



Condominium Association

Newsletter

June 2022

"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."

CLAREMONT COURT TREE REMOVAL



At the May 17, 2022 meeting, the HOA Board decided to remove the pine trees bordering the resident parking spaces on Claremont Court. On the scheduled day of removal, several owners on Diana Drive objected to the action and the HOA Board agreed to delay removal so as to take their concerns into consideration.

The HOA Board agreed that trees bordering Claremont Court are a "common area" and as such, is charged with responsibility to maintain these areas for the benefit of the entire community. As previously discussed, the trees in question (large pines) have been of concern for approximately six months due to the damage (from dripping sap) they cause to automobiles that must park underneath them. Additionally, our Maintenance Crew has repeatedly pointed out that the needles and sap are a contributor to clogged gutters on the buildings, leading to unit water intrusion. Further, there is additional landscaping expense to remove fallen needles.

The Board agreed to review this issue again at the July meeting and will offer resident-owners an opportunity to participate in a 15 minute "open floor" to present their concerns, if any, about removing the pine trees and replacing them with trees that will not cause damage to property and lend beauty to the landscape. Notice of how to participate in the "open floor" can be found in this newsletter.

CENSUS FORMS



It is imperative that **all** residents complete census forms. Please also make sure the census is updated as needed. This is vital in an emergency so residents can be contacted. The information on these forms will also be added to the owner/resident database and allow newsletters to be sent electronically to the email address provided. In addition, notification of meetings and activities as well as community updates and reminders are initially posted this way; we should all be aware of what is happening in Birch Pointe. The forms should be furnished to Eric Kennedy. Thank you for your cooperation!

PET OWNERSHIP COMPLIANCE



The HOA Board recognizes a continuing problem with owners not picking up pet waste - as mandated per the by-laws - and will discuss a possible change in the by-laws with regard to size (weight) and breed of dogs permitted in the community. It was also noted that noise from dogs (nuisance barking) is a reportable offense that can be handled by New Castle County Police.

It was agreed that fines will be issued if pet waste is not disposed of properly, with a 1st offense charge of \$25, a 2nd at \$75, and three or more offenses to be fined \$100 per offense. Residents are encouraged to kindly

remind neighbors that cleaning up after their dogs is their responsibility and will ensure a healthy environment for both pets and humans.

CAPITAL IMPROVEMENT PROGRESS/UPDATE



Salvadore Construction is on site, and the ongoing balcony replacement starting up again, with Mike and his crew continuing in the tradition of ProTech. In addition, major concrete work around the community, such as curb and walkway repair, will also begin shortly. It is anticipated that the seal coating of Haley Court will be postponed until some time in the fall.

PARKING



As noted in almost every newsletter, there will be strict enforcement of the parking regulations throughout the community. Vehicles without current BLUE hang tags parked in "Resident" spaces **will be towed**. Guests and any second unit car must park in unmarked spaces only as noted in street signage. Towing will be at the owner's expense and will be enforced seven days a week throughout the community.

The next HOA Board meeting will be by Zoom on July 19, 2020, at 6:00 PM. If anyone is interested in joining that meeting, it must be scheduled with President Cheryl McDonough. Please email her with your request at : cmcdonough@birchpointe.net.

FLOWER/GROUNDS UPKEEP RECOGNITION



Although perhaps a bit overdue, the Board and Maintenance Crew wanted to recognize and extend its appreciation to several unit owners for their efforts to enhance the appearance of the community through flower planting. While GSU has been a bit behind with its own new flowers, more are on the way. In the meantime, the Renos at 3405 Birch Circle planted flowers on their own at the corner before the first dumpster on Birch.

"Thank You's" are also offered to the McFarlands at 4705 Birch who have been taking care of the corner at Birch and Batta as well as Jerry and Michelle Fidance of 4703BC who maintain the hill on the side of Batta to Claremont.

May 2022 Board Meeting

Held virtually on 5-17-2022 via Zoom

- Reports
 - Financials (for April to date 2022)
 - Collections
 - Real Estate outlook
- Review of Soft Washing
 - Crew will return to address areas not reached in initial cleaning
 - 3rd Floor units often did not have mold/algae removed
- Removal of large pine trees
 - Additional useable parking spots



- Prevent sap damage to vehicles; limit/prevent clogging of gutters with needles
- Replant with ornamental ones
 - Enhance community appearance
 - Protect/limit soil erosion
- Enforcement of parking regulations for "Resident" spots; towing in place
- Seal-coating scheduled for Haley Court
 - Removal of lower dumpster to create additional parking space
- Complaints of marijuana odor in building
 - Only residents can request interaction from police
 - Board has no authority to step in
- Adjournment

June 2022 Board Meeting

Held virtually on 6-22-2022 via Zoom

- Reports
 - Financials (for May to date 2022)
 - Collections - strong month
 - Real Estate transactions
- Claremont tree removal complaints/demonstration
 - GSU called off slated removal due to circumstances
 - "Common Element" and as such responsibility of Board to maintain
 - Review issue again at July meeting
 - Resident-owners an opportunity to present alternative plan
- Landlords
 - Must provide census forms for tenants in rental units
 - Tenants comply with by-laws and rules/regulations
- Haley Court seal-coating postponed
 - Equipment problems; wrong product in tank
 - Request new date; possible new contractor?
- Stone placement on poor drainage areas at 4000 and 5400 Birch Circle
- Possible by-law change regarding pets with regard to size/weight
 - Continual problem with dog waste and noise/barking
- Owner email addresses
 - Provide to Eric so newsletters and other blasts can be delivered
- Adjournment



