

Annual Fall Meeting Date Set

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The Annual meeting will be held on **November 11, 2012 at 1:00 PM** at the West End Fire Company, Route 715, Brodheadsville, PA.

At the meeting, the 2013 operating budget proposal (enclosed) will be presented for adoption. This budget includes a proposed dues increase of \$15.00 due to increasing operating expenses. Please note that the Association dues have not been raised in 10 years.

Additionally, elections will be held for the office's of President, Treasurer and Secretary.

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.

If You Can't Beat 'Em, Join 'Em!

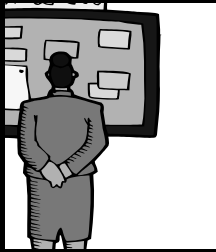


The Birches West now has its own

Facebook page!

Check it out!

Leave a comment or suggestion,
or just "like" us.



“For a community to be whole and healthy, it must be based on people's love and concern for each other.”
-- Millard Fuller

The following positions along with a brief job description are up for election at the General Membership Meeting of 2012:

ASSOCIATION PRESIDENT **(2 YEAR POSITION)**

*Current President Chris Eckert, will **not** be seeking re-election*

Act in the best interest of the members of the Association.

See that the by-laws of the Association are upheld.

Assist other Board members in executing their duties.

Sign contracts on behalf of the community.

Oversee the Recreation area for safety, security and work performance of employees.

Handle any phone messages and/or correspondence deemed necessary by the Community Manager.

Have the ability to communicate in a professional, compassionate manner with all members of the community.

CALL US LAST

“FALL CLEAN UPS”

Tree Removal/Trimming
Pavers -Sidewalks -Patios -Renovations
Cleanouts -Basements -Additions -Drywall
Firewood Splitting Service
Free Metal/Car Removal

570-269-3281

Insured

Ken

BRING US THEIR QUOTE AND WE'LL BEAT IT!


ASSOCIATION TREASURER **(2 YEAR POSITION)**

- ◆ Prepare and present proposed budget to Board of Directors at September board meeting. Revise same and prepare for newsletter/General meeting held in November.
- ◆ Recommend to board/general meeting amount of dues required to support budget.
- ◆ Prepare monthly reports for board meetings.
- ◆ Maintain bank accounts for association.
- ◆ Track depreciation fund based on association guidelines.
- ◆ Keep up to date information on outstanding dues issues/collections through the Community Manager, while maintaining confidentiality regarding same.
- ◆ Maintain account balances by category for budget comparison reporting.
- ◆ Monitor/report on expenditures as compared to approved budget.
- ◆ Keep multiple accounts balanced/ insuring proper receipts and documentation is maintained for funds dispersed.
- ◆ Provide records/information/answers to audit committees.
- ◆ Prepare/maintain payroll checks/records including W-4 statements.
- ◆ Prepare W2 statements at end of year.
- ◆ Prepare/file quarterly tax statements to local, state and federal agencies.
- ◆ Prepare/file annual tax statements (income and futa).

ASSOCIATION SECRETARY (2 YEAR POSITION)

Current Secretary Dot Coyle, will be seeking re-election

- ◆ Attend and record minutes at all monthly board of director's meetings.
- ◆ Read previous minutes and record minutes at all General Membership meetings.
- ◆ Certify any Birches West official documents.
- ◆ Handle correspondence with the insurance companies.
- ◆ Assist board members and/or Community manager when needed.
- ◆ Help coordinate association activities.



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 26, 2012.

2013 Proposed Operating Budget

	PROPOSED BUDGET 2012	ACTUAL AT 8/31/2012	PROPOSED BUDGET 2013
REVENUE			
Dues (starting 2013 3% allowance for un- paid dues)	43010.00	40363.68	45580.00
Association Activities	500.00	501.75	500.00
Interest Income *	1000.00	100.00	250.00
Permit Fees	350.00	0.00	150.00
Resale Certificates	500.00	400.00	500.00
Court Costs Recovered	500.00	769.49	500.00
Finance Charges	250.00	189.98	250.00
Other Income /Postage rcv'd	100.00	195.86	100.00
TOTAL REVENUE	46210.00	42520.76	47830.00
EXPENSES			
Association Activities	1500.00	1069.26	1500.00
Building/Grounds	3500.00	2564.47	3500.00
Pool Maintenance	5000.00	4405.56	5000.00
Office Supplies	200.00	292.51	200.00
Miscellaneous (Bank Charge)	150.00	235.56	150.00
Postage *	750.00	572.91	600.00
Printing *	400.00	233.39	400.00
Court Filing Fees	1500.00	958.00	1250.00
Utilities *	3500.00	2970.71	3200.00
Petty Cash	300.00	300.00	300.00
Insurance	6500.00	6336.00	6500.00
Income Tax (HOA)	400.00	66.00	150.00
Payroll (Gross)	17000.00	16714.42	17000.00
Payroll Taxes *	4500.00	4437.10	4500.00
Capital expense	0.00	0.00	0.00
Professional Fees	1000.00	1500.00	1000.00
Vandalism Expense			
TOTAL EXPENSES	46200.00	42655.89	45250.00
REVENUE LESS EXPENSES	10.00	-135.13	2580.00
* estimated to 12/31/12			

BWPOA ASSETS (as of August 31, 2012)

