

December 13, 2023

Birch Hollow Estates Property Owners' Association Board of Directors community meeting, Minutes of the Birch Hollow Estates Property Owners Association, Effort, PA. Held at the BHE Clubhouse at 7:30 pm on the 13th of December 2023.

I. Call to order/roll call.

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

Directors Present: Brenda Kenney, Diane Zimmerman, Derrick Toogood

Directors Not Present: Vincent Rodriguez

Meeting was called to order at 7:37pm.

II. Community Input

- There were three community members present.
- A member said that the clubhouse was decorated beautifully.
- Hector Ramirez suggested we look into putting reflective tape on the white poles on the entrance signs.

III. Executive Meeting held on December 13, 2023

- Topics discussed included shed roof and building roof replacement, storing of the extra panels, putting the playground back together, civil complaints, a new camera installation near the end of the patio, Mary-ellen stepping down as board member and taking the business manager position and pool staff.

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

A. Secretary's report

- Executive meeting held on November 27th, 2023 minutes approved via email.
- General meeting held December 10th, 2023 minutes approved via email.

B. Treasurer's Report-Check approvals

- District court-\$70.00
- Strand Pool Supply-\$690.00
- PA Dept of revenue-\$54.84
- Andreas plumbing and heating-\$88.00
- PPL Electric Utilities-\$76.08
- Blue Ridge Cable-\$92.64
- PA Dept of Revenue-\$208.55
- Berkheimer-\$139.86
- ABE Laboratories-\$121.00
- Copy Corner-\$66.78
- Francis Mullane, Accountant-\$521.65.
- NEPA Builders, change order panel swap-\$2,574.62
- Air Dynamics, exhaust fan repair-\$885.10
- Cintas, fire inspection-\$409.02
- NEPA builders, Payment 4 of 5-\$39,015.00
- District court-\$70.00
- NEPA builders, final payment-\$8,500.00
- Francis Mullane, accountant-\$520.00
- NEPA builders, final payment-\$3,746.62
- Mary Ellen Revans, reimbursement stapler-\$20.13
- Vincent Rodriguez, bathroom supply reimbursement-\$79.93
- Maria Koster, Welcoming committee mugs-\$75.00
- ABE Laboratories-\$76.00
- Strand pool supply-\$8.22

C. Welcoming Committee

- The welcoming committee's next meeting will be held in January, date TBD.
- The sign located at the entrance to the community on Lakeside Drive is still being worked on. Due to personal reasons of the person doing the repairs, it has unfortunately been delayed. He will have another update in January.

D. Recreation Committee

- The vendor/craft show and senior bake sale was held on December 3rd.
- Breakfast with Santa and the Grinch will be held on December 23rd. It will be held from 9:00am-12:00pm. More information can be found on the website and facebook.
- A holiday house decorating contest is being held for this upcoming holiday season. Judging will be held in secret on December 23rd. So far there are 8 homes registered for the contest. Residents should contact the office for more

information and to register.

E. Covenants Committee

- There are 5 current violations.

F. Maintenance/ Buildings and Grounds Committee

- Vincent was absent for this meeting so there is no update at this time.
- Derrick has expressed his excitement in being a new board member and pitching in on the maintenance committee in the near future. He also expressed his love for our community as well as his expertise in maintenance, which is sure to come in handy. We look forward to working with you Derrick!

V. New Business

A. The playground will be opening in the near future. Volunteers may be needed to help move tables back.

B. We will be installing an additional camera outside at the end of the patio.

C. Dues increase to \$350.00 beginning in January 2024.

D. New late fee schedule: 7% after March 15th (\$25), and 14% after April 15th (\$49)

E. No cash payments accepted. Only check or Paypal (3.9% fee)

VI. 2023 Election results

- Congratulations to Jim Mannello on being elected to the board of directors.
- Congratulations to Jessica Zicker, who has been reelected to the board of directors.
- An honorable mention goes to Karen Warner, who was a write in on a ballot. Karen has regretfully declined to become a director at this time, but she very much appreciated the thought.

VII. Adjournment

- The meeting adjourned at 8:00pm.

Lisa M Clarke
Secretary

HAPPY AND HEALTHY HOLIDAYS TO ALL OF OUR RESIDENTS FROM THE BOARD OF DIRECTORS!!!

Thank you all for your support of the board this past year:-)!