



A Premier Planned Community in West Hanover Township

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**Bradford Estates Property Owners Association (BEPOA)  
Quarterly Board Meeting  
Monday, April 8, 2013**

**Attendees:** President – Kevin Gemmell, Vice President – Dwayne Laird, Treasurer – Mark Kissinger, and Secretary – Cheryl Braxton. 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 6:34PM by Kevin Gemmell and seconded by Dwayne Laird. NOTE: The Board did not meet the 1st quarter of 2013.

**B. ITEMS FOR DISCUSSION**

1. BEPOA Financials – PMI has recommended the BEPOA Board increase POA dues for 2014. Their recommendation is based upon the effects of major snowstorms during the 2013-2014 winter season. The Board has been monitoring our financials each month very closely. Due to lack of significant snowfall during the 2012-2013 winter season, we are reluctant to increase dues as we are running in the black. However; we may have to increase POA dues do to mandatory retention pond improvements (see next section) as dictated by WH Township as well as to increase our reserves to a level recommended by PMI.
2. Mandatory Retention Pond Improvements – Residents were informed about this subject in our 4th quarter 2012 meeting minutes and subsequent letter. We expect to have a quote from Searers regarding this project within the next week or two. Additionally, we will be asking Searers to replace some dying trees along Sarhelm Rd and other common areas. We will have a better idea of the need to raise POA dues after we review the estimates.
3. Annual BEPOA Meeting – The meeting will be held Wednesday, June 26, 2013 @ 6:30PM on the hill behind the 200 block of Buckley Drive. During this meeting residents will have the opportunity to elect/re-elect candidates for President, Treasurer and Member-at-Large. The term for each position will be 3-years. If necessary; the Board will discuss a POA dues increase for January 2014. Letters will be sent out shortly to homeowners regarding the annual meeting & election.
4. Resident Issues – Trash on trash day continues to be a problem, especially on high wind days. The Board asks that you review the Trash Policy on our website. A reminder will go out to all residents about our trash policy in the forthcoming resident letter. A resident complaint from December 2102 regarding snow removal in the circle when there is less than the minimum for contractor removal was discussed. No changes were recommended to the Snow Policy at this time & residents are reminded to abide by WH codes for snow removal of less than 3 inches.
5. Miscellaneous - BEPOA now has a Twitter account @BradfordEstates where anyone can follow us for information concerning our development. Kevin will discuss with PMI their need to do walkthroughs of the development and draft letter about the annual meeting and forward to Board for review prior to sending to PMI.

Meeting was called call to adjournment at 7:10PM by Dwayne Laird and seconded by Mark Kissinger. Board will meet prior to Annual Meeting; date and time TBD.

Respectfully submitted by Secretary,

*Cheryl Braxton*



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**Bradford Estates Property Owners Association (BEPOA)  
Annual Owners' Meeting Minutes  
Wednesday June 26, 2013 – 6:30PM**

Board Attendees: Kevin Gemmill, Dwayne Laird, Cheryl Braxton and Dan Combs  
Board Absence: Mark Kissinger (work travel)  
PMI – Sue Samuels (in place of Ally Ball who was ill)

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

**A. CALL TO ORDER/VERIFICATION OF QUORUM**

The meeting began at 6:38PM. Elections for the positions of President, Treasurer and Member-at-Large were to be held at the end of the meeting as there was not a 20% quorum of 51 households to hold an election when the meeting commenced.

**B. FINANCIAL REPORT**

- For the second year in a row we are operating in the black due to minimal snow removal cost during the 2012-2013 winter.
- 80% of our yearly budget is for landscaping and snow removal.
- We are pleased to state that homeowner dues will remain the same for 2014 but an increase is expected starting in January 2015 for townhomes.
- Mark Kissinger, Board Treasurer, continues to track and project our expenses on a monthly basis and advises the Board of needed action. We are grateful for the analysis that Mark provides each month.

**C. LANDSCAPE & ARCHITECTURE REPORT**

All landscaping projects must be approved prior to beginning any work. Please see the BEPOA website for our landscaping policy. All requests can be submitted on-line via our website from the Landscaping and Architecture page.

- Trespassing on property was discussed. The Board asks that we all be considerate and not intrude on the property of others.
- Trash in the development was discussed. The Board asks that all residents adhere to the Trash Policy that is listed on our website. Due to the large amount of trash that accumulates throughout the development, the Board asks Searers to clean up the trash especially around the retention ponds and wetlands. These areas have to be kept clean according to West Hanover Township and DEP Code.
- Brief discussion on Waste Management; residents were concerned because trash was picked up in the development today between 5:45AM and 6:30AM. Most of the development was missed as residents had not put their trash out yet.



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#### D. QUESTIONS AND ANSWERS FROM THE FLOOR

Q: Can we use the plot of land near Sarhelm and Sterling Roads?

A: Area is unsuitable for use do to the high tension wires pose a huge liability for BE.

Q: What happened to the BE newsletter?

A: ReMax Realty will begin producing the BE newsletter in exchange for free advertising and underwriting our website & domain name costs.

Q: Is there a link to PMI on the website?

A: Yes.

Q: How do I get added to the BE email list?

A: You can sign-up on the BEPOA website.

Q: What's the status of the BE entrance sign?

A: The entrance sign & mailboxes will be painted in the near future.

Q: Can we install speed bumps in the development?

A: The Board will take this up at their next board meeting in October.

Q: How many rental properties are there in BE?

A: PMI will provide that information to the Board tomorrow.

#### E. ELECTIONS

Quorum # of 51 not reached; 43 in attendance/proxy. No new candidates had been nominated. The Board asked those in attendance if they favored extending the positions for the current President, Treasurer and Member-at-Large for an additional 3-year term. Those in attendance unanimously agreed. Board will consider electronic voting next year to increase participation.

#### F. ADJOURNMENT

The meeting was adjourned at 7:15PM. The next Board meeting is Monday, October 7, 2013.

Respectfully submitted by Secretary,

*Cheryl Braxton*



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**Bradford Estates Property Owners Association (BEPOA)  
Annual Owners' Meeting Minutes  
Wednesday October 9, 2013 – 4:30PM**

Board Attendees: Kevin Gemmell, Dwayne Laird, Cheryl Braxton, Mark Kissinger and Dan Combs

The meeting was held by conference call.

**A. CALL TO ORDER**

The meeting began at 4:30PM.

**B. FINANCIAL REPORT**

- Mark Kissinger, Board Treasurer, continued his analysis and recommended against raising dues at this time despite PMI's suggestion of a 17% increase for 2014. The Board unanimously agreed based on 25% capital reserve account balance and no major capital improvement projects in the near future.

**C. LANDSCAPE & ARCHITECTURE REPORT**

- Some owners/residents have asked to have some seed planted in bare spots and Searers has agreed to do this at minimal cost to the POA.
- The Board agreed to ask Searers to pay a resident for use of their water for the circle plantings.
- The Board is prepared financially for above average snowfall removal.

**D. OTHER ISSUES**

- Sign painting was completed and mailbox painting will be finished by end of October.
- A letter will be sent to owners/residents addressing issues, including the following:
  - a) Safety concerns from residents with school bus pickup & dropoff
  - b) Renting homes
  - c) Dog leashes and curbing
  - d) Property lines and respect for yards
  - e) L&A requests and fines

**E. ADJOURNMENT**

The meeting was adjourned at 5:05PM. The next Board meeting is Monday, January 7, 2014.

Respectfully submitted by Secretary,

*Cheryl Braxton*