



A Premier Planned Community in West Hanover Township, PA

**Bradford Estates Property Owners Association (BEPOA)
Board Meeting Minutes
February 2, 2009**

Attendees: Treasurer - Linda Perry , Vice President - Vince Kane and Secretary - Cheryl Braxton
Absent: President - Kevin Gemmell and Member-At-Large Dan Combs.

The meeting was held at 338 Buckley Drive, Harrisburg, PA 17112

I. CALL TO ORDER

The meeting was called to order at 6:10PM by Cheryl Braxton and second by Linda Perry.

II. OLD BUSINESS

There was a brief discussion of the December meeting.

III. TRASH

There was discussion about the trash problem in the Development. This is a problem this time of the year because of the wind and the fact that residents do not take the time to properly secure their trash on trash days. Vince informed us that there is a teenager in the neighborhood who is willing to clean out the wetlands on a regular basis. Board discussed giving him some type of gratuity for his services; maybe in the form of gift cards. Vince will discuss this further with the parents of the teenager and to be discussed at the next Board meeting.

IV. SNOW REMOVAL

Complaints were received concerning the unsatisfactory snow removal by Searers throughout the Development with the recent snowfalls. Vince reiterated that Searers will remove snow if we have three (3) or more inches of snow,. It should be noted that sometimes there will be judgment calls if it is less than three (3) inches of snow. Vince was to follow-up with Andy of Searers, concerning the unsatisfactory recent snow removal work.

V. Work Release Facility

BEPOA was made aware today of a proposed Work Release Facility to be built in West Hanover Township next to the West Hanover Township Building on Allentown Boulevard which is about 800 feet from our Development. A letter concerning the Work Release Facility was circulated in the Development today. This issue is on the agenda tonight at the West Hanover Township Board of Supervisors meeting. BEPOA Board members reviewed the letter during our meeting. Board President Kevin Gemmell prepared a letter expressing BEPOA disapproval of the Work Release Facility being built near our Development so that it could be read at tonight's Township meeting.

Meeting was adjourned at 7:04 so that Linda Perry and Cheryl Braxton could attend the Township meeting.

Next scheduled meeting is Monday, April 6, 2009.

Respectfully submitted:

Secretary, *Cheryl Braxton*



A Premier Planned Community in West Hanover Township, PA

**Bradford Estates Property Owners Association (BEPOA)
Board Meeting Minutes
Monday, March 16, 2009**

Attendees: Treasurer - President - Kevin Gemmell, Member-At-Large - Dan Combs, Treasurer - Linda Perry, Vice President - Vince Kane and Secretary - Cheryl Braxton; also in attendance was Caldwell & Kearns Attorney Paul Leicht.

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

I. CALL TO ORDER

The meeting was called to order at 5:38PM by Kevin Gemmell and seconded by Cheryl Braxton. This was an unscheduled meeting to primarily discuss the appeal process for the Work Release Facility ordinance.

II. WORK RELEASE FACILITY (WRF)

Paula Leicht informed the Board that West Hanover Township Board of Supervisors (BOS) followed all the correct procedures concerning the ordinance for the WRF. The notice of public hearing and enactment concerning the WRF was posted on the Township Building on 1/19/09, in advance of public hearing date of 2/2/09. The entire ordinance regarding the WRF was published in the Patriot News on 1/19/09 and 1/26/09. The ordinances concerning the WRF presented to the County and Township were the exact same documents. Paula stated that Caldwell & Kearns advises the Board not to pursue a procedural challenge regarding the WRF since the Township followed the correct procedures. Paula left the meeting at 6:05pm.

However, the Board could pursue another course of action. This would mean that the Board could request certain stipulations be added to the ordinance via amendment such as:

- a. Defining the term 'non-violent criminal'
- b. Request that the WRF not allow visitors
- c. Establishing a reporting procedure for the WRF whereby the Township will be informed of resident status at the facility at all times
- d. Requesting a fence around the facility
- e. Creating or joining an advisory council

Additionally the Board could track the licensing process (look for improprieties) for the WRF; but this would take an enormous amount of time and resources.

