



Condominium Association Newsletter



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."

Nov / Dec 2021



IMPORTANT FIREPLACE REMINDER



As the winter sets in, please note this important reminder about fireplaces. All fireplaces were capped many years ago as a precautionary measure. Unless it has been inspected and an inspection report approved by the Fire Marshall given to Eric Kennedy in maintenance, a fireplace CANNOT be used. Uncapping of chimneys will only be done by Eric if they have passed inspection! NEW BUYERS: please be advised that this should have been asked of the seller and they should have advised you on whether or not your fireplace is in working condition or not. Please contact Eric if there are any questions.

NEW M-A-L BOARD MEMBER



The Birch Pointe Board, at its recent meeting of November 16, voted to approve a new Member-at-Large. We wish to welcome Lee Long (at Claremont Court), a 22 year resident of the community, to the group and thank her for joining! Participation is always encouraged and appreciated! Please contact a Board member if you, too, are interested in helping out by volunteering a bit of your time.

GSU TREE MAINTENANCE AND CLEAN UP



We have negotiated with Green Side Up on the removal of some trees in Birch Pointe due to overgrowth and general condition. Eric had walked the community with GSU and both pointed out several areas which need to be addressed. GSU will be on site for the next few weeks to accomplish the required maintenance, focusing on getting the worst areas done first. Included in this project is also the trimming back, on occasion quite extensively, of overhanging branches, especially those encroaching on parked cars.

VERIZON FIOS INSTALLATION ISSUES



Verizon was contacted to address and clean-up sloppy optical cable installs. Of concern is the fact that buildings have been defaced, and fiber is exposed and "running loose" along property grounds. Representatives came on site November 22 to evaluate and discuss ways to resolve and how to proceed with new installs moving forward. If residents are considering changing to Verizon, it is suggested that maintenance be contacted so they can be present for any installs to avoid future problems concerning workmanship.

12-20-2021

BIRCH POINTE 2022 BUDGET

The Board is pleased to announce that a 2022 budget has been passed in its first reading during the recent December 14th monthly virtual Board meeting. The detailed budget is attached to this newsletter for review, with no surprises from prior year budgets.

Notably, our fiscal prudence will continue into 2022, setting aside an ongoing allocation of funds for capital reserve projects as well as contributing to our Reserve Fund for future, large scale projects such as roofs, siding, bridges and much more when they will inevitably become due for repair.

Most notable 2021 capital projects that will be addressed are:

- 10+ 2nd and 3rd Floor balcony rebuildings, in accordance with the ongoing engineering report
- 9 Remaining building carpet replacements, the finalization of this project
- Seal-coating of Haley Court which was postponed due to weather conditions
- Continued concrete / walkway and curb repairs as needed throughout the community
- ~5-10 Building entrance replacements (similarly, vendors are being determined here; exact cost per entrance is not yet known. The goal is to install modern, secure doors to the buildings and roll these out over the next 4-5 years)

Other capital expense projects may be added based on need throughout 2022 and currently prioritized projects may be augmented.

RECYCLING AND TRASH REMINDERS...

TRASH/DUMPSTERS:

Please remember disposal of large items in the dumpsters is prohibited. To ensure the dumpsters have sufficient space it is suggested, and highly encouraged, that boxes be broken down.

Also, as designated by the yellow lines around each dumpster, parking is not permitted in these areas for safety and truck access reasons; these sites need to remain clear!

RECYCLING:



Don't forget that there is a recycling bin available on Haley Court for community use. Your participation is most appreciated in keeping our community clean! Your efforts are appreciated, with some caveats...

This is a single-stream dumpster for the recycling of paper, cardboard, glass, **allowable** plastics, and aluminum.



Please do not "contaminate" these materials with plastic items other than those designated by numbers 1 to 7. This includes **NO plastic grocery or trash bags**, sheeting, foam cups, and packaging materials. These should simply be put in the "regular" trash dumpsters. When collecting your recyclables, a simple handle paper bag (now the norm at many grocery stores) is probably the easiest solution.

...AND FOR PARKING

As continued notification:

- 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.
- It is prohibited for any vehicle, especially trucks to take up more than a single parking space.
- **Any parked vehicle with an expired registration will be tagged to be removed or towed within 10 days of notice at the owner's expense unless inspection is brought up to date.**



The Board is considering sending out newsletters on a bi-monthly instead of a monthly basis. Should there be important information or notices necessary to the community, either an additional edition will be prepared and/or an e-mail blast will be provided.

