



# CONDOMINIUM ASSOCIATION

## Newsletter

June 2018

*"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."*



**The Board wishes you a safe holiday!**

### ONGOING PARKING HANG-TAG ENFORCEMENT



Several randomized, "soft enforcements" of the parking hang-tags began in June. As noted in the last newsletter, this consisted of placing warning notices on vehicles found to be parked in a "Resident" designated spot without a hang-tag during enforcement times: 24 hours on weekends and 5pm - 8am Monday through Friday. There had been 55 such warnings issued for cars not displaying the Birch Pointe numbered tags. These were mostly to owners who had not picked up their hang-tags; in a few cases, non-residents or secondary cars were involved.

We plan to maintain this level of enforcement throughout the summer. After such time, the Board may decide to implement a stricter enforcement through an outside towing contract depending on the effectiveness of the simple warning phase. Updates will follow on the progress being made.

**Please make sure that you display your hang-tag!** If one has not yet been obtained, contact Eric Kennedy to have one issued. This also applies to anyone with a handicapped parking spot: a Birch Pointe hang-tag must still be procured and visible. Note that vehicle information, including license plate number, must be provided in order to secure a hang-tag.

### SUMMER TEMPORARY HELP SOUGHT



Birch Pointe is looking to recruit maintenance help for the summer. This is a part-time, temporary job with the potential of becoming a full-time permanent position for the right candidate by fall/winter.

A posting has been placed on ZipRecruiter which briefly outlines some of the major tasks to be undertaken, mostly to aid Eric and Dennis in their everyday work. Duties include light landscaping, minor repair work, basic carpentry and plumbing, inspections, cleaning among others.

If interested – or know of someone who might be interested – please contact Eric at [ekennedy@birchpointe.net](mailto:ekennedy@birchpointe.net).

### ROAD WORK ON BIRCH CIRCLE AND DIANA DRIVE



As you have likely already notice by the time this newsletter arrives, road work has begun on Diana Drive to repair major surface issues, including large potholes, cracks and deteriorating seaming. Some of these same issues, though perhaps not as serious, will also be addressed on Claremont Court. Most of these problem areas have been the result of this past winter's icing and necessary frequent salting.

After weighing several bids for this large undertaking – both in scope and cost – the Board is going with Evans Paving.

In addition, to protect the integrity of Birch Circle – and the financial investment made in having it repaved several years ago – this roadway will be seal coated in early July. This project, too, has been contracted with Evans to achieve better pricing on both projects.

Since Birch Circle is the main egress into the community, as well as being the longest roadway, the sealing will be done in sections. The "lower half" – from the curve/stop sign to the end, 4100 to 5400 – will be done first. The next portion will be addressed later. Notices will be placed on front doors to inform owners of the exact dates and vehicles will need to be moved. The whole process will take approximately two days.

As with all such major undertakings, some inconvenience is to be expected. However, with the community's cooperation, this can be minimized making the impact as small as possible. The Board thanks everyone in advance!

## **DOG LEASHING AND WASTE REMOVAL ENFORCEMENT**



Note that NO dogs are to be kept chained or leashed on or to patios and left unsupervised. This is especially true in the hot summer weather. Pets are to be accompanied and supervised by their owners at all times. When walking with a dog, they MUST be on a leash and are NOT permitted to run free, even at the so-called dog runs. Owners will be fined if these guidelines are not followed.

In addition, **please pick up after your animal, no matter where you are in the community.** Birch Pointe provides doggy disposal bags at the various stations throughout the community; use them accordingly. There are fines in place for non-compliance of this policy.

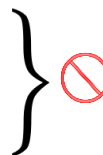
## **IMPORTANT RECYCLING REMINDERS FROM WM!**



An e-mail blast was sent out to residents on June 26 regarding Birch Pointe's recycling. We were informed by Waste Management, our trash contractor, that the Recycle Center is refusing to accept the entire contents of many trucks which had picked up on our community. These were found to be carrying plastic bags and Styrofoam, unacceptable items to qualify as recyclables. Recyclable materials are only those designated by numbers 1 to 7 on the bottom.

ALL **plastic bags** – including white or black **kitchen bags**, yard and contractor bags, **grocery bags** and (obviously) dog-waste bags – are forbidden.

The same holds true for **Styrofoam packaging** found around appliances and televisions, along with packing 'peanuts.'



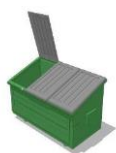
These items are **NOT ALLOWED IN RECYCLE CONTAINERS.**

Containers found to have these items will be labeled "Contaminated" and must be scheduled for a special pick-up at an added cost to the community. Birch Pointe intends to pass these additional, unnecessary costs through to all residents directly, so PLEASE be mindful when discarding recycling items.

The solution is actually quite simple: if you use a plastic bag to store your recyclables, **simply dump the contents of the bag into the recycle container and throw the plastic bag in the regular dumpster.** An alternative is to use large paper bags (such as the handle-type from Trader Joe's)....these can be entirely disposed of.

