

March 8, 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 8th of March 2023.

### **I. Community Input**

There were 7 community members in attendance.

Kevin Dyckman inquired about the length of time needed to complete work to pool enclosure. He asked if the roof was going to be clear and retractable again. At this point, the roof will let sunshine in but will be closed as the mechanism to open it has been repaired multiple times and is too costly to keep doing so. Mr. Dyckman also discussed that he has recently seen a car making doughnuts at the intersection of Birch Hollow and Squirrelwood. Encouraged community members to obtain video footage, if incident occurs again, for us to give it to the state police.

### **II. Roll Call**

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

Directors present: Lisa Clarke, Bob Jonas, Brenda Kenney, Vincent Rodriguez

Business Manager absent: Cal Bird

### **III. February's Board Meeting Minutes Approved via email February 18, 2023**

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

A. Covenants: Jess stated that at this time there are several outstanding covenant violations. Working with owners to resolve issues.

B. Maintenance/Building and Grounds: Vincent will be replacing toilet seats in both the women's and men's bathrooms. Carpet cleaning continues with more to be done in the spring. Discussed the plan to clean out shed when warmer weather comes. Minor repairs still need to be done on outside tables. Power washing of basketball court due to remains of paint will be done as well.

C. Recreation: Nothing currently. Events to be put on once renovations are completed.

D. Welcoming: Brenda stated that the second entrance sign is completed and has been installed. Looking at perhaps September to hold a welcoming lunch for new members who have moved into Birch Hollow since 2020.

E. Pool: At this time, no lifeguard applications have been submitted. Will continue to advertise on social media regarding position. New badges will be purchased that will have lot numbers on them.

F. Treasurer: Jess - Check approvals

PPL \$131.62, Blue Ridge (internet) \$92.54, Copy Corner (newsletter) \$68.90, Accountant \$180  
ABE Laboratories-water testing \$76, domain name renewal (5 years) \$225, Air dynamics (heat)  
\$238.50, Ultimate Security \$53, computer \$1013  
Total: \$ 2078.56

Mary Ellen made motion to approve checks, Lisa seconded

G. Managing Office Updates:

1. As of today for 2023- 267 paid lots, leaving 102 unpaid; since 2/1/23- \$41, 910 has been collected

2. Assessment Arrears Collection Update-

2022	31 unpaid lots	2021	31 unpaid lots	2020	19 unpaid lots	2019	16 unpaid lots
2018	8 unpaid lots	2017	3 unpaid lot	2016	1 unpaid lot		

## **V. New Business**

A. Announcement of pool manager- Karen Warner will be the pool manager. We are looking forward to having her on board.

B. An office computer was purchased. Working on installation of new software.

C. Purchasing a replacement of a board meeting sign for Lakeside Drive entrance

Motion made by Joy to purchase replacement of stolen sign. A vote was taken to approve the purchase of a stolen sign. All were in favor.

D. Raising of dues for 2024 due to increased operating costs

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 6:59 pm

These meeting minutes have been approved by the Board of Directors on March 20, 2023

Valerie Kaye  
Secretary