



A Premier Planned Community in West Hanover Township, PA

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**Bradford Estates Property Owners Association (BEPOA)**

**BEPOA Board Meeting Minutes**

**Monday, February 11, 2008 – 6:30PM**

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

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

**I. CALL TO ORDER**

The meeting was called to order at 6:37PM.

**II. OLD BUSINESS**

None

**III. TRASH POLICY**

Board members discussed the problems in the development with trash.

Board members walk through the Development on trash day and notate which addresses are in violation of the policy. The Board unanimously agreed to amend the trash policy to allow for trash in heavy-duty green or black trash bags to be placed curbside after 6:00AM on day of trash collection. The trash must be securely tied when using trash bags. This information will be added to our website.

**IV. EMAILS**

Some online submissions from residents concerning trash issues were read.

**V. FINES/LETTERS OF VIOLATION**

A homeowner was fined for refusing to properly dispose of a Christmas tree after repeated notices from the BEPOA. Another homeowner was fined for repeated violations of the trash policy.

**VI. LANDSCAPING**

Discussion was held concerning a final bill that was received from Outdoor Expressions for chemical treatments to the Development. The bill was paid.

Vince raised a question as to what budget year funds was the current landscaping contractor being paid from. Vince will obtain that information from Sowers to ensure that the correct budget year funds are being used.

**VII. BUILDER/DEVELOPER ISSUES**

We received correspondence from the lawyer who was looking into whether or not the transfer of documents to the BEPOA from Yingst was done properly. We were informed that all transfers were in order. The lawyer had two recommendations for the Board; (1) hire an independent engineer to assess

the walking path; have the assessment put in writing and then we (BEPOA) could present this to Yingst, asking that they make corrections to the path and (2) do an audit to determine whether or not Yingst paid all the expenses for the common areas prior to turnover to the BEPOA. If we have made all the payments since the beginning, we can ask Yingst to reimburse us as it appears as if it only became our responsibility at the point of transfer, although the Declaration language is confusing. Vince is to obtain the accounting information from Sowers and Linda will review the documents and entries. Other options for the walking path would be to deed it back to the township but some property owners may end up losing some of their property due to easements or pave the path ourselves. The Board will continue to revisit the walking path issue.

#### VIII. FILO MONEY

Kevin will attend a Township Supervisor's meeting in the coming months in order to discuss the FILO money and what we would like to see done with it.

#### IX. PROPERTY MANAGEMENT COMPANY

The Board discussed the continued use of Sowers in managing our development. No changes will be made at this time.

#### X. MISCELLANEOUS

Discussion was held concerning the speed limits in the Development. It was stated that the speed limit sign on south Bradford Blvd is incorrect at 25MPH; it should say 20MPH; the Township will be notified of the need for correction.

Kevin will reach out to households that are behind in their BEPOA dues prior to sending formal letters.

Bill Rittenhouse, Sowers property manager has provided us with a list of all houses which distinguish owner occupied versus rental property.

A request was made to have a note put on the website concerning driving speed limits in the Development as a lot of people are ignoring the speed limits as well as driving around the entrance circle the wrong way.

Money received from fines will be added to the general budget but marked as separate group.

#### XI. NEXT MEETING

To be scheduled in early April.

The meeting was adjourned at 8:05PM.

Respectfully submitted by Secretary, *Cheryl Braxton*



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## **Bradford Estates Property Owners Association (BEPOA)**

### **BEPOA Board Meeting Minutes**

**Tuesday, April 8, 2008**

**Attendees:** President Kevin Gemmell, Vice-President Vince Kane and Secretary Cheryl Braxton., Resident/Owner Brandon Moist and Owner Peter Moawad. Absent were Linda Perry and Dan Combs.

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

#### **I. CALL TO ORDER**

The meeting was called to order at 6:38PM by the President Kevin Gemmell and seconded by Vince Kane.

#### **II. OLD BUSINESS**

Brandon Moist came before the BEPOA Board to explain what transpired between the old homeowner's board and himself concerning his request and approval for a deck. There was a lack of communication between the old Board and Mr. Moist concerning what type of deck he was approved for; subsequently the final deck is not what was previously approved. Landscaping Committee has concerns with the part of the deck that extends beyond the house and is visible from the street. Mr. Moist has offered some solutions and Vince Kane will re-visit the site this coming week. Vince will discuss with the landscaping committee and decide upon a resolution.