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

November and December 2021 Board Meetings

Held virtually on 11-16-2021 and 12-15-2021 via Zoom

- Reports
 - Financials
 - Collections
 - Real Estate outlook
- Updates
 - Verizon installations
 - New trash contractors and transition of dumpsters
 - Delivery and removal, associated fees
 - Reminders for newsletter
 - Parking
 - Fireplaces
 - Recycling; box breakdowns
 - Increase in DUCIOA/re-certification documents for 2022
- General Discussions
 - Budget for 2022
 - Preliminary planning for Annual Meeting in 2022
- Adjournment



Real Estate Status: Online resources such as Realtor.com, Trulia, Zillow, Estatefy, etc. (since the last newsletter of 10-25-2021, and as of 11-29-2021)



(1) Units on market now:	1 on Birch Circle	active
	1 on Claremont Court	sale pending

The unit on Diana Drive which was a short sale went into foreclosure. The unit became a bank buy-back at the 12-14-2021 Sheriff Sale.

(2) Units recently sold:	7 on Birch Circle	on 10-7, 8(2x), and 22-2021; and 11-2, 15 and 29-2021
	3 on Claremont Court	on 11-9 and 30-2021; and 12-3-2021
	1 on Haley Court	on 10-28-2021

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 likewise 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.

(2a) Major expenditures for October: (other than normal utilities)	\$ 5,780	for	specs and prints for repair work on a Diana Drive unit
	\$ 4,100		monthly landscaping installment
	\$ 2,250		2 regular hallway cleanings
	\$ 2,356		maintenance supplies (from September)
	\$ 1,639		fire alarm inspection and Fire Marshall fees
	\$ 1,157		2 monthly pest control treatments
	\$ 2,115		taxes (federal, state, Medicare, Social Security, DE, and SUTA)

(3a) CAP improvement expenses for October: \$ 40,462 framing and foundation work for 3800/3900/4000 Haley Court pod

(4a) Insurance claims were paid out to two owners who had damage to their units as the result of a sewer line back-up. The pipe was permanently redirected after accessing the problem area through the floor. Costs above the payment were for water remediation, drywall repair and painting.

(1b) Total operating costs for November: \$ 50,474 in utilities; maintenance/trash; professional, payroll, taxes and office expenses

(2b) Major expenditures for November: (other than normal utilities)	\$ 18,599	for	contractors relating to damage at BC units (insurance claim check was posted Oct.)
	\$ 4,700		monthly landscaping installment plus junipers and mulch
	\$ 2,814		maintenance supplies (from November)
	\$ 1,225		regular hallway cleaning
	\$ 1,197		fire alarm inspection, wet/dry sprinklers at 3300/3400HC (Life Safety Agreement)
	\$ 1,951		taxes (federal, state, Medicare, Social Security, DE, and SUTA)

(3b) CAP improvement expenses for November:	\$ 4,650		installment of insulation in crawl spaces at 3800/3900/4000 Haley
	\$ 3,630		remaining gutter cleaning on Diana, Claremont and Haley

October 2021 Financials

▶ Operating Account

Beginning Balance:		\$ 228,124.82
Inflow – Operating Income:	\$	78,882.95
Inflow – One-time Transfers (from ORA*):	\$	0.00
Outflow – Operating Expenditure:	\$	30,890.04
Outflow – Capital Expenditure:	\$	40,462.00
Outflow – One-Time Transfer (to ORA*):	\$	0.00
Ending Balance:		\$ <u>235,655.73</u>

▶ Operational Reserve Account (ORA)

Beginning Balance:		\$ 105,463.20
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	1.79
Outflow – Periodic Transfers*:	\$	0.00
Ending Balance:		\$ <u>105,464.99</u>

▶ Reserve Account

Beginning Balance:		\$ 260,459.79
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	4.42
Outflow – Periodic Transfers:	\$	0.00
Outflow – One-time Transfers:	\$	0.00
Ending Balance:		\$ <u>260,464.21</u>

November 2021 Financials

▶ Operating Account

Beginning Balance:		\$ 235,655.73
Inflow – Operating Income:	\$	94,311.58
Inflow – One-time Transfers (from ORA*):	\$	0.00
Outflow – Operating Expenditure:	\$	50,473.57
Outflow – Capital Expenditure:	\$	8,280.00
Outflow – One-Time Transfer (to ORA*):	\$	0.00
Ending Balance:		\$ <u>271,213.74</u>

