

**BIRCH CREEK FOREST PROPERTIES, INC.
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
DECEMBER 2, 2023**

THE BOARD OF DIRECTORS OF BIRCH CREEK FOREST PROPERTIES, INC. MET AT THE COMMUNITY BUILDING IN BIRCH CREEK FOREST SUBDIVISION ON SATURDAY, DECEMBER 2 AT 9:01 AM. PRESIDENT RENITA ODSTRCIL CALLED THE MEETING TO ORDER, THERE BEING A QUORUM PRESENT. VICE-PRESIDENT CARRIE FERGUSON WAS ABSENT.

MINUTES OF THE REGULAR BOARD MEETING HELD NOVEMBER 4, 2023, WHICH WERE POSTED AND CIRCULATED, WERE APPROVED BY A MOTION BY RENITA ODSTRCIL AND SECONDED BY RANDY SCHOENER. THESE MINUTES WILL BECOME PART OF THIS MEETING'S RECORDS.

THE TREASURER'S REPORT AS OF NOVEMBER 30, 2023 WAS GIVEN BY TREASURER RANDY SCHOENER. UPON MOTION BY RANDY AND SECONDED BY RENITA ODSTRCIL, THE BOARD APPROVED THE REPORT AS PAID. THIS REPORT IS TO BECOME PART OF THIS MEETING'S RECORDS. RANDY ALSO PRESENTED AN UPDATED P & L STATEMENT FOR THE CURRENT FISCAL YEAR AND NOTED THAT AS TREASURER HE WILL BE PREPARED TO PRESENT NEXT YEAR'S BUDGET ON TIME.

COMMITTEE REPORTS:

SWIMMING POOL: JERRY POTENZA REPORTS THAT THE POOL IS IN GOOD CONDITION BUT AT THIS TIME OF YEAR LEAVES AND DEBRIS MUST BE REMOVED ON A REGULAR BASIS. HE NOTES THAT THERE IS A LEAK ON THE WATER SUPPLY LINE TO THE POOL ON THE HOA SIDE OF THE FENCE. THE M.U.D. HAS GIVEN US ACCESS TO THE SUPPLY VALVE WHICH WE OPEN AND CLOSE AS NEEDED, BUT WE WILL HAVE TO SCHEDULE THE WORK TO EXCAVATE, FIND, AND FIX THE LEAK. THANKS TO THE VFD WHICH HAS OFFERED TO GIVE US ONE OF THE SECURE STORAGE BUILDINGS THEY HAVE JUST ACQUIRED FOR POOL CHEMICALS STORAGE.

ARCHITECTURAL: FIVE

1. ANN MARIE GALLAGHER HAS APPLIED TO BUILD A TREATED WOOD PIER OVER THE POND BEHIND HER PROPERTY AT 307 SPRING OAK LN. THE BOARD UPON RECOMMENDATION OF THE ARCHITECTURAL COMMITTEE DECIDED TO TABLE THIS REQUEST PENDING CLARIFICATION FROM THE COUNTY AS THE PIER IS NOT ON APPLICANT'S PROPERTY.

2. ANN MARIE GALLAGHER HAS ALSO APPLIED TO BUILD A TREATED WOOD DECK (12' x 30') WITH HOT TUB ON HER PROPERTY. A MOTION TO APPROVE WAS MADE BY RENITA ODSTRCIL, SECONDED BY RANDY SCHOENER AND PASSED UNANIMOUSLY.

3. ANN MARIE GALLAGHER HAS ALSO APPLIED TO INSTALL A SEE THROUGH, SECURITY FENCE AROUND THE PERMETER OF HER PROPERTY. A MOTION TO APPROVE WAS MADE BY RENITA ODSTRCIL, SECONDED BY JOHN DUNKLEMAN AND PASSED UNANIMOUSLY.

4. DEAN AND TAMMY SMITH HAVE APPLIED TO INSTALL TWO METAL GATES AT THE FRONT OF THEIR PROPERTY AT 713 RIPPLE CREEK LANE. A MOTION TO APPROVE WAS MADE BY RENITA ODSTRCIL, SECONDED BY KEVIN WALLACE AND APPROVED UNANIMOUSLY.

5. JEREMY SMITH APPLIED TO INSTALL A FENCE ON HIS PROPERTY AT 304 RIDGEVIEW LN. MOTION TO APPROVE WAS MADE BY RENITA ODSTRCIL, SECONDED BY RANDY SCHOENER, PASSED UNANIMOUSLY.