Note: West Hanover Township was targeted for this type of facility mainly because the Township did not have an ordinance in its municipal code for this type of facility. Thus the WH BoS was forced to quickly create an ordinance for this type of facility and it appears that the interests of the residents who live near this facility were not entirely considered.

The Board took a vote on whether to continue our appeal to the Township against having the WRF located next to the Township building. A formal appeal would cost BEPOA a significant amount of money in legal fees given the complexity of the issues involved. The Board unanimously voted to discontinue our appeal to the Township. The Board will look at other ways to appeal to the BoS. As a side note, the owner of the WRF has

stated that he would like to create a Citizens Advisory Council for the WRF; no further information available at this time.

III. WEST HANOVER TOWNSHIP BoS VACANCY

There is a vacancy on the West Hanover Township Board of Supervisors. Matt Gordon, a resident of BE, is on the ballot as a Republican candidate for the May primary.

IV. COMMUNITY YARD SALE

BEPOA was asked to consider paying for the advertising cost for the BE community yard sale. A vote was taken by the Board with three members voting against paying for the advertising cost and two members abstaining.

V. SPRING CLEAN-UP

BEPOA was asked to organized a spring clean-up for BE. The Board agreed not to get involved this year and stated that individual residents are more than welcome to initiate this on their own.

VI. L&A APPROVAL PROCESS

A brief discussion was held concerning the approval process from point of receipt of request to final disposition.

The meeting was adjourned at 6:30PM.

The next scheduled meeting is Monday, April 6, 2009.

Respectfully submitted:

Secretary, *Cheryl Braxton*



A Premier Planned Community in West Hanover Township, PA

Bradford Estates Property Owners Association (BEPOA)

BEPOA Board Meeting Minutes

Tuesday, April 7, 2009

Attendees: President Kevin Gemmell, Treasurer Linda Perry, Secretary Cheryl Braxton,

Not Present: Vice-President Vince Kane, At-Large Member Dan Combs

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

I. CALL TO ORDER

The meeting was called to order at 6:40PM.

II. LANDSCAPE/ARCHITECTURE

A brief discussion was held regarding the removal of dead trees in the development. BEPOA hired a contractor to cut and remove a number of dead trees in the common areas. It should be noted that one of the trees slated to be cut by the contractor was cut down by a resident. A resident had an issue with a tree cut by the contractor; tree branches were left on the resident's property. Situation resolved as contractor will remove the branches.

Landscape and Architecture Committee will schedule an in-person meeting soon. Linda requested that we institute some standards for privacy fences. The L&A committee will draft policy for three types of privacy fences for townhome patios: (1) wood, (2) poly vinyl and (3) arborvitae trees. Executive Board will review and vote on draft policy prior to implementation.

Searer's landscaping contract is in place for Spring and Summer 2009. Contract is up for renewal in October 2009.

III. FILO MONEY

This money has not yet been spent. BE paths will not be paved as the FILO money can not be used for this project. Kevin will schedule a workshop with the West Hanover Board of Supervisors in reference to the FILO money; prior to the end of May. Purpose of the workshop will be to provide BE's input for the use of the FILO money.

IV. WORK RELEASE FACILITY

The water/sewer issue with the WRF is public knowledge as information about it was in the Paxton Herald. We have not been made aware as to when this facility will be operational as there are some building code and ordinance issues that must be resolved prior to this facility opening.

V. FINANCIAL UPDATES

BEPOA income taxes for 2008 have been completed and filed; our tax liability was \$0.00. All of our financial accounts are in good standing. Legal fees spent for reviewing our options regarding the WRF

totaled \$1,312.50. Our collection rate for POA dues is around 95%. We thank each of you who are consistent with paying your POA dues on time.

VI. ISSUES/POLICIES

The recurrent problems with trash and animal waste seem to be under control. We ask that you be diligent in containing your trash and cleaning up after your pets.

