



A Premier Planned Community in West Hanover Township

**Bradford Estates Property Owner's Association (BEPOA)
BEPOA Board Quarterly Meeting Minutes
Monday, January 23, 2012**

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

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

A. CALL TO ORDER

The meeting was called to order at 6:34PM by Kevin and seconded by Mark Kissinger.

B. ITEMS FOR DISCUSSION

1. Budget – Board members reviewed December 2011 financials. Revenues have been greater than projected due to a decrease in expenses. Mark continues to provide the Board with information on our spending patterns. We are under budget as of 12/31/11. We will continue to monitor our financials so that we will have ample time to request an increase in POA dues, if that becomes necessary.
2. Snow Removal – Brief discussion of snow removal policy. It was noted that some residents cleared their own snow this past weekend. Searers' cleared snow in the development according to our contract with them; according to timeframe of providing snow removal within four hours of snow stopping. We applaud those residents who were proactive in clearing their snow.
3. FILO - Kevin received an email from a Steve Millard regarding the use of FILO money by West Hanover Township supervisors. Mr. Millard is of the opinion that the township has not correctly used the FILO for which it is intended; new recreational facilities in the township. As a result, Mr. Millard needs help with this from concerned township residents. The BE Board has no opinion on this issue at this time. However, Kevin will send an email to residents to advise them of this issue and also give them Mr. Millard's contact information so that anyone willing to get involved will have the opportunity to do so.
4. BE Newsletter – ReMax has contacted the Board expressing an interest to provide a free newsletter for BE residents while advertising their business. ReMax will absorb all costs of the newsletter.
5. ASAP Overflow Parking – There are times when ASAP events cause parking congestion on both sides of the street leading into BE. The township has posted signs that restrict parking to one side of the street. This may create more problems for BE because people will probably park in our circle.
6. Resident Complaints – The Board has not received any resident concerns/complaints lately.

Kevin called for adjournment at 7:10PM and it seconded by Mark Kissinger. The next quarterly Board meeting will be in April.

Respectfully submitted by Secretary,

Cheryl Braxton



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**Bradford Estates Property Owner's Association (BEPOA)
BEPOA Board Quarterly Meeting Minutes
Monday, April 2, 2012 – 6:30pm**

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

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

A. CALL TO ORDER

The meeting was called to order at 6:32pm by Kevin and seconded by Mark Kissinger.

B. ITEMS FOR DISCUSSION

1. Budget – Financials are in good shape due to lack of expenditures on snow removal.
2. PMI – PMI continues to file judgments as necessary for homeowners who are negligent in paying BEPOA dues.
3. Landscape – Preliminary schedule of key landscaping services have been posted to the website.
4. BE Newsletter – ReMax produced and distributed 1Q 2012 newsletter to BE residents during the winter and will be sending out another one in late April.
5. Community Yard Sale – Email sent to residents concerning future yard sale and who to contact if interested.
6. Residential Complaints – A few complaints were received regarding scrapes on some of the recently resealed driveways by the landscapers during snow removal. Board briefly discussed this and minor scrapes are to be expected when snow is removed using professional heavy duty equipment.

Meeting adjourned at 7:04PM and second by Cheryl Braxton. The Annual Owners' meeting will be held Wednesday, June 27, 2012 in the common area between the Buckley Drive loop.

Respectfully submitted by Secretary,

Cheryl Braxton



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**Bradford Estates Property Owner's Association (BEPOA)
BEPOA Annual Owners' Meeting Minutes
Wednesday, June 27, 2012 – 6:30pm**

Attendees: President – Kevin Gemmell, and Secretary – Cheryl Braxton; PMI – Susan Egolf
Absent: Vice President – Dwayne Laird, Treasurer – Mark Kissinger, Member-at-Large Dan Combs

The meeting was held at in the common area within the Buckley Drive loop

A. CALL TO ORDER/VERIFICATION OF QUORUM

The meeting was called to order at 6:32PM by Secretary, Cheryl Braxton and seconded by President, Kevin Gemmell. Election for the position of treasurer will be held towards the end of meeting as we do not have a quorum of 51 households at this time. It was explained to homeowners that the Board has the ability to appoint someone to a position for one year in the event we cannot satisfy the quorum needed to hold an election.

B. FINANCIAL REPORT

- Currently we are operating in the black due to a minimum of snow removal cost during the 2011-2012 winter season.
- ~Eighty percent (80%) of our budget goes towards snow removal/landscaping costs.
- Any owner wishing to inspect our financials can do so upon notifying the Board.
- Homeowner dues will remain the same.
- Mark Kissinger, Board Treasurer, tracks and makes budget projections based upon our expenses each month.

C. LANDSCAPING REPORT

- All permanent exterior changes must be requested and approved thru the Landscaping/Architecture Committee. The 'Declaration and By-laws' outline this as BE is a 'planned community'.
- Board asks that residents review all policies listed on our website.
- L&A committee needs more members as currently there are two members and the Board has been helping out with decision-making. L&A approvals are done via email.
- Garden/Landscaping Policy was updated (June 2012) and placed on the website for review.

D. QUESTIONS AND ANSWERS FROM THE FLOOR

Q. Does the Board and/or PMI inspect L&A changes once completed?

A. PMI walks thru the community quarterly and notates violations. Letters are sent to households in violation of any policy.