PRESENTATION: ASST. SEC./TREAS. KEVIN WALLACE PRESENTED PLAQUES TO DON AND LOUISE SHOCKEY FOR THEIR MANY YEARS OF SERVICE TO THE HOA FOR WHICH THEY RECEIVED A ROUND OF APPLAUSE.

OTHER COMMITTEES:

ENHANCEMENT COM.: THE COMMITTEE REPORTS ON WORK AT THE PARK INCLUDING NEW COLORFUL SWING SEATS AND GRAVEL BARRIER AROUND THE SWINGS. BASKETBALL COURT IS THE NEXT PROJECT.

WELCOMING COM.: RENITA EXPRESSED A DESIRE TO HAVE THIS COMMITTEE PUT TOGETHER A "PACKET" OF INFORMATION TO BE GIVEN TO NEW PROPERTY OWNERS.

SOCIAL COM.: RENITA EXPLAINED THAT MORE VOLUNTEERS ARE NEEDED FOR COMMITTEES. SHE ASKS THAT MEMBERS AND ANYONE WISHING TO JOIN A COMMITTEE SIGN UP BY FILLING OUT THE INFORMATION SHEETS AFTER THIS MEETING. IT IS SUGGESTED THAT COMMITTEE HEADS BE PICKED BY THE MEMBERS.

GRIEVANCE: FOUR THIS MONTH

GRIEVANCE (Continued):

ASST. SEC./TREAS. KEVIN WALLACE DISCUSSED LAST MONTH'S GRIEVANCES. THE M.U.D. RESPONDED TO THE COMPLAINT OF A PROPERTY OWNER BY HAVING CONTRACTORS REFILL AND REGRADE THE AREA ALONG THEIR EASEMENT. THE OTHER GRIEVANCE WAS FROM A PROPERTY OWNER WHO ASKED THE BOARD TO REMOVE A FALLEN TREE FROM THE GREEN AREA THAT FELL ON HIS PROPERTY. THIS HAS BEEN DONE TO THE OWNERS COMPLETE SATISFACTION.

KEVIN NOTED THAT THIS MONTH TWO PROPERTY OWNERS COMPLAINED OF LOTS WITH JUNK VEHICLES. A THIRD GRIEVANCE ASKED ABOUT A HIRING DECISION FOR THE DUMP MAINTENANCED POSITION. THE BOARD RESPONDED THAT THIS INDIVIDUAL HAS COMMITED TO THE TRAINING REQUIRED FOR THE POSITION AND HAS PERFORMED HIS WORK DILIGENTLY, SO FAR, DURING THIS PROBATIONARY PERIOD.

A FINAL GRIEVANCE IN THE FORM OF A CERTIFIED LETTER TO THE BOARD CLAIMED THAT FOUR BOARD MEMBERS WALKED OUT OF LAST MONTHS MEETING WHILE THE PRESIDENT WAS STILL SPEAKING AND THAT HE HAS NOT SEEN A PROPER STATEMENT OF NEXT YEAR'S BUDGET. THE BUDGET IS ADDRESSED ABOVE BY THE TRESURER. THERE WERE NO FURTHER COMMENTS ABOUT THE LETTER.

BUILDING RENTAL: NONE

OLD BUSINESS:

THE MAINTENANCE FEE STATEMENTS FOR 2024 WERE MAILED OUT ON NOVEMBEER 13TH. IF ANY PROPERTY OWNER HAS NOT RECEIVED THEIR STATEMENT PLEASE CALL THE HOA OFFICE AT (979)535-8978. THE FEES ARE DUE ON JANUARY 31, 2024. A LATE CHARGE OF \$10 PER LOT WILL BE ASSESSED AFTER THAT DATE. A PAYMENT PLAN CAN BE ARRANGED BY CALLING THE HOA OFFICE. IT HAS BEEN BROUGHT TO THE BOARD'S ATTENTION THAT SOME MAINTENANCE FEE STATEMENTS HAVE BEEN SENT TO THE WRONG ADDRESSES. PLEASE CHECK YOUR ENVELOPES.

THANKS TO KARLAN SMITH AND RANDY SCHOENER FOR REATTACHING OUR WEB ADDRESS SIGN 'www.birchcreekforest.com' ON THE RIGHT AS YOU LEAVE THE SUBDIVISION.

