

BIRCH POINTE CONDOMINIUM ASSOCIATION

NEWSLETTER

November 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."

NEIGHBORHOOD NCC POLICE PATROLS



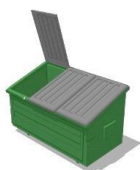
In ongoing efforts to help curb unwelcome visitors and discourage or prevent criminal activity, the Board has hired (off-duty) NCC Police officers – coordinated with our community liaison, Officer Sorrels – to patrol Birch Pointe on random days and times in November. You may have even seen one of their vehicles parked or driving through the community! Stop and say "Hi" to the officers if you see them!

Note that they are here not only as visible deterrents but also to promote safety and heightened awareness of traffic codes within Birch Pointe. The latter is particularly important as it relates to our stop signs which many cars seem to totally ignore, especially at the Birch Circle curve. PLEASE come to a complete stop! There have been reported incidents of pedestrians, many with pets, almost hit by speeding and nonstopping drivers. Take time and observe the rules! It'll only take a few additional seconds. With the earlier dusk and later dawns, visibility can sometimes be limited.

IMPORTANT COMMUNITY REMINDERS



Per Birch Pointe by-laws, **commercial vehicles** are NOT permitted to be parked overnight on site. Common areas are solely for ordinary passenger vehicles. Should owners have such trucks or vans as their only means of transportation, it is required that any signage, logos, and/or advertising be covered up and blocked such as with removable magnetic panels.



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

Please DO NOT leave trash on the outside of the dumpsters; or put mattresses, furniture, carpets, appliances, etc. in or beside the dumpsters; Private contractors are NOT permitted to dispose of used materials in BP 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 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!

If you DO see a resident disregarding these by-laws, e-mail maintenance@birchpointe.net. Once an offender is identified, the resulting special pick up fee [currently \$175] will be charged to his/her 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 your tenants. Everyone's cooperation and assistance is appreciated. Please let's all work together!



A special large dumpster will be available for two weeks after Christmas (to be placed at the top of Haley) for tree disposal. For everyone's convenience, they can also be left beside the nearest dumpster and maintenance will cart them away.



SECURITY LIGHTS

With the recent wind storm – and resulting power outage – it was found that the battery-operated back-up security lights, located above staircase landings, were not working. As this can be a safety issue for anyone navigating to first floor units in the dark, please notify maintenance immediately of such situations. A new pack will be installed. This is also important should the hallway, movement-activated sensor lights be mal- or non-functioning properly. We want to provide a safe environment!

STATUS OF ACCOUNT DELINQUENCIES

The Board continues to pursue collecting on delinquent accounts. As can be seen by the last two months' operating income, both over \$100,000, significant progress is still being made. Many former overdue balances are now at zero or showing appreciable lowering. To everyone who consistently makes timely payments, we sincerely **thank you**.

Finally, don't forget to sign up for Birch Pointe's ACH to take advantage of the \$20 per month discount with the upcoming 2017 HOA fee increase...many owners already have done so! And for those who prefer to pre-pay, there is also an additional \$60 discount for a six month payment in advance via a single ACH withdrawal of \$1920. Remember.....

Contact Monica at MRieder@BirchPointe.net for more information about the ACH program.

The enrollment form can be found on – and downloaded from – our website www.BirchPointe.net .

A one-time \$15 credit will be applied when enrolling in 2016.

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/Treasury 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

Other Community Reminders and Reference Info

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.

FIREPLACE SAFETY (especially for new owners)



Unless your fireplace has been repaired/rebuilt and undergone a level 2 inspection (by order of the state Fire Marshall), it is **NOT** safe to use. Due to crucial safety concerns, ALL chimneys were capped! Maintenance will uncapp them **ONLY** if documentation is provided indicating the fireplace has passed inspection.

PET WASTE and PET LEASHING



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 Court and Diana Drive open space areas and also between 3700 and 3800 Haley Court. **All pets are to be leashed at all times.**

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!

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



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.