Q. Do I have to submit a request to replace a dead tree or shrub?

A. No. If you want to replace with something totally different, then you must submit a request.

Q. Can you explain the home (as you enter the circle) with the garden?

A. The Board explained the situation with this L&A request and how we are currently working with the owners to be in compliance with the policy.



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Q. Will the path in the woods be trimmed?

A. Yes it will be trimmed.

NOTE – the shrubs in the townhouses should be trimmed next week.

Q. Will the BE sign in the front of the development be cleaned up or painted?

A. The Board will address this concern.

Q. Will any work be done to the bridge on the path?

A. There are no plans to stain the bridge. BE just has to maintain this area as this was installed by the builder.

Q. A newly re-sealed driveway was damaged by the landscaper during a snow removal; can anything be done about it?

A. If you have an issue, you must bring it to the attention of the Board as soon as you identify a problem caused by the landscapers.

Q. What's being done to homes that have not had their driveways re-sealed?

A. Driveways have to be maintained by the owners.

Q. Is any action taken against owners who need to stain decks, replace screens etc?

A. PMI sends out violation letters and fines are levied for those who do not make the required repairs.

Q. Will anything be done to the property at Sarhelm and Sterling? What happened to the farmer who used to mow and bale the area?

A. We have discussed various uses for this property but, high tension wires make it unsuitable for almost anything. The use of this area would be a huge liability for the POA. We asked the farmer to stop cutting the grass because the land was deeded over to Board; he was only cutting grass twice a summer and it was a liability for us if something happened to that farmer while he was cutting grass.

Q. If we rent our homes out, do we have to notify the Board?

A. Yes, the Board must be notified.

Q. What is being done to ensure that renters obey policies?

A. We expect that the owners will advise their renters of our policies. PMI sends out violation notices to the owner when renters are in violation of any policy.

E. ELECTIONS

There were 43 households represented; 8 short of a quorum. We asked those present to state whether or not they would like to have Mark Kissinger appointed to the position of treasurer for a one year term and all were in favor. Mark Kissinger will remain as Treasurer until next year's elections.

F. ADJOURNMENT

The meeting was adjourned at 7:11pm. The next Board meeting will be held October 8, 2012.

Respectfully submitted by Secretary,

Cheryl Braxton



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**Bradford Estates Property Owner's Association (BEPOA)
BEPOA Annual Owners' Meeting Minutes
Sunday, 14 October, 2012 – 1:00pm**

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

The meeting was held at 202 Berkley Drive.

A. CALL TO ORDER

The meeting was called to order at 1:02PM and seconded by Dwayne Laird.

B. ITEMS FOR DISCUSSION

2013 BEPOA Budget:

PMI prepared a draft 2013 budget for BE and sent copies to all Board members for review and approval. There was an extensive Board discussion concerning past, current and future expenses and income based upon PMI's analysis and the analysis Mark completed for the Board. PMI recommends that we increase POA dues in 2013 based upon their projection of expenses exceeding income. The Board voted to approve the 2013 budget as presented by PMI without any increase in POA dues at this time. A letter will be sent to PMI advising them of Board action on the 2013 budget. The Board strongly agrees that our finances are in good shape and that we project to carryover a healthy balance into 2013 based upon the fact that we had very low snow removal cost at the beginning of 2012. The Board also discussed our reserve account. When necessary, money from the reserve account will be moved to our operating account to pay expenses. The Board agreed to keep a minimum of \$15,000.00 in our reserve account at all times.

NOTE: The Board will very closely monitor snow removal cost for the 2012/2013 winter season. Should snow removal cost exceed the budgeted amount of \$30,000.00 for the season, the Board will invoke a one-time assessment for the owners of Townhomes (they receive all services for snow removal) in the month of April 2013. It should also be noted that we may have to increase POA dues effective January 2014; dues have remained the same for singles and townhomes, \$25.00 and \$53.00 per month since the opening of this development. A letter will be sent to all homeowners explaining this and it will be posted to the BEPOA website.

Mandatory Retention Pond Improvements

BEPOA received correspondence from West Hanover Township (WHT) regarding mandatory retention pond policies as mandated by the Department of Environmental Protection. All retention ponds in WHT must be kept clean and have proper water flow. BE has been notified that the Sarhelm Road retention pond does not have proper water flow and must be brought up to code. Kevin met with Dan Rosario from WHT and Andy from Searers; they looked at the retention pond and discussed what needs to be done to bring it up to code. Andy will provide BEPOA with an estimate for the retention pond work. The Board has questioned WHT as to why this is our problem rather than going after Yingst; the developer who was allowed to build the retention pond as it is with approval from WHT. The answer is pending. All the retention ponds in the development will be looked at to see if modifications are needed. Depending upon the cost of these mandatory corrections; this may justify the need to raise dues in January 2014.



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Landscaping Improvements

There are several areas throughout the development that need to be weeded and seeded for grass as determined by WHT. We expect to have this work done sometime this fall.

Resident Issues

None to report.

Meeting was called to adjournment at 2:00PM by Dwayne Laird and seconded by Mark Kissinger. Next quarterly Board meeting will be in January 2013.

Respectfully submitted by Secretary,

Cheryl Braxton