



# Condominium Association Newsletter

Sep / Oct 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."*

## SAFETY REMINDERS



### FIREPLACES:

Now that the cooler months of fall have arrived, please remember that all **fireplace chimneys were capped** many years ago as a precautionary measure. **Unless they have been inspected** and certified an inspection report approved by the Fire Marshall, a fireplace CANNOT be used. This is especially important for new owners/buyers! The certificate must be filed with Jules in the Maintenance Shop so that he can remove the chimney cap. Without these removed, units will quickly fill with smoke!

### GENERATORS:

On a similar note, generators are STRICTLY FORBIDDEN for personal use in Birch Pointe, as are any other gasoline powered devices such as these (and grills), since they pose a major fire hazard. Hopefully any possible upcoming power interruptions will be minimal as we move into the colder months.

## COMMUNITY SPEED LIMITS



**PLEASE OBEY THE STOP SIGNS AND THE 10 MPH SPEED LIMIT** in Birch Pointe. Your neighbors may be walking a pet, going to their mailbox or crossing the street to toss out trash. For whatever reason that can be offered, there is no excuse for speeding through the community and failing to stop at the signs. Please share this with guests and practice safe driving in the community for everyone's safety.

## SOLICITATIONS AND BUILDING SECURITY



Here in Birch Pointe, safety and security is only as good as we make it for our neighbors! If guests are expected, be sure to explain to them that they must ring your unit in order to enter the building. If no one is due or scheduled, and your unit is buzzed, please first make certain you know who they are and for what reason they are asking for entrance to the building.

No Solicitors of any kind are permitted in Birch Pointe. This includes a salesperson representing any retail company or service, a "DoorDash" delivery person who's at the wrong address, or someone asking for help. There is no room for the error of allowing someone entrance to a building unless you are willing to accept responsibility for them and their actions. We are, sadly, in an era of heightened criminal activity and our only protection here in the community is for residents to respect our neighbor's privacy and security. DO NOT

OPEN THE DOOR TO SOMEONE YOU ARE NOT EXPECTING – and perhaps it would be best to look first before a door is opened if the voice over the intercom is not recognized.

## **REP. MICHAEL RAMONE OFFERS SUPPORT**

Rep. Michael Ramone joined the October HOA Board meeting to discuss state funding for some of the erosion and water issues that Birch Pointe is currently facing. Rep. Ramone has involved the Conservation District in our current discussion of options so that the Board might benefit from cost-saving ideas. Previously, Birch Pointe was successful in obtaining \$240,000 in state funds for road work on Diana Drive with efforts from Rep. Ramone. The Birch Pointe HOA Board is exploring a 501(c)(3) federal tax status to be able to obtain additional funds for the ongoing water erosion needs of the community. The Board will keep the community abreast of these funding efforts in future newsletter.

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## **September 2022 Board Meeting**

Held virtually on 9-27-2022 via Zoom



- Rep. Mike Ramone via Zoom on State Funding
  - Need to have 501(c)(3) designation to generally qualify
    - Mission statement to include concept of furthering community/resident interests
  - State has 2 year surplus (\$3B)
  - Bond funds created for deferred maintenance
  - Conservation District – contractor cost sharing
  - Also mentioned fraudulent checks on the rise
- Introduction of new Board member
  - John Taylor – retired; wants to get involved; here 2 years
- Reports
  - Financials (for August to date 2022)
  - Collections
    - Jack unit finally sold; recovery of back HOA fees
  - Real Estate outlook
    - Sheriff sale unit
- Capital projects
  - Work on 5400 Diana Drive continues
  - External erosion; drainage needed on outside
  - Time frame estimated at 4 - 6 weeks
- Miscellaneous discussions
  - Directional sign at Birch and Batta looks bad/peeling; needs replacing
  - Trees on Claremont Court should be removed
  - Building security doors – Cheryl getting bids
  - “Resident” marking in parking spots is becoming faint
    - Jules to check pricing from Advanced Asphalt
  - Roofing condition – can they be sealed/coated to improve life?
  - Electric vehicle charging stations
    - Room? Long term plan? Grid capacity? Cost determination
- Adjournment

**Real Estate Status:** Online resources such as Realtor.com, Trulia, Zillow, Estately, etc. (since the last newsletter and info as of 10-25-2022)



(1) Units on market now:	2 on Birch Circle	1 pending/under contract; other is foreclosure/sheriff sale
	1 on Claremont Court	pending/under contract
	1 on Diana Drive	pending/under contract
(2) Units recently sold:	1 on Birch Circle	on 9-30-2022
	1 on Claremont Court	on 8-30-2022
	1 on Haley Court	on 9-30-2022
	3 on Diana Drive	on 8-19-2022, 8-31-2022 and 9-20-2022

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](mailto: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 Jules**, 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!