VII. ELECTIONS

BEPOA will have two Board positions up for re-election in June; Vice President and Treasurer. More information will be sent to you under separate cover.

There is a vacancy on the West Hanover Township BOS; Matt Gordon, a resident of BE is on the ballot as a candidate.

VIII. ANNUAL RESIDENT MEETING

Annual POA meeting is scheduled for Wed, June 24, 2009. Plans are to hold the meeting in the common area (on the hill) behind the townhomes in the 200 block of Buckley Drive.

The meeting was adjourned at 7:25PM.

Next Board Meeting scheduled for June 8, 2009

Respectfully submitted by Secretary, *Cheryl Braxton*



A Premier Planned Community in West Hanover Township, PA

Bradford Estates Property Owners Association (BEPOA)

BEPOA Board Meeting Minutes

Tuesday, June 9, 2009

Attendees: President - Kevin Gemmell, Vice President - Vince Kane, Treasurer - Linda Perry and Secretary - Cheryl Braxton Not Present: Member-at-Large Dan Combs

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

I. CALL TO ORDER

The meeting was called to order at 6:08PM. A quorum was present.

II. ELECTIONS

The two positions up for re-election are Vice President and Treasurer. Vince Kane stated that he would run again for Vice President and Linda Perry stated that she was not running for Treasurer; however if no resident runs for this position, Linda stated that she would remain as Treasurer. As of this meeting, the Board has not received any nominations from residents to run for these positions.

Board has to obtain current information from PMI as to exactly how many units are occupied in order to determine the proxy number for the Annual Homeowners' meeting. The required voting body, in person or by proxy, is 20% of residents. An estimate stands at 270 units occupied so 54 votes are needed. The Board had a brief discussion on waiving POA dues for Board members. This will be discussed further by the Board after the BEPOA General Meeting on June 24, 2009.

III. ANNUAL MEETING

The annual meeting will be held on Wednesday, June 24, 2009 at 6:30PM in the common area between the 200 and 300 blocks of Buckley Drive. The tent and moon bounce have been reserved. Light snacks will be provided. Notice concerning meeting will be posted a week prior to the meeting and Kevin will send an email. The approximate cost of annual meeting items is \$650.00.

IV. BOARD MEMBER REPORTS

A. Landscaping and Architecture

- Violation letters were sent to two units that built decks over rear basement window without approval. The policy going forward will be that owners can put a covering over rear window well but it must be removable in case of fire and firemen need to access that point of entry wearing their full fire fighting back pack. This is state building code requirement.
- Residents that have carved out tanbark sections in the rear of their homes will be fully responsible for maintaining the tanbark to include weeding.
- The Board does not like to get involved in neighbor disputes such as a basketball court between two town homes and the problems/damages that can be caused with children

playing basketball. Residents have to learn how to resolve their own disputes amongst neighbors.

- It was decided that no resident is allowed to put any type of fence in the front on their home to protect plants from animals.
- The Board was notified of apparent illegal drug activities taking place on the walking paths behind the single homes, especially after dark. Residents should call the State Police immediately if this is suspected.
- Notices will be sent to owners of single family homes regarding the proper disposal of grass clippings. There was one incident with a resident dumping their grass clippings in the woods adjacent to the single family homes and now it has created an awful odor. The Board will ask Searers to remove the clippings and in the future violators will be fined the amount that it costs the BEPOA to have the area cleaned up.
- Searers' will be notified of their need to be cautious with trimming some of the newer shrubbery.
- Letters will be sent to single family owners to remind them that they need approval before making L&A modifications.

B. Financial

BEPOA is financially sound with approximately \$90,000 in reserves. Fortunately, we did not spend a significant amount of money on snow removal this past winter. Approximately \$4,800 remains outstanding in collections for dues and fines.

C. Work Release Facility

The facility has received a conditional sewer permit and construction is beginning. There will be a Township-sponsored Citizens Advisory Board since it appears as if this WRF will be operational before year-end.

