

Minutes of the meeting of the Board of Directors of the Birch Hollow Estates Property

Association held at 6:30pm on Wednesday, November 9, 2022 at the BHE Clubhouse, 145 Jay Road.

I. Community Input

- There are 8 community members in attendance.
- There is no community input at this time.

II. Call to order / Roll Call

- The meeting was called to order at 6:45pm.
- Officers present: Katie Costa-President (via zoom), Joy Rungo-Vice President, Jessica Zicker-Treasurer, Vincent Rodriguez-Co-Treasurer, Lisa Clarke-Secretary
- Directors present: Brenda Kenney, Valerie Kaye, Bob Jonas, Mary Ellen Revans

III. October meeting minutes approved via email.

- They are posted on the website.

IV. Executive meeting held on 11/7/2022

- Items discussed: Utility cost analysis, ongoing covenant violations, 2023 budget review, and approval of additional security camera, new office printer purchase, managing agent applicants, and 2022 reserve funds.

V. Reports of Officers, Boards, and Committees

- Covenants: reported by Jess-** There is one new violation. The violation will be monitored and if it continues to be an issue they will be sent a warning.
- Maintenance/Building and Grounds: reported by Vincent-** The tables are old and falling apart in random spots. Vincent will fix them. He is painting the interior of the pool (the brown wall) to blue. The interior lights in the bathroom need a possible upgrade. They are approx. \$25 apiece, but since they are bright we can take it down from several lights to just the two lights. They would be new replacements. Sink heads are old and beaten up, as well as the shower mats. Vincent will put together a list. He has moved the mailbox.
- Recreation: reported by Jessica-** Halloween trunk or treat was a good turnout. The next event would be a Christmas kid's party date TBT but currently is a tentative date of 12/10.
- Welcoming: reported by Brenda-** The person who is repairing the second sign said it should be ready in approx. 3 weeks. The posts will be painted white before it is done and we will also be adding reflective tape to the bottom of the posts.
- Pool-** The pool has been closed by the pool company. They fixed the only leak.
- Treasurer:** Check approvals:

Check amounts approved:

1262.99

593.60

715.00

644.47

92.16

360.00

Total: 3,668.22

Next week Jessica and Vincent will close out the old bank account officially. They will also be bringing Mary Ellen to the new bank to add her to the account.

G. Managing Agent office report

- Valerie and Jessica have been contacting delinquent properties and attempting to collect the debts.

VI. Old Business

- A. A lock for the shed and front gate has been obtained. Mary Ellen has spoken to the fire marshal regarding locking the fence and she was referred to the zoning officer but he did say if there was a fire emergency, they will simply cut the lock and get into the property and will replace the lock.
- B. The locking of the gate will go into effect within the next few days. It will be posted on the Facebook page. Although the gate is closed, anyone is still welcome to walk onto and use the BHE property including the playground.
- C. The fire extinguishers are overdue for inspection. There is an extinguishers fee, emergency lights fee and fire alarm fee. We will forgo on the new printer to get these inspections done and bring our building up to code.
- D. Regarding the new building for the pool: Vincent has contacted a company who works with plastics rather than fiberglass or glass. He is currently waiting on a quote from them.

VII. New Business

- A. Vandalism in the basketball courts
 - There has been blue paint spread on the court. It was done in the blind spot of the cameras. There will be a camera added out front and one facing the basketball court. We can also look into motion sensors that can help deter trespassers.
 - The blue paint spread on the court will be reported to the police.

B. Newsletters

- Content submissions/ideas are all welcomed. The cutoff for the newsletter ideas is the week of Thanksgiving.
- Advertisements/delivery method-Advertisements would generate income; however, we would not mail them as it would be too costly. We could consider changing the delivery method in the future so we could incorporate advertisements without mailing them. Another idea is to add advertisements to the website and just continue to mail our normal newsletter. Just some thoughts to think about.

VIII. Adjournment

- A. The meeting was adjourned at 7:58 pm

These minutes have been approved by the board of directors for Birch Hollow Estates POA.

Lisa M Clarke

Secretary