

BIRCH POINTE CONDOMINIUM ASSOCIATION

NEWSLETTER

August 2016



MISSION STATEMENT

"A self-managed and run community composed of a volunteer board that works to keep costs low while striving to enhance property values and provide efficient leadership through open and honest communication."



Contact Us!

Building Captains –
Lead: Susan Yeatman

NEW STREET LIGHTS!

The initiative began by past President Sal Pauciolo has seen the light!

We hope everyone has received the letter from Representative Ramone and Senator LaVelle sharing that they have been able to allocate the necessary funds from the Community Transportation Accounts to have three street lights installed in Birch Pointe. Two lights will be placed on Diana Drive and the third will be on Claremont Court near the open space.

As the letter stated, once Delmarva receives the monies they will begin to coordinate the installation of the lights.

The Board would like to thank Representative Ramone and Senator LaVelle for assisting in improving the safety of Birch Pointe and for providing the over \$12,000 funding for the project.

Also our thanks extend to Sal and Delmarva Representative Vince Jacono.

BUILDING CAPTAINS – COMMUNITY DAY

Stay tuned for details! Members of the Building Captains are brain storming for a Community Day! They are looking to have the event in late September with all residents being invited! Feel free to bring your friendly, social dogs too! We plan to have prizes, goodies and incentives!

Meet your neighbors....and chat with Building Captains and Board members.

Look for a "SAVE THE DATE" soon!

BUILDING CAPTAINS

**We are still recruiting for Building Captains –
especially on Haley Court!! ☺**

The next Building Captains' meeting is scheduled for Monday, September 26th at 6:30 PM at the Hockessin Library. Building Captains add great value to our community and we sincerely hope that you consider joining. If interested, please send your inquiries for joining to TCooper@BirchPointe.net or SYeatman@BirchPointe.net



NEIGHBORHOOD WATCH

The Block Watch welcomes **all** residents to participate (without any other committee obligation).

Birch Pointe is working directly with the NCCPD Community Services Unit to "promote community safety through heightened awareness."

Crime is everywhere; we are obviously not going to stop it. However, through strong community participation, we might slow it down. If we keep an eye on each other and our property, hopefully the word will go out and the criminals will choose not to enter Birch Pointe.

Join Birch Pointe's Neighborhood Watch

IMPORTANT CRIME ALERT!! A 1998 Honda Accord was stolen near 4500 Birch Circle sometime overnight of Monday, August, 8 to morning of August, 9, 2016.

FUTURE INFORMATION **UPCOMING!**

For owners with new balconies!

Residents who have had a Duradek balcony installed, Eric and Dennis will be reaching out to you directly to provide care and cleaning instructions.

For future new unit owners

The Board voted unanimously that beginning January, 1, 2017 all new Birch Pointe owners must sign up for the ACH program to pay their HOA fees. The necessary application form will be provided to the buyer when the certification documentation is requested for closing. The buyer will need to provide payment for the completed DUCIOA form as well as submit the ACH bank information.

UNIT OWNERS WITH DELINQUENT ACCOUNTS **PLEASE DO NOT IGNORE!**

Statements are in the final phase of being mailed to accounts that have a past due balance. It is imperative that you review the document and contact treasurer Monica Rieder to coordinate a payment plan. She will present your case to the Council to ascertain if a payment plan can be approved. We have been successful in making agreements with a fair number of residents over the past four months and are moving forward without legal assistance. This is truly our goal to work together with owners to come to a workable solution for past due accounts.

However, note that if a delinquency continues, Birch Pointe ***will be reaching out for legal assistance regarding accounts that are not addressed and/or not actively making substantial, consistent payments.***

NB: Any and all accounts which show an outstanding balance will have their payments applied to the oldest debt prior to the posting to more recent months. This will apply regardless of any note or memo on a check.

Cable service with a 90 day delinquency is being disconnected by the month's end unless a Board-approved payment plan is in place.

