

# MINUTES

Birch Run Phase II - HOA

September 11, 2018 | 6:30 pm *Meeting called to order by* Dean Higgins

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## In Attendance

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Dean Higgins, Sean Kane, John Essig, Dick Heffern, Tracy Riley, Fil Fina, John Safford-Edgewater Management

Teddy Foster has resigned after 15 years of service due to her involvement in Universal Preservation Hall renovation and Proctors. A formal letter of resignation was given to Dean who has passed it along to John Safford to file. The board will ask Bill Noonan if he'll consider filling out Teddy's term.

Motion to accept her letter resignation Fil, Dick second, all approved.

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## Approval of Minutes

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June 2018 Minutes. John will email revised May financials for HOA to Tracy for records.

Motion to approve Dick, Sean second, all approved.

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## Treasurer's Report – Sean Kane

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### June 2018 Financials

Cash on Hand: \$9,800.18  
Ending Balance: \$8,675.50  
All bills current

Motion to accept June financials:  
Dean, Dick seconds, all approved.

### July 2018 Financials

Cash on Hand: \$ 8,675.50  
Ending Balance: \$13,831.17  
Transferred funds to SD;  
John will remind homeowners  
to write two checks and not combine  
HOA and SD. All bills current.

Motion to accept July Financials  
Fil, John seconds, all approved.

### August 2018 Financials

Cash on Hand: \$13,831.17  
Ending Balance: \$10,638.36  
All bills current.

Motion to accept August Financials  
Tracy, Fil seconds, all approved.

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## Managing Agent Report – John Safford, Edgewater Management

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- Cleveland continues to perform well with no complaints.
- Mid-summer fertilizer has been applied
- All bills are current. All assessments are paid up and the new quarterly billing went out.

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## Old Business

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- With Teddy's resignation, the Architectural Review Committee will need to seek a replacement. Currently Fil and John E. are on the committee. John has agreed to chair the committee and will speak with Susan Clare to see if she's interested in filling Teddy's position. Motion to accept Susan Clare to the Architectural Review Committee Fil, Tracy second, all approved.
- Architectural Applications: John will email Tracy copies of the approved applications received over the summer.
- September 16<sup>th</sup> picnic – Dean is estimating a smaller gathering however, many still haven't responded.

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## New Business

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- Painting schedule for 2019 – no homes will be painted. Next painting will be in 2020. Board asked John to begin to get estimates on painting for 2020.

Next meeting will be Tuesday, November 13, 2018 at 6:30pm

Motion to adjourn Dick, Dean seconds, all approved. 7:16pm

September 11, 2018 7:05 pm *Meeting called to order by Dean Higgins*

### In Attendance

Dean Higgins, Sean Kane, John Essig, Dick Heffern, Tracy Riley, Fil Fina, John Safford-Edgewater Management

Teddy Foster has resigned after 15 years of service due to her involvement in the Universal Preservation Hall renovation and Proctors. A formal letter of resignation was given to Dean and this has been passed along to John Safford to file. Motion to accept her letter resignation Fil, Dick second, all approved.

### Approval of Minutes

Motion to accept June 2018 SD minutes Dick, Tracy seconds, all approved.

### Treasurer's Report – Sean Kane

#### June 2018 Financials

Cash on Hand: \$29,019.76

Ending Balance: \$47,251.03

Saratoga National MM \$25,074.18

Adirondack Trust CD \$26,015.00

Motion to accept June financials:

Dick, Dean seconds, all approved.

#### July 2018 Financials

Cash on Hand: \$47,251.03

Ending Balance: \$33,535.08

Saratoga National MM \$25,076.31

Adirondack Trust CD \$26,015.00

Motion to accept July Financials

Tracy, Fil seconds, all approved.

#### August 2018 Financials

Cash on Hand: \$33,535.08

Ending Balance: \$27,446.68

Saratoga National **MM** \$25,078.44

**\*\*Adirondack Trust CD \$26,015.00**

Motion to accept August Financials

Tracy, John E seconds, all approved.

Motion to accept May financials Tracy, Dick seconds, all approved.

**\*\*CD at Adirondack Trust expired on 7/31/18. Adirondack offered CD at 1.5% however Saratoga National offered CD at 2.5% and Money Market at 2.05%. A decision was made to move Adirondack CD funds to Saratoga National **Money Market** #0671 and this will be reflected in September SD Financials. Money Market funds are liquid and available without penalty.**

### Manager's Report – John Safford, Edgewater

- All bills are current; assessment collections are paid up and new quarterly billing went out.
- Lift stations have been pumped per our quarterly contract with Stone Industries. There have been two emergency calls from the monitoring company concerning So Collins Terrace. They time out from storms and reset immediately. John checked them out and hasn't noticed any problems.
- John's available as Phase I and Phase II work on resolving the indentation in the blacktop at the entrance.
- Mid-summer fertilizer has been applied.

### Old Business

- American Elm trees were planted on Birch Run Dr. Brookside gave instructions for 5 min weekly watering once/week over the summer however, two of the four trees look distressed. Brookside came out to access and since leaves were not falling off the trees (usually a sign of dying) and new growth appeared in some areas, they will be ok. We'll continue to monitor spring 2019 before the warranty expires.
- Seeding/Top Soil where trees were cut. Brookside quoted \$698 however, if they don't use 3 yds of top soil, they will adjust the price. John will contact Kevin at Cleveland Brothers to get a second quote.

Motion to approve up to \$700 for top soil/seeding along Birch Run Drive Dean, Dick second, all approved.

- Sink hole at Entrance: Phase I agreed to share the cost of checking into and managing the sink hole at the entrance. Connie Murphy, Phase I president, will contact Dave Wardell and Bill Bokus to give quotes.
- Street Light between 11-13 Saratoga Circle: Spa Electric quoted \$1149.04 to replace with a pressure treated wood pole & light. This quote included labor. John will get another quote and if it comes in lower than Spa Electric, he will email the board. Motion to approve replacement up to \$1149.04 Fil, Dick second, all approved.
- Projects that happened over the 2018 summer:
  1. Two Private Property signs were posted on the berm between Phase II and apartments
  2. #32 Saratoga Circle - Beaudoin's dead tree removed
  3. Nine dead maple trees were removed by Tree Masters along Birch Run Dr. Eight on the left and one in Parade Grounds. Brookside Nursery replaced with 4 American Elm trees starting at Samuelson corner.
  4. One dead maple tree on Birch Run Dr (Phase I side - Dave Bruno's property) was removed-paid for by Phase I.
  5. Approval for video of pipeline at entranceway (action suspended until Spring 2019)
  6. Moving funds from Adirondack Trust CD to Saratoga National Bank Money Market.
- Capital Project review: Fil continues to work on and tabled until Spring 2019
- Dulmer - John confirmed Dulmer sprays all the evergreens and deciduous trees for mold, fungus. John will get Material Safety Data Sheets on the sprays used to have on file.
- Fence on South Collins: Sean plans to fix the fence this weekend.

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## New Business

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Phase II Committees: At our meeting in November, we'll discuss what board members and/or homeowners are on each of these committees.

- Nominating Committee
- Welcome Committee
- Architectural Review Committee
- Beautification Committee

Next meeting will be November 13, 2018 at 6:30pm

Motion to adjourn Dick, Tracy seconds, all approved. 8:00p