



Condominium Association

Newsletter

March 2024

"A self-managed and run community composed of an elected Board that works to keep costs low while striving to enhance property values and provide efficient leadership through open and honest communication."

ANNUAL MEETING

The Annual Meeting of the Homeowners Association of Birch Pointe is set for April 27, 2024, and will be held at Skyline United Methodist Church at 10:00 AM (Lower parking lot and back entrance to the church meeting room). Please plan to attend this important gathering. Members of the Birch Pointe HOA are invited to nominate candidates to serve on the HOA Board of Directors. A "Petition For Candidacy" is located in this Newsletter. Board members "volunteer" for nomination to the Board, HOA Members will elect 7 Voting Members and 2 "Juried Alternates." Nominees are invited to submit their Petition for Candidacy.

MAINTENANCE ISSUES

Owners and Residents are reminded that fireplaces may NOT BE USED unless certified by Jules Litchfield, on behalf of the Birch Pointe HOA. If you do not know whether your unit has been certified for fireplace use, contact Jules at jlitchfield@birchpointe.net or telephone 302-277-7978.

Also, if you observe things like entryway lighting, parking lot lights, or common area lighting in buildings not working in the evenings PLEASE let Jules know so that he can replace bulbs or fixtures as may be needed.

Owners who have interior projects underway and have a contractor who needs access to the Utility Room of the building must schedule an appointment with Jules to have the door opened. Such appointments must be between 8am and 3pm - Monday through Friday. Please call Jules or email jlitchfield@birchpointe.net to schedule an appointment for this service.

PARKING ISSUES

Owners and Residents are reminded that Guests are to park in UNMARKED spaces only. There continue to be concerns about evening and weekend visitors parking in RESIDENT spaces. Please ask your guests to abide by this courtesy to your neighbors.

03-01-2024

January 2024 Board Meeting

Held virtually on 1-15-2024 via Zoom

- Reports
 - Financials
 - Collections
 - Real Estate outlook
- Updates
 - Reminders for newsletter
 - No pets for renters
 - No alterations of common elements
 - Concerns about damage & defacement of buildings
 - Security Camera Installations
- Capital Expenses for 2024
 - Building Entry Doors
 - Deck Rebuilding
- Adjournment



February 2024 Board Meeting

Held virtually on 2-12-2024 via zoom

- Reports
 - Financials
 - Collections
 - Sewer backups and other building issues
- Updates
 - Newsletter reminders will include use of wireless cameras, Annual Meeting, DE and NCC required back-flow preventers for all Artesian water connections, and requests for Jules to handle personal owner issues not related to HOA matters during his work schedule.



Real Estate Status: Online resources such as Realtor.com, Trulia, Zillow, Estatefy, etc.
(as of 2-29-2024)

There are no units for sale in Birch Pointe as of the end of February. One unit was sold in February.

REMEMBER

When moving, PLEASE inform Don McFarland 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 \$320 ACH discounted rate. Contact dmcfarland@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!

03-01-2024

Note:

- Requests for DUCIOA forms needed for property transfer should be directed to Donald McFarland.
- 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:

In general, the collections for January and February were in the expected range, with the closing totals as of 2/29/2024 as follows:

91 or more days overdue - 28 accounts - \$31,727.00, and the total of delinquent accounts for Jan. and Feb. 2024 was \$34,816.00.

An audit of all 91 days or more overdue accounts is underway. Many of these accounts have carried balances for more than the last 18 months.

Beginning April 1, 2024, any account that is found to be in arrears may have a penalty interest charge of 1.5% added to the balance due each month until the balance is paid in full. Accounts which are found to be delinquent for more than 5 months will be referred to Legal Counsel for collection.

THE BIRCH POINTE BOARD TAKES SUCH LONG TERM DELINQUENCIES SERIOUSLY !

- **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**
HOA FEES ARE NOW \$340.00 monthly. If you pay your fees via the website's "PAY NOW" feature, be sure to change the AMOUNT to \$330.00 for credit card payments.

Treasurer's Report:

January 2024 Financials

► Operating Account

Beginning Balance:		\$ 184,068.67
Inflow – Operating Income:	\$	143,614.67
Inflow – One-time Transfers (from ORA*):	\$	0.00
Outflow – Operating Expenditure:	\$	96,655.43
Outflow – Capital Expenditure:	\$	0.00
Outflow – One-Time Transfer (to RA*):	\$	100,000.00
Ending Balance:		\$ 131,027.91

▶ Operational Reserve Account (ORA)

Beginning Balance:		\$ 5,490.96
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	0.10
Outflow – Periodic Transfers*:	\$	0.00
Ending Balance:		\$ <u>5,490.06</u>

▶ Reserve Account (RA)

Beginning Balance:		\$ 464,378.92
Inflow – Periodic Transfers:	\$	100,000.00
Inflow – Interest:	\$	1,613.10
Outflow – Periodic Transfers:	\$	0.00
Outflow – One-time Transfers:	\$	0.00
Ending Balance:		\$ <u>565,992.02</u>

February 2024 Financials

▶ Operating Account

Beginning Balance:		\$ 130,844.31
Inflow – Operating Income:	\$	78,016.00
Inflow – One-time Transfers (from ORA*):	\$	0.00
Outflow – Operating Expenditure:	\$	102,071.41
Outflow – Capital Expenditure:	\$	0.00
Outflow – One-Time Transfer (to ORA*):	\$	0.00
Ending Balance:		\$ <u>106,788.90</u>

