



Condominium Association

Newsletter

April, 2025

"Birch Pointe is a self-managed and self-run community composed of an all-volunteer board that works to keep costs low, strives to enhance property values, and provides efficient leadership through honest and open communication."

HOA ANNUAL MEETING

The Annual Meeting of the Homeowners Association of Birch Pointe is set for April 26, 2025, and will be held at Skyline United Methodist Church at 10:30 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. Bio-information on the present Board members and new candidates can be found in this Newsletter along with instructions for ballots for the 2025-2026 term of office. Ballots will be emailed on or about April 16th.

PETS

From Article 2, Section 4 of the New Castle County Code:

The Delaware Society for Prevention of Cruelty to Animals (SPCA) enforces regulations regarding nuisance animals and animals that are mistreated. **All dogs over the age of 6 months are required to have a Delaware State Dog License and must display the license tag. Proof of current rabies vaccination is required to obtain a dog license.**

All dogs are to be kept under restraint at all times.

Owners or persons responsible for dogs and/or cats are expected to prevent accumulation of animal excreta in the area where such animals are customarily kept. This regulation is enforced by the New Castle County Code Enforcement Division. To file a complaint, call 395-5555.

Owners of or persons responsibility for dogs or cats shall immediately remove, in a sanitary manner, any fecal matter deposited by such dog or cat upon any street, sidewalk or park or upon any property without the consent of the owner or tenant of such property. It shall not be a violation if such fecal matter is removed within one (1) hour.

As noted many times in the past **"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.**

As this issue has become a matter of great concern, any observed failure to adhere to the above CODE will be reported to NCC Code Enforcement for further action.

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SMOKING (ANYTHING) IN YOUR UNIT

It has come to the attention of the Board from numerous complaints about smoking tobacco and other smoking materials (legal, recreational, medicinal, or otherwise) infiltrating common areas of buildings and other resident's units. Here is the quote from the Birch Pointe Code of Conduct:

Prohibited Conduct Is Defined As:

1. Smoking anything in indoor common spaces.
2. Allowing smoke from your unit to enter a common area or another unit. Doing so may lead to fines and/or legal action by the board, or the affected owner(s).
3. Conducting illegal activities in your unit or on community premises. Violations can and should be reported to police by any owner or board member.

Although the Board has no authority to enforce the legal codes of Delaware and/or New Castle County, residents who are affected by any activities related to smoking or effects thereof, are encouraged to call New Castle County Police and request intervention. Although an individual has the right to smoke cigarettes or other tobacco-types in their unit, that does not preclude other individuals' right to "clean, and odor-free" air in their units. **If nothing else, a sense of common courtesy should prevail at all times.** Any Violations are subject to fines by the Birch Pointe Condominium Association.

NOISE ISSUES

Many new residents, coming from single-family dwellings to a condo-style unit, find that they must make an adjustment to the periodic noise of their neighbors. A 100% "noise-free" environment is not likely in any multi-family setting. PLEASE BE AWARE OF THE EFFECT YOUR NOISE CAN HAVE ON YOUR NEIGHBORS. Please be courteous to each other and remember this simple rule from the Birch Pointe Tips Booklet and Rules of Conduct, ***"No unit owner or occupant shall engage in any altercation at any time, or otherwise shout, yell, or disturb the peace if the same shall annoy and disturb the owners or occupants of any other unit."***

RESIDENT 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 without proper RESIDENT identification. Please ask your guests to abide by this courtesy to your neighbors. This policy has been repeated constantly and will now be enforced without further warning. Towing will be at the expense of the vehicle owner.

PLEASE NOTE:

Jules will be available in the Maintenance Office for one final SATURDAY for **2025-2028 RED** RESIDENT TAG exchange. **SATURDAY, APRIL 12, FROM 9AM - 1PM.** Please be prepared to update any vehicle information

changes for the Census and turn in your **BLUE** tag. **BLUE** tags will not be valid after April 30, 2025.

March 2025 Board Meeting

Held virtually on 3-25-2024 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
- Capital Expenses for 2025
 - Building Entry Doors
 - Deck Rebuilding
 - Seal-coating and restripping for Birch Circle, Haley and Claremont Courts
- Adjournment



Real Estate Status: Online resources such as Realtor.com, Trulia, Zillow, Estatefy, etc.
As of April 1, 2025: 4203 Claremont is on the market

REMEMBER:

When moving, PLEASE inform Don McFarland if you are on Birch Pointe's Direct Payment 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!

Note:

- **Requests for DUCIOA forms needed for property transfer should be directed to Don McFarland - dmcfarland@birchpointe.net**
- **Birch Pointe has a policy regarding investors to protect the interests of ALL owners which**

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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 March were in the expected range, with the closing totals as of 3/31/2025 as follows:

91 or more days overdue - 5 accounts - \$17,022.27
1-30 days overdue - 7 accounts - \$1,774.00
31-60 days overdue - 3 accounts \$660.00

Beginning April 1, 2025, 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**
- _ 6-MONTH PREPAY RECEIVES \$30.00 PER MONTH DISCOUNT (\$1860.00 ACH IN JANUARY AND JUNE ANNUALLY)**

March 2025 Financials

▶ Operating Account

Beginning Balance:		\$76,312.83
Inflow – Operating Income:	\$	105,637.94
Outflow – Operating Expenditure:	\$	88,897.94
Ending Balance:		\$ 93,052.50

▶ ▶ Reserve Account (RA)

Beginning Balance:		\$ 604,490.44
Inflow – Interest (3.25%):	\$	1,737.21
Outflow – Periodic Transfers:	\$	0.00
Outflow – One-time Transfers:	\$	0.00
Ending Balance:		\$ 606,227.65

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.

