



Condominium Association

Newsletter

September 2020

"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."

DIANA DRIVE REPAVING COMPLETION



As many may have noticed, the Diana Drive repaving was done in mid-September. The job was completed with a high degree of professionalism by Cirillo Brothers on behalf of the state of Delaware. The entire project was funded as a direct result of the efforts of our District 21 representative, Mr. Michael Ramone. The entire Board would hereby like to thank Mr. Ramone for his efforts on behalf of the community. Furthermore, the Board would also like to thank Arkieva, who had graciously agreed to permit Birch Pointe residents to use its parking lot, situated at the end of Diana Drive, while the roadway was being replaced. While it had been a bit inconvenient during both the grading and paving phases, the result was well worth it. In addition to having saved Birch Pointe an extensive amount of money, it is expected that this road work will address the majority of drainage issues which Diana has been experiencing over the last several decades.



Finally, as of last week the work on Fairmont Drive (the roadway leading into Birch Pointe) was also completed. This unanticipated project, entirely outside of Birch Pointe's control - with many construction vehicles, work crews and flaggers - caused some frustration with access for residents. This repaving, too, is hoped to better manage drainage issues, especially in the curve into the community which often ices up in winter.

PARKING ENFORCEMENT OFFICER



The Board is pleased to announce that the open, part-time, parking enforcement position has been filled by Mr. Wayne Lee, a retired correctional and law enforcement officer.

Beginning October 1st, 2020, random enforcement of the resident parking rules will commence and citations will be issued to offenders who repeatedly violate the established rules. **Only one (1) vehicle per unit which is displaying a current black 2020/2021 parking hang tag may be parked in a spot marked "Resident" during enforcement hours (Monday - Friday 5pm — 8am, and 24 hours per day on Saturdays and Sundays).** Residents who park in a handicap parking space must display proper handicap identification as well as a Birch Pointe parking hangtag.

The following enforcement schedule will be followed:

- 1st offense, removable violation sticker issued, \$0 fine assessed
- 2nd offense, removable violation sticker issued, \$50 fine assessed
- 3rd offense, removable violation sticker issued, \$100 fine assessed
- 4th offense, permanent violation sticker issued, \$200 fine assessed
- 5th or greater offense, permanent sticker violation issued, \$500 fine assessed

It is a sincere intention that issuing any citation is not needed! Therefore the cooperation is requested of everyone to follow the parking rules going forward so that all residents in Birch Pointe have a fair chance at finding a space near their respective building at any hour of the day.

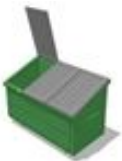
GENERAL UPDATES AND REMINDERS



After meeting virtually on September 16th, 2020, the Board has agreed that due to the ongoing COVID-19 situation, no face-to-face open meetings will be held at least until the state of emergency order is lifted in full by the Governor of Delaware. As a result, no elections for Board seats can be held in the interim. Birch Pointe's by-laws contain no provision for how to proceed under the unusual circumstances in which we find now ourselves. However, after careful consideration, the Board believes that it can continue operating in an acting capacity until such time that elections, in compliance with the by-laws, are again possible. With this in mind, the Board requests if anyone would like to serve on the Board in some function or role to please reach out and it will be happy to work with you.



The Board would further like to remind everyone to remain considerate of your neighbors. Individual actions may have impacts on others in the community, whether that pertains to noise, parking, pets or other encounters and interactions with neighbors. Please be mindful and treat others how they would like to be treated. If in doubt, ask your neighbors if there is anything you can do to be more considerate.



Finally, the Board would like to, once again, remind everyone of the rules pertaining to all the trash dumpsters and also the recycling bin on Haley Court. Birch Pointe continues to receive fines from Waste Management for large furniture placed into or next to the containers as well as other "contamination," particularly that of the recycling bin. Approximately 5-10 man hours are spent each week on an exercise internally referred to as "musical trash" where the maintenance crew inspects the dumpsters, and removes bulky items for secondary disposal.

If there are large items needing to be disposed of, please either donate them or schedule a special pickup through Waste Management. Furthermore, there are many organizations which accept such items free of charge. The currently occurring dumping of these items costs the community (and thus each of the residents) between \$500 to \$1000 each month in both direct fines and labor costs. Under NO circumstances is disposal of contractor waste materials allowed.

September 2020 Board Meeting

Held virtually on 9-16-2020 via Google Meet

- Reports
 - Financials
 - Collections / Progress
 - Real Estate Report
- Review / Updates
 - Diana re-paving project
 - Capital Projects status
 - Balconies
 - Fire panel replacements
 - Seal coating
 - Mailbox replacements
 - COVID-19 situation, overall community status, future open meetings
- Discussion: 2021 Capital Reserve Study
 - Vote to proceed
- New Parking Enforcement Hire
 - Rules, citations, fines
- Complaints
 - Speeding
 - Dog leashing
 - Vibration
- Adjournment



Real Estate Status: Online resources such as Realtor.com, Trulia, Zillow, Estatefy, etc. (since the last newsletter and info as of 9-29-2020)

(1) Units on market now:	2 on Birch Circle 1 on Haley Court 1 on Diana Drive	1 back to active, 1 is FSBO sale pending for 10-30-2020 short sale
(2) Units recently sold:	6 Birch Circle 1 on Diana Drive	on 9-4-2020 (2), 9-11-2020, 9-16-2020 (2), 9-30-2020 on 9-22-2020

When moving, PLEASE inform Treasurer Monica Rieder if you are on Birch Pointe's ACH program so that future automatic bank debits can be cancelled. Once DUCIOA forms are requested, any scheduled ACH draws should be discontinued if possible. Current owner monthly payments can be made at closing by check, still at the \$330 ACH discounted rate. Contact mrieder@birchpointe.net if there are any questions or concerns.

