

Notice of the meeting: An open meeting of the Board of Directors of the Birch Hollow Estates Property Association will be held at 6:30 pm on August 9, 2023 at the BHE Clubhouse 145 Jay Road, Effort, PA. The following items will be on the agenda for the meeting:

## **BHE POA BOARD MEETING MINUTES**

August 9, 2023

### **I. Call to Order at 6:32pm/Roll Call**

Officers present: Mary Ellen Revans- President, Joy Rungo-Vice President, Valerie Kaye-Secretary, Jessica Zicker-Treasurer

Directors present: Lisa Clarke, Brenda Kenney, Vincent Rodriguez

Director absent: Bob Jonas

Business Manager present: Cal Bird

### **II. Community Input**

There were 8 community members in attendance.

No community comments at this time.

### **III. Secretary's report**

a) Approval of board meeting minutes of June 14, 2023, approved via email

b) Approval of executive meeting minutes of July 31, 2023, approved via email

### **IV. Covenants Committee**

Jess explained that some recent covenant violations have been resolved without owners incurring fines. Two violation letters will be mailed tomorrow. Jess explained the process of issuing covenant violations. The first letter is sent out to owners informing them of the violation. If an issue is not resolved after the first letter, then a second letter is sent out within 30 to 60 days with a deadline as to when violation needs to be resolved. Fines occur when third notice is sent.

Hector Ramirez inquired as to what types of covenant violations are occurring. Most are due to the cleanliness of property, cars being parked in road/grassy areas and removal of trees/dead trees without form being filled out.

Cal brought up that removal of trees continues to be an issue. She has been taking a proactive approach and has contacted owners when these situations occur.

### **V. Managing Agent's Report**

A) As of today for 2023- 44 unpaid lots

B) Assessment Arrears Collection Update-

2022 23 unpaid lots      2019 9 unpaid lots

2021 23 unpaid lots      2018 5 unpaid lots

2020 12 unpaid lots      2017 1 unpaid lot

Collections are going well with Birch Hollow being under average in having unpaid lots.

C) 137 lots have collected pool badges.

**VI. Executive Meeting held on July 31, 2023**

Discussed Facebook page, Quill account, 2023 Binder, Business Manager's hours vs. cleaning hours, nominating committee, past due assessments, resale certificates, adding new security camera, propane usage, pool closing, cash app for recreation, directorship plans.

**VII. Reports of Officers, Boards and Committees/ Old Business**

A. Covenants Committee- There are 7 outstanding covenant issues. Will be discussed at executive meeting. For two lot owners, a priority list needs to be established.

B. Recreation Committee- Jess spoke about the good turnout that was had at the two family swim events, held on July 22 & Aug 5. Looking into planning out one more before the end of season. Will be advertising event on Facebook and website calendar. A covered dish event will be held on Labor Day weekend, more details to follow. Board acknowledged the efforts by the recreation committee in putting on these great family events.

C. Welcoming Committee-A welcome brunch for new homeowners from 2020 to present has been scheduled for September 9<sup>th</sup>. Invitations to be sent out at the end of this week.

D. Treasurer- Treasurer: Jess - Check approvals  
3<sup>rd</sup> and final payment to Strand (pool contract for season)- \$1365  
PPL \$697.51  
Quill (office supplies)- \$567.07  
ABE Laboratories (water testing for pool and kitchen)- \$315  
BRC (internet)- \$92.14  
Total: \$ 3036.72

Community members in attendance were offered copies of income/expense report dated from 6/1/2023 to 8/9/2023.

E. Maintenance/ Buildings and Grounds: Vincent spoke about the repairs he has made to the tennis courts, fixing up pickleball court, upkeep and painting of benches, upkeep of pool, pruning shrubbery, installed two new lockers for staff use, and replaced light bulbs in patio area. Spray painting of no smoking signs on patio to be done. Outlets still need to be replaced. Basketball nets to be put as someone donated nets to community. Jess will obtain an estimate on materials to fix the shed roof which she will present at the next meeting.

Mary Ellen spoke about the need for volunteers for both the nominating and budget committees. Community members that are interested in running for the Board need to submit their letter of intent to the business office, who in turn will forward them to the nominating committee. Any prospective candidate cannot hold a seat on the nominating committee. Hector and Rebecca Ramirez have volunteered to be on the nominating committee. The budget committee needs volunteers as well. Jess, as chair, is looking to schedule a meeting for next week. She will be reaching out to the community.

## **VIII. New Business**

- A. New computer system is up and running. Issues with scanner have been fixed.
  
- B. Resale Request Form has been added to BHE website for easier access. Resale certificates are being electronically sent, however, there are still paper copies available if need be. Brenda provided an estimate from Copy Corner for 5 packets to be made up for \$16.95. Currently, holding off on making copies as we have enough in the office.
  
- C. Update on third BHE entrance sign. Joy has been in contact with Rob Pugliese, who did repairs to previous signs, to provide an estimate for final sign. Three options were presented: attempt to use what is left of sign and patch/fill, mend, repaint in same colors and patch missing gold leaf lettering-\$200, new flat sign made from non-wood material without gold leaf lettering-\$300, brand new wooden sign, looking like the other two-\$1000. Joy will touch base with Mr. Pugliese for him to visually inspect sign for a better estimate.
  
- D. Discussed bocci ball court asphalt remnant pile removal. Bocci court was removed in the spring of 2022. Joy has been attempting to contact companies who would be able to remove asphalt. Full Circle Removal is scheduled to provide an estimate on 8/10. The estimate from Full Circle was \$3500 for the demo/removal and hauling away in 4-5 dumpsters. Unfortunately, due to the weight of the asphalt and separation needed from railroad ties, removal will need to be done by machine, which can be costly. Joy will also contact Affordable Junk and MJS Excavating for estimates.

Hector Ramirez would like to inform community members on BHE Facebook's page regarding upcoming Chestnuthill Township business. Currently on both the Chestnuthill and Polk township agendas, discussions are occurring regarding creating solar panel farms on open space land.

**Adjourned at 7:19 pm**

Valerie Kaye, Secretary

**Meeting minutes approved on August 20, 2023**