BLUE HANG TAGS WILL NO LONGER BE VALID AFTER 4/30/2025. SEE JULES FOR YOUR NEW 2025-2028 RED RESIDENT TAG.

Jules will be available in the Maintenance Office for one final SATURDAY for **2025-2028 RED** RESIDENT TAG exchange. **SATURDAY, APRIL 12, FROM 9AM - 1PM.** Please be prepared to update any vehicle information changes for the Census and turn in your **BLUE** tag. **BLUE** tags will not be valid after April 30, 2025.

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: jlitchfield@birchpointe.net

➤ ACCOUNT STATEMENTS / HOA FEE /OR ACH QUESTIONS

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

➤ BIRCH POINTE MAINTENANCE EMERGENCIES

Call Jules Litchfield - phone: 1-302-277-7978

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

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
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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 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

Telephone _____

Email: _____

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

Candidates for Election to the Birch Pointe Community Council (aka Board of Directors) for 2025-2026.

Current Board Members are:

My name is **Cheryl McDonough**. I have owned my condo on Haley Court since 2015. I became a Board member in 2015 because I felt my extensive public/private sector experience could be of assistance to Birch Pointe. Being self-managed requires a lot of work and I feel the current Board has worked very hard and the results have enabled the much-needed maintenance/up-keep to be completed. I'm running again this year because I feel Birch Point is a great place to call home and I want to continue to help the Board maintain this community

My name is **John Taylor** and I've lived in Birch Pointe since April 2020. I'm retired from both the Navy and the civilian sector, where I worked as a marine/industrial electrician. I joined the Board last year to help keep our community running smoothly, and to effect positive change. I look forward to continuing to do so for as long as possible.

My name is **Donald McFarland** and my wife and I purchased on Birch Circle and moved here in March of 2020. I am retired after a 44-year career in the business of selling, and installing church organs. Additionally, I spent five years with the Salvation Army in Delaware as Resource Development Manager for fund-raising, marketing, and public relations. We love it here in Birch Pointe and my hope is to help make our community a lovely and desirable place to live. I hope to have the privilege of continuing to serve our community as a member of the Board.

My name is **Debbie Hook** and my career has been in Bookkeeping, Accounts Payable, Receivables, and data entry for several businesses. Additionally, I was employed at the Post Office as a maintenance support clerk ordering and purchasing supplies and parts for the machines and other Maintenance Department needs. I look forward to serving our community. I live on Claremont Court and enjoy living here at Birch Pointe.

My name is **Susan Yeatman** and I have lived in Birch Pointe for over 20 years. I am retired and have been a Board member for over 7 years. I have been welcoming new buyers to our community by distributing welcome packets with all the info they need about our community. My intention is to help, in the best ways I can, to keep this community running smoothly and maintained for not just for the present but also for the future. It is imperative that we look not only at the present but for what lies ahead of us.

My name is **Taylor Rapuano**, I am 29 years old, and I have lived in Birch Pointe for just over 2 years. As a relatively new member of the community, I strive to bring a fresh perspective and dynamic energy to the board. Leveraging my background in technology, marketing, and design, I aim to infuse creativity and strategic thinking into emerging community initiatives. My commitment lies in enhancing the quality of life in Birch Pointe, prioritizing safety, and ensuring that the voices of our community are acknowledged and heard.

My name is **Ali Henkel** and I have been a resident of Haley Court since 2019. Prior to becoming an owner, I was privileged to live in the community with my mom, Kathy, who has resided on Claremont Court since 2009. I chose to stay here and purchase my first home in our community because I love Birch Pointe! My professional background is in business administration and the compliance industry. Being a member of the HOA is important to me because I want to enrich our community life and support strategic plans for the future. I look forward to the opportunity to serve our community.

My name is **Mary Sklar** and I live on Birch Circle. I work in leasing for a large residential property management company and am aware of housing issues and the challenges of dealing with a diverse set of customers. As I am now semi-retired, I have the time and desire to commit to serving our community on the Board.

2025-26 Ballot Instructions:

The 2025-2026 Ballot will be attached to an email blast to the community on or about April 16, 2024.. Please complete and return by 7PM 4/26/2023 in one of the following ways:

1. Maintenance Building Drop Box
2. Scan and Email: dmcfarland@birchpointe.net
3. USPS to Birch Pointe Condominiums HOA – P. O. Box 1195, Hockessin, DE 19707

All Resident Owners are urged to complete a ballot for this election.

VOLUNTEER CANDIDATES FOR THE 2025 ELECTION ARE STILL ENCOURAGED TO APPLY. THE APPLICATION FOR CANDIDACY IS INCLUDED IN THIS NEWSLETTER.



BIRCH POINTE CONDOMINIUM ASSOCIATION

PETITION OF CANDIDACY

YOUR NAME: _____

UNIT ADDRESS: _____

EMAIL: _____

TELEPHONE: HOME: _____ WORK: _____

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.

Your Signature: _____ Date _____

Please place your petition in an envelope addressed to:

BIRCH POINTE CONDOMINIUMS HOA,

Place in the Maintenance Shed Drop Box by APRIL 9, 2025 . Thank you!