

BIRCH HOLLOW ESTATES PROPERTY ASSOCIATION
BOARD OF DIRECTORS
GENERAL MEETING
December 11, 2022

Minutes of the Board of Directors General Meeting of Birch Hollow Estates Property Owners Association, held at the BHE Clubhouse 145 Jay Rd. Effort, PA at 2:00pm on the 11th of December 2022.

I. CALL TO ORDER/ROLL CALL

Board Vice President, Joy Rungo, called the meeting to order at 2:20pm.

Officers Present: Joy Rungo-Vice President, Jessica Zicker-Treasurer, Vincent Rodriguez-Co-Treasurer.

Directors Present: Brenda Kenney, Mary Ellen Revans, Valerie Kaye, Bob Jonas

Not Present: Katie Costa- President, Lisa Clarke-Secretary

There are 7 community members present in addition to 7 directors and all in attendance signed the sign-in sheet.

II. ELECTION OF THE BOARD OF DIRECTORS

Joy Rungo welcomed the community members and explained the meeting agenda: Voting for the 2 board of director seats and approval of the 2023 budget. Expiring director seats are currently filled by Valerie Kaye and Vincent Rodriguez, both 3 year terms, and both were re-introduced. Reminded members that write-ins were also acceptable and that 2 lines were provided for such on the ballot. Explained that once the voting process is complete, we will have 2 nominating committee members, Betsi Bradrick and Rebecca Ramirez, count and record the ballots and voting outcome. Community member Hector Ramirez volunteered and acted as an additional election observer.

III. BUDGET REVIEW

The 2022 Budget Analysis and Proposed 2023 Operating Budget printouts were provided for review for all in attendance. Treasurer Jessica Zicker offered to answer any questions about the proposed budget prior to voting. She explained the **\$0** proposed 2023 budget for **Capital Improvements** being due to the overages spent for 2022 improvements. It was also clarified that any pending 2023 pool roof/enclosure project costs have already been accounted for and are being held in an account for that project specifically. There were no questions or concerns from community members about the projected 2023 budget and were then reminded that they will need to vote YES or NO to the Approval of 2023

Budget on the ballot. Community members were then asked to please proceed with their voting.

IV. VOTING RESULTS

It was noted that we received a total of 3 mail-in votes, 1 of which was addressed to be proxied by Joy Rungo to which she opened in front of the other directors and verified the vote. Prior to the final tallying, a resident reported to Joy that she mistakenly voted for only 1 director seat and not 2 and requested if Hector Ramirez could retrieve her ballot to allow and observe her adding a 2nd director vote. This was request was approved by the board and observed and verified by Hector.

The tally for the 2 director seats up for re-election and the proposed 2023 budget approval were as follows:

- 17 votes for **Valerie Kaye**
- 17 votes for **Vincent Rodriguez**
- 17 votes **YES** for Approval of 2023 Budget
- There were no write-ins

V. ADJOURNMENT

Following the formal tally, announcement of voting results and congratulations to our directors, community members were thanked for their time, involvement and assistance as it is always appreciated and reminded of our monthly board meeting coming up on December 14th. Everyone was wished Happy Holidays and asked to please continue enjoying the cookies from our prior day's Christmas Cookie Swap!

Adjournment was made at 3:20pm.

Joy Rungo, Vice President

12/11/22