Current Assets:	
Checking/Savings:	
ESSA - CD Accounts @ 8/31/12	\$28,518.44
North Penn - General Fund	\$11,959.24
North Penn - Depreciation Acct	\$7,060.77
Total Checking/Savings:	\$47,538.45
Total Current Assets:	\$47,487.15
TOTAL ASSETS:	\$47,538.45
<u>Depreciation Account Detail</u>	
Depreciation Acct Balance as of 1/1/12	\$22,625.62
Depreciation Expense (-)	\$18,147.20
Interest Income (+) as of 8/31/12	26.50
Depreciation Acct Balance as of 8/31/12	\$4,504.92
Mandatory Depreciation Deposit (+) by 12/31/12 *	\$7,440.00
Projected Depreciation Acct Balance at 12/31/12	\$11,944.92

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

PROPOSED BY-LAW AMENDMENTS

The following proposed amendments to the Birches West POA are for consideration and adoption by the members of the Association in good standing at the annual general meeting to be held on November 11, 2012. Proposed deletions are shown thus: ~~deletion~~. Proposed additions are shown thus: **addition**.

EXPLANATION OF PROPOSED AMENDMENTS

Expenditures by the Board in cases where members are unable to vote on a proposed budget due to lack of quorum at a meeting or other reason: The Board of Officers proposes to amend the Association's bylaws to permit the Board to continue to pay regularly occurring bills and expenses and make emergency repairs to facilities in the event the Association members are unable to vote on a proposed budget due to a lack of a quorum at an annual meeting or other reasons such as a meeting being cancelled due to weather or other emergency situation. In these instances if a special meeting was unable to be held prior to the expiration of a given year's budget after December 31st, the Board would be authorized to continue paying bills and such until such time as a budget can be voted on.

Change of Declaration of Restrictive Covenants to permit three car garages: The Board of Officers proposes to change the Declaration of Restrictive Covenants to permit three car garages. Previously, only two car garages were permitted. However, several members had indicated to the Board that many newer homes have three car garages to accommodate the trend of families having more cars than in the past. Additionally, many members have boats and ATVs that might be housed in garages. Setback requirements from property lines would remain the same so that if a person wanted to build a three car garage or add a garage bay to an existing garage, they would still be subject to the setback requirements. This could prevent them from building if there was not sufficient space.

ARTICLE IX

BOARD OF OFFICERS

SECTION 8. POWERS AND DUTIES OF THE BOARD. In the performance of its duties as the governing body of the Association and of the Community, the Board shall have the powers and duties including, but not limited to, the following:

- b. to develop and propose an operating budget consistent with law that shall run from January 1st to December 31st of each year, to fix the common expenses and assess the same against members in such fair and equitable proportions and amounts as shall from time to time be deemed necessary to the proper functioning of the Association, including use of Association property and facilities, and assure that the budget shall be presented for review by the members no less thirty (30) days prior to any annual or special meeting at which action to adopt such budget shall occur.

The manner in which the budget shall be presented for review shall be the same as outlined in Article XIII; Section 4, entitled "NOTICE OF MEETING". The approval of said budget shall be at the sole discretion of the members by majority vote of those present and entitled to vote at any annual or special meeting. *If due to lack of a quorum or other reason members are unable to vote to approve a budget by January 1st of the year a proposed budget would normally be in effect, the Board shall be authorized to pay regularly occurring bills and expenses such as but not limited to utilities, taxes, payroll, insurance, emergency repairs to facilities without which more serious or extensive repairs would be required at a later date, and postage and mailing costs associated with paying bills and meeting notifications to Association members. The Board shall not be authorized to expend funds for purchases of supplies or equipment without which would have no detrimental effect to the Association or its facilities. Additionally, emergency expenditures shall not exceed individual line item amounts in the proposed budget.*

ARTICLE I
DECLARATION OF RESTRICTIVE COVENANTS

- (2) No building shall be erected on any individual lot hereby conveyed other than one private detached single-family dwelling house, not to exceed two and one-half stories in height and containing not less than 1200 square feet of floor space, such single family dwelling house to be suitable for the use of, and to be used by a single family only, with a private garage for not more than ~~two~~ three cars.



“I Can See Clearly Now”

Below are a few misconceptions regarding our Association:

Our roads are all public, not private ~ which means that they are maintained by Chestnuthill Township. Birches West has no say over the speed limit or the condition of them.

Speaking of Chestnuthill Township; that’s the name of the township you live in if you live in the Birches West!

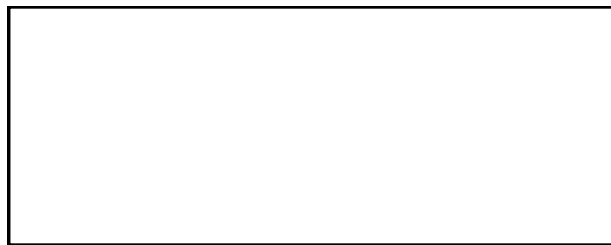
Leaving your dog outside at 5:00 a.m. barking incessantly while you get ready for work may make **your** day less stressful, but not the neighbor’s you woke hours earlier than necessary. Same goes for leaving your dog out past 10:00 p.m. Show some consideration!

Contrary to rumors, all homeowners within the Birches West are required to pay yearly dues. That includes **all** Board members.

The Birches West News

188 Jennifer Lane
Effort, PA 18330
570-269-2906

The official newsletter of the
Birches West POA



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.