"Unit Owners' delinquent with their HOA Fees constitute a hardship to the community as a whole, and impede and impair the ability of Council to manage the affairs of the Association."

Consider signing up for Birch Pointe's ACH program!
It is an automatic, convenient way to pay monthly dues.
A one-time \$15 credit will be applied when enrolling.

Contact Monica for more info at MRieder@birchpointe.net – or see our website for the necessary form.

Birch Pointe Directory/Important Numbers

➤ **General Property Management Questions**

Eric Kennedy – phone: (302) 685-4310; e-mail: ekennedy@birchpointe.net

➤ **Maintenance Issues and Questions**

Maintenance staff (Dennis, Eric) – e-mail: maintenance@birchpointe.net

➤ **Account Statements / Condo Fee Questions / ACH Payment Sign-Up**

Monica Rieder – e-mail: mrieder@birchpointe.net

➤ **Birch Pointe Maintenance Emergencies**

phone: 1-267-474-2907; e-mail: maintenance@birchpointe.net

➤ **Condominium Association Board Members**

Tami Cooper, President
Monica Rieder, Treasurer
Susan Yeatman, Secretary
Manuel Harnisch, MAL/Treas. Advisor
Jim, Coll, MAL
Cheryl McDonough, MAL

TCooper@BirchPointe.net
MRieder@BirchPointe.net
SYeatman@BirchPointe.net
treasurerbp@gmail.com
JColl@BirchPointe.net
CMcdonough@birchpointe.net

Community Reminders and Reference Information

REPLACEMENT WINDOWS: Information Sharing Only – not an endorsement.

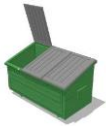


A resident has found a vendor – KBower@northamericanwindow.com – who carries replacements of the vacuum sealed glass units in the original Kolby & Kolby window assembly used in the community. The company is located in West Chester, PA with Kirk Bower the contact person there. The serial number on each window assembly located between the glass panes is needed in order to price and reorder the units.

QUICK REMINDER



PLEASE SEND IN AN UPDATED *CENSUS FORM*. Landlords note that this includes renters as well as owners. The necessary form is attached at the end of this newsletter. Please!



DUMPSTERS ARE FOR *HOUSEHOLD TRASH AND RECYCLING...ONLY!*

**Do Not leave trash on the outside of the dumpsters.
Do Not put mattresses, furniture, carpets, appliances, etc. in or beside the dumpsters.**

If the dumpster closest to you is full, please be courteous and take it to the next closest bin. If you have large items to be removed, you will need to have a pick up by a private source as our waste removal company is NOT contracted to remove large items or overflow.

If you DO see a resident disregarding these by-laws, e-mail maintenance@birchpointe.net; your identity will be kept confidential. Once an offender is identified, the resulting special pick up fee [**currently \$175.00**] will be charged to their account, along with an additional fine. **For owners who have rental units, this cost will be invoiced to YOUR account** so please communicate this regulation directly to them. Everyone’s cooperation and assistance is appreciated. **This type of extra service for special pick-ups can impact our budget;** please let’s all work together!

If items are in reasonable shape, consider donating them to a charitable organization – which will often come on-site – and possibly even receive a tax deduction!

PET WASTE



Cleaning up after your pet is not only the polite thing to do, it is expected. The Board has received a number of complaints in the past few months, some with pictures! Please consider this newsletter your gentle reminder. All future complaints will be followed through with a \$50 per occurrence fine. This includes loose or bagged pet waste left on the property and not properly disposed. For your convenience pet waste baskets have been installed on Claremont and Diana open space areas and also between 3700 and 3800 Haley. All pets are to be leashed.



FIRE ALARM SYSTEMS (important!)

The fire alarm systems in the buildings (with the exception of 3300 and 3400 Haley Court) **DO NOT** automatically contact 911. It is an ALARM only, alerting you to check your immediate area and VACATE the building until cleared by Fire Department. Do not assume it is a FALSE ALARM!



