



A Premier Planned Community in West Hanover Township

**Bradford Estates Property Owners Association (BEPOA)
Annual Owners' Meeting Minutes
Monday April 7, 2014 – 7:00PM**

Attendees: President - Kevin Gemmell, Vice President - Dwayne Laird, Secretary - Cheryl Braxton. Member-at-Large Dan Combs was absent and Treasurer position is currently vacant.

The meeting was held at 202 Berkley Drive, Harrisburg, PA 17112.

A. CALL TO ORDER

The meeting was called to order at 7:05 pm by Kevin Gemmell and seconded by Dwayne Laird. NOTE: The Board did not meet the 1st quarter of 2014.

B. ITEMS FOR DISCUSSION

1. BEPOA Financials – BE continues to operate in the black; however, we have gone over budget for snow removal in winter 2013-14 by approximately \$13,000.00, taking the total outstanding amount borrowed from capital reserves to over \$20,000. There is also over \$15,000 outstanding in unpaid dues which PMI is working to recover. Prior to our annual POA meeting in June, the Board will schedule a meeting with PMI to go over our financials and remaining projected costs through the end of the year in detail. The Board anticipates that POA dues will be increased in January 2015. The amount will be determined based upon a recommendation from PMI and Board vote. The Board is hesitant to raise dues; however, snow removal costs were well above budget this winter.

2. Resident Issues

- Trash continues to be a problem in BE. The last few weeks were evidence of that as a lot of trash was blowing around the development. The Board asks that you secure your trash and recyclables as outlined in the Trash Policy on our website. BEPOA runs the risk of being fined by the Township as well as the DEP if trash is found in the wetlands as well as other areas in the development.
- A violation letter will be sent out to a resident parking a work truck with signage in the community. Discussion was held concerning how residents should engage Board members and PMI and it was agreed that the website and the phone number for PMI were the only acceptable means for residents to discuss POA issues outside of the annual meeting in June.

3. Annual Meeting – The meeting will be held Wed, Jun 26, 2014. Notice will be sent prior to the meeting. At this meeting, residents will have the opportunity to elect/re-elect officers for the positions of Vice President and Secretary. The Board wants to appoint someone to fill the remaining term of the Treasurer position that is currently vacant.

Meeting was called to adjournment at 7:42PM by Kevin Gemmell and seconded by Dwayne Laird.

Respectfully submitted by Secretary,

Cheryl Braxton



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Bradford Estates Property Owners Association (BEPOA)

Board Meeting Minutes

Tuesday, June 3, 2014 – 6:30PM

Attendees: President – Kevin Gemmell, Vice President – Dwayne Laird, Secretary – Cheryl Braxton, Jon Snyder – Treasurer, and Chris Burgan from PMI. Member-at-Large Dan Combs was absent.

The meeting was held at 202 Berkley Drive, Harrisburg, PA 17112.

A. CALL TO ORDER

The meeting was called to order at 6:36PM by Kevin Gemmell and seconded by Cheryl Braxton.

B. FINANCIALS

1. BE continues to operate in the black; however, we went over our snow removal budget for the 2013-2014 winter by approximately \$13,000.00.
2. There is approximately \$18,000.00 in unpaid association dues which includes fines and judgments. PMI continues to work to collect these unpaid monies. Three owners account for 80% of the outstanding dues.
3. There remains an outstanding \$20,000.00 inter-company loan which we are not compelled to repay since we currently have 25% of operating budget (\$175K) in reserves (\$44K) and that is the percentage on which the Board agreed in October 2013.
4. As a result, the Board held a very lengthy discussion about our financials. PMI and members talked about ways to reduce some of our expenses and raise revenue since our 2015 budgeted expenses of \$175K exceed our projected revenues \$150K. The Board will offer several proposals at our Annual Meeting on June 26, 2014; among them: decrease some of our lawn services and/or increase dues for townhomes by \$2.00 per month. The extra \$2.00 will be earmarked specifically for snow removal. Dues for the singles would not be increased at this time.

C. BOARD POSITIONS

1. Jonathan Snyder agreed to fill the remaining term of the vacant Treasurer position until it expires in 2016.
2. The Board decided to appoint Stacy Connors to replace Dan Combs for the Member-at-Large position. Dan Combs will be able to re-join the Board as a sixth member when he is able to do so.
3. There are currently two open positions up for re-election; Vice President and Secretary. Three candidates have declared their names for the positions; Dwayne Laird, Cheryl Braxton and Shannon Zeller.
4. Ballots will be sent to owners in advance of the annual meeting.

D. OTHER BUSINESS

1. PMI will solicit bids for the landscaping contract which will expire shortly.
2. Annual BE meeting will be June 26, 2014 at 6:30PM in the area behind the Townhomes behind 200 Buckley Drive. The Board will supply a microphone & speaker but owners are encourage to bring their own chairs.

The meeting was called to adjournment at 8:32PM by Kevin Gemmell and seconded by Dwayne Laird.

Respectfully submitted by Secretary,

Cheryl Braxton



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**Bradford Estates Property Owners Association (BEPOA)
Annual Owners' Meeting Minutes
Thursday June 26, 2014 – 6:30pm**

(Rescheduled from Wed, June 25 because of weather)

Board Attendees: Kevin Gemmell, Dwayne Laird, Dan Combs and Cheryl Braxton
Board Absences: Jon Snyder & Stacey Connors both had work commitments
PMI – Chris Burgan

A. INTRODUCTIONS

The Board members and Chris Burgan from PMI were introduced to those in attendance. The meeting was held in the common area within the Buckley Drive Loop.

B. CALL TO ORDER

The meeting was called to order at 6:41pm by Kevin Gemmell and seconded by Dwayne Laird.

