

BHE POA BOARD OF DIRECTORS 2023



PRESIDENT – MaryEllen Revans – merevans56@gmail.com (2024)

VICE PRESIDENT - Joy Rungo - jrungo7145@aol.com (2023)

TREASURER - Jessica Zicker - jess.zicker@aol.com (2023)

SECRETARY – Lisa Clarke - lisaclarke2347@gmail.com (2024)

DIRECTOR - Brenda Kenney - Bre410@ptd.net (2023)

DIRECTOR - Vincent Rodriguez - shield8193@yahoo.com (2025)

DIRECTOR – Dianne Zimmerman – drz11113@gmail.com (2025)

DIRECTOR –Derrick Toogood derrick_toogood@yahoo.com (2024)

(Year in parenthesis denotes date term ends)

HELP WANTED

BHE is currently seeking candidates to fill our open *Business/Office Manager* position. Role is part-time, 20 hours per week. Responsibilities to include but not limited to: collection of assessments, property resale certificate preparation, accounts payable, customer service with community residents, bookkeeping, filing, organizing, bank and post office errands. Must have computer, communication and people skills and be willing to work independently. Salary will be commensurate with experience. Please email resumes to BHEHOA2021@OUTLOOK.COM



Birch Hollow Estates
Property Owners Association
145 Jay Road
Effort, PA 18330

BIRCH HOLLOW ESTATES



145 Jay Road Effort, PA 18330 Phone number: 570.420.7535
Website address: www.birchhollowestates.com

Fall/Winter
2023

Letter from the President

Hello Neighbors,

As we embrace the beauty of fall, it's a pleasure to reach out to our wonderful community once again. The changing leaves, cozy sweaters, and pumpkin spice everything brings a sense of warmth and togetherness to our neighborhood. It's this spirit of unity that makes our community special.

As we revel in the autumn colors, let's also remember to take care of our beautiful surroundings. Please make sure to keep your yards and common areas free of leaves and debris. It not only keeps our community looking pristine but also ensures the safety of our residents.

This fall, we're exploring opportunities to improve our neighborhood even further. If you have any suggestions or ideas, please don't hesitate to reach out to the homeowners association. Your input is invaluable, and together we can continue to make our community a wonderful place to call home.

Let's make this fall season one to remember. Whether it's enjoying the crisp air, sipping on hot apple cider, or just sharing a friendly chat with your neighbors, let's cherish these moments.

Thank you for being a part of this fantastic community. Your involvement, your neighborly spirit, and your commitment to making our neighborhood great are what make it all possible.

Wishing you a cozy and colorful fall as well as a warm and wonderful upcoming holiday season!

Sincerely,

Mary Ellen Revans

President, BHEPOA



HAPPY FALL!



BHE POA Board Meetings

All meetings held at the clubhouse on Jay Road. Fifteen minutes prior to the start of a meeting is set aside for questions, concerns and input from property owners.

General Meeting/Board Director Elections Sunday, December 10, 2023 2:00pm

Board meetings held on 2nd Wednesday of every other month

- **December 13, 2023 at 6:30pm**
- **February 14, at 6:30pm (tentative)**

OFFICE INFO



For any information or questions regarding Birch Hollow Estates please contact the office at 570-420-7535 to leave a voice mail or via email BHEHOA2021@outlook.com

Office Hours: By appointment only at this time.

Upcoming Events

- ❖ November 12th **Board Candidate Meet-n-Greet 1:00-3:00pm**
- ❖ **Senior Group** meeting end of November (tentative) more details to follow
- ❖ December 10th **General Meeting/Board Elections 2:00pm**
- ❖ **Christmas House Decorating Contest** registration form & details to follow
- ❖ December 23rd **Breakfast with Santa**

FAREWELL*THANK YOU* WELCOME ABOARD

- ❖ We would like to extend our gratitude and a fond farewell to the following board members and office staff: **Valerie Kaye, Secretary and Bob Jonas, Director and Cal Bird, Office Manager** had to resign from their seats/position due to personal and family obligations. We greatly appreciate all of their dedication, hard work and volunteerism and wish them all the very best!
- ❖ **BIG THANK YOU's** to our Summer 2023 staff: **Pool Manager-Karen Warner, Lifeguard-London and Pool Attendants-Hailey, Katie, Olivia, Connor, Linda and Hayden.** Hats off to you all for helping to make it a fun, safe and successful swimming season!
- ❖ Thank you to **ALL our VOLUNTEERS and COMMITTEE Chairs and members!** It takes a village and couldn't be done without them: **Budget, Covenants, Maintenance, Nominating, Recreation and Welcoming.** *Volunteers are always needed and so appreciated.* If interested in joining a committee, please reach out to a board member or call the office for more info. We'd be happy to have you.
- ❖ We wish to extend a very warm **Welcome** to our two new Board appointed **Directors: Dianne Zimmerman and Derrick Toogood,** whom fill Valerie Kaye and Bob Jonas' seats. We are very grateful for their interest and willingness in volunteering and joining the BHEPOA Board.