#### **III. ITEMS FOR DISCUSSION**

1. Walking Path and Common Areas - discussion was held concerning complaints from residents about the condition of the path.
2. Trash - a lengthy discussion was held concerning this issue. Violation letters and fines continue to be sent out on a weekly basis. There has been some improvement with the trash situation in the development. Stoltzfus has agreed to provide us with a dumpster on April 26, 2008. The dumpster can be used for outside debris as well as non-bulk trash items from your house. Notice to be placed on the website. Peter Moawad came to the meeting to discuss a trash violation letters and fines at one of his properties in BE. After discussing with the Board and presenting pictures, The Board waived the fines as it was another resident who violated the policy. Mr. Moawad was relieved that it was not his tenant and congratulated the Board on the work we were doing and informed us that he holds all of his tenants to very high standards.
3. Landscape and Architecture - numerous requests received by the Committee. Some approvals have been granted and some are still pending. The Landscaping Committee will develop a policy on awnings as requests have been received by the Committee. Whenever the policy is adopted, townhomes that elect to do this must have it match their siding whereas single homes can have it match their siding or their trim. Sunbrella Sunset will be the approved manufacturer for the awnings. Discussion ensued about automating the website for landscape/architectural requests

which will result in an instant approval for some requests. More research will be done on this. The Committee is also to adopt a policy for Christmas lights which can be put up after Thanksgiving and must be taken down by January 15<sup>th</sup>. Discussion concerning the replacement of front doors and that doors must be replaced with the same type of existing door; for the townhomes, the door can be changed but all the doors in each cluster must be changed to match. Committee to also look at developing policy for privacy fences in the townhomes.

4. FILO Update - Kevin attended the West Hanover Township Supervisor's Meeting. Township to use the FILO money for building a park near the township building. FILO must be spent by the end of 2009, otherwise it could be returned to the developer, Yingst.
5. Outstanding Association dues - Board discussed this situation as there are some serious delinquent dues. We will use the remainder of the money that was set aside for the lawyer to begin collection action against those who are delinquent.

#### IV. OTHER BUSINESS

The Board reviewed complaints received on the website concerning trash, violation letters, dying trees and landscaping concerns.

#### V. ANNUAL MEETING

A suggestion was made that the Annual POA meeting be held outside at the circle entrance to the development. A final decision is pending and is to be discussed at the next Board meeting in May.

Meeting was adjourned at 8:42pm. The next Board meeting will be the 3<sup>rd</sup> week of May.

Respectfully submitted by Secretary, *Cheryl Braxton*



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**Bradford Estates Property Owners Association (BEPOA)**

**BEPOA Board Meeting Minutes**

**Tuesday, May 8, 2008**

**Attendees:** President Kevin Gemmell, Vice-President Vince Kane and Treasurer Linda Perry; Absent were Secretary Cheryl Braxton and Dan Combs.

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

**I. CALL TO ORDER**

The meeting was called to order at 6:37PM by the President Kevin Gemmell and seconded by Linda Perry.

**II. OLD BUSINESS**

None – this was an emergency meeting called to discuss Landscape & Architecture request approvals and other pressing POA business

**III. ITEMS FOR DISCUSSION**

- Approvals for landscape & architect granted by the L&A committee were accepted by the Board.
- Grub application for townhomes and tree bug application for all tress in the community approved – email sent to singles for them to opt out.
- Idea about mulch border for townhome patio was presented and to be clarified at annual meeting – Board voted to allow residents to add this area if desired, cost to be paid by resident
- Discussions around violation sanctions for all policies
- New landscaping & architecture policies will be developed and posted shortly
- Discussions around web-based system to speed up approval request process
- Update given on outstanding dues and collections
- The next Board meeting will be Monday, June 16.

Meeting was called for adjournment by Kevin and seconded by Linda at 8:42pm.

Respectfully submitted by President, *Kevin Gemmell*



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**Bradford Estates Property Owners Association (BEPOA)**  
**BEPOA Board Meeting Minutes**  
**Monday, June 16, 2008**

Attendees: President Kevin Gemmell, Vice-President Vince Kane, At-Large Member Dan Combs, Treasurer Linda Perry, Secretary Cheryl Braxton, Sowers Property Manager Bill Rittenhouse and Resident/Owner Colleen Brindamour.

