

THE OFFICIAL  
NEWSLETTER OF THE  
BIRCHES WEST POA

# The Birches West News

[www.thebircheswest.com](http://www.thebircheswest.com)

VOLUME 16, ISSUE 2

FALL 2011

## INSIDE THIS ISSUE

- Election Information
- 2012 Budget Information
- A Reminder From Your Architectural Chairperson

The Annual meeting will be held on **November 13, 2011** at **1:00 PM** at the **West End Fire Company, Route 715, Brodheadsville, PA.**

At the meeting, the 2012 operating budget proposal (enclosed) will be presented for adoption along with elections for the office of Vice President of Maintenance and Vice President of Recreation. Please make every effort to attend so as to participate in

important decisions affecting the neighborhood. Remember, a quorum is needed to conduct any business. If there is no quorum, the budget cannot be passed and the pool cannot open next season.



## COMING SOON! YOUR NEW ADDRESS!

You may have heard that Monroe County is in the process of a 9-1-1 Readdressing Project. This means that most all homes and businesses in the county will be getting a new address. It may be as simple as a change of house number or may be house number and a new street name. This readdressing is required by national standards for emergency 9-1-1 and will make it easier for police, fire and ambulances to find your home. The Post Office has started to release new addresses in some municipalities and Chestnuthill Township addresses are estimated to be released **January of next year**. Everyone will have one year to change their address with people and companies they receive mail from. If you receive your mail at a PO Box, that will continue unchanged but you will still receive a house number for your home or business. Keep an eye out for mailed information regarding your new 911 address.



“A community is like a ship; everyone ought to be prepared to take the helm.”

- Henrik Ibsen,  
poet and playwright

The following positions along with a brief job description are up for election at the General Membership Meeting of 2011:

## VICE PRESIDENT OF MAINTENANCE (2 YEAR POSITION)

- Repair or replace any broken or defective items (with the Board's approval), so that the Association is in proper working order.
- Oversee any hired Maintenance workers, including proper handling of time cards.
- Assist the Vice President of Recreation with the storing of all pool equipment, supplies, vending machines and general cleaning for the season on first and last day of pool opening.
- Attend all monthly Board of Director's meetings and Annual meeting.

## Newsletter available on-line

Would you like to receive your newsletter on-line?

If anyone is interested in receiving their newsletter via email, please email us at: [busmgr@thebircheswest.com](mailto:busmgr@thebircheswest.com) and we will no longer mail your newsletter to you.

(Of course you will still receive your annual dues notice via regular mail). Additionally, the newsletter can be viewed anytime at our website at: [www.thebircheswest.com](http://www.thebircheswest.com).



## **VICE PRESIDENT OF RECREATION** **(2 YEAR POSITION)**

- Taking charge of the selection process of Recreation employees, including but not limited to:
  - Advertising for said employees
  - Interviewing
  - Hiring/Dismissing
- Daily scheduling of the lifeguards.
- Monitoring Recreation employees, including but not limited to:
  - Proper completion of time cards
  - Following Association rules for employees
  - Uniforms
  - Proper instruction in the maintenance of the pool/area
- Monitoring pool safety:
  - Chemical balance of pool water
  - Checking for safety and health hazards in and around pool area
  - Keeping up on maintenance duties in and around pool area
- Seeing that the soda and vending machines are full at all times during the summer season.
- Purchase supplies when necessary, for refills
- Head committees for annual picnic, pool parties, Easter egg hunt, etc.

If you are interested in running for any available position, please call **269-2906** to make arrangements to receive all necessary forms. All forms must be submitted no later than **OCTOBER 28, 2011.**

**REGULATIONS OF THE BIRCHES WEST  
PROPERTY OWNERS ASSOCIATION'S  
ARCHITECTURAL AND BUILDING COMMITTEE**

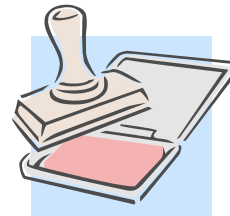
**Members are reminded of the following regulations according to our by-laws:**

All grading and seeding plans shall be compatible with the natural character of the area with **thirty (30) percent** of the total lot area (which area need not be contiguous) **to be left in a wooded state.**

All buildings shall be constructed with the following setback lines:

Front Yard Setback 75 feet  
Rear Yard Setback 60 feet  
Side Yard Setback 20 feet (on all sides)

If you have any questions regarding these regulations, please feel free to contact our Architectural Chairperson.



