

THE OFFICIAL
NEWSLETTER OF THE
BIRCHES WEST POA

The Birches West News

www.thebircheswest.com

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FALL 2009

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Annual Meeting

The Annual meeting will be held on November 1, 2009 at 1:00 PM at the West End Fire House, Rt. 715 in Brodheadsville, PA.

At the meeting, the 2010 operating budget proposal (enclosed) will be presented for adoption along with elections for the office of Vice President of Recreation and Vice President of Maintenance. 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.



IMPORTANT MEETING CHANGE INFORMATION:

As per the April 2009 By-law change, the annual meeting will now be held each **November**.

Due to the unavailability of the park building, the meeting will be held on **November 1st** at the **West End Firehouse**.

The following positions along with a brief job description are up for election at the General Membership Meeting of 2009:

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

DUTIES:

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.

Head committees for annual picnic, pool parties, etc.

Attend all monthly Board of Director's meetings and Annual meeting.

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

- Henrik Ibsen,
poet and playwright

VICE PRESIDENT OF MAINTENANCE **(2 YEAR POSITION)**

DUTIES:

Maintain the grounds at the Recreation area, including but not limited to:

Swing set area

Tennis court area

Basketball court area

Bathrooms, Office, Vending room and Pool room

Repair or replace any broken or defective items (with the Board's approval), so that the Association facilities are in proper working order.

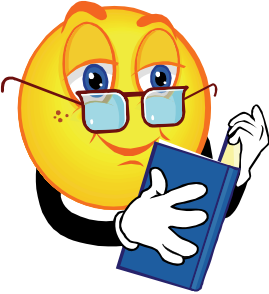
Oversee any hired maintenance workers, including proper handling of time cards.

Attend monthly Board meetings and General meeting to apprise members of the status of the Recreation area.

**IF YOU ARE INTERESTED IN RUNNING FOR ANY
AVAILABLE POSITION, PLEASE CALL 629-3320 TO
MAKE ARRANGEMENTS TO RECEIVE ALL
NECESSARY FORMS.**

**ALL FORMS MUST BE SUBMITTED NO LATER THAN
OCTOBER 19, 2009.**

Newsletter available on-line



Would you like to receive your newsletter on-line? (Of course you will still receive your annual dues notice via regular mail).

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

Additionally, the newsletter can be viewed anytime at our website at: **www.thebircheswest.com.**

Advertise On Our Website!

New Look Coming Soon!

Members in good standing are welcome to advertise garage sales, yard sales or specific items for sale on our website, free of charge!

Please contact: busmgr@thebircheswest.com to place your advertisement.



2010 Proposed Operating Budget

	ACTUAL 2008-2009	PROPOSED BUDGET 2010
REVENUE		
Dues	41646.35	43010.00
Association Activities	554.00	500.00
Interest Income	1272.84	1000.00
Permit Fees	175.00	350.00
Resale Certificates	1000.00	500.00
Legal Fees	569.45	500.00
Finance Charges	429.20	250.00
Other Income	25.00	100.00
TOTAL REVENUE	45671.84	46210.00
EXPENSES		
Association Activities	1672.67	2000.00
Building/Grounds	2435.16	4000.00
Pool Maintenance	4185.37	5000.00
Office Supplies	293.86	200.00
Miscellaneous (Bank Charge)	128.10	150.00
Postage	603.72	750.00
Printing	381.75	600.00
Legal Fees	933.00	1500.00
Utilities	2336.00	3500.00
Petty Cash	300.00	300.00
Insurance	6080.00	6500.00
Income Tax (HOA)	362.00	400.00
Payroll (Gross)	14536.00	17000.00
Payroll Taxes	3225.33	3500.00
Capital expense	N/A	500.00
Professional Fees	120.00	1400.00
Vandalism Expense	N/A	
TOTAL EXPENSES	37592.96	47300.00
REVENUE LESS EXPENSES	8078.88	-1090.00

ASSOCIATION ASSETS (as of September 1, 2009)

ESSA - CD Accounts	\$27,336.12
North Penn - General Fund	\$11,382.07
North Penn - Depreciation Acct.	\$17,987.81
<u>Total Checking/Savings:</u>	\$29,369.88
<u>Total Current Assets:</u>	\$56,706.00

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73 Jennifer Lane

Effort, PA 18330

The official newsletter of the
Birches West POA



THIS IS **YOUR** ASSOCIATION. PLEASE TRY TO KEEP IT CLEAN.
PLEASE ~~NOTE THAT THERE ARE NO POSTING OR ADVERTISING PERMITTED ON~~
THE LARGE ENTRANCE SIGNS TO THE BIRCHES WEST.

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.