The Board thanks the community for caring enough to participate in recycling...and if you spot a neighbor of disposing those unacceptable items, please offer a gentle reminder regarding these new rules.

## **(OTHER) COMMUNITY REMINDERS AND REFERENCE INFO**



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

Please DO NOT leave trash on the outside of dumpsters or put mattresses, furniture, carpets, appliances, etc. in or beside the dumpsters. **Private contractors are NOT permitted to dispose of materials in BP dumpsters!** Residents disregarding this warning will be assessed a fine in addition to the current \$175 special pick up fee charged by Waste Management.



## **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 or over balcony/deck railings as this can be a serious fire hazard; please dispose of them properly.

## **COMMERCIAL VEHICLES**



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.



## **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!

# **BIRCH POINTE DIRECTORY / IMPORTANT NUMBERS**



## ➤ **GENERAL PROPERTY MANAGEMENT QUESTIONS**

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

## ➤ **MAINTENANCE ISSUES AND QUESTIONS**

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

## ➤ **ACCOUNT STATEMENTS / CONDO FEE QUESTIONS / ACH SIGN-UP**

Monica Rieder – e-mail: [mrieder@birchpointe.net](mailto:mrieder@birchpointe.net)

## ➤ **BIRCH POINTE MAINTENANCE EMERGENCIES**

phone: 1-267-474-2907; e-mail: [maintenance@birchpointe.net](mailto:maintenance@birchpointe.net)

# June 2018 Board Meeting

(held on 6-18-2018 at Skyline Middle School library)

- Financial Reports and Monthly Expenditures for May
- Collections and Delinquency Progress
- Real Estate Update – Units on Market and Units Sold / Foreclosures
- Capital Projects and Progress
  - Intercoms, balconies, siding, storm drain grates
- Phase 3B of Community Parking Enforcement
  - Random walk-throughs; warning issuances
- Diana Patching and Birch Seal Coating
- Temporary Summer Help
- Special Situations
  - Root encroachment in sewer pipes
  - First floor railings
- Votes
- Summer Meetings



**Real Estate Status:** Online resources such as Realtor.com, Trulia, Zillow, Estately.com, etc. (since last newsletter and as of 6/30/2018)



(1) Units on market now:	4 Birch Circle 1 on Claremont Court 1 on Haley Court	2 with sales pending, one with price reduction new listing with sale pending 1 short sale, possibly with sale pending
(2) Unit(s) in foreclosure:	1 on Claremont Court	Fannie Mae listed
(3) Unit(s) sold:	1 on Claremont Court 1 on Birch Circle 1 on Haley Court	SOLD 6-22-2018 SOLD 5-30-2018 (\$5K over asking price) SOLD 6-20-2018

## **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 was recertified by HUD in November 2017 allowing buyer 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 operating income posted in May:	\$ 88,630 <sup>1</sup>	in HOA fees
	\$ 50	2 DUCIOA re-certification fees



<sup>1</sup> does not reflect the \$5,820 in pre-payment HOA monies collected in January attributable to each month

(2) Large(r) check payments:	1 at \$1,000; 2 at \$500; 3 at \$450 or \$400 all addressing smaller overdue HOA balances
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In addition, several owners with an outstanding balance are on ACH payment plans in which extra funds are deducted along with the regular monthly HOA fees. This now includes a few who enrolled as a result of recent legal actions taken by Birch Pointe to address those who have failed to act on their delinquencies.

(3) Pre-payment enrollments

Once again, pre-payment of HOA fees – for the remaining 6 months of 2018 – is being offered to the community. There is an additional \$10 monthly discount as incentive for enrollment. The up-front availability of such funds allows the Board to use the operational monies earlier in the year to schedule large projects in a more timely manner as well as better gauge outflow.

**NOTE THAT BIRCH POINTE IS TAKING SUCH LONG TIME DELINQUENCIES SERIOUSLY AND REFERRING THEM TO OUR ATTORNEY!**

- REMINDER:**
- MONTHLY HOA FEES STARTING IN 2017 ARE **\$350**
  - OWNERS WHO ARE ENROLLED IN ACH (OR OTHER E-FUND TRANSFER) RECEIVE A \$20/MONTH DISCOUNT
  - PAYMENTS MADE BY CHECK MUST BE REMITTED FOR THE FULL \$350

ACH/FIS enrollment currently stands at 81%

**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.
- A Birch Pointe ACH enrollment form is attached for convenience. Sign up and receive a \$20 discount on your monthly dues. Contact Monica for more info at [mrieder@birchpointe.net](mailto:mrieder@birchpointe.net).

**Cable service will be disconnected on to units in significant arrears without a Board-approved payment plan in place.**



**Treasurer’s Report:**

(1) Total operating costs for May:	\$ 84,950	in	utility, maintenance, professional, wages and office expenses
(2) Major expenses: (other than utility costs*)	\$19,500	for	monthly landscaping installment plus tree trimming/removal, planting, mulch
	\$ 2,200	for	siding repair
	\$ 1,935	for	maintenance supplies
	\$ 1,267	for	legal costs for collection actions

AMEX discount/rebate posted to May was \$431. There was also a credit of \$1,812 from Morris James – our legal counsel – for a double-billed invoice, offsetting the above costs incurred during the month.