SAFETY: FRONT SECURITY DOORS ARE TO BE KEPT SHUT

They *may* be propped open **ONLY** for a short time while moving heavy objects in and out of the building. This is for everyone’s safety!



BUILDING LIGHTS

Please contact maintenance@birchpointe.net or the Building Captain if a light is out in your building, on your bridge or at the security door. Once notified the maintenance team will replace ASAP.



TRAFFIC

SLOW YOUR ROLL!!! As a reminder to come to complete STOP, new roadway signage has been recently painted on intersections. Note that the speed limit in the community is 10 mph. Have consideration for your neighbors and guests, especially at the Birch Circle curve.



HANDICAPPED PARKING

Observe the handicapped parking spots located throughout the community! They are to be used **only** by vehicles with the appropriate state handicapped license plates or hang-tags. **Birch Pointe reserves the right to remove vehicles not in compliance at the vehicle owner’s expense.**



PARKING

Residents are NOT permitted to park their commercial vehicles in the community per the Birch Pointe Code of Conduct. Also, please have regard for your neighbor by asking guests to park in the overflow areas, leaving spaces in front of the building for owners/tenants. Any unregistered and/or abandoned motor vehicles present for more than seven consecutive days may be removed/towed at the unit owner’s expense.



SMOKING POLICIES

Smoking is prohibited in all building common areas including hallways and staircases; light up only once outside. In addition, do not toss butts onto property; please dispose of them safely and properly.

Board Meeting of August 8, 2016

Held at Hockessin Free Library

Board Attendees

- Tami Cooper – President.....tcooper@birchpointe.net
- Monica Rieder – Treasurer.....mrieder@birchpointe.net
- Susan Yeatman – Secretary.....syeatman@birchpointe.net
- Jim Coll – MAL.....jcoll@birchpointe.net

Board Agenda/Discussions

- Financial report and updates
- Building Captains Committee – members, recruitment
- Neighborhood Watch Program
- Review of Maintenance Project submitted by Eric & Dennis
- Community Transportation Funding for Lighting Project
- Real Estate report and review
- Recruitment of new Board members
- Delinquent accounts – updates, review if commitments are being held and future action(s)
- 2017 Mandatory ACH for new owners
- Resident Complaints – Commercial Vehicles
- Board Member participation and recruitment



Meeting Details

Real Estate Status: Resources such as Realtor.com, Trulia.com, Zillow.com, Estate.com and others

(12) Units on market:	2 on Birch Circle:	regular	1 with price drop
	1 on Claremont Court:	regular	
	1 on Diana Drive:	regular	sale pending
	1 on Haley Court:	regular	



(2) Unit(s) sold: (some previously listed)	1 on Birch Circle	7-22-2016
	3 on Haley Court	7-11-2016, 7-22-2016 and 7-28-2016
	1 on Claremont	7-14-2016

Notes:

- Let a member of the Board know if you are aware of a new listing in Birch Pointe, or if YOU are moving and planning to sell your *own* condo.
- Eric is the Birch Pointe real estate liaison and can provide many of the essential documents, forms, and certifications needed for property transfer for a \$25 fee.
- Birch Pointe has been recertified by HUD allowing them to obtain FHA insured mortgages.
- Birch Pointe has a policy regarding investors to protect the interests of ALL owners which must be disclosed to potential buyers, either directly by the seller or by his/her realtor. The document outlining this policy – which was established in 2013 – is clearly outlined on our website.

