

**BIRCH CREEK FOREST PROPERTIES, INC.
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
OCTOBER 5, 2024**

THE BOARD OF DIRECTORS OF BIRCH CREEK FOREST PROPERTIES, INC. MET AT THE COMMUNITY BUILDING IN BIRCH CREEK FOREST SUBDIVISION ON SATURDAY, OCTOBER 5 AT 9:03 AM.

PRESIDENT RENITA ODSTRCIL CALLED THE MEETING TO ORDER, THERE BEING A QUORUM PRESENT.

MINUTES OF THE ORGANIZATION BOARD MEETING HELD ON SEPTEMBER 7, 2024 WERE UNANIMOUSLY APPROVED ON A MOTION BY ANN MARIE GALLAGHER AND SECONDED BY DENNIS SHOOK.

RENITA INTRODUCED THE BOARD OF DIRECTORS FOR 2024/2025:

PRES.----- RENITA ODSTRCIL, V-PRES.----- SCOTT HOWARD, TREAS.----- ANN MARIE GALLAGHER
SEC. ----- JOHN DUNKLEMAN, ASST. SEC. & TREAS.----- DENNIS SHOOK.

MINUTES OF THE REGULAR BOARD MEETING HELD SEPTEMBER 7, 2024, WHICH WERE POSTED AND CIRCULATED, WERE APPROVED UNANIMOUSLY ON A MOTION BY ANN MARIE GALLAGHER AND SECONDED BY DENNIS SHOOK. THESE MINUTES WILL BECOME PART OF THIS MEETING'S RECORDS.

THE TREASURER'S REPORT AS OF SEPTEMBER 30, 2024 WAS GIVEN BY ANN MARIE GALLAGHER. A MOTION BY JOHN DUNKLEMAN, SECONDED BY DENNIS SHOOK, UNANIMOUSLY APPROVED THE REPORT AS PAID. THIS REPORT IS TO BECOME PART OF THIS MEETING'S RECORDS. PRESIDENT ODSTRCIL NOTED THAT THE TREASURER'S REPORT SHOULD INCLUDE ACCOUNTING OF HOA FIXED ASSETS IN LAND/BUILDINGS AND DEPRECIATION INFORMATION. ANN MARIE SAID THAT SHE WILL WORK ON CORRECTING THIS.

RENITA ASKED FOR VOLUNTEERS TO COMPLETE THE ROSTER OF OUR COMMITTEES.

ACCORDING TO THE BY-LAWS: **ARTICLE VI, SECTION 4: Chairman; One member of each committee (underlined) shall be appointed Chairman by the Board of Directors.**

ARCHITECTURAL:	<u>BILLIE MCDUFFIE</u> & CHRIS HENNING & CHAD BOLTEN & GUY CAUSEY
GRIEVANCE:	ALL BOARD MEMBERS
MAINTENANCE:	<u>SCOTT HOWARD</u> & CHAD BOLTON & <i>need volunteer</i>
BUILDING RENTAL:	<u>KATHY HOWARD</u> & TINA BOLTEN & JOHN DUNKLEMAN
WEBSITE	<u>RENITA ODSTRCIL</u> & <i>need volunteer</i>
SWIMMING POOL:	<u>DENNIS SHOOK</u> & SCOTT HOWARD & JOHN DUNKLEMAN & DANA POMERENKE
ISSUE KEYS:	ALL BOARD MEMBERS & JOHN DUNKLEMAN
BULLETIN BOARD:	<u>JOHN DUNKLEMAN</u> & <i>need volunteer</i>
SECURITY:	ALL BOARD MEMBERS
ENHANCEMENT/SOCIAL	<u>KATHY HOWARD</u> & TINA BOLTEN & BILL WILSON & <i>need volunteer</i>
DEED REST. REV. COM'T:	<u>BILL WILSON</u> & CHRIS HENNING & BARBIE SCHMIDT & DANA POMERENKE & GUY CAUSEY & SHARON & <i>need volunteer</i>

A MOTION TO APPROVE BY ANN MARIE GALLAGHER, SECONDED BY SCOTT HOWARD, PASSED UNANIMOUSLY. THANKS TO ALL WHO FREELY VOLUNTEER THEIR TIME AND EFFORT TO HELP RUN THE HOA.