D. Updated Policies

No solicitation of any kind is allowed in the development. BEPOA policies will be reiterated at our annual meeting on June 24, 2009.

The meeting was adjourned at 7:28PM.

Respectfully submitted by Secretary, *Cheryl Braxton*



A Premier Planned Community in West Hanover Township, PA

Bradford Estates Property Owners Association (BEPOA)

BEPOA Annual General Meeting Minutes

Wednesday, June 24, 2009

Board Members Present – Vince Kane, Linda Perry and Cheryl Braxton

Board Members Absent – Kevin Gemmell and Dan Combs

PMI – Susan Egolf

The meeting was held under a tent in the common area of the community between the 200 and 300 blocks of Buckley Drive.

A. CALL TO ORDER

The meeting was called to order at 6:36PM by the Vice-President, Vince Kane and properly seconded.

B. ITEMS FOR DISCUSSION

1. Welcome and Introductions of Board Members
2. Election Process and Results

The positions of Treasurer and Vice-President are up for reelection as the initial term has expired. Initially there was a delay in the election process as there was not enough votes to hold the election. Prior to the end of the meeting, the voting number requirement was met with 40 owners present and 11 proxy votes for a total of 51; 46 was the required number to hold an election. Vince Kane was reelected Vice President and Mark Kissinger was elected Treasurer. Each position is a three-year term.

3. Board Member Reports

Financial – Susan Egolf gave our financial report.

2008: \$ 99,241.62 income; \$ 128,605.98 expenses; \$29,364.36 deficit

A deficit occurred because of the improvements we made to the circle and the hill behind the 200 and 300 blocks of Buckley Drive. At the end of 2008, we had \$43,109.80 operating fund account and \$52,892.70 in our reserve account. For 2009 thus far, we have taken in \$57,549.04 and our expenses have been approximately \$44,600.00. Susan stated that we have a positive cash flow.

A few questions were raised concerning our finances:

Q. If we stay on budget for the remainder of the year, will we break even? A. Yes.

Q: Has there been any legal action for owners who have not paid their dues? A: Yes and the situations have been rectified.

Q: When houses are resold, is the initiation fee paid again? A: Yes, the \$200.00 is paid.

Landscape and Architecture – Linda briefly spoke about the L/A process. Linda stated that the process is working rather smoothly and the residents appear satisfied with the process. One resident did ask that the process for L/A requests be explained and Linda went over the process.

Linda will continue to facilitate the L/A approval process and Vince will continue to deal directly with Searers for landscaping issues. Vince explained some general L/A issues that effect single family homes, namely proper disposal of grass clippings. Townhome residents were reminded that if they have extended areas in the rear and need mulch, they need to contact Susan @PMI.

Vince notated some specific concerns from residents; Radle Road condition have caused some residents to get flat tires, path behind SF homes continues to wash out in certain areas and standing water.

WRF and Citizens Advisory Board – Facility has been approved and construction has begun. The only hurdle to the WRF is sewage; they can ask and pay to tie into BE's sewer or be allowed to tie in to the sewer on the other side of Route 22. WRF will house non-predatory women offenders. When the Citizens Advisory Board is created, BE will get one seat on the Board. As more information is received on this, we will pass it along to residents.

FILO and Dog Park Idea – Park behind Township building cannot be constructed because the area contains wetlands. BE to suggest that the FILO money be used for a community-wide facility; similar to the Friendship Center. A discussion was held concerning illegal activity on the paths behind the SF homes. BE to put signs along the paths limiting the time frames for which individuals can be on the paths.

4. Policies

BEPOA policies, including trash, L&A, dogs and noise, were reiterated.

5. Open Floor

Residents voiced their concern over skateboarding in BE. Vince informed those in attendance that if they want to make changes in the Development, they have to voice their concerns and be willing to participate/volunteer.

6. Future Board Meetings

Next Board meeting is August 3, 2009; residents can attend but they must properly notify the Board within 48 hours of the meeting.