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

**I. CALL TO ORDER**

The meeting was called to order at 6:30PM by the President Kevin Gemmell.

**II. ITEMS FOR DISCUSSION**

**1. Issues/Complaints from Owners**

- a. Colleen Brindamour came before the Board to discuss the embankment behind the 100/200 blocks of Buckley Drive. The problem is the steep embankment behind these houses and the difficulty with mowing this area. Our landscaper has mowed the area a few times this season but it is a very difficult area to mow because of how it sits. Lack of mowing has caused an infestation of ticks, turtles and snakes. The Board will continue to discuss this and come up with a long term solution. However, in the meantime, those residents directly affected can come together as a group and appeal to Yingst/Stoltzfus because of the manner in which the area was developed and ask for their help with correcting this area.
- b. Damages to the rainspout in one of the Town homes by the landscaper. Complaint will be directed to Landscaping Committee for resolution.
- c. Discussion was held about how often grass is mowed
- d. Discussion about Townhouse and discontinuance of allowing them to be rented out. This was tabled for a later time.
- e. Walking path wash-out. This was tabled for a later time.
- f. Other complaints were received about tree replacements, electronic payments, dog waste left on properties and cigarette butts throughout the Development.

**2. Trash**

Some complaints came in about the trash in the neighborhood, but overall there has been a significant improvement with the trash. List of outstanding fines to be reviewed for further action.

3. Landscaping & Architecture Requests

Discussion held concerning the front entrance circle. Landscaping committee presented a draft plan for adding trees and new flowers to the entrance circle. We have received an estimate of \$4500.00 from Searer's Landscaping to do the work. Board discussed the plans and Vince Kane made a motion that we proceed with the beautification of the entrance circle and approve \$4500.00 of unbudgeted money be used for the project. All five Board members approved the motion. Vince and his committee will draft policy on awnings and decks so that owners understand what they can do in these areas.

4. Path/FILO Update

Nothing new to report but Kevin will continue to ask West Hanover Township Board about this.

5. Past Due Association Fees

Significant improvements have been made in collecting outstanding dues. Board has been successful with the judgments that have been file.

6. General Meeting on June 25, 2008

- a. Hornungs will need a check for the cost of the tent and the moon bounce.
- b. Advance doors will provided us with a donation for the purchase of light refreshments for our Annual meeting.
- c. No nominations have been received for the Secretary position which is scheduled for re-election.
- d. Agenda to include reports from Board officers, vote for Secretary position, presentation by Advance Doors, general resident concerns and an open discussion period for owners which will be limited to two-three minutes. The final agenda will be posted to website prior to meeting.

7. Other Items

- a. Discussion of signs in the circle, mainly those advertising homes for sale (exception is Ken and Stoltzfus). Kevin made a motion that the Landscaping Committee draft sign policy for the entrance circle that states no signs are allowed in the circle without the expressed written permission of BE association. Motion unanimously carried.
- b. Brief discussion concerning changing the BEPOA Annual meeting to September because of the poor attendance rate during the month of June

NOTE: Dan combs left meeting at 8:00PM, Board meeting was adjourned at 8:47PM.

Respectfully submitted by Secretary, *Cheryl Braxton*



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**Bradford Estates Property Owners Association (BEPOA)  
BEPOA Annual General Association Meeting  
Wednesday, June 25, 2008**

Board Members Present – Kevin Gemmell, Vince Kane, Dan Combs, Linda Perry, Cheryl Braxton and Sowers Realty Management – Bill Rittenhouse.

The meeting was held under a tent on the entrance circle to our Community.

**A. CALL TO ORDER**

The meeting was called to order at 6:30 PM by the President, Kevin Gemmell and second by Cheryl Braxton.

**B. ITEMS FOR DISCUSSION**

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

The position of Secretary was on the ballot for reelection as the initial term had expired. Cheryl Braxton, the incumbent was the only name on the ballot as there were no candidates nominated from the floor. A quorum of 20% or 45 owners in attendance or proxy votes were needed. At the time of the vote, there were 50 owners in attendance and 13 proxy votes; for a total of 63 votes. Cheryl Braxton was reelected to the Board. NOTE: After the vote was held, 7 additional owners joined the meeting already in progress along with 1 additional proxy vote.