## 2012 Proposed Operating Budget

	PROPOSED BUDGET 2011	Actual 2011 at 8/31	PROPOSED BUDGET 2012
<b>REVENUE</b>			
Dues	43010.00	40260.73	43010.00
Association Activities	500.00	388.50	500.00
Interest Income*	1000.00	885.87	1000.00
Permit Fees	350.00	125.00	350.00
Resale Certificates	500.00	300.00	500.00
Legal fees	500.00	147.91	500.00
Finance Charges	250.00	166.81	250.00
Other Income	100.00	50.14	100.00
<b>TOTAL REVENUE</b>	<b>46210.00</b>	<b>42324.96</b>	<b>46210.00</b>
<b>EXPENSES</b>			
Association Activities	2000.00	1009.38	1500.00
Building/Grounds	4000.00	3495.21	3500.00
Pool Maintenance	5000.00	4082.84	5000.00
Office Supplies	200.00	45.00	200.00
Misc. (Bank Charge)	150.00	25.00	150.00
Postage*	750.00	213.00	750.00
Printing*	500.00	237.98	400.00
Legal Fees*	1500.00	1521.50	1500.00
Utilities*	3500.00	3382.72	3500.00
Petty Cash	300.00	300.00	300.00
Insurance	6500.00	6223.00	6500.00
Income Tax (HOA)	400.00	217.00	400.00
Payroll (Gross)	17000.00	14811.14	17000.00
Payroll Taxes	3700.00	4437.10	4500.00
Capital expense	500.00	500.00	0.00
Professional Fees	1400.00	179.85	1000.00
Vandalism Expense			
<b>TOTAL EXPENSES</b>	<b>47400.00</b>	<b>40680.72</b>	<b>46200.00</b>
<b>REVENUE LESS EXPENSES</b>	<b>-1190.00</b>	<b>1644.24</b>	<b>10.00</b>

### BWPOA ASSETS as of August 31, 2011

#### Checking/Savings

ESSA - CD Accounts @ 8/31/11	\$28,467.14
North Penn - General Fund	\$13,690.17
North Penn - Depreciation Acct	\$22,036.58
<b>Total Checking/Savings</b>	<b>\$64,193.89</b>

#### Depreciation Account Detail

Depreciation Acct Balance as of 1/1/11	\$24,504.49
Depreciation Expense (-)	\$2,920.20
Interest Income (+) as of 8/31/11	60.09
Depreciation Acct Balance as of 8/31/11	\$22,036.58
Mandatory Depreciation De- posit (+) by 12/31/11	\$9,500.00
Projected Deprec. Acct Bal- ance at 12/31/11	\$31,536.58

\*estimated to 12/31/11

\*\*\*\*\*Subject to final revisions

**TOTAL ASSETS \$64,193.89**

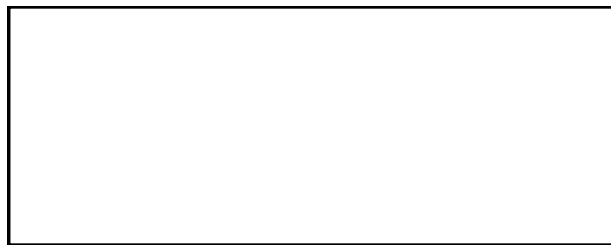
# The Birches West News

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THIS IS **YOUR** ASSOCIATION. PLEASE TRY TO KEEP IT CLEAN.  
PICK UP TRASH ON THE ROADSIDE NEAR YOUR PROPERTY.

ALL DOGS ARE TO BE KEPT ON A LEASH AND  
UNDER THE OWNERS CONTROL AT ALL TIMES. **PLEASE BE KIND TO YOUR  
NEIGHBORS AND KEEP YOUR DOGS BARKING TO A MINIMUM.**

REMEMBER THERE ARE SMALL CHILDREN IN THE AREA, SO PLEASE WATCH  
YOUR SPEED IN AND OUT OF THE DEVELOPMENT.