REMINDERS from your COVENANTS COMMITTEE

- ✓ Any **unregistered vehicles** are not permitted on public (township) roads as defined by the Pennsylvania DMV which includes the public roads of BHE. This includes, but is not limited to ATV's dirt bikes, etc.
- ✓ All **vehicles** must be parked within your own property. No vehicles are allowed to be parked on the edge of the road or grass median areas.
- ✓ **Trash cans** must be removed from roadside once your pickup is complete for the week. They may not remain at the roadside all week. Please ensure your cans are off the road when placed at roadside to pick up.
- ✓ All **tree removal** within BHE, requires board approval prior to removing trees. An approval form may be obtained from the office.
- ✓ **All dogs** must be leashed when not on your property. If you walk your dogs, please pick up all dog droppings and kindly do not allow your pets to do their business on resident's properties.
- ✓ **Properties** should be maintained and kept neat/orderly and free from any clutter, debris or overgrowth.



What's New in What to Do?

Calling all Seniors of the Community



If you're interested in monthly get-togethers for planned activities, please call or text Karen Warner at 570-534-1514. A first meeting is tentatively planned for just after Thanksgiving at the clubhouse.

Pickle Ball Anyone?

The season for this sport is winding down, but if interested in joining the fun team-playing that occurs at the clubhouse courts, please call or text Dianne Zimmerman at 917-658-1070 for more info.

Need to Host a Party?

The BHE Clubhouse is available to rent from mid-September through mid-May. The rental fee is \$250 which includes a \$100 refundable cleaning fee if the premises are left as found. Rentals cannot exceed 6 hours duration including setup, breakdown and cleanup. No rental time beyond 10pm. Maximum occupancy is 75. If interested, please contact the office leaving your name, number and date request and someone will get back to you.

Resale Certificate Info

When you sell your house, you are required to provide the buyer with a resale certificate before going to contract.

The resale certificate ensures that the buyer has been notified of our Association, its Bylaws and Covenants.

The resale and transfer fees are being increased in 2024 from \$200 each to \$300 each.

Please call the office at 570-420-7535 when in need of a resale certificate. Please allow 10 days for processing.

ATTENTION HOMEOWNERS

DUES INCREASE IN 2024

The amount of the annual Association dues increase to **\$350.00** was unanimously approved by the Board of Directors at the October 11th Board meeting.

As noted in our summer newsletter, this increase is necessary due to the rising operational costs and expenses such as insurance, utilities and wages.

Moreover, the ability to be able to continue replenishment of annual reserve monies is equally important to the success of maintaining the clubhouse and pool with necessary updates/improvements.

Also, starting in 2024 we will no longer be accepting cash payments. Acceptable forms of payment include **personal check, money order** and **PayPal** (has a 3.9% convenience fee). As a reminder, dues payments are always due by February 15, 2024. Late fees will also increase in 2024 and are as follows: **\$25** for up to 1 month late/March 15th and **\$50** thereafter.

2024 Approved Operating Budget

Submitted by BHEPOA Treasurer, Jessica Zicker:

\$350 per lot x **369** lots = **\$129,150.00**

| | |
|----------------------------------|---------|
| Accountant | \$2500 |
| Administrative/Office Expenses | \$2750 |
| Capital Improvements | \$5000 |
| Electricity | \$5000 |
| Insurance | \$9000 |
| Legal | \$2000 |
| Maintenance | \$5000 |
| Payroll/Payroll Taxes | \$51728 |
| Pool Operations | \$7000 |
| Propane | \$6500 |
| Replacement Reserves | \$12000 |
| Telephone/Internet | \$1300 |
| Uncollectable Dues (stat of 15%) | \$19372 |

BHEPOA 2023 BALLOT PROXY FORM

ONLY MEMBERS IN GOOD STANDING MAY VOTE

If you will not be attending the BHEPOA General Meeting at 2:00pm on Sunday December 10, 2023 at the clubhouse, 145 Jay Road, and wish to vote, please assign an Association Member to act on your behalf. **PROXY VOTE:** The act of casting a vote on behalf of another. The person casting the vote must bring this form to the general meeting.

I, _____, owner of record of BHE lot #(s) _____

Address: _____ Assign to: (Name) _____

the authority to cast votes on my behalf at the BHEPOA General Meeting 2pm December 10, 2023.

Signature: _____ Date: _____

*If mailing or dropping into slotted, locked clubhouse mailbox is preferred, please place in a sealed envelope marked **PROXY BALLOT** on the outside. Mail to: BHEPOA 145 Jay Road Effort, PA 18330. Only the nominating committee shall be permitted to open sealed ballot forms on December 10, 2023.

PLEASE VOTE ON THE FOLLOWING:

- On any matters that come before BHE Property Owners: YES _____ NO _____
- Approval of the 2024 Budget: YES _____ NO _____

VOTE FOR TWO (2) CANDIDATES FOR BHEPOA BOARD DIRECTORS (3 year terms):

Jessica Zicker (incumbent) _____ Jim Mannello _____

Write In: _____ Write In: _____