Note also that **parking hang tags for units being sold are to be returned to Eric**, not handed to new owners directly or to real estate agents. Tag numbers are associated with specific vehicles for security and tracking purposes. If the existing protocol is not followed, confusion may well result regarding undocumented cars and their actual owners if the new information is not provided. **This procedure applies to units which are rentals: tenants moving out should do like-wise and turn over their tags.** Remember that replacement fees for reissue of a hang tag is \$50. Your cooperation is most appreciated!

Notes:

- Eric Kennedy is the Birch Pointe real estate liaison and can provide many of the essential information and documents needed for property transfer – including completion of DUCIOA forms. **The fee for re-certification is \$50.**
- **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 – established in 2013 – is available on our website.**



Collections Report:

(1) Total operating income posted in August:	\$ 78,609	in HOA fees
	\$ 150	2 DUCIOA re-certification fees
		plus 1 hang tag replacement
	\$ 1,541	Comcast revenue share

Also received a refund of \$ 1,999 for the July bulk account charges which were discontinued.

- (2) Three check bank deposits were made during the month of August which totaled \$9,105. In addition, there were credit card payments for the month of \$2,060. Only a few larger payment amounts were received in August: 1 at \$640, 1 at \$450 and 2 at \$400

THE BIRCH POINTE BOARD TAKES LONG TERM DELINQUENCIES SERIOUSLY AND ARE REFERRING THEM TO OUR LEGAL COUNSEL!

- REMINDER: – MONTHLY HOA FEES ARE \$320 STARTING JULY IF PAYING BY CHECK
 – ONLY OWNERS WHO ARE ENROLLED IN ACH (OR OTHER E-FUND TRANSFER) RECEIVE A \$20/MONTH DISCOUNT
 – PAYMENTS MADE BY CREDIT CARD RECEIVE A \$10 DISCOUNT**

ACH/FIS enrollment currently stands at 81% (238 units)

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.



Treasurer’s Report:

(1) Total operating costs for August:	\$ 50,776	in	utilities; maintenance/trash; professional, payroll, and office expenses
(2) Major expenditures for August: (other than normal utilities)	\$ 9,125	for	monthly landscaping installment plus tree removals and clearing out brush
	\$ 6,000		remaining building rear power washing
	\$ 2,827		maintenance supplies
	\$ 2,509		cell dialers; extinguisher/alarm inspections
	\$ 2,450		hallway cleaning services

(new monthly expense listing) \$ 3,650 taxes (federal, state, Medicare, social security)

AMEX discount/rebate posted to August = \$463

(3) Capital improvement expenses for August: \$ 13,592 1 balcony rebuild

(4) Current status of Operating Account: \$ 212,530 unreconciled, as of 9-29-2020

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, Jules) – e-mail: maintenance@birchpointe.net

➤ ACCOUNT STATEMENTS / HOA FEE / OR ACH QUESTIONS

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

➤ BIRCH POINTE MAINTENANCE EMERGENCIES

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

August 2020 Financials

▶ Operating Account

Beginning Balance:		\$ 185,822.52
Inflow – Operating Income:	\$	80,300.47
Inflow – One-time Transfers (from ORA*):	\$	0.00
Outflow – Operating Expenditure:	\$	50,775.97
Outflow – Capital Expenditure:	\$	13,592.00
Outflow – One-Time Transfer (to ORA*):	\$	0.00
Ending Balance:		\$ <u>201,755.02</u>

▶ Operational Reserve Account (*ORA)

Beginning Balance:		\$ 5,437.76
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	0.23
Outflow – Periodic Transfers*:	\$	0.00
Ending Balance:		\$ <u>5,437.99</u>

▶ Reserve Account

Beginning Balance:		\$ 260,352.99
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	11.05
Outflow – Periodic Transfers:	\$	0.00
Outflow – One-time Transfers:	\$	0.00
Ending Balance:		\$ <u>260,364.04</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
_____	_____	_____
_____	_____	_____

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

**** NOTE: Renters are NOT permitted to have pets/animals while residing in Birch Pointe ****

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

If a unit is a rental, it is the duty and responsibility of the owner/landlord to notify the Management/Board and advise all tenants of the Rules, Regulations and Code of Conduct of Birch Pointe Condominiums

I understand that the above information is for the sole use of Birch Pointe Condominium 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

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)**

(ONLY these dates are available)

1st of month

11th of month

21st 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 Neatly!)

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

Attach Voided Check Here