COMMITTEE REPORTS:

SWIMMING POOL: DENNIS SAID HE JUST TALKED TO THE POOL MAINTENCE CONTRACTOR AND THE POOL IS IN GOOD SHAPE. HE FOUND THE PUMP IMPELLER PARTIALLY PLUGGED AND CLEARED IT. SINCE WE ARE NOT USING THE THIRD SKIMMER HE RECOMMENDED THAT WE SEAL OFF THAT LINE TO PREVENT WATER LEAKAGE AND POSSIBLY REDUCE COSTS. THE CONTRACTOR HAS PROVIDED US WITH NEW LARGER STRAINER BASKETS WHICH HAVE A HIGHER CAPACITY THAN THE OLD ONES AND ARE EASIER TO EMPTY. DENNIS IS PREPARING AN RFQ FOR POOL REPAIRS. ITEMS SUCH AS REPLASTERING, 3RD SKIMMER, TILE REPLACEMENT, AUTOFILL, POOL DECK, AND MAIN DRAIN WILL BE CONSIDERED AS WE CAN AFFORD.

ARCHITECTURAL: FOUR

DANA POMERENKE AND CONNIE BOHON HAVE APPLIED TO BUILD A METAL CARPORT ON THEIR PROPERTY AT 414 SHERWOOD FOREST LANE. UPON MOTION BY DENNIS SHOOK, SECONDED BY ANN MARIE GALLAGHER, THE BOARD APPROVED UNANIMOUSLY.

MARY & MICHAEL HUYCK APPLIED TO BUILD A GARAGE ON THEIR PROPERTY AT 1003 RIPPLE CREEK LANE. UPON MOTION BY DENNIS SHOOK, SECONDED BY SCOTT HENRY, THE BOARD APPROVED UNANIMOUSLY.

BRUCE ALBURY HAS APPLIED TO BUILD A CARPORT ON HIS PROPERTY AT 509 GAYWOOD LANE. THE ACC COMMITTEE REJECTED THIS APPLICATION BECAUSE THE LOCATION OF AN OVERHEAD ELECTRICAL UTILITY LINE NEEDS CLARIFICATION.

TRUITT AND WILLANNA TAYLOR HAVE APPLIED TO BUILD AN ADDITION TO THEIR HOUSE ALONG WITH A ROOF EXTENSION FOR A CARPORT. UPON MOTION BY DENNIS SHOOK, SECONDED BY ANN MARIE GALLAGHER THE BOARD APPROVED UNANIMOUSLY.

THERE WAS DISCUSSION ABOUT WHAT SHOULD BE DONE IF AN APPROVED STRUCTURE IS NOT BUILT IN ACCORDANCE TO THE ARCHITECTURAL FORM. IT IS PROPOSED THAT THE APPLICANT BE ASKED TO RESUBMIT AND/OR ASK FOR A WAIVER. FURTHER DISCUSSION WAS DEFERRED TO THE EXECUTIVE SESSION.

OTHER COMMITTEES:

ENHANCEMENT/SOCIAL COMMITTEE: WORK HAS STARTED ON BASKETBALL/PICKLEBALL COURT.

DEED RESTRICTION REVISION COMMITTEE: THEY WILL MEET TODAY AFTER THIS MEETING.

MAINTENANCE: MAINTENANCE CONTRACTOR IS ON VACATION. THANKS TO SCOTT HOWARD FOR DOING HIS DUTIES. PRESIDENT ODSTRCIL SAID THAT MAINTAINING THE DUMP IS THE HOA'S BIGGEST EXPENSE AND IF WE HAVE TO RENT AN ADDITIONAL DUMPSTER THERE WILL BE A LARGE COST INCREASE. THEREFORE, SCOTT ASKED THAT ALL CARDBOARD BOXES PLACED IN THE DUMPSTERS BE FLATTENED OR CRUSHED TO USE-UP ALL AVAILABLE SPACE. ANOTHER PROPERTY OWNER ASKED THAT ALL THOSE LIVING IN THE SUBDIVISION TAKE TRASH TO THE DUMP ON THURSDAY AND MONDAY AFTER THE DILLO TRUCK PICK-UP. THAT WAY THE DUMPSTERS WON'T BE OVERLOADED AS WEEKENDERS DEPOSIT TRASH BEFORE LEAVING ON SUNDAY AND WEDNESDAY. THANKS TO ALL FOR THESE EXCELLENT SUGGESTIONS.