3. Advanced Door and Sash

Representatives were on hand to provide an overview of their awning products which meet the guidelines as prescribed by the Landscape/Architecture Committee. Additional information will be posted to our Website. The Board thanked Advanced Doors and Sash for their \$100.00 donation to us for the purchase of snacks and beverages at our meeting.

4. Board Member Reports

**i. Landscape & Architecture – Vince Kane**

Awnings – Home owners can have awnings installed if they adhere to the established guidelines. Only the color of the awning needs to be approved and the 1st owner in the cluster of Town homes (TH) establishes the color for the remaining homes in that cluster. Owners of single homes can have the color of their awning match their trim or siding.

Doors – Storm doors can be installed without formal approval as long as it is in accord with the established storm door policies.

Patio Modification – Vince provide a draft design of what modifications can be made to your patio without formal approval as long as you adhere to the established policies. Additionally the Board



recommends that owners of TH mulch around their patio and AC units to prevent damage to the concrete by the landscapers when the grass is mowed. TH with existing Builder supplied decks can put patios in under their decks if they follow the existing patio deck policies.

Exterior Doors – exterior doors can be repainted but the color must match as closely as possible to the original exterior door color.

Lightning Strikes – Brief discussion was held concerning the two lightning strikes in the townhomes area that recently occurred. Information will be posted to the website about installing lightning rods and the name of a company that does installation. If enough people are interested, the Board will try to get a preferred group rate.

#### ii. Financial – Linda Perry

Linda reported that we have a \$30,000.00 contingency fund. POA dues are being collected at a 98% rate. Dues will remain at \$53.00 a month for TH and \$25.00 a month for singles.

#### iii. Builder/Developer – Dan Combs

There are no major issues before us. New owners reminded to take advantage of their year-end warranty issues as the Board will not be in a position to help you with these issues beyond the 1st year. Dan discussed the beautifications made to the entrance circle based upon Board meeting vote on June 16, 2008. More electrical work will be needed to the circle than originally anticipated; the Landscape/Architecture will monitor the progress. A brief discussion was held concerning the street sweeping. Yingst remains responsible for street cleaning and have stated that it will be completed by June 30, 2008.

#### iv. FILO/Path/Other – Kevin Gemmell

Approximate value of the Fee in Lieu Of (FILO) money is \$320,000.00. The money can be used for a park, recreation area or something of that nature near the Development. The Board has been pressing the West Hanover Township officials with ideas on how to use the FILO money. If the money is not spent without a certain amount of time, it will be returned to the developer, Yingst. Any resident owner can ask the Township to become a member of the committee that decides how the money will be spent. The walking path issue was revisited; the Developer remains responsible for its upkeep. The Board will continue to monitor this situation. The maintenance of berms around the 100 and 200 blocks of Buckley and entrance circle was discussed. Some concerns were raised with the mowing of the hills in certain areas of the Development. These areas will be mowed sporadically because they present a problem with getting equipment in to mow because the areas were improperly established. We will look at the feasibility of putting in crown vetch in these areas. If a resident sees a street light out, they can write down the pole number information and report it to PPL rather than sending the information to the Board.

#### v. New and Other Policies

There has been a great improvement in the trash situation based upon the revised trash policy. It should be noted that signs are not allowed in the entrance circle except for the Builder/Developer and the Marketing Agent – Ken Huebsch. Signs are also not allowed in common areas for any reason nor in front of homes unless they are being sold. All existing policies will be updated and posted to the website. Please curb your pets to your own property and adhere to the pet policy. A question was raised as to whether a fence could be erected around the retention basin in back of the 400 block of

Bradley Blvd. Yes, it can be erected as long as it meets the requirements and those directly affected by this will be financial responsibly for this project. The Board is looking onto implementing an on-line payment for POA dues. We ask that residents visit our website frequently for information and updates.

The Board was congratulated on what they have done thus far for the POA.

#### 5. Open Floor

A comment was made concerning a lack of response from Bill Rittenhouse/Sowers, concerning owner issues. There have been problems in the past concerning no response but, there has been a significant improvement from Bill. Bill took the time to explain what his duties are for the POA. The Board advises the owners/residents that we are exploring the option of finding another management company and possibly taking over the functions ourselves in order to save the POA money. Question asked concerning individual landscaping services from Searers. Anyone is free to call Andy at Searers and contract with them for individual services.

