

May 17, 2023

Birch Hollow Estates Property Owners' Association Board of Directors Meeting
Minutes of the Birch Hollow Estates Property Owners Association, Effort, PA. Held at the BHE
Clubhouse at 6:30 pm on the 17th of May 2023.

I. Community Input

There were 11 community members in attendance.

Bryan Turner addressed his covenant violation fine letter. Mary Ellen voiced that this issue should be discussed in a separate meeting as it is a private matter. The board will be meeting with Mr. Turner after the meeting.

Mark Johnson, president of Sun Valley Volunteer Association, talked about his organization being a social club whose membership is open to all. For a yearly fee of \$25, members can enjoy alcohol and food for purchase as well as members can rent the hall for parties. They also have family friendly events throughout the year. Mr. Johnson talked about the history of the firehouse, what it is today and what he would like to see for the future. The board thanked him for bringing this to our community's attention.

Ed Connolly stated that he only has 12 bicycles left on his property. The carport that was donated by the Hoffmans was filled, with 140 bicycles given away. The remaining bicycles will be hauled away to the scrap yard. Mr. Johnson offered his assistance in perhaps temporarily storing the remaining bicycles. Mr. Connolly did inquire regarding the use of a tarp to cover the remaining bicycles.

II. Roll Call

Officers present: Mary Ellen Revans- President, Joy Rungo-Vice President, Valerie Kaye-Secretary, Jessica Zicker-Treasurer

Directors present: Brenda Kenney, Vincent Rodriguez (6:42pm)

Directors absent: Lisa Clarke, Bob Jonas

Business Manager absent: Cal Bird

III. March's Board Meeting Minutes Approved via email March 20, 2023

III. Reports of Officers, Boards and Committees / Old Business

A. Covenants: Jess stated that there are no new covenant violations. Working with owners to resolve issues.

B. Recreation: On May 28th, the recreation committee is hosting a covered dish event for Memorial Day weekend. All are welcome.

C. Welcoming: Brenda discussed scheduling a welcoming luncheon for perhaps the weekend of September 9, 2023. Invitees would be those who moved into Birch Hollow from 2020 to the present day.

D. Pool: Renovations to pool enclosure have been pushed until fall. Main issue was the difficulty in obtaining aluminum needed to fabricate the purlins. The panels will be stored by Duralite until the start of project. Looking into NEPA Builders to store the purlins when they are completed for us to not incur the extra expense of storage.

Our pool is operational as Strand put the needed chemicals in. Jess will be setting up a training session with them regarding pool maintenance, if any additional board members want to participate.

Pool policies will be enforced such as smoking only in permitted areas and no alcohol allowed. To obtain badges, a pool rules sheet will need to be signed by residents. To assess pool use, we are asking members to sign in when they come to the pool.

As of today, there is 1 lifeguard and 2 pool attendants for the season. We are in the process of interviewing some candidates for the attendant position. Due to shortage of lifeguards, children under 18 need to come to the pool with a parent/guardian as the likelihood of having a lifeguard on duty is low. Unfortunately swim at your own risk (a parent/guardian of minor children needing to be in the pool enclosure) will be utilized more. We will continue to advertise for lifeguards.

Mr. Turner inquired if outside lifeguards can be hired for parties. Due to insurance regulations, a certificate of liability would need to be submitted for that to occur. The board would also need to interview candidates.

E. Treasurer: Jess - Check approvals

State Farm (liability insurance) \$7,168, District Court (6 delinquent residents) \$797.50, Modern Gas (propane) \$692.46, Sugar Hollow Farms (mulch) \$344.45, USPS (postage) \$ 252, Quill (office supplies) \$183.98, reimbursement for Jessica Zicker (office supplies, paint, guard clothing) \$174.28, Francis X. Mullane (payroll tax prep) \$125, reimbursement for Vincent Rodriguez (maintenance-toilet seats) \$101.44, ABE Laboratories (water testing) \$76, reimbursement for Joy Rungo (Easter supplies) \$ 23

Total: \$ 9, 938.11

F. Managing Office Updates:

1. As of today for 2023- There are 69 unpaid lots, Paypal continues to be utilized for payment of dues
2. Assessment Arrears Collection Update-
2022-29 unpaid lots 2021-28 unpaid lots 2020-17 unpaid lots
2019-15 unpaid lots 2018-7 unpaid lots 2017-1 unpaid lot

3. Badge pickup-Residents in good standing must bring photo ID to pick up their badges. Anyone who has unpaid dues will not be able to pick up BHE tags until payment is made in full and cleared. If you are paying your past property dues, there is a 7-day waiting period before BHE badges can be picked up to allow checks to clear. Our new badges have lot numbers on them. As of today, there have been 12 lots that have picked up their badges.

G. Maintenance/Building and Grounds: Vincent discussed what has been done as of late: the spreading of gravel in parking lot to smooth out bump that was there, walkway has been cleared of gravel, painting has been done in the bathrooms, bathroom lights have been replaced, shed has been organized, benches cleaned, and cementing of front railings to make them sturdier. Still on the to do list is finishing the fence around the pool heater, replacement of toilet seats, and shed roof needs to be repaired. Volunteers are needed for maintenance projects in and outside the clubhouse.

V. New Business

- A. Update on pool renovations- As discussed under old business, renovations to pool enclosure have been pushed until fall. Working on finding storage for purlins once they are completed. Total project cost is \$174,000. Before the start of the project, account had \$168,000. Payment made to NEPA Builders for \$44,000 for ordering of materials/deposit. Balance is currently at \$124,000.

Stuart Thody questioned the board regarding the need for a community vote about the pool project as well as if monies were still being moved over to reserve account. Mary Ellen responded that the decision to renovate the enclosure has already been discussed and decided in previous minutes and by previous boards. Brenda cited the report done by The Falcon Group Engineering, Architecture & Energy Consultants in May 2015 (revised October 2015) outlining needed projects and their timeframes. It was discussed that monies will be moved over at this time to the reserve account to cover the final cost of the renovation.

- B. Hiring of lifeguards/pool attendants- Interviews for pool attendants are scheduled for the upcoming week. We will continue to advertise for lifeguards.
- C. Limiting summer gatherings/parties to 25 people -
Gate will continue to be open from dawn to dusk throughout the summer.
- D. Purchasing signs for clubhouse property-currently looking at pricing for signs, i.e. No smoking, no alcohol, residents only
- E. Needing community members for budget committee. The Budget committee begins meeting in September to review expenses and plan the budget for the upcoming year.

Ideally, it would involve attending one to two meetings. Kimberlee Smith indicated interest in joining the committee.

- F. Movement of \$6K to reserve fund. At this time, it was discussed the need to move \$6,000 to reserve fund to cover the cost of the pool renovation in its entirety. All in favor.
- G. Raising of dues for 2024 due to increased operating costs was mentioned as well as late fees- Continued discussion of needing to raise dues starting in 2024 due to increased expenses. The amount of the increase has not yet been determined.

Adjourned at 7:45 pm

These meeting minutes have been approved by the Board of Directors on May 23, 2023

Valerie Kaye
Secretary