

**BIRCH HOLLOW ESTATES PROPERTY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
December 8, 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 8 of December 2021.

**I. COMMUNITY INPUT**

Fourteen community members were in attendance. A resident asked about the status of the accounting audits for our books. Jessica explained two years' worth, 2019 and 2020, were dropped off for review to the accountant two weeks ago. Justin informed us he had to leave the meeting at 7:30pm. Duane informed the community members of the newly adopted procedure to expediate the approval of meeting minutes within the week following a monthly meeting in order to have them posted online to our website in a more timely manner.

**II. CALL TO ORDER**

Board President Duane Remish called the meeting to order at 6:34 p.m.

**III. ROLL CALL OF OFFICERS**

Present: President Duane Remish, Vice President Joy Rungo, Treasurer Jessica Zicker, Secretary Katie Costa, Director Brenda Kenney  
Also Present: Justin Clarke Managing Agent

**IV. APPROVAL OF THE MINUTES OF THE REGULAR MEETING**

Meeting minutes from the November 10, 2021 via email on November 12, 2021

**V. COMMITTEES**

- A. Covenants: Jessica reported. See attached report. Justin requested that a template of fines/letters be made going forward. Its \$100 a week for vehicle violations. Some of the property owners on the list will need to come in for a meeting for violations can be discussed.
- B. BUILDING AND GROUNDS: Jessica reported. The clubhouse had a heating problem. It was a bad thermostat and Aerodynamics came in and fixed it.
- C. RECREATION: Jessica reported that they may attempt to do a movie or pancake day but not sure of it'll happen since its mid-month already. They are looking for donations of Christmas cards to donate to local senior centers to be delivered mid-December.
- D. POOL: Justin reported. Nothing new to report. Still waiting on a quote from Strand for a new pool heater, liner, gaskets. The leak stopped below the lights. If there's a problem with the resurfacing Duane suggested contacting the company that did the work as it should be under warranty. Duane also asked when the electrical inspection is due. No information was given on that.
- E. Reports on committees approved motioned 1<sup>st</sup> by Katie and 2<sup>nd</sup> by Brenda.

**VI. TREASURER'S REPORT**

There's a pending deposit of \$1480 to be put in the account. Check approval totaling \$3570.46 with the exception of one for \$100 payable to Justin awaiting documentation of receipt of cash. Motion 1<sup>st</sup> by Joy and 2<sup>nd</sup> by Brenda.

**VII. MANAGING AGENT'S REPORT**

Justin reported the current account balance is \$2055.55. Dues collected this month was \$1220 for 4 homes. Five certified letters were sent for back due assessments. Total lots unpaid is 150. All addresses are verified and on file. Justin reported the account will

maintain a \$1000 balance at a minimum and that any cash payments for clubhouse rental will now be held until after the party. The cleaning position has still not been filled and no interest as of yet. Motion to approve 1<sup>st</sup> by Katie and 2<sup>nd</sup> by Joy.

**VIII. NEW BUSINESS**

Meeting minutes for the years 2019 and 2020 that were given to accountant for review as well as the meeting minutes for 2021 prior to September 2021, which were previously requested, Jessica informed us she did not have them with her for this meeting. Duane addressed the community as this was his last meeting as President. He hopes everyone continues to stay involved and he will still be present at meetings and to help out.

The board meeting adjourned at 7:36pm.

  
Katie Costa, Secretary

12-8-2021  
Date