



NOV/DEC  
2025

# Birch Pointe COMMUNITY UPDATE

JAN 2026



## Happy New Year from the Board!

The Board would like to thank all residents for their continued cooperation and care for our community. A new year brings an opportunity to reflect on progress made and share a few important updates and reminders to help keep our community running smoothly.

### HOA Fee Update – Effective January 1, 2026

Beginning January 1, 2026, the monthly fee was increased by \$25, from \$340 to \$365. We understand that any increase can feel significant, and we want to be transparent about why this change is necessary.

Over the past few years, we've been able to maintain the same HOA fee without any changes. During that time, however, the cost of community services, utilities, insurance, and vendor contracts has risen substantially. Despite these increases, the Association has continued to move forward with essential projects, including roof replacements, deck repairs, and other critical infrastructure upgrades. Many of these projects are ongoing, and maintaining them responsibly requires adjusting the budget to reflect current costs.

This increase supports ongoing maintenance and repairs while helping prevent the need for a large special assessment.



### Community Safety Reminder!

**Please obey all posted stop signs and speed limits throughout the community.**

Speed humps are installed for a reason and are a legal traffic-calming measure.

We have many older residents, along with pets and visitors, and speeding creates unnecessary risk. Rolling through stop signs or driving too fast puts everyone in danger. Please help keep Birch Pointe safe.



### Help Reduce Wasteful Water Usage

Water usage remains a significant community expense. Residents are encouraged to check for leaks within their units, including running toilets or dripping fixtures. Promptly addressing these issues helps reduce unnecessary water costs.

If you notice a water issue in a common area, please call maintenance at (302) 277-7978 or submit a work order as soon as possible.

## NEW! Work Order Request Form

A new **Work Order Request Form** is now available on the Birch Pointe website. This system allows Maintenance to prioritize tasks more efficiently and helps the Board better manage repairs across the community.

### **Please note:**

- Work orders are for common areas, building exteriors, and community grounds
- Examples include hallways, exterior lighting, sidewalks, bridges, landscaping, and shared spaces, etc.
- Requests for work inside individual units will be denied

Submitting requests through the form ensures issues are tracked, reviewed, and scheduled appropriately based on priority.



## Pet Policy Reminder

**Owners:** Up to two pets per unit are permitted

**Renters:** Pets are not permitted in rental units

All pet owners are responsible for cleaning up after their pets immediately and properly disposing of waste in designated receptacles or trash.

Owners are responsible for ensuring their pets - and any tenants - comply with all Association rules. Failure to do so may result in enforcement action/fees.

## 2026 Approved Budget

The **2026 HOA budget** was reviewed and approved at a recent Board meeting and is now available on the Birch Pointe website for owners to review. Residents are encouraged to take a look to better understand how funds are allocated to support ongoing operations and long-term planning.

## Stay Connected with Birch Pointe!

Want to stay in the know on all things Birch Pointe? Join our email list to receive newsletters, community updates, and important announcements - delivered straight to your inbox!

Staying connected makes it easier for us to share news, reminders, and important community information with everyone. [\*\*JOIN HERE!\*\*](#)

### Birch Pointe - Work Order Request Form

Submit a request for maintenance, repair, or other needed work in the community's common areas or grounds. All submissions are reviewed by the Board and forwarded to BP Maintenance for evaluation. Work is scheduled based on priority.

*Please note: Requests for work inside individual units cannot be accepted and will be denied.*

\* Indicates required question

Email \*

Your email

Date of Request \*

Date  
mm / dd / yyyy



# Birch Pointe Financials | Nov / Dec 2025

## NOVEMBER

### OPERATING ACCOUNT

**Beginning:** \$78,492.20  
**Ending:** \$66,316.72

**Inflow:** \$81,939.10  
**Outflow:** \$94,114.58

### RESERVE ACCOUNT

**Beginning:** \$460,293.08  
**Ending:** \$460,675.55

**Interest:**  
+ \$378.47 (1.0 %)

**Outflow:**  
\$0 Periodic Transfers  
\$0 One Time Transfers

## DECEMBER

### OPERATING ACCOUNT

**Beginning:** \$66,316.72  
**Ending:** \$74,856.98

**Inflow:** \$138,692.92  
**Outflow:** \$130,152.66

### RESERVE ACCOUNT

**Beginning:** \$460,671.55  
**Ending:** \$411,924.60

**Interest:**  
+ \$353.05 (1.0 %)

**Outflow:**  
\$0 Periodic Transfers  
\$50,000.00 Transfer to  
Operating

## Board Meeting Recap | December 2, 2025

- **The 2026 budget** was approved and posted to the website
- **Ongoing maintenance** and capital projects were reviewed
- **Maintenance request tracking** improvements were discussed and the work order form was suggested
- **Community safety** and rule compliance remain a priority for the year ahead
- **New cleaning service** contract was introduced

Next board meeting is scheduled for mid January.

## New Cleaning Service

Starting in January 2026, Birch Pointe will be working with A&P Cleaning Solutions of Delaware. The community will now have a regular weekly custodial staff, cleaning five buildings per day, Monday through Friday. This rotating schedule will continue throughout each month, ensuring that every building is vacuumed, dusted, and thoroughly cleaned twice per month. In addition, all upper windows will be cleaned inside and out every 6 months.

Residents are asked to report any cleaning-related issues by notifying Jules Litchfield through the new Work Order Request form on the community website. This helps ensure concerns are routed quickly and addressed efficiently.

## Major Expenses

**Nov- Decks** \$23,500.00 & **Tree Work** \$12,625.00

**Dec- Decks/Building Repairs** \$73,020.00 & **Snow Services** \$15,807.00

## Community Utilities

### Water

Nov - \$6,866.40  
Dec - \$7,108.77

### Trash & Recycling

Nov - \$3,516.49  
Dec - \$3,441.49

### Electric

Nov - \$2,276.13  
Dec - \$2,559.62

## - DECEMBER COLLECTIONS REPORT -

(after deducting lien activity)

### 31-60 days overdue

0 units | \$0.00

### 61-90 days overdue

3 units | \$960.00

### 91+ days overdue

3 units | \$1,240.00



Any account that is found to be in arrears, may have a penalty interest charge of 1.5% per month until the balance is paid off in full. Accounts which are found to be delinquent for more than 5 months will be referred to legal counsel for collection.

## Important Contacts

**Account Statements**  
**HOA Fee / ACH Q's**

**Don McFarland**

dmcfarland@birchpointe.net

**Property Management & Maintenance**  
**(Issues/Emergencies)**

**Jules Litchfield**

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**Birch Pointe HOA**  
**President**

**Cheryl McDonaugh**

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