



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."

June 2024

CAPITAL PROJECTS UNDERWAY

Projects to replace building doors and Intercom/Entry systems will begin shortly. The goal will proceed "Street-by-Street" through the community, beginning on Diana Drive, and will include a few of the worst cases (where intercoms are now unreliable). Three deck-renewals are presently underway on Claremont as "experiments" - working from inside the owner units rather than scaffolding or lifts from the outside (due to the steep hillside behind Claremont Court). As soon as "Start Dates" are confirmed, all residents whose buildings will be involved in intercom updates will receive timely notice.

RESIDENT PARKING ON CLAREMONT

On Thursday, June 6 beginning at 8:30 AM, (rain date is Friday, June 7), additional RESIDENT parking spaces will be restored on Claremont Court. This will provide additional RESIDENT spaces needed for 4800-5100 Claremont Court. Once completed, please note that only vehicles with RESIDENT TAGS marked "C" will be permitted to park on Claremont. All residents are reminded that their RESIDENT TAG permits them to park on the street where their RESIDENT TAG is assigned: B-Birch Circle, D-Diana Drive, C-Claremont Court, H-Haley Court. Guests must park in unmarked spaces only. Any vehicles parked in RESIDENT spaces without appropriate Resident Identification will be towed without further warning.

May 2024 Board Meeting

Held in person, May 14, 2024

The Meeting was called to order by President Cheryl McDonough at 6:00 PM. The following items were presented by Cheryl McDonough:

1. Deck renewals and related contractor issues. Former employees of Salvadore Enterprises formed a new company and offered similar pricing for deck renewal work. Salvadore Enterprises was retained for the ongoing work.
2. Maintenance contractors must be reviewed on a regular basis. In particular, the Board expressed concerns with the power-washing that was done in April and would like to see a competitive bid for the next power-washing.
3. Don McFarland reviewed the financial activity for April and May, to date. There were no questions regarding the report. The audit of HOA Fee accounts has resulted in a firm start

on eliminating overdue invoices through payment plans offered to owners presently in arrears. Additionally, with the accounts audited, current fee payment activity can be more easily monitored to help owners stay current.

4. Cheryl McDonough offered to arrange a ZOOM TOWN HALL Meeting that will be offered to candidates running for election in the fall general elections. Birch Pointe residents will be able to see and hear the candidates for public offices who wish to present themselves to the community without making "in person" solicitations in Birch Pointe. More information will be available for all after the primaries have concluded.

Real Estate Status: Online resources such as Realtor.com, Trulia, Zillow, Estately, etc.

(2) At this time, one unit on Claremont is on the market.

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 \$320.00 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!

Note:

- Requests for DUCIOA and/or Fannie Mae lender forms needed for property transfer should be directed to Don McFarland. There is a current fee of \$100 for either of these.
- **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.**

Treasurer's Report:

Income for the Month of May was as expected and budgeted expenses were also in-line. Major expense items included Power-washing - \$14,275.00 and downpayments on 3 deck renewals at \$24,000.00.

May 2024 Financials

▶ **Operating Account**

Beginning Balance: \$123,729.52
Inflow – Operating Income: \$126,976.33
Inflow – One-time Transfers (from Reserve Fund): \$40,000.00
Outflow – Operating Expenditure: \$107,113.26
Outflow – Capital Expenditure: \$45,533.80 (Backflow Preventers Installation April/May)
Outflow – One-Time Transfer (to RA*): \$ 0.00
Ending Balance: \$ 143,423.79

▶ **Operational Reserve Account (ORA)**

Beginning Balance: \$ 5491.33
Inflow – Periodic Transfers: \$ 0.00
Inflow – Interest: \$0.09

Outflow – Periodic Transfers*: \$ 0.00

Ending Balance: \$5491.42

► **Reserve Account (RA)**

Beginning Balance: \$ 570,854.31

Inflow – Periodic Transfers: \$ 0.00

Inflow – Interest: \$ 9.50

Outflow – Periodic Transfers: \$ 40,000.00

Outflow – One-time Transfers: \$ 0.00

Ending Balance: \$530,863.81

Direct Pay Plan Reminders

For Owners who are enjoying the benefits of Birch Pointe’s Direct Pay Plan please observe the following reminders:

1. If any banking information changes, you must notify Don McFarland, in writing a minimum of 5 days prior to your scheduled ACH withdrawal date. In some cases, you may need to fill out a new form (found in all newsletters and available online at www.birchpointe.net). Under no circumstances should you transmit banking information in an email. Print any new information and seal it in an envelope addressed to Don McFarland, Birch Pointe Condominiums HOA. You can drop this in the HOA mailbox at the Maintenance Office (on Claremont Court) or USPS to PO Box 1195, Hockessin, DE 19707. *Remember that USPS does not always move as fast as you might think!*
2. Direct Pay Plan participants enjoy a \$20.00 discount on monthly HOA fees. Must be ACH withdrawals from a Checking or Savings account.
3. If you are interested in moving to 6-month PrePay - the discount is \$30.00 per month and the 6 month interval provides for ACH withdrawals in January and July of each year.

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 (Jules) – e-mail: jlitchfield@birchpointe.net

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

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

► **HOA BOARD PRESIDENT**

Cheryl McDonough – e-mail: cmcdonough@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/Homeowners 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 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 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

Telephone _____

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