

Minutes of the 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 6:30 pm on the 16th day of March 2022.

I. ROLL CALL OF DIRECTORS AND ATTENDEES

Officers Present: Katie Costa (President), Joy Rungo (Vice President), Jessica Zicker (Treasurer), Vincent Rodriguez (Co-Treasurer), Lisa Clarke (Secretary)
Directors present: Brenda Kenney, Mary Ellen Revans, Trevor Burns
Also present: Justin Clarke (Business Association Manager)

There were 12 community members in attendance.

II. COMMUNITY INPUT

- Community members are asking if there is anything that could be done with the tennis courts. They are in very poor shape. Jason mentioned the fence on the courts have holes where someone may be injured.
- Another community member asked about having her deck replaced. It was said that she should have no problems having her deck apart for a few days, as long as it isn't a mess near the street.
- Trevor said he will be taking a full walk-around of the property to make a list of repairs that are needed.
- Bob Jonas mentioned "pickleball" and that perhaps we may consider converting the courts into pickleball courts. Trevor will look into it.
- Someone asked about donating a small children's playhouse to the playground. It was agreed that he may do so.
- Mr. Cremers brought up the by-laws referencing article 7 section b and article 3 section c paragraph k that payment of costs of services should not be placed on the owners.
- Bob Jonas inquired about adding a link for Nextdoor to the website. Katie said we need to be strict about social media as was advised by the attorney, and people need to be confirmed as they join. Bob said he will create a separate private group for BHE members and the users joining will be regulated. Justin, Lisa, and Bob will work together on keeping Nextdoor under control by confirming those asking to join actually live in BHE and also by keeping comments, bickering, etc under control.

III. CALL TO ORDER

The meeting was called to order at 6:49 pm.

IV. OLD BUSINESS

A. February's monthly meeting minutes were approved through email on 2-20-2022 and are available on the website.

B. The February 28th executive meeting discussed the resignation of director Liz Cremers, financial review of 2021 and updated requirements for summer employees, pool rules, as well as adding Vincent to the bank account. Also discussed were lawn care and alarm company bids. The March 13th executive meeting discussed the workman's comp insurance.

V. COMMITTEE REPORTS

A. COVENANTS were handed out and reported by Jessica. It has been reminded that no resident is to leave trash cans out all week. They are to be brought back to the house and away from the street after each garbage cycle. It was also posted in the newsletter.

B. MAINTENANCE Reported by Trevor. He is still working on the quotes for pool heaters. He is waiting on one more quote. Trevor said we are good to go on repairing the leak in the pool. Justin wants to contact the company immediately. A vote was taken to go forward with the repair of the leak. The estimate is \$1,464. ***All are in favor of going ahead with the repair of the leak in the pool.*** Trevor will be making a list of whatever else he sees during his walkthrough that should be fixed or that may be a hazard. The board had previously chosen a new company for plowing and lawn care/maintenance during the previous executive session. Joy mentioned that another nearby development has solar heaters and it costs approx. \$5,000. Justin said he would look into it and maybe get quotes, however, it may not work for this year as the pool season is upon us and we are on a time restraint. This may be an option in the future and would lower propane costs as well.

C. RECREATION Reported by Jessica. This Sunday is kids' candy bingo. Some other upcoming events include family karaoke night. Any added events or changes will be updated on Facebook and on the website.

D. TREASURER REPORT Reported by Jessica. Everyone should have a copy of the bank activity and detailed transaction report going back to February 1st. Everything is accounted for and there is a folder of checks to pass around for approval. As the checks are being sent around, Joy asked if it would be better for each board member to initial the stubs to prove they were approved. The board agreed and initialed each stub. Checks approved total: \$7,463.32

E. BUSINESS MANAGER REPORT

(February) Year to Date Deposits: \$82,685.12

Total out: \$2,644.65

Total in: \$39,702.00

Balance at EOD 3-16-22: \$78,565.06

Dues Owed: 2022 – 145/369 homes = \$42,775.00

2021-90/369 homes = \$26,550.00

VI. NEW BUSINESS

A. Clean-up Day is scheduled for April 23rd at 9 am. Everyone is welcome to come help make your community center beautiful. See you there! Some supplies for clean-up day should be ordered such as playground certified mulch, sand, and stain for the picnic tables.

Trevor said if anyone has things to donate for the playground, or otherwise, please let him or Justin know.

B. The welcoming committee will be reinstated and chaired by Brenda. Any volunteers may sign up at meetings or by contacting our business manager Justin, or Brenda.

C. Our current bank branch located in Kresgeville will be closing. The board voted on changing the bank to a bank located in Effort. ***All in favor to change banks.*** We will need recent meeting minutes that have been approved, Articles of Incorporation, and signer names with two forms of ID. There are no fees for less than 200 transactions per month. The safety deposit box is \$35 per year for a box that is 3x5 and 20 inches deep. The current banks' Kresgeville location will be closing on April 1st.

D. A vote was also held for new signs for the community entrances alerting members of upcoming meetings. *All in favor of new signs.* Bob Jonas mentioned that he will be contacting the township to find out the policy on hanging neighborhood watch signs.

E. There are now logs for committees or board members to have access to keys. They will be required to sign keys in and out.

VII. OLD BUSINESS

A. The nomination committee is in need of volunteers. Brenda is the chair. Volunteers can sign up at meetings or by contacting the business manager, Justin Clarke or Brenda. The nominating committee will be doing most of its work near election time in the fall. This committee is responsible for making nominations for the board of directors' upcoming election. Five people are needed. If you are on this committee, you can't run for the board of directors for that year.

B. February minutes were approved via email on 2/20/2022.

XII. CLOSING POINTS

-Motion to approve the committee reports first by Lisa, second by Trevor.

Meeting adjourned at 8:01 pm

These minutes have been approved by the Board of Directors.

Lisa Clarke, Secretary

March 16, 2022