▶ Operational Reserve Account (ORA)

Beginning Balance:		\$ 105,464.99
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	1.74
Outflow – Periodic Transfers*:	\$	0.00
Ending Balance:		\$ <u>105,466.73</u>

▶ Reserve Account

Beginning Balance:		\$ 260,464.21
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	4.29
Outflow – Periodic Transfers:	\$	0.00
Outflow – One-time Transfers:	\$	0.00
Ending Balance:		\$ <u>260,468.50</u>



2022 BUDGET - Birch Pointe Condominium Association

✓ Passed 12-14-2021

**2022 PROPOSED
BUDGET TOTALS**

Operating Income	Condo Fees (at 100% for \$320/mo)	\$1,128,960.00
	Delinquencies	-\$17,000.00
	ACH Enrollment Discount	-\$65,000.00
	Back HOA + Legal Fee recovery	\$1,000.00
	Dryer Vent Reimbursement	-\$3,500.00
	Condo Fee Total	\$1,044,460.00
	Interest Income	\$100.00
	Re-certifications Income	\$2,400.00
	Investor Fee Income	\$0.00
	Comcast Revenue	\$10,000.00
	Total Operating Income	\$1,056,960.00
Expenses	Employee Salaries	\$100,000.00
	Parking Enforcement	\$10,000.00
	Employee Benefits	\$12,000.00
	Employer FICA	\$8,000.00
	Income Taxes (federal)	\$1,000.00
	Professional Fees	
	Accountant	\$16,600.00
	Lawyer / Legal for Collections / Consults etc.	\$17,500.00
	Auditors	\$1,350.00
	Bank Fees / Credit Card Fees	\$3,100.00
	Payroll Fees	\$100.00
	Utilities	
	Insurance	\$95,000.00
	Water	\$78,000.00
	Sewer	\$51,000.00
	Electric	\$26,000.00
	Waste Removal	\$38,000.00
	Advanced Security	\$400.00
	Water (3300/3400 Haley Sprinkler)	\$3,000.00
	Maintenance	
	Snow Removal	\$50,000.00
	Maintenance Supplies	\$34,000.00
	Landscaping	\$55,000.00
	Cleaning	\$31,000.00
	Carpet Cleaning	\$3,500.00
	Pest Control - Monthly	\$7,100.00
	Pest Control - Spring/Incidental	\$5,500.00
	Snow Salt and Ice Melt Delivery	\$1,000.00
	Fire System Maintenance / Cell Communicators	\$12,500.00
	Miscellaneous Contractors	\$15,000.00
	Summer Equipment Rental (Cherry Picker)	\$5,000.00
	M&T BCC Cash Discounts	-\$1,500.00
	Office Expenses	
	Phone / Shed Verizon and Internet	\$4,100.00
	Mileage Reimbursements	\$0.00
	Accounting Software / Dues / Subscriptions / Promotional / Advertising / Contributions	\$3,500.00
	Petty Cash	
	Office Supplies, Postage, Printing, & Misc	\$500.00
	Total Operating Expenses	\$687,250.00
	Operating Profit / Loss	\$369,710.00
	Capital Expenses	
	10 Blacony Rebuilds / Permits	\$180,000.00
	Seal Coating (Haley)	\$15,000.00
	9 Carpet Replacements	\$22,500.00
	Concrete Repair Work	\$7,500.00
	Unplanned Work: Water Intrusion, Water Lines	\$40,000.00
	10 Building Entrance replacements (phase 1)	\$50,000.00
	Total CAP Expenses	\$315,000.00
	Net Profit/Loss	\$54,710.00
	Contributions	
	Starting Operating Fund Balance Available	\$230,000.00
	Carry-over/Starting Operational Reserve Fund	\$105,000.00
	Total	\$335,000.00
	Annual contribution from Operational Reserve to Operating Fund	
	Available CAP Expense Budget for 2022: \$360,000 in net profit plus \$335,000 starting funds	
	Allocated CAP budget for 2022 = \$350,000	
	Additional CAP Expenses to be approved throughout the year	
	Reserve Fund Available	\$260,000.00

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
_____	_____	_____
_____	_____	_____

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.

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