KARLAN AND RANDY HAVE INSTALLED THE NEW REPLACEMENT MAILBOX. THE KEYS HAVE BEEN GIVEN TO THE SOMERVILLE POST MASTER AND WILL BE READY FOR PICKUP AT NO COST ON WEDNESDAY NEXT WEEK.

THE BOARD WILL RENEW BCFPI'S LIABILITY INSURANCE IN DECEMBER WITH STATE FARM FOR LESS THAN LAST YEAR'S PREMIUM. ADDITIONAL QUOTES ARE BEING OBTAINED FROM OTHER INSURERS AND WE WILL SWITCH PROVIDERS IF THERE IS AN ADVANTAGE. PRESIDENT OSTRCIL MADE A MOTION TO APPROVE PAYMENT TO STATE FARM IF THAT IS APPROPRIATE, SECONDED BY RANDY SCHEONER AND PASSED UNANIMOUSLY. THANKS TO TREASURER RANDY SCHOENER FOR GETTING ALL THESE QUOTES TOGETHER.

RANDY SCHOENER REPORTS THAT WE ARE SEARCHING FOR THE MOST COST EFFECTIVE WAY TO FIX THE POOL SEPTIC SYSTEM. KEVIN WALLACE IS GETTING OPINIONS FROM AT LEAST 3 CERTIFIED SEPTIC ENGINEERS AS TO THE VIALIBITY OF THE PRESENT LEACH FIELD. A SURVEY WAS COMPLETED RECENTLY SO THAT REQUIRED TEN FOOT SET BACK FROM ADJACENT PROPERTY COULD BE SET. WHEN THE TYPE OF SYSTEM IS DETERMINED, APPROPRIATE PERMITS WILL BE APPLIED FOR FROM THE COUNTY ENVIROMENT ENGINEER. THE REPLACEMENT PERMIT WE HAVE NOW REQUIRES A NEW SYSTEM IN PLACE BY NEXT JULY.

NEW BUSINESS: BOARD VACANCY VICE-PRESIDENT CARRIE FERGUSON HAS RESIGNED FROM THE BOARD. THE BOARD ACCEPTS HER DECISION AND THANKS HER FOR HER SERVICE. ACCORDING TO BCFPI BY-LAWS: **(ARTICLE IV, SECTION 4) Any vacancy occurring in the board of directors as a result of resignation...shall be filled by a majority vote of the board of directors...** PRESIDENT OSTRICIL ASKED FOR VOLUNTEERS TO BE CONSIDERED FOR THIS OPEN POSITION. KEVIN WALLACE EXPLAINED THAT THIS POSITION IS FOR MEMBERSHIP ON THE BOARD. THE TITLE ONCE THE PERSON IS ON THE BOARD (SEC., TREAS., ASST. SEC, ASST.TREAS. AND ECT.) IS DETERMINED BY THE BOARD IN ACCORDANCE WITH THE BY-LAWS. AS ONLY ONE PROPERTY OWNER OFFERED TO SERVE, PRESIDENT ODSTRCIL STATED THAT THE BOARD VACANCY BE POSTED ON THE WEB SITE AS WAS DONE LAST TIME AND THAT CANDIDATES BE PRESENT AT THE JANUARY 6TH MEETING AND PLEASE BE PREPARED TO INTERVIEW FOR THE POSITION.

COMMENTS FROM THE FLOOR: A PROPERTY OWNER READ A LETTER TO THE BOARD CRITICISING A LETTER ADDRESSED TO HER FROM THE BOARD'S ATTORNEY.

<u>CHANGE IN OWNERSHIP:</u> ONE;	<u>NEW OWNER</u>	<u>SEC</u>	<u>BLK</u>	<u>LOT</u>	<u>PREVIOUS OWNER</u>
	JOHN AND MARILYN SCHOELLMAN	5	5	31	MARK AND LESLIE LEHDE

ADJOURNMENT: A MOTION BY RENITA ODSTRCIL TO ADJOURN, SECONDED BY RANDY SCHOENER WAS APPROVED AT 11:08 AM. THE BOARD MET IN EXECUTIVE SESSION. THE NEXT MONTHLY MEETING IS ON **SATURDAY, JANUARY 6, 2024 AT 9:00 AM.** THESE MINUTES WERE APPROVED IN THE REGULAR MONTHLY BOARD MEETING OF THE ____ DAY _____, 2023.

SECRETARY _____ PRESIDENT