GRIEVANCE: NO NEW GRIEVANCES.

BUILDING RENTAL: ONE, SATURDAY, SEPTEMBER 28 FROM 12:00 TO 3:00PM.

WE NOW HAVE AN ACTIVE RENTAL COMMITTEE. ANYONE WISHING TO RENT THE COMMUNITY BUILDING PLEASE CONTACT KATHY HOWARD (713.828.7844) OR TINA BOLTEN (832.773.4100).

OLD BUSINESS: A PROPERTY OWNER ASKED FOR A SURVEY TO CLARIFY THE BOUNDARYS OF THEIR PROPERTY AND ADJACENT HOA DUMP PROPERTY. ANOTHER PROPERTY OWNER ASKED FOR A SURVEY TO FIX THE BOUNDARY BETWEEN A DRAINAGE DITCH BELONGING TO THE HOA AND THEIR NEIGHBORS PROPERTY.

NEW BUSINESS: THE HOA OFFICE NEEDS MORE BLANK CARD KEYS FOR DUMP AND POOL ACCESS.

BCFPI'S COMMERCIAL/FIRE INSURANCE PREMIUM IS DUE THIS MONTH. ROLLO INSURANCE HAS PROMISED TO KEEP THE PREMIUM AS LOW AS POSSIBLE.

MAINTENANCE FEE STATEMENTS FOR NEXT YEAR (2025) ARE SCHEDULED TO BE MAILED TO EACH PROPERTY OWNER AFTER OCTOBER 15, 2024.

COMMENTS FROM THE BOARD: SCOTT HOWARD STATED THAT HE IS PREPARING RFQ'S FOR THE MOWING CONTRACT AND THE MAINTENANCE CONTRACT FOR THE DUMP. HE WILL ASK EACH CANDIDATE TO HAVE GENERAL LIABILITY INSURANCE AND WORKMAN'S COMPENSATION INSURANCE. SCOTT ASKS EVERYONE TO TELL FRIENDS AND NEIGHBORS AND HELP PUBLIZE THESE OPPORTUNITIES TO THE COMMUNITY SO WE HAVE A LIST OF SEVERAL CANDIDATES TO CHOOSE FROM..

COMMENTS FROM THE FLOOR: A PROPERTY OWNER ASKED FOR AN ACCOUNTING STATEMENT FROM THE MOST RECENT ATTORNEY EMPLOYED BY THE HOA. HE ALSO ASKS TO BE INFORMED IF ANY PROSPECTIVE ATTORNEYS WE INTERVIEW HAVE A RETAINER FEE. BOARDMEMBERS SAID THEY WOULD DO SO.

CHANGE IN OWNERSHIP:

NEW OWNER	THREE			PREVIOUS OWNER
	SEC	BLK	LOT	
DAVID HALE AND JENNIFER GARZA	5	12	9, 10, 11, 12	NATHAN AND AMANDA SPELLINGS
SETH DANO	5	8	18, 19, 20, 21	DANIELL AND JOSEPH ZEQUEIRA
CHARLES AND REBECCA NITSCHKE	1	5	1, 2, 3	JOHN AND MARILYN SCHOELLMAN

ADJOURNMENT:

THE BOARD MET IN EXECUTIVE SESSION TO DISCUSS ARCHITECTURAL FORM ISSUES.

MOTION TO ADJOURNE BY SCOTT HOWARD, SECONDED BY ANN MARIE GALLAGHER WAS UNANIMOUSLY APPROVED AT 10:20 AM.

THE NEXT MONTHLY MEETING IS **SATURDAY, NOVEMBER 2, 2024 AT 9:00 AM** IN THE COMMUNITY BUILDING. THESE MINUTES WERE APPROVED AT REGULAR MONTHLY MEETING:

OF THE _____ DAY _____, 2024 _____ SECRETARY _____ PRESIDENT