

January 11, 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 11th of January 2023.

## **I. Community Input**

There were 9 community members in attendance.

Lisa Tacoronte – Discussed what she felt was the lack of professionalism exhibited by some members of the board regarding obtaining neighbors' information, as there was an incident where her family member was approached regarding her neighbor's lack of assessment payments. Valerie stated that she was trying to obtain contact information as we have not been able to get in contact with community member. Valerie discussed the approach the board has taken to collect past assessments and did take responsibility in acknowledging that this did occur. Lisa also stated that there was an incident on Facebook regarding kids running through properties and a community member mentioned on Facebook that someone should call the police. Lisa believes that we don't need to be calling the police for things like that, instead parents should be talking to their kids. She stated we should try and communicate with each other unless it is vandalism or going through mailboxes.

Hector Ramirez mentioned a meeting of CJERP (Chestnuthill, Jackson, Eldred, Ross, and Polk) townships. They discuss community issues that occur in all townships, including the status of Camp Trexler. Next meeting is on Jan 26<sup>th</sup> at 7pm at Chestnuthill Township building

## **II. Call to Order/Roll Call at 6:45 pm**

Officers Present: Vice President-Joy Rungo, Treasurer- Jessica Zicker, Co-Treasurer-Vincent Rodriguez (arrived at 6:55pm) Directors present: Lisa Clarke, Bob Jonas, Valerie Kaye, Brenda Kenney, MaryEllen Revans Office Manager present-Cal Bird

## **III. December's General Meeting Minutes Approved via email December 28, 2022**

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

A. Covenants: Jess -table to executive due to specific updates regarding offenders.

B. Maintenance/Building and Grounds: Vincent/Bob have been looking into AED costs and updating the first aid kit. Two community members mentioned the board contacting hospitals in hopes of AED donation.

Vince is in touch with companies regarding pool building. Painting of inside pool wall is complete. Vincent has put together a list of repairs: switching outlets, replacing toilet seats, replacing sinks, lights, and painting bathrooms

C. Recreation: Jess-Nothing planned for now. The next event possibly being planned will be for Easter.

D. Welcoming: Brenda/Joy/Mary Ellen-Waiting on Rob to give us the second sign which hopefully be the end of this month. Looking into the cost of replacing sign on Lakeside so all signs will look uniform.

E. Pool: Pool Roof Review Quote Status-Pool roof repair tabled for executive session due to Vincent not being present at this time

F. Treasurer: Jess - Check approvals  
\$74.00. \$122.77, \$92.16. \$148.50  
Total: \$437.43

G. Managing Office Updates:

1. Welcome Cal Bird, Our new BHE office manager  
Office hours are including errands Tuesday 11:30-4, Wednesday 1-7, Thursday 11:30-4, Saturday 10:30-1:30

2. Assessment Arrears Collection Update-  
2022 38 unpaid lots  
2021 38 unpaid lots  
2020 26 unpaid lots  
2023 20 lots have paid

Paypal is up and running for community members to pay current and past dues

3. 2023 Past Due Assessment Notices to be mailed Feb 20<sup>th</sup>, a reminder will be sent out

4. Approval for office supplies purchase - reference list and costs  
Office supply purchases proposed by Jess for approx \$300.00

## **V. New Business**

A. Resignation of President Katie Costa announcement  
Joy read a statement written by Katie for the community

B. Election of 2023 Officers

President: Joy nominated Mary Ellen, all in favor  
Vice President: Mary Ellen nominated Joy, all in favor  
Secretary: Lisa nominated Valerie, all in favor  
Treasurer: Valerie nominated Jess, all in favor

C. 2023 Purchase Wish List: AED machine, will inquire regarding hospital donation or machine loan.

D. Cleaner for Clubhouse-once a month off season. Discuss with Karen.

E. 2023 Pool Season Prep Discussion/Decisions

Tabled to executive- to discuss badge options, pool budget, pool manager/ wage, guard wages, labor budget, pool logbooks, Red Cross training incentive

**VI. Adjournment 7:12pm**

These meeting minutes have been approved by the Board of Directors on January 18, 2023

Valerie Kaye  
Secretary