(3) Capital improvement expenditures:	\$ 13,408	for	1 balcony rebuild on Birch
	\$ 3,600	for	4 building intercom replacements

(4) Status of Birch Pointe accounts:	Operational Reserve	=	\$ 95,390
(see financial summary at end)	Reserve	=	\$ 254,880

# May 2018 Financials

## – Operating Account

<b>Beginning Balance:</b>		\$ 94,708.68
<b>Inflow – Operating Income:</b>	\$ 88,680.00	
<b>Inflow – One-time Transfers (from ORA*):</b>	\$ 0.00	
<b>Outflow – Operating Expenditure:</b>	\$ 84,945.08	
<b>Outflow – Capital Expenditure:</b>	\$ 17,008.00	
<b>Outflow – One-Time Transfer (to ORA*):</b>	\$ 0.00	
<b>Ending Balance:</b>	\$ 81,435.60	
<b>Target Ending Balance:</b>		\$ 50,000.00
<b>Surplus / Deficit:</b>		<u>\$ 31,431.60</u>

## – Operational Reserve Account (\*ORA)

<b>Beginning Balance:</b>		\$ 95,382.79
<b>Inflow – Periodic Transfers:</b>	\$ 0.00	
<b>Inflow – Interest:</b>	\$ 6.48	
<b>Outflow – Periodic Transfers*:</b>	\$ 0.00	
<b>Ending Balance:</b>		<u>\$ 95,389.27</u>

## – Reserve Account

<b>Beginning Balance:</b>		\$ 254,858.01
<b>Inflow – Periodic Transfers:</b>	\$ 0.00	
<b>Inflow – Interest:</b>	\$ 21.65	
<b>Outflow – Periodic Transfers:</b>	\$ 0.00	
<b>Outflow – One-time Transfers:</b>	\$ 0.00	
<b>Ending Balance:</b>		\$ 254,879.66
<b>Target Ending Balance:</b>		\$ 250,000.00
<b>Surplus / Deficit:</b>		<u>\$ 4,879.66</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 Vehicle Insurance Company: \_\_\_\_\_

Legal Owner's Condo/Home 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: 6-30-2018**

06-28-2018

# Direct Payment Plan Overview

## A smart and easy way to automate your payment with Direct Payment.

Direct Payment is a repetitive payment between businesses and consumers that enables the service provider to deduct scheduled payments from the customer's checking or savings account. It's a dependable, flexible, and convenient process that does not require the consumer to use a computer or access the internet.



### With Direct Payment, you will:

- Save time by having one less check to write
- Reduce postage costs with one less bill to mail
- Eliminate late fees or charges by making payment(s) automatically

### How does Direct Payment work?

You (the customer) will authorize regularly scheduled payments to be deducted from your checking or savings account by completing and submitting an authorization form. Payments are originated one business day before the specified day that they are due. Direct Payment is usually a repetitive payment that will remain in effect until the customer terminates the authorization. It's just that simple!

### What is ACH?

The Automated ClearingHouse (ACH) Network is a nationwide system that processes electronic payments on behalf of depository financial institutions. The ACH Network was established in the 1970s as an electronic substitute for recurring check disbursements and collections. The ACH system is designed to serve all depository financial institutions, regardless of size, on an equitable basis. The system uses batch processing which costs less than on-line, real time processing systems. This feature makes ACH payments less expensive than other electronic payment methods such as wire transfers, and allows many financial institutions to participate.



# Direct Payment Plan Authorization Form

1. Mark the box of the type of account from which payment will be deducted, either a checking or savings account.
2. Fill in your name, unit number/address, financial institution information, and date.
3. Indicate what day of the month funds should be withdrawn and if this is for a monthly or 6-month pre-pay draw.
4. Attach a voided check for verification of all financial institution information.
5. **Be sure to sign the form!**

## AUTHORIZATION FOR DIRECT PAYMENT

I authorize Birch Pointe Condominium Association to initiate electronic debit entries to my:  
**(check ONE)**

checking account

OR

savings account

for payment of my condominium fee(s) on or about the day of the month selected below, as well as any late fees, fines or assessments that are assessed (returned ACH fee, census non-completion fine, general fines, etc.).  
This authority will remain in effect until I have cancelled it *in writing*.

Processing date **(check ONE)**

1<sup>st</sup> of month

11<sup>th</sup> of month

21<sup>st</sup> of month

Processing schedule **(check ONE)**

monthly

6-month pre-pay

Starting month for regular HOA payments

Unit ID (e.g. 5001BC, 4005HC, 5203DD)

Financial Institution / Bank Name (Please Print)

Account Number at Financial Institution

Financial Institution Routing/Transit Number

Financial Institution City and State

Signature \_\_\_\_\_

Date

**PLEASE KEEP A COPY OF THE AUTHORIZATION FOR YOUR RECORDS**

Please mail to: Birch Pointe Condominium Association, P.O. Box 1195, Hockessin, DE 19707

**Staple Voided Check Here**