

Birch Hollow Estates Property Owners Association

Annual Board of Directors Meeting

March 26, 2023

Minutes of the Annual Board of Directors Meeting of the Birch Hollow Estates Property Owners Association which was held at the BHE Clubhouse 145 Jay Road Effort, PA at 1pm.

I. Roll Call of Directors:

Present: President, Mary Ellen Revans, Vice-President, Joy Rungo, Treasurer, Jessica Zicker, Directors; Brenda Kenney, Vincent Rodriguez
Absent: Secretary, Val Kaye, Directors; Lisa Clarke, Bob Jonas
3 community members in attendance.

II. CALL to Order: The meeting was called to order at 1:05pm.

III. FINANCIAL Review 2022

Jessica explained in detail the Birch Hollow Estates 2022 Budget Analysis. (see attached copy for file) Along with the upgrades in 2022; new pool heater installation, security camera system, repaired the sealing of the pool.

IV. President's comments:

Mary Ellen explained the current major project of the long awaited refurbishment of the pool enclosure is underway. We had the required engineer study completed and have hired NEPA Builders to complete the project. It is expected to take 8 weeks and in that time the clubhouse and grounds will be unavailable for use due to safety concerns. The contracted cost is 174,530.00.

V. Adjourn: Meeting was adjourned at 1:43pm.

These minutes have been approved by the Board of Directors.

Submitted By:

Brenda Kenney, Board Director

March 31, 2023

Birch Hollow Estates 2022 Budget Analysis			
	Year To Date (Jan-Dec 2022)		
	Actual	Budget	Over/Under Budget
Income	\$139,698.92	\$108,855.00	30,843.92
Accountant	\$958.00	\$2,000.00	1,042.00
Administration/ Office Expenses	\$2,054.59	\$2,500.00	445.41
Capital Improvements	\$20,812.50	\$5,000.00	(15,812.50)
Electricity	\$4,945.20	\$4,500.00	(445.20)
Insurance/Workmans Comp	\$10,936.00	\$9,000.00	(1,936.00)
Legal/Court Costs	\$4,060.52	\$1,000.00	(3,060.52)
Maintenance & Repairs	\$12,317.82	\$14,755.00	2,437.18
Payroll/Payroll Taxes	\$31,158.64	\$44,000.00	12,841.36
Pool Operations	\$10,839.91	\$6,000.00	(4,839.91)
Postage	\$1,052.19	\$1,000.00	(52.19)
Propane	\$7,516.87	\$5,500.00	(2,016.87)
Replacement Reserves	\$19,000.00	\$12,000.00	(7,000.00)
Catch up \$12k for 2021 & \$7 for 2022			
Telephone & Internet	\$1,503.54	\$1,600.00	96.46
Total Spending	\$127,155.78	\$108,855.00	
Total (Income less Expenses)	\$12,543.14	\$0.00	

Notes...

Pool Heater Installation

\$20,812.50

Category ...

Capital Improvements

Security Camera System Upgrade

\$2,453

Maintenance

Refill Pool after Pool Sealing

\$4,125

Pool Operations

Collected Prior Past Due Assessments

2016-2022

\$31,870

Income