#### 6. Board Meetings/POA Annual meeting

Board meetings will be held quarterly beginning in July 2008. Residents were asked if they were interested in moving the POA annual meeting to September in order to get a better resident turnout. There was a 50-50 split for June vs September. This will be revisited. As a side note, approximately \$500.00 was spent on the rental of the tent for the meeting and the Moon Bounce for the children. By bringing the meeting to the Development we had a better than average attendance.

#### 7. Adjournment

The meeting was adjourned at 8:36 PM by the President, Kevin Gemmell and seconded by Linda Perry.

**SPECIAL NOTE:** Immediately following the POA Annual meeting, an Organizational Meeting of the Board was held. The meeting was called to order at 8:48 PM by the President Kevin Gemmell and seconded by Vince Kane.

A motion was made by Kevin Gemmell to keep all the Board positions the same, and it was seconded by Dan Combs. The vote was unanimous to keep all the positions the same. This meeting was adjourned at 8:58 PM by the President Kevin Gemmell and second by Cheryl Braxton.

Respectfully submitted by Secretary, *Cheryl Braxton*



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## **Bradford Estates Property Owners Association (BEPOA) Board Meeting Thursday, July 10, 2008**

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

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

### **I. CALL TO ORDER**

The meeting was called to order at 6:32 PM by the President Kevin Gemmell and second by Vince Kane.

### **II. POLICIES**

Board members discussed the various policies that we already have in place and are available on our website. Board discussed in depth policy concerning privacy fences. A decision was made by the Board to not approve any more requests for privacy fences at this time; until we can come up with a revised policy on privacy fences. Vince Kane will advise an owner of the Board's decision in respect to their privacy fence issue. Each Board member will look at the policies for the following and revise as necessary according to what the Board has already approved:

Storm/screen doors – Cheryl

Awnings – Dan

Satellite dishes – Kevin

Exterior lighting – Linda

Garden areas, patios, decks – Vince

After each of these policies are reviewed and finalized, they will be posted to the website and owners wishing to make changes will not need approval as long as they strictly adhere to what is stated in the policy.

### **III. WEST HANOVER TOWNSHIP MEETING 7/21/08**

Discussion held concerning the next West Hanover Township Supervisor's Meeting on 7/21/08. As many Board members need to be in attendance at this meeting so that we can state our position for the use of the FILO money that is being held. Money has to be used for some type of recreation project such as a band shell, recreation park etc. Board discussed deeding paths and some undevelopable land near Sarhelm back to the Township.

### **IV. SOWERS REALTY MANAGEMENT**

Discussion of terminating our relationship with Sowers Realty Management Company was held. While there has been some improvement with Sowers, the Board feels that it is time to find a new management company on an interim basis. Board voted and we unanimously agreed to notify Sowers

of the termination of their services. Kevin has obtained information from PMI, he will review and find out if they will work for us for a 3-6 month period. We will also look into finding an accountant to handle our books; a bank that can accept our POA dues on line and the remaining responsibilities should be able to be handled by the Board. The Board will discuss all of this again at its next meeting.

The meeting was adjourned at 8:46PM by the President, Kevin and second by Linda.

Respectfully submitted by Secretary, *Cheryl Braxton*



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**Bradford Estates Property Owners Association (BEPOA)  
BEPOA Board Meeting Minutes  
Wednesday, August 25, 2008**

Board Members Present – Kevin Gemmell, Vince Kane, Dan Combs, Linda Perry, Cheryl Braxton

Held at 202 Berkley Drive

**A. CALL TO ORDER**

NOTE: This was a “CALL” meeting to discuss obtaining a new property management company. The meeting was called to order at 6:43 PM by the President Kevin Gemmell and seconded by Vince Kane.

**B. TRANSITION INFORMATION**

Kevin provided information on PMI. It should be noted that the BEPOA Board met with PMI on August 6, 2008 to discuss property management and services that they provide. Other property management companies were contacted but none of them provide services for developments. PMI will provide the same services and more than we currently receive from Sowers. Sowers currently charges us \$8.13 per property regardless of it being a single or townhouse. PMI will charge us \$9.00 per townhome and \$3.00 per single home. Under PMI’s plan, based upon a unanimous Board vote, Vince Kane and his landscaping committee will remain in charge of landscape/architectural requests until proper notice is given to the Board. If BEPOA decides to contract with PMI, it will cost approximately \$700.00 more per year.