Real Estate Status: Online resources such as Realtor.com, Trulia, Zillow, Estatefy, etc. (since the last newsletter and info as of 6-27-2022)



(1) Units on market now:	2 on Birch Circle	1 pending/under contract
(2) Units recently sold:	4 on Birch Circle 1 on Claremont Court	on 5-9, 12 and 25-2022, 6-20-2022 on 5-25-2022

When moving, PLEASE inform Treasurer Monica Rieder if you are on Birch Pointe's ACH program so that future automatic bank debits can be canceled. 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!

- 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 \$100, 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:



(1a) Total operating income posted in April:	\$ 75,925 \$ 400 \$ 240	in HOA fees 4 DUCIOA re-certification fees continued promissory note
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(2a) Only one check bank deposit was made during the month which totaled \$3,195 of the above number. In addition, there were credit card payments during the month of \$5,300 (17 transactions).

(1b) Total operating income posted in May:	\$ 85,620 \$ 200 \$ 240	in HOA fees 2 DUCIOA re-certification fees continued promissory note
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(2b) Two check bank deposits were made during the month which totaled \$9,410 of the above number. Several larger payments were received: \$1,500; \$1,050; \$500 and \$450. Also received \$960 for ongoing HOA fee payments from mortgage servicer for foreclosure unit. In addition, there were credit card payments during the month of \$10,110 (22 transactions).

(3b) The quarterly Comcast revenue share of \$2,900 was direct deposited to our account in May.

**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 as of mid-June stands at 84.4% (248 units)

- 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.

Treasurer's Report:



(1a) Total operating costs for April:	\$ 48,421	in	utilities; maintenance/trash; professional, payroll, taxes and office expenses
(2a) Major expenditures for April:	\$ 9,551		monthly insurance premium
(other than normal utilities)	\$ 5,476		annual spring pest control treatment
	\$ 4,100		monthly landscaping installment
	\$ 3,055		maintenance supplies (incl. new hangtags)
	\$ 2,450		2 hallway cleanings
	\$ 1,248		quarterly fire alarm inspection/maintenance
	\$ 2,177		taxes (federal, state, Medicare, SS)
Applied \$391 in cash back to Business Credit Card invoice.			

(3a) No Capital expenses for **April**

(1b) Total operating costs for May:	\$ 60,009	in	utilities; maintenance/trash; professional, payroll, taxes and office expenses
(2b) Major expenditures for May:	\$ 15,265		contractors incl. Sparkling Image softwash
(other than normal utilities)	\$ 9,550		monthly insurance premium
	\$ 7,400		landscaping installment plus tree removal
	\$ 2,698		maintenance supplies
	\$ 1,225		hallway cleaning
	\$ 1,720		taxes (federal, state, Medicare, SS)

Applied \$653 in cash back to Business Credit Card invoice.

(3) No Capital expenses for **May.** (balance of carpet replacement was charged in May but posted with June's credit card payments)

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



April 2022 Financials

▶ Operating Account

Beginning Balance:		\$ 237,158.65
Inflow – Operating Income:	\$	76,565.00
Inflow – One-time Transfers (from ORA*):	\$	0.00
Outflow – Operating Expenditure:	\$	48,420.52
Outflow – Capital Expenditure:	\$	0.00
Outflow – One-Time Transfer (to RA*):	\$	0.00
Ending 2021 Balance:		\$ <u>265,303.13</u>

▶ Operational Reserve Account (ORA)

Beginning Balance:		\$ 105,473.72
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	1.73
Outflow – Periodic Transfers*:	\$	0.00
Ending 2021 Balance:		\$ <u>105,475.45</u>

▶ Reserve Account

Beginning Balance:		\$ 360,490.59
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	5.92
Outflow – Periodic Transfers:	\$	0.00
Outflow – One-time Transfers:	\$	0.00
Ending 2021 Balance:		\$ <u>360,496.51</u>

May 2022 Financials

▶ Operating Account

Beginning Balance:		\$ 265,303.13
Inflow – Operating Income:	\$	88,960.15
Inflow – One-time Transfers (from ORA*):	\$	0.00
Outflow – Operating Expenditure:	\$	60,009.46
Outflow – Capital Expenditure:	\$	0.00
Outflow – One-Time Transfer (to RA*):	\$	0.00
Ending 2021 Balance:		\$ <u>294,253.82</u>

▶ Operational Reserve Account (ORA)

Beginning Balance:		\$ 105,475.45
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	1.79
Outflow – Periodic Transfers*:	\$	0.00
Ending 2021 Balance:		\$ <u>105,477.24</u>

▶ Reserve Account

Beginning Balance:		\$ 360,496.51
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	6.13
Outflow – Periodic Transfers:	\$	0.00
Outflow – One-time Transfers:	\$	0.00
Ending 2021 Balance:		\$ <u>360,502.64</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
_____	_____	_____
_____	_____	_____

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 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 canceled 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