C. FINANCIAL REPORT

- BE continues to operate in the black; however we need to raise dues for the Townhomes by \$2.00 per month due to snow removal costs incurred for the 2013-2014 winter season. The extra \$2.00 will be earmarked specifically for snow removal costs and placed in a separate snow reserve.
- Our capital reserve account is at the 25% threshold of our yearly budget and is held for any major, future capital expense. It is not prudent to spend capital reserves on operating expenses unless absolutely necessary.
- We have approximately \$18,000.00 in outstanding association dues. PMI continues to work on collecting these monies.
- We are proposing to reduce our landscaping costs by \$15,000.00 a year by mulching every other year or looking at other alternatives.
- A reduction in landscaping costs and the increase in Townhome dues will keep us on track with when we create our 2015 budget.
- The \$20,000.00 inter-company loan remains on the books and we would be able to pay it back if and when we collect past due association dues.
- The Searers landscaping contract ends this year and we are in the process of securing bids.
- The Board welcomes any suggestions from owners as to other ways we can improve our finances; all budget and financial documents are available to owners by request.
- The Board will meet again prior to any changes and residents will receive communication once the budget is approved.

D. BOARD CONCERNS

The Board respectfully requests that all residents: adhere to the trash policy as outlined on our website, clean up after your pets and encourage your children to not play in the street and respect the property of others.

E. QUESTIONS FROM FLOOR

Q: What can I do about plants that I planted and were removed by the landscapers?

A: Residents should mark their plants so that the landscapers do not destroy them. For persistent problems, please contact the Board and we will handle it.



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Q: What can I do about my trash can lid that keeps getting lost?

A: Residents should tie their lid to their can or purchase one that has the lid already attached to the container. The Board has been in contact with Waste Management about this problem with lids being thrown just anywhere by the trash men.

Q: What's the policy for snow removal?

A: Snow will be removed when we get three or more inches of snow. Ice treatment is on a case by case basis and a judgment call is made by the Board after consulting our contractor. Concerned residents are asked to submit their feedback on policy improvement or volunteer to create a Snow Removal Committee.

Q: Is anything going to be done about the overgrown weeds on the walking path?

A: If residents want to clean the walking path they can but, please let the Board know of your plans. Our budget does not allow for much work on the paths at this time.

Q: Is the sandbox on the hill going to be removed?

A: One resident wants it to go and another resident wants it to stay. The two of them will discuss it and advise the Board of their decision.

Q: What can we do about the feral cat problem in the development?

A: Residents have to stop feeding the cats and call WH Animal Control.

F. QUORUM AND ELECTIONS

A 20% quorum or 51 households are needed for an election. 46 households were represented. Board asked those present if they were willing to hold an election rather than schedule another meeting. Nobody present objected and election was held. Incumbents Dwayne Laird & Cheryl Braxton were re-elected to three year terms.

The meeting was adjourned at 7:19PM.

Respectfully Submitted by Secretary,

Cheryl Braxton



A Premier Planned Community in West Hanover Township

Bradford Estates Property Owners Association (BEPOA)

Board Meeting Minutes

Monday, September 15, 2014 – 7:30PM

Attendees: President – Kevin Gemmell, Vice President – Dwayne Laird, Secretary – Cheryl Braxton, Treasurer – Jon Snyder, and Stacey Connors. Member-at-Large Dan Combs was absent.

The meeting was held at 202 Berkley Drive, Harrisburg, PA 17112. This was the final scheduled meeting of 2014.

A. CALL TO ORDER – The meeting was called to order at 7:32PM by Mr. Gemmell, seconded by Mr. Laird.

B. PROPOSAL BY ASAP

Barry Mattern, owner of ASAP, came before the Board to ask if he could sponsor a Halloween event on Friday, October 31, 2014 that would include a hayride from ASAP through BE down through our walking path for children who attend ASAP as well as children who live in BE. The event would include story telling once the children are in the woods. He would use props in the woods to simulate a Halloween scene. He assured us that staff from his business would chaperone the entire event. Mr. Mattern would seek approval from the West Hanover Township (WHT). If WHT and BEPOA both approve the event he would provide a certificate of insurance to hold BEPOA harmless in the event of an accident. BEPOA would vote on this contingent upon a certificate of insurance from Mr. Mattern. The alternate to the hayride would be a mini black bus to transport children from ASAP to the woods and back to ASAP. The exact time of the event will be announced at a later date if approved.

C. LANDSCAPE/ARCHITECTURE REQUESTS – No new requests have been requested as of this meeting. The Board responded to two requests received last week.

D. PMI

Our property manager Chris Burgan is out on medical leave and Susan Egolf is filling in for him. A walkthrough of the community will be completed by PMI one weekend before the end of October. Any violation letters will be sent shortly thereafter.

E. 2014-2015 BUDGET

PMI is working on our budget and will include the \$2.00 increase in POA dues for the townhomes in their proposal. The Board discussed excluding homes that are behind in their dues from landscaping and snow removal services and will re-visit this at our next meeting in January 2015.

F. LANDSCAPE CONTRACT

We received a bid from Searers and will ask PMI to solicit bids from other contractors in time to have a decision by October 15 on a new three-year contract.

G. NEIGHBORHOOD ISSUES

The Board discussed something on our website whereby residents could anonymously submit reports of unusual activity occurring in our neighborhood. Residents could also tweet or email information if they so choose. We would then ask PMI to submit that information to the proper authorities. The Board also discussed installing crime watch signs in the circle in hopes of curtailing any potential criminal activity. Mr. Snyder will spearhead this initiative.

The meeting was called to adjournment at 8:32PM by Mr. Gemmell and seconded by Mr. Laird.

Respectfully submitted by Secretary,

Cheryl Braxton