- **The current fee for DUCIOA documents/re-certification/Fannie Mae bank questionnaire completion is \$100, payable PRIOR to issue of same.**
- **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:	\$ 118,188	in HOA fees
	\$ 300	3 DUCIOA re-certification fees
	\$ 240	continued promissory note

(the quarterly Comcast revenue share of \$2,587 was direct-deposited to our account in August)

(2) Two check bank deposits were made during the month which totaled \$46,038 of the above number. A large payment of \$39,478 was received to pay off the balance for a long empty unit on Birch which was finally sold. One other sizable payment of \$1,050 was also posted in August.

(3) In addition, there were credit card payments during the month of \$6,200 (18 transactions).

**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 85% (250 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 can be found on our website: [www.birchpointe.net](http://www.birchpointe.net).

**Treasurer’s Report:**



(1) Total operating costs for August:	\$ 38,665	in	utilities; maintenance/trash; professional, payroll, taxes and office expenses
(2) Major expenditures for August:	\$ 9,550	for	monthly insurance premium
(other than normal utilities)	\$ 3,199		annual fire extinguisher maintenance/parts, annual cell dialers fee
	\$ 2,013		maintenance supplies
	\$ 1,225		hallway cleaning
	\$ 2,685		taxes (federal, state, Medicare, SS)

Applied \$127 in cash back to Business Credit Card invoice.

(3) Capital expenses for August:	\$ 10,416	for	Haley Court seal coating/stripping
	\$ 32,551		balcony rebuilds, insulation, extra materials

**BIRCH POINTE DIRECTORY / IMPORTANT NUMBERS**

➤ **GENERAL PROPERTY MANAGEMENT QUESTIONS**

Jules Litchfield – phone: (302) 277-7978; e-mail: [jlitchfield@birchpointe.net](mailto:jlitchfield@birchpointe.net)



➤ **MAINTENANCE ISSUES AND QUESTIONS**

Maintenance (Jules) – e-mail: [maintenance@birchpointe.net](mailto:maintenance@birchpointe.net)

➤ **ACCOUNT STATEMENTS / HOA FEE OR ACH QUESTIONS**

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

➤ **HOA BOARD PRESIDENT**

Cheryl McDonough – e-mail: [cmcdonaugh@birchpointe.net](mailto:cmcdonaugh@birchpointe.net)

# August 2022 Financials

## ▶ Operating Account

<b>Beginning Balance:</b>		<b>\$ 237,441.55</b>
<b>Inflow – Operating Income:</b>	\$	122,114.96
<b>Inflow – One-time Transfers (from ORA*):</b>	\$	0.00
<b>Outflow – Operating Expenditure:</b>	\$	38,664.70
<b>Outflow – Capital Expenditure:</b>	\$	42,967.09
<b>Outflow – One-Time Transfer (to RA*):</b>	\$	0.00
<b>Ending 2021 Balance:</b>		<b>\$ <u>277,924.72</u></b>

## ▶ Operational Reserve Account (ORA)

<b>Beginning Balance:</b>		<b>\$ 105,480.77</b>
<b>Inflow – Periodic Transfers:</b>	\$	0.00
<b>Inflow – Interest:</b>	\$	1.79
<b>Outflow – Periodic Transfers*:</b>	\$	0.00
<b>Ending 2021 Balance:</b>		<b>\$ <u>105,482.56</u></b>

## ▶ Reserve Account

<b>Beginning Balance:</b>		<b>\$ 460,516.39</b>
<b>Inflow – Periodic Transfers:</b>	\$	0.00
<b>Inflow – Interest:</b>	\$	7.82
<b>Outflow – Periodic Transfers:</b>	\$	0.00
<b>Outflow – One-time Transfers:</b>	\$	0.00
<b>Ending 2021 Balance:</b>		<b>\$ <u>460,524.21</u></b>

# 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.