▶ Operational Reserve Account (ORA)

Beginning Balance:		\$ 5,490.87
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	0.19
Outflow – Periodic Transfers*:	\$	0.00
Ending Balance:		\$ <u>5,491.06</u>

► Reserve Account

Beginning Balance:		\$ 565,992.02
Inflow – Periodic Transfers:	\$	0.00
Inflow – Interest:	\$	1801.53
Outflow – Periodic Transfers:	\$	0.00
Outflow – One-time Transfers:	\$	0.00
Ending Balance:		\$ <u>567,793.55</u>

PETS

Residents who are renting their BIRCH POINTE Condo are not permitted to have pets according to the BY-laws of the Community. ALL PET OWNERS ARE REQUIRED TO CLEAN UP AFTER THEIR PETS AND TO KEEP DOGS ON LEASHES AT ALL TIME WHEN OUTSIDE YOUR RESIDENCE.

STOP SIGNS AND SPEEDING

PLEASE REMEMBER THAT THE SPEED LIMIT IN OUR COMMUNITY IS 10 MPH. STOP SIGNS ARE PLACED TO PROVIDE FOR SAFETY OF EVERYONE. IF YOU ARE IGNORING THE STOP SIGNS, YOU ARE RISKING SERIOUS INJURY TO YOUR NEIGHBORS, THEIR PETS, AND THEIR VISITORS. LIKewise, YOUR NEIGHBORS SHOULD NOT HAVE TO TAKE THEIR LIVES INTO THEIR HANDS WHEN CROSSING THE STREET TO A TRASH BIN OR MAILBOX.

PLEASE SLOW DOWN AND PAY ATTENTION TO STOP SIGNS! YOUR OWN LIFE MIGHT DEPEND ON THIS!

“RING-TYPE” AND OTHER SECURITY CAMERAS

In regard to providing a measure of safety for owners who reside in ground-floor units, The Board suggested that a wireless camera could be installed inside the unit so as to cover the patio and doorway of the patio. Additionally, a wireless camera could be placed in a window looking out towards the front of the building. At no time has the Board given permission for any attachment of a camera directly to any common area that is part of the building. This includes hallways, stairwells, and any position that might impinge upon the privacy of another person. Questions have been raised about the door-frames facing the stairwells. The metal frame is a part of the building as all unit doors are hinged on the inside of the unit (and are therefore the responsibility of the owner). Mounting any type of camera in this fashion or area is a violation of the By-Laws of Birch Pointe HOA.

Contact our Maintenance supervisor, Jules Litchfield at jlitchfield@birchpointe.net if you need an inspection, or want to confirm where a Camera could be placed.

AND WITH REGARD TO MAINTENANCE, JULES IS NOT AVAILABLE DURING REGULAR BUSINESS HOURS TO ASSIST WITH OWNER MAINTENANCE THAT IS NOT RELATED TO ANY COMMON AREA. IF YOU WISH TO CONTRACT WITH JULES TO PERFORM WORK INSIDE YOUR UNIT THAT IS NOT A BUILDING/COMMON AREA ISSUE, PLEASE CONTACT HIM FOR HIS CHARGES FOR SUCH ACTIVITY TO BE SCHEDULED AFTER 3PM OR ON THE WEEKENDS.

03-01-2024

IF YOU HAVE NOT YET COMPLETED THE CENSUS FORM, PLEASE DO SO AND MAIL TO P.O.Box 1195, HOCKESSIN, DE 19707. RENTERS ARE ENTITLED TO A RESIDENT PARKING TAG IF THEIR LANDLORD SUBMITS A COMPLETE CENSUS FORM WITH RENTER'S VEHICLE INFORMATION AND REQUESTS THE ASSIGNED TAG FOR THE UNIT THEY ARE LEASING OUT.

IF YOU WOULD LIKE TO TAKE ADVANTAGE OF THE CONVENIENT ACH METHOD FOR PAYING YOUR MONTHLY FEES, PLEASE SEE THE ACH FORM THAT FOLLOWS.

BIRCH POINTE DIRECTORY / IMPORTANT NUMBERS

➤ GENERAL PROPERTY MANAGEMENT QUESTIONS

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

➤ MAINTENANCE ISSUES AND QUESTIONS

Maintenance staff (Jules) – e-mail: maintenance@birchpointe.net

➤ ACCOUNT STATEMENTS / HOA FEE /OR ACH QUESTIONS

Don McFarland – e-mail: dmcfarland@birchpointe.net

➤ BIRCH POINTE MAINTENANCE EMERGENCIES

phone: 1-302-277-7978; e-mail: maintenance@birchpointe.net

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

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

03-01-2024

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

BIRCH POINTE CONDOMINIUM ASSOCIATION

PETITION OF CANDIDACY

NOMINEE:

ADDRESS:

TELEPHONE:

Please submit a few sentences below to describe any special experience that would be of value to the HOA Board. A current Member of the Board will contact you to schedule a convenient visit to discuss Board membership in person.

Signature of Nominee _____ Date _____

Please place your petition in an envelope addressed to:

BIRCH POINTE CONDIMINIUMS

P.O. Box 1195, Hockessin, DE 19707 -Or- Place the envelope in the Maintenance Shed DropBox.

03-01-2024