Collections Report:



(1) Total collected in HOA fees for the month: July	\$91,880	
	\$ 50	DUCIOA re-certification fees
(2) Large(r) payments received for the month:	\$2,465	for back HOA dues from a regular sale
	\$1,650	for back HOA dues from the sale of flipped property
	\$1,650	for full payment of overdue HOA fees
		3 at \$660; 1 each at \$530, \$500 and \$450
(3) August HOA fees remitted to date:	\$82,645	(which includes the ACH draw for August 21)

Notes:

- Owners in financial difficulty should speak with a Board member to discuss their situation and arrange a payment plan/schedule to address ways of clearing up past balances.
- Consider signing up for Birch Pointe's ACH program! It is an automatic and convenient way to pay monthly dues. A one-time \$15 credit will be applied when enrolling. Contact Monica for more info at mrrieder@birchpointe.net – or see our website to download the necessary form.

Cable service will be disconnected after a 90 day delinquency unless a Board-approved payment plan is in place.

Treasurer's Report:



(1) Total operating costs for the June:	\$65,846	
(2) Major expenses:	\$ 2,800	for fire system maintenance
(other than normal utilities)		(alarms and extinguishers)
	\$ 1,015	for various intercom repairs and parts replacement
		(normal monthly landscaping payment was delayed due to lost bank bill-pay check)
(3) Capital improvement expenditures:	\$27,025	for 2 balcony rebuilds on 4700 Birch Circle
(4) Status of Birch Pointe accounts:	Operational Reserve	= \$ 15,304
(see financial summary at end)	Reserve	= \$254,413

July 2016 Financials

– Operating Account

Beginning Balance:		\$ 54,803.69
Inflow – Operating Income:	\$ 91,930.00	
Inflow – One-time Transfers (from ORA*):	\$ 0.00	
Outflow – Operating Expenditure:	\$ 65,845.68	
Outflow – Capital Expenditure:	\$ 27,024.00	
Outflow – to Operational Reserve*:	\$ 0.00	
Ending Balance:		\$ 53,864.01
Target Ending Balance:		\$ 50,000.00
Surplus / Deficit:		<u>\$ 3,864.01</u>

– Operational Reserve Account

Beginning Balance:		\$ 15,303.26
Inflow – Periodic Transfers:	\$ 0.00	
Inflow – Interest:	\$ 0.65	
Outflow – Periodic Transfers*:	\$ 0.00	
Ending Balance:		<u>\$ 15,303.91</u>

* monies are transferred into/out of Operational Reserve Account (ORA) as needed to cover expenditures, maximizing earned interest

– Reserve Account

Beginning Balance:		\$ 254, 391.32
Inflow – Periodic Transfers:	\$ 0.00	
Inflow – Interest:	\$ 21.61	
Outflow – Periodic Transfers:	\$ 0.00	
Outflow – One-time Transfers:	\$ 0.00	
Ending Balance:		\$ 254,412.93
Target Ending Balance:		\$ 250,000.00
Surplus / Deficit:		<u>\$ 4,412.93</u>

BIRCH POINTE CONDOMINIUM ASSOCIATION CENSUS FORM

P.O. Box 1195 Hockessin, DE 19707

Unit Address: _____ Number of Persons Residing in Unit: _____

Legal Owner's Name: _____

E-Mail Address: _____

Legal Owner's Mortgage Company: _____

Legal Owner's Insurance Company: _____

Legal Owner's Phone Number(s): _____
Home Work / Mobile

If Non-Resident, Mailing Address: _____

Tenant(s) Full Name(s) and Phone Numbers:

Name Home Number Work / Mobile

Name Home Number Work / Mobile

Emergency Contact Info: _____
Name Phone

Vehicle(s) Owned by Occupant(s):

Year Make / Model / Color State & License Plate Number

Year Make / Model / Color State & License Plate Number

Pet(s) in Unit: _____
Size / Breed

Are you currently in possession of the Rules and Regulations of the Birch Pointe Condominiums? Yes / No

I understand that the above information is for the sole use of Birch Pointe Condominiums Association and its authorized agents in maintaining the community and providing emergency services. I also acknowledge that I must notify Birch Pointe Management if there are any changes in this information and/or if my unit is rented or sold.

Signature of Owner Date

Census: 4-21-2016

8/22/2016