No Board Meeting was Held in November 2016

Discussed in E-Mails:

- Finances
- Real Estate situation
- Delinquent accounts – updates, legal correspondence, collections
- Resident issues
- NCC Police security patrol – costs, frequency, scheduling
- Work up of financial position statement for December distribution



Real Estate Status: Online resources such as Realtor.com, Trulia, Zillow, Estately.com and others

(1) Units on market:	3 on Birch Circle:	regular	1 new listing with sale pending; 1 back to active and under contract; 1 with a price drop
	1 on Haley Court 3 on Diana Drive:	Sheriff Sale regular	2 new listings, 1 with sale pending; 1 with sale pending
	1 on Claremont Court:	regular	new listing with sale pending
(2) Unit(s) sold:	2 on Birch 1 on Haley	regular Sheriff Sale	10-26-2016 and 10-31-2016 10-11-2016 (bank buy-back)

Birch Pointe properties still seem to be selling well with the community a desirable place to live.

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 of October:	\$105,230 \$ 100 \$ 2,000	DUCIOA re-certification fees Investor fee
(2) Large(r) payments received for the month:	\$2,280	for full payment of back HOA fees
	4 at \$990; 1 at \$890; 5 at \$660; 2 at \$500; 1 at \$450; 6 at \$430; and 6 at \$400	

These represent monies remitted for overdue accounts, many of which are parts of payment plans.

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 now! It is an automatic and convenient way to pay monthly dues. A one-time \$15 credit will be applied when enrolling. See our website to download the necessary form – or – contact Monica for more info at mrieder@birchpointe.net .
- **As stated in recent newsletters, HOA fees will increase to \$350 in January 2017. To keep these at \$330/month, ACH enrollment will be necessary starting in 2017 to receive a \$20 discount. Any other forms of payment (including bill pays) will NOT be eligible for the discount.**

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 October:	\$78,000		
(2) Major expenses:	\$6,205	for	Artesian water usage
This represents a <i>significant</i> increase in consumption by the community as no rate hike is reflected in our bills. It is vital that any leaks – no matter how minor - be addressed as well as running toilets or faucets. Contact maintenance if you have any concerns!			
(other than normal utilities)	\$10,400	for	landscaping, including additional weeding, large and small plantings, red rock
	\$ 2,860	for	fire system inspections and maintenance
(3) Capital improvement expenditures:	\$13,200	for	1 balcony rebuilds: 5205 Diana Drive
(4) Status of Birch Pointe accounts:	Operational Reserve	=	\$ 15,305
(see financial summary at end)	Reserve	=	\$254,477

October 2016 Financials

– Operating Account

Beginning Balance:		\$ 59,758.74
Inflow – Operating Income:	\$ 107,329.02	
Inflow – One-time Transfers (from ORA*):	\$ 0.00	
Outflow – Operating Expenditure:	\$ 78,010.48	
Outflow – Capital Expenditure:	\$ 13,195.00	
Outflow – to Operational Reserve*:	\$ 0.00	
Ending Balance:		\$ 75,882.28
Target Ending Balance:		\$ 50,000.00
Surplus / Deficit:		<u>\$ 25,882.28</u>

– Operational Reserve Account

Beginning Balance:		\$ 15,305.19
Inflow – Periodic Transfers:	\$ 0.00	
Inflow – Interest:	\$ 0.65	
Outflow – Periodic Transfers*:	\$ 0.00	
Ending Balance:		<u>\$ 15,305.84</u>

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

– Reserve Account

Beginning Balance:		\$ 254,455.45
Inflow – Periodic Transfers:	\$ 0.00	
Inflow – Interest:	\$ 21.61	
Outflow – Periodic Transfers:	\$ 0.00	
Outflow – One-time Transfers:	\$ 0.00	
Ending Balance:		\$ 254,477.06
Target Ending Balance:		\$ 250,000.00
Surplus / Deficit:		<u>\$ 4,477.06</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

11/25/2016