

BIRCH HOLLOW ESTATES PROPERTY ASSOCIATION
BOARD OF DIRECTORS MEETING
November 10, 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 10 of November 2021.

I. COMMUNITY INPUT

Twelve community members were in attendance. A resident questioned when the current board members terms were up for reelection. Duane explained that all current board directors have two years left on the seats that they filled or are presently in. As a board it was decided in an extensive executive session, for reasons of continuity and being that 5 new directors are being voted in next month, with concurrent terms of 3 seats with 3-year terms and 2 seats with 1-year terms, that the current directors were set at 2 years. Clarification of badge lending mentioned in the newsletter was discussed. A resident asked about delinquent lots. Jessica explained that all delinquent lots have been given past due letters. No cleaning person has been hired nor has there been a show of interest.

II. CALL TO ORDER

Board President Duane Remish called the meeting to order at 6:50 p.m.

III. ROLL CALL OF OFFICERS

Present: *Duane Remish President, Joy Rungo Vice President, Jessica Zicker Treasurer, Katie Costa Secretary, Brenda Kenney Director.*

Absent: *Justin Clarke Managing Agent*

IV. APPROVAL OF THE MINUTES OF THE REGULAR MEETING

1st Joy 2nd Brenda to approve the minutes of the regular meeting of October 13, 2021.

Duane made a motion to approve the current month's meeting minutes via email within a week of the monthly meeting going forward in order to expedite the posting of the minutes sooner to the Birch Hollow Estates website at www.birchhollowestates.com

Katie will send out the email and all will approve in order to post. Motion approved 1st by Jessica and 2nd by Joy.

V. COMMITTEES

- A. Covenants: not done this month, Jessica will attempt to drive around within a week
- B. Buildings and Grounds: A resident has expressed interest to chair. Shed is leaking and gutters are off. Lights in the bathrooms need attention. Those interested in helping out are to contact the office and leave a message.
- C. Recreation: Trunk or Treat had a great turn out. 45 people and 16 trunks. December events to include Christmas Movie and Hot Cocoa Bar.
- D. Pool: Strand came and closed the pool. They will provide two estimates for the pool heater. One for a dual system that would entail two smaller heaters rotating to alleviate strain and a second for a single bigger heater to fit to size and capacity of the pool. Prosser Labs came and tested the water two weeks ago since it not being done since 2018. Awaiting results currently.

VI. TREASURERS REPORT

A deposit of \$1500 was made on 11/10/21. Check approval by all totaling \$1156.89. 1st by Brenda 2nd by Joy.

VII. MANAGING AGENT REPORT

Jessica reported assessments collected in October were \$4000 and \$1500 in November. All past due notices were hand delivered in September/October. Next step is certified mail to 150 lots still unpaid at a minimum for 2021, some include prior years as well. Next, after certified mail documentation of notices being delivered is a collections agency and then the courts. Motion to spend \$7.50 (with an email confirmation receipt) x 150 lots for a total of \$1125 on certified mail was approved by all 1st by Brenda 2nd Jessica. Discussion to buy stamps in bulk now for upcoming assessment letters and newsletters. Look online for bulk and at stamps.com was suggested. Staples account requires a credit card on file. Discussion began about getting a Staples Credit Card. No decision as of yet. Outsourcing some of our printing needs is on the table for the future. Good quotes from community members are on file.

VIII. NEW BUSINESS

- A. Board director terms: Discussed during community input
- B. Workmen's Comp Audit: Jessica reported the 2019/2020 and 2020/2021 are completed. At the error of the Insurance Agent 2018/2019 BHE was never notified and those weren't completed but are in process currently.
- C. Audit/Review Update: Jessica reported that the accountant needs BHE book of meeting minutes to conduct the review properly. 2019 and 2020 books are started. Jessica needs to put all the meeting minutes in order in a binder. They are currently just in a pile. Other board members to assist in that process.
- D. Meet and Greet Update: Katie and Joy reported it went well, there were twelve community residents who attended and met 6 out of the 8 nominees. Information on each candidate is on our website.
- E. Status of Assessments: Jessica reported in Managing Agent report.
- F. Secretary Responsibilities: Katie was given binders for meeting minutes going forward in addition will create a log of all the directors' seats start and end as well term limits to avoid any confusion in the future.
- G. Signage options: Joy provided details of signs for the community to deter any unwanted and questionable activity and behavior. They included signs for neighborhood watch, playground/clubhouse hours. Duane suggested calling the township to verify we can put them up. It was suggested the State Police may have some as well. Also a past practice of closing the clubhouse parking lot gate was discussed due to questionable activities going on after hours. Gate closing combined with signage may deter those behaviors.

The board meeting adjourned at 8:04pm. 1st Joy 2nd Brenda

These minutes were taken by,



Katie Costa, Secretary

11-10-2021

Date