duane explained the process and Katie assisted in explanation. Residents expressed concern over transparency, board directors' and officers' definition, pool manager will be offered to those in community, and request a one-time meeting with our lawyer to explain by laws. Terms of office of new directors to be staggered. A community garden, suggestion box, getting landscaping/plow quotes, and entrance way sign upkeep were suggested by residents.
- II. **CALL TO ORDER**
Board President Duane Remish called the meeting to order at 7:19p.m.
- III. **ROLL CALL OF OFFICERS**
Present: *Duane Remish President, Joy Rungo VP, Katie Costa Secretary, Brenda Kenney Director*
Absent: *Jessica Zicker Treasurer*
Also Present: *Justin Clarke, Managing Agent*
- IV. **APPROVAL OF THE MINUTES OF THE REGULAR MEETING**
1st Katie 2nd Joy to approve the minutes of the Regular Meeting of September 8, 2021
- V. **Committees**
 - A. Covenants: Duane reported 4 new violations and letters will be sent out. Approved 1st by Joy 2nd by Brenda
 - B. Building and Grounds; volunteers needed
 - C. Recreation: Justin reported October 30 is BHE Halloween Trunk or Treat event. Recreation calendars available
 - D. Pool: Justin reported Strand coming on 10/21 to winterize pool, assess leak and heater specs. Another quote from a company in Bangor and Hydrodynamics and possibly Roland. Board requested paperwork on heater that is installed currently. Approved by 1st Joy and 2nd Katie.
- VI. **TREASURER'S REPORT**
 - A. Check approval by all totaling \$6407.89 Report approved 1st Brenda and 2nd by Katie.
- VII. **MANAGING AGENT REPORT**
Security company will be coming to put pin pad in new location and inspect cameras.
→ 2019 and 2020 books have been reviewed by accountant. \$8505 has been deposited. Electric bill was negotiated down. All prior outstanding bills from vendors and utilities are now up to date and current. Utilities are set up to be paid electronically for timeliness. Duane suggested either changing the due date to coincide with our meeting date or must bring invoices for board approval to pay electronically. Meet and greet our

directors day was set for 11/14 upon discussion it is now 11/7/2021 at 2pm. October 22 the newsletters will go out.

VIII. **APPROVAL OF 2022 BUDGET**

Minus line 12 Printing \$750 approved 1st by Brenda and 2nd Katie

IX. **OLD BUSINESS**

Dog park was declined due to too much of a liability. Last month's meeting minutes need to go on website.

X. **NEW BUSINESS**

- A. Directors up for reelection and new nominees. The terms of Brenda and Katie were discussed at length with no resolve. New nominees are: Lisa Clarke, Trevor Burns, Hector Ramirez, Bob Jonas, Liz Cremers, Mary Ellen Revans, Vincent Rodriguez, Brian Madonna, and Valerie Kaye.
- B. The cleaning position will be posted in the newsletter
- C. Proposal to increase clubhouse rental fee discussed. The residents pay dues. Not approved by all. 1st Katie 2nd Brenda

The board meeting adjourned at 9:36 p.m.

These minutes were taken by,



Katie Costa, Secretary

10-13-2021

Date