

Minutes of the meeting of the Board of Directors of the Birch Hollow Estates Property Association held at 6:30pm on Wednesday, October 12, 2022 at the BHE Clubhouse, 145 Jay Road.

I. Community Input

-There are 3 community members in attendance.

-Hector Ramirez commented that the roads which the township had scheduled to be paved have been paved.

II. Call to order / Roll Call

-The meeting was called to order at 6:35pm.

-Officers present: Joy Rungo-Vice President, Jessica Zicker-Treasurer, Vincent Rodriguez-Co-Treasurer, Lisa Clarke-Secretary

-Directors present: Brenda Kenney, Valerie Kaye, Bob Jonas

-Not Present: Katie Costa-President, Mary Ellen Revans

III. September Meeting Minutes Approved Via Email 9/22/22

-They are posted on the website.

IV. Reports of Officers, Boards, and Committees

A. Covenants

-There are no new violations. Jess has made a post on the BHE page that residents must remember to remove their garbage cans from the road.

- Three prior violations are pending resolution and one will receive a notice prior to assessments going out.

B. Maintenance/Building and Grounds:

-Vincent ordered a 5 gallon drum of paint to paint the old wooden wall in the pool area. It is acrylic paint. All benches have been repaired except for the one in the basketball court. Half of the tables are painted and stained as well as most of the benches. In the future he may be changing all halogen lights. Vincent painted the front gate and is working on repairing the grounds. He has patched asphalt in the tennis courts and the basketball courts. He advised us to

get a new combination lock for the front gate and one for the shed. The shed will be cleaned out and the metal chairs will be placed in the shed for winter. The front door has a piece coming off the bottom which will also get repaired. Two exit signs have been replaced and will be getting new batteries. The monitor died for the DVR camera system and Bob replaced the monitor. There is a need for a camera pointing towards the basketball court which we will get a price on. Jess, Bob and Vincent currently have access to the cameras. Jess is the current contact for the alarm company in case of an emergency. Bob also wants to look into getting a new computer. He will see if he can get one donated as well as some quotes.

C. Recreation: reported by Jessica

-Trunk or treat is Sunday, October 30th at 2pm at the clubhouse. Volunteers are needed for trunks.

D. Welcoming: reported by Brenda

-Welcome cards and welcome gifts are being brought to new homeowners.

-The other sign at the Birch Hollow Drive entrance has been brought to Rob to repair it. The posts need to be painted white.

E. Pool

-The pool company is coming in two weeks to drain it down halfway and officially close it. Jess wants to know if we need to cover the heaters over the winter now that they are outside. Vincent said there are thick covers we can look into purchasing.

F. Treasurer: Check approvals

-The pool company has been contacted regarding the tubes which Justin said it should have been included in the kit.

Check totals approved:

548.51

517.00

420.00

296.80

87.97

54.00

132.30

Total: 2,056.58

G. Managing Agent office report

-Since the last meeting there was about \$1,000.00 deposited, three deposits for three separate assessment checks.

V. Old Business

A. Budget for 2023

- A meeting will be scheduled for the budget committee and we are hoping to make a decision on the business manager position so that we can know how that cost will be budgeted in. We are tabling the budget until the committee meets again.

B. Printer decision

-Bob is getting quotes and will settle on a printer. A new printer is needed. The max amount approved to spend is \$400.

VI. New Business

A. Filling the managing agent position

-We are in need of filling the position of managing agent. We are currently interviewing managing agent companies and obtaining quotes, as well as accepting applications from interested candidates.

VII. Adjournment

-The meeting was adjourned at 7:21pm.

These minutes have been approved by the board of directors for Birch Hollow Estates Property Owners Association.

Lisa M. Clarke

Secretary

