

Birch Hollow Estates PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING
May 11th, 2022

Minutes of the Board of Directors Executive Meeting of the Birch Hollow Estates Property Owners Association, *Effort, PA*. Held at the BHE Clubhouse at 6:30 pm on the 11th of May 2022.

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I. Community Input

Residents are concerned with the safety of children riding four-wheelers as well as people parking down in the Cul de Sac. A resident mentioned that cars may park there because of hunting season. It has been suggested by the board to report any suspicious activities to the police.

A resident who has previously filed a covenant violation regarding chickens on her neighbors' property has reminded the board that the chickens still remain. This occurrence is on Rainbow Terrace.

A resident asked about having a night swim perhaps once a month as family swim nights. This would be a swim at your own risk event and children must be accompanied by an adult and an adult would be required to supervise any child who is swimming at all times.

Bob Jonas said he received a notice back about the neighborhood watch signs. There are two options. The first is that the township would buy and hang everything and we would pay the township. The second option is that we buy everything and we install it. They need to know where we intend to put the signs. We cant put them on street signs or stop signs. He will find out the cost and see if the neighborhood watch group could possibly look for donations and possibly ask the board for help. The cost is approximately \$40 per sign and they are aluminum. He will also ask about the children at play signs.

II. CALL TO ORDER/ROLL CALL OF OFFICERS

Called to order at 6:46 pm

There are 9 community members present

Officers Present: Katie Costa (President) Joy Rungo (VP) Jessica Zicker (Treasurer) Vincent Rodriguez (Co-Treasurer) Lisa Clarke (Secretary)

Directors present: Brenda Kenney, and Mary Ellen Revans

Also present: Justin Clarke (business association manager)

III. Meeting Minutes Approvals

1. April's Meeting Minutes Approved Via Email

IV. Executive Meeting held on April 13th, 2022

1. Candidates for pool manager discussed. The decision to set up interviews.
2. Lifeguard wages/raises

V. Executive Meeting held on May 10th, 2022

1. Pool water
2. \$12,000 reserve funds transfer (2021)
3. Electronic payment options
4. Covenant violation penalties
5. Lifeguard rain pay

VI. Reports of Officers, Boards, and Committees

1. Covenants: reported by Jessica-There are 3 repeat violations. There are no new violations to report.
2. Maintenance/Building and Grounds. Volunteers are needed. Vincent would like to chair the maintenance committee. Leaking roof, shower valves in girls showers, sink in the kitchen needs a new o ring, pool room has rotted poles in the building. We have the lumber just need to fix it. Please sign up at the board meetings or with the business manager to volunteer. Tennis courts, and painting the tables. Jess will finish the tables Friday and will be cutting up the toys outside the playground to prepare for the dump. The inside of the shed is in good shape but it needs new shingles and some

roof repairs. There is a lot of standing water around the shed area. Vincent will put compost and seeding this weekend. There is a lot of old lumber back there that he can use to make citronella containers to put around the property. The beach chairs outside need to be sanded and painted. Vincent would like to get everything done fast. The board is ok with Justin going up to the roof to fix the leak.

3. Recreation: As reported by Jessica- Kareoke night is Saturday, May 14th, at 7 pm. There is a weekend yard sale being scheduled sometime in June. We will have a bring a covered dish event on the Saturday of Memorial Day weekend.
4. Welcoming Committee: As reported by Brenda- The second meeting went well. Did some sprucing up of the clubhouse, came and help paint, new chairs donated, and redid the bulletin board. They will be delivering 4 gifts to the 4 newest community members. A member has donated some planters for the clubhouse property. The next meeting will be held on June 1st, at 6 pm.
5. Pool- Reported by Justin Clarke. The pool is being filled. We are waiting on the propane and the electric company to hook up the heaters. Water will be delivered at 7:30 am Monday morning. There should be plenty of time to get it heated, set up, and cleaned by opening day. If we approve his quote Tuesday, he will hook up the electricity and propane and can do the whole job starting immediately after approval.
6. Treasurer: Check approvals-
7. Business Manager: Reported by Justin Clarke- Suggested a lock on the kitchen door with a code system, rather than making several keys, people can be given a code. The snack bar should be closed and locked all season. He is looking to find a large pantry to store all of the recreations items.

VII. Old Business

1. Transferring of banks- We would like to open a bank account at Wayne Bank in Effort, PA, and complete a transfer of Birch Hollow Estates' operating checking account, money market account, recreation account, and welcoming committee account.
2. **Vote to change banks from Key Bank in Palmerton to Wayne Bank in Effort, ALL ARE IN FAVOR. 7/0 Vote.** The signers authorized are Justin Clarke, Jessica Zicker, and Vincent Rodriguez. Other authorized contacts are Catherine Costa and Joy Rungo.
3. A time clock has been purchased.

VIII. New Business

1. New Pool Manager- Justin Clarke has been selected by the board.
2. Trevor Burns resignation letter May 3rd. Please see attached.
3. Volunteers are needed for the maintenance and nominating committee- The nominating committee is in need of members to volunteer or we can't have the election.
4. The newsletter deadline is the last week of May. All suggestions are welcomed. Justin will order 400 to be printed. The newsletters need to be to the printer by the first week of June.

IX. Adjournment

7:41 pm