7. Adjournment

The meeting was adjourned at 7:42PM by Vince Kane and properly moved and second.

Respectfully submitted by Secretary, *Cheryl Braxton*



A Premier Planned Community in West Hanover Township, PA

Bradford Estates Property Owners Association (BEPOA)

BEPOA Board Meeting Minutes

Monday, October 5, 2009

Attendees: President – Kevin Gemmell, Vice President – Vince Kane, Treasurer – Mark Kissinger, Secretary – Cheryl Braxton, and Member-at-Large – Dan Combs

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

I. CALL TO ORDER

The meeting was called to order at 6:44PM. Mark Kissinger was welcomed as our newest member to the Board in his role as Treasurer.

II. BEPOA 2010 BUDGET

PMI has submitted the budget for calendar year 2010 for BEPOA. POA dues will remain the same. The Board voted and unanimously approved the budget submitted by PMI. Kevin will send a letter to Susan at PMI notifying her of our approval.

III. WAIVER OF DUES FOR BOARD MEMBERS

A discussion was held concerning the waiver of POA dues for Board members during their tenure on the Board. The Board voted and unanimously approved to adopt this resolution. Kevin will send a letter to our lawyers asking them to review and determine if this violates our by-laws. If this passes through our lawyers, this will become effective January 1, 2010.

IV. BACKGROUND CHECKS FOR BOARD MEMBERS

A discussion was held concerning background checks for Board members. The Board voted and unanimously agreed to require background checks and place on file in BEPOA records. Each person will be reimbursed for the background check which can be completed through the PA State Police's self-service website. Any new Board members must have a clean criminal history before they are allowed to serve.

V. RENTAL PROPERTY AMENDMENTS

The Board held a discussion on rental properties and some of the persistent problems that have occurred with rental properties. The Board has considered establishing fines for repeated problems that occur in rental problems such as police intervention, two or more complaints from neighbors regarding the condition of the property, by-laws broken etc. The Board unanimously voted in favor of adopting provisions whereby rental properties that are sold cannot be purchased for rental and would have to be for owner occupancy only. Current rentals would be grandfathered until a new owner purchases the property. Kevin will send this proposed by-law amendment to our lawyer to solicit advice on this proposal's legality and propriety.

VI. OTHER ISSUES

- Letter received from resident concerning a car that is repeatedly parked in front of her mailbox. Not really a Board issue but, resident will be advised to contact State Police as well as the post office as it is illegal to block access to a mailbox.
- Letter received from a resident regarding neighbors parking in extra parking spaces, blocking people in, in the units that have the large driveways with the extra spaces. Letter will be sent to all the units in BE that have these extra spaces; asking neighbors to be courteous to each other.
- BE newsletter will be sent out in the coming weeks. There will be a Fall Festival on October 17, 2009 @2:00pm on the hill behind the homes in the 200 block of Buckley drive. Residents should look for email and/or upcoming newsletter for specific details.
- Owners who are selling their homes should advise their sales agents that “sale signs” are not allowed in the circle. The sale sign can be placed in the front yard on the home.
- FILO Money – discussed asking the township to build a *Dog Park* in part of the 6 1/2 acres of land that we own at Sarhelm and Sterling Roads. Another idea was a *Community Garden* but a brown fields study would have to be completed to determine whether or not the land is suitable for growing edible plants. Kevin will discuss with Adam Klein (WH Board of Supervisor) and send an email to residents who may want to start a Dog Park Committee.

VII. BOARD MEETINGS

The Board voted and unanimously approved a motion to hold meetings on a quarterly basis effective immediately. It was agreed that PMI has been assisting greatly with issues in the community. The Board will continue to hold “call meetings” as deemed necessary.

The annual POA meeting will continue to be held in late June. The next Board Meeting is scheduled for January 2010, date TBD.

The meeting was adjourned at 8:00PM.

Respectfully submitted by Secretary, *Cheryl Braxton*