



SEPTEMBER
2026

Birch Pointe

COMMUNITY UPDATE

As we enjoy the final weeks of summer and look ahead to the start of fall, we have a few community updates and reminders to share with the Birch Pointe community. We've also included some recent financial information from the Association. Please take a few minutes to review the notes below and stay informed on what's happening around the community.

Keep Your HVAC System Running Smoothly

Regular HVAC maintenance is important for protecting your home, preventing water damage, and keeping your system operating efficiently. One area that often gets overlooked is the condensation (condensate) drain line.

A clogged condensation line can cause water to back up and overflow, potentially damaging ceilings, walls, or floors. It can also create conditions for mold and bacteria growth and may cause your air conditioner to shut down if the system's safety switch is triggered.

At Birch Pointe, this is especially important. The six units within each building share a main trunk line for wastewater and HVAC condensation drainage. While these main trunk lines are inspected and cleared annually, **each Owner is responsible for maintaining the HVAC system within their unit.**



What Can You Do?

- Change your HVAC filter every 2–3 months to help reduce dust, lint, and debris.
- Have your HVAC system professionally serviced annually, or seasonally when appropriate.
- Ask your HVAC professional to inspect and maintain the condensation line as part of your routine service.

A little preventative maintenance can help prevent costly water damage, unexpected HVAC shutdowns, and other problems down the road. Keeping your unit's HVAC system properly maintained protects your home and helps protect the investment of all Birch Pointe Owners.

Maintenance Requests

All common area maintenance requests should be submitted through the **[Work Order Form](#)** on the Birch Pointe website. Using the form helps ensure requests are properly received, documented, and addressed. If you need to contact Jules directly regarding maintenance, please email jlitchfield@birchpointe.net.

JULY

OPERATING ACCOUNT

Beginning: \$32,704.74
Ending: \$52,838.68
No Service Charges

RESERVE ACCOUNT

Beginning: \$412,632.65
Ending: \$462,906.05
Interest: \$273.20

AUGUST

OPERATING ACCOUNT

Beginning: \$52,838.68
Ending: \$69,225.94
No Service Charges

RESERVE ACCOUNT

Beginning: \$462,906.05
Ending: \$463,201.00
Interest: \$294.95

- COLLECTIONS REPORT -

1-30 days overdue
0 units | \$0

31-60 days overdue
3 units | \$1,075

61-90 days overdue
3 units | \$1,065

91+ days overdue
7 units | \$4,520

Legal Action/Liens
6 units | \$23,133.00

*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.

Major Expenses

JULY

Salvador Enterprises \$27,377.24 // Haley Ct. Doors & Siding Supplies
ProTech \$3,878.00 // Deck work
Hoopes Fire Prevention \$3,135.00 // Annual inspections
ProTree Services \$7,200.00 // Community-wide tree work

AUGUST

ProTech Construction \$27,400 // Decks
Pro Tree \$2,550.00 // Tree Removal
Crotti Painting \$6,290.00 // Building Interiors

Water	Trash & Recycling	Electric	Landscaping
\$13,554.84	\$6,882.98	\$4,657.28	\$9,000.00

Board Meetings Recap | July & August (Virtual)

Over the past two Board meetings, members reviewed ongoing maintenance projects, building conditions, and community needs. The project plan continues to be reviewed regularly with the maintenance team to address open items and determine next steps.

Building & Grounds: Building water lines continue to be monitored for potential leaks or issues, with no new concerns identified. Artesian also completed work in July to install a valve near the Haley Court and Birch Circle intersection. Gutter cleaning is now underway throughout the community in preparation for fall, and trees identified for pruning or removal will be addressed by ProTree. The Board is also continuing to monitor HVAC condensation lines as part of the monthly maintenance review.

Maintenance: The Board discussed the importance of using the online Work Order Form to report and accurately track common area maintenance concerns. Board members are conducting an annual review and walkthrough of the community and buildings to identify maintenance needs and other areas requiring attention.

Parking: With an increase in parking violations, the Board will be posting violation notices more frequently to reinforce Birch Pointe’s parking standards and help keep parking areas accessible and properly used.

Financials: The Board also reviewed the Association’s financials at both meetings, with no concerns raised. The next Board meeting is scheduled for September 2026.

Important Contacts

Account Statements
HOA Fee / ACH Q’s
Don McFarland
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Property Management & Maintenance
(Issues/Emergencies)
Jules Litchfield
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