



Condominium Association

Newsletter

July/August 2021

"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."

WEBSITE HELP NEEDED



The Board is seeking anyone in the community who is willing to step up and help with the Association's website, birchpointe.net, which uses WordPress as the content management system. Basic tasks would entail uploading newsletters and other documents which the Board feels should be available, such as select reports and certificates, as well as the updating of real estate information. This work would require roughly an hour per month, depending on skill level.

If interested please email Steve Paparazzo at spaparazzo@birchpointe.net.

In addition, the Board is still looking for more Members-at-Large to help out where they can to keep Birch Pointe healthy and productive. Please consider contributing a bit of time...It's not complicated, no need to be a rocket scientist! The more people who become involved the better, and easier to accomplish what needs to be done. **Remember: no volunteers = no board = management company. It's your dollar. Thank you!**

ENGINEERING REPORT FOR HALEY COURT BUILDINGS

The Birch Pointe Board contracted the engineering firm of Duffield Associates to look into and assess some issues in a few building units on Haley Court. The report is being shared with the appropriate buildings and can be shared with any homeowner who wishes to see it. After multiple meetings with the engineer and conversations with Birch Pointe's legal counsel, the Board is moving forward with the recommendations listed within the report. The recommendations focus on adding additional supports and mitigating areas of future erosion. There was no negligence, structural failures, or misconduct observed by the engineer in regards to the buildings. At this point, this will be the action taken in regards to the Haley Court buildings. The Maintenance Team will continue to monitor the buildings for any changes and will alert the Board as needed.

FINALLY - MAILBOXES ARE FUNCTIONAL!



It has been a slow process but the mailboxes are finally in use and working. To date the Board has not been aware of any issues but please email Eric if you do have any problems or questions. The Board would like to extend a big THANK YOU to Birch Pointe resident Randy Deamond for his tireless perseverance in calling and visiting the Marshallton post office as well as contacting our state Senator's office to help move this issue forward and to a resolution. The community appreciates all the efforts made by him on its behalf.

CONTINUED REMINDERS (AND BY-LAWS)

PARKING:

- Hang-tags are **required in plain sight** when parking in "RESIDENT" designated spots from 5PM to 8AM Monday to Friday and all day Saturday and Sunday.
- Guests or unit second/non-primary vehicles should park in unmarked spaces only.
- Parking is enforced and repeat violators will be fined.
- Areas by dumpsters – especially on Haley – need to be clear; illegal parking will not be permitted.
- It is prohibited for any vehicle, especially trucks (with or without trailers), to take up more than a single parking space.

PETS:

- **Pick up after your pet...** yes, this means using a waste bag and putting it in the trash!
- **ALL pets are required to be leashed AND SUPERVISED at ALL times.**

GENERAL:

- **ONLY ELECTRIC OUTSIDE GRILLS ARE PERMITTED IN BIRCH POINTE**
- Keep the noise down
- SLOW DOWN when driving in the community
- Be considerate: it's YOUR community

NEW TRASH CONTRACTOR



Following a discussion regarding trash removal costs and evaluating bidding, the Board has decided to contract with Waste Masters Trash Service starting in October. Major factors influencing the switch from Waste Management was (1) no overage charges and (2) minimal cost for bulk item pick up. New, larger dumpsters will be replacing the existing cans with no disruption in the twice weekly trash services.

LANDSCAPING



Green Side Up has been working hard in the community this summer. The Board has been responsive to issues that arise or are brought up by community members. It is important to note that landscaping costs have always been a line item that the community has wanted to keep at a low rate. GSU is happy to do more within the community and truly address everything that comes up from the community members. However this would require us to renegotiate and spend far more money on landscaping. Please remember this when partial requests are completed or put off until later in the season.

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 (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

July 2021 Board Meeting

Held virtually on 7-19-2021 via Zoom

- Reports
 - Financials
 - Collections
 - Real Estate outlook
- Trash Removal Contract
 - Waste Management vs. Waste Masters
 - Overage charges
 - Dumpster sizes
 - Delivery and/or removal charges
- Updates
 - Engineering report for Diana Drive building
 - Balcony contactors
 - Use Paddy's for 2 initial replacements and evaluate
 - Mailboxes
- Treasurer Help Volunteers
- General Concrete Repairs
 - Several *small* jobs; difficulty finding contractors to do
 - Necessity to move from one site to another
- General Discussions
 - Noise complaints
- Adjournment



Real Estate Status: Online resources such as Realtor.com, Trulia, Zillow, Estatefy, etc. (since the last newsletter and info as of 7-31-2021)



- | | | |
|--------------------------|---|--|
| (1) Units on market now: | 4 on Birch Circle
1 on Diana Drive
1 on Claremont Court
2 on Haley Court | 1 new listing; all still under contract
short sale
under contract
both new listings |
| (2) Units recently sold: | 2 on Birch Circle
1 on Diana Drive | on 7-26-2021 and on 7-30-2021
on 6-30-2021 |

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 \$300 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!

Note:

- 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 current fee for re-certification is \$50, payable PRIOR to issue of said documents.**
- **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 May: | \$ 86,608 | in HOA fees |
| | \$ 200 | 4 DUCIOA re-certification fees |
| | \$ 240 | continued promissory note |

- (2) Three check bank deposits were made during the month which totaled \$13,018 of the above number. In addition, there were credit card payments during the month of \$4,650 (15 transactions).
- (3) A large, overdue balance of \$5,940 on the account for which the owner was making regular additional payments, was cleared out. Thank you!

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

- REMINDER: – MONTHLY HOA FEES ARE \$320 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 at the end of July stands at 85% (250 units)



Treasurer's Report:

(1) Total operating costs for June:	\$ 48,768	in	utilities; maintenance/trash; professional, payroll, taxes and office expenses
(2) Major expenditures for June:	\$ 10,265	for	monthly insurance premium
(other than normal utilities)	\$ 9,100		monthly landscaping contract plus several tree removals
	\$ 2,450		2 regular hallway cleaning services
	\$ 1,807		extra annual hallway cleaning in various buildings without new carpeting
	\$ 645		QuickBooks annual subscription
	\$ 2,950		taxes (federal, state, Medicare, Social Security, DE, and SUTA)
(3) CAP improvement expenses for June:	\$ 6,100		down payment for skylight replacement

Current Operating Fund (as of 8-2-2021) stands at \$209,995

June 2021 Financials

▶ Operating Account

Beginning Balance:		\$ 145,968.51
Inflow – Operating Income:	\$	87,047.93
Inflow – One-time Transfers (from ORA*):	\$	0.00
Outflow – Operating Expenditure:	\$	48,768.41
Outflow – Capital Expenditure:	\$	6,100.00
Outflow – One-Time Transfer (to ORA*):	\$	0.00
Ending Balance:		\$ <u>178,148.03</u>

▶ Operational Reserve Account (ORA)

Beginning Balance:		\$ 105,455.49
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	2.39
Outflow – Periodic Transfers*:	\$	0.00
Ending Balance:		\$ <u>105,457.88</u>

▶ Reserve Account

Beginning Balance:		\$ 260,440.74
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	5.02
Outflow – Periodic Transfers:	\$	0.00
Outflow – One-time Transfers:	\$	0.00
Ending Balance:		\$ <u>260,445.76</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
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Name	Home Number	Work / Mobile
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Emergency Contact Info: _____
Name Phone

Vehicle(s) Owned by Occupant(s):

Year	Make / Model / Color	State & License Plate Number
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Year	Make / Model / Color	State & License Plate Number
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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)** 1st of month 11th of month 21st of month
(ONLY these dates are available)

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