A motion was made by Kevin Gemmell, to terminate our business with Sowers and contract with PMI. A vote was taken and the decision was unanimous to hire PMI.

Kevin will properly notify (30-day notice) Bill Rittenhouse, Property Manager at Sowers of our decision to terminate their contract. Kevin will contact Susan Egolf of PMI and begin the transition process. We will initially ask for a six month contract with PMI to determine if our needs are being met.

**C. LEGAL INFORMATION**

We have approximately \$1100.00 left on our retainer fee. Some of this will be used to file judgments against homeowners who are seriously delinquent with their association dues. The Board has reached out with letters to delinquent homeowners, but for some, it is necessary to proceed with legal action because of their unresponsiveness.

#### D. LANDSCAPE/SNOW REMOVAL CONTRACT

Searers has put together a proposed three-year contract for the Board. Searers wants us to at least sign the snow removal contract ASAP because it is nearing the end of the mowing season. The Board voted and agreed unanimously to extend the Snow Removal portion of the contract with Searers. The Board wants PMI to look at the Landscape portion of the contract and advise us as to whether it is in line with what we need for our Development.

#### E. FILO

Brief discussion held concerning the FILO money based upon the workshop that the Township held in July. Essentially, no real decision has been made for how to use the FILO money. Our Board will have to consistently stay on top of this with the Township. NOTE: Dan Combs had to leave the meeting at this point, 8:00PM.

#### F. OTHER BUSINESS

Vince will set up individual meetings with homeowners whose homes boarder areas of the hills throughout the community to discuss solutions to the problems. Board may offer some financial assistance to correct some of the problems but, ultimately, the homeowners will have to bear the financial responsibility. Landscape committee will also discuss what to do with the areas around all of the retention ponds. Board also reviewed a recommendation made by the landscaping committee concerning a homeowner's request to paint rear outdoor step as well as the board that sits below the sliding glass door. Standard approval is step only and with a natural stain. Board overrode Landscaping Committee decision and owner can paint both areas a color that matches their trim on the house.

#### G. ADJOURNMENT

Next Board meeting will be in early September. Meeting adjourned at 8:45pm, Linda seconded it.

Respectfully submitted,

Secretary Cheryl Braxton



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**Bradford Estates Property Owners Association (BEPOA)**

**BEPOA Board Meeting Minutes**

**October 13, 2008 – scheduled for 5:30pm**

Attendees: President Kevin Gemmell, Vice-President Vince Kane, PMI Representative, Susan Egolf, Treasurer Linda Perry, Member-at-Large Dan Combs and Secretary Cheryl Braxton.

BEPOA Board members and Susan Egolf, PMI property manager for BE, walked the Development from 4:30pm until 6:00pm. The purpose of the walk-through was to assess the Development and make note of issues that need to be addressed with ALL residents. Immediately after, the Board and Susan Egolf met at 6:10pm, at 202 Berkley Drive, Harrisburg, PA 17112.

**I. PMI UPDATES**

POA dues - Susan stated that approximately 1/3 of the residents have signed up for auto payment of POA dues. Letters will be sent to owners asking if they want POA payment coupons for 2009. Coupons will only be sent to those who request them.

Sowers – Susan stated that they have received bills from Sowers for services rendered. Board requested that the bills be paid. PMI is still receiving financial documents from Sowers. PMI continues to review documents during transition period from Sowers; Board will be advised accordingly.

**II. FILO UPDATE**

Approximately 54 individuals responded to the Ped Pathway survey. Results are listed on our website. Results of the survey will be sent to Adam Klein, West Hanover Township Board of Supervisors' member. BE Board to attend a workshop (date unknown) with the Township so that we can submit our recommendation for use of the FILO money (correcting some of the walking paths in the Development)

**III. SIGN POLICY**

Political signs are allowed 30 days prior to an election and must be removed no later than the 3rd day after the election. The new Sign Policy will be posted to the website along with some other policies such as the Enforcement/Sanction Policy.

**IV. LANDSCAPE/ARCHITECTURE**

Linda has agreed to help Vince out with some of the tasks due to personal circumstances. A discussion of the hill and walking path behind the homes in the 200 and 300 blocks of Buckley Drive was held. Continued maintenance will be required by the BEPOA due to poor construction of the hill and path. Searers' has submitted a plan and estimated bill of \$5,000 - \$6,000 to remove path, seed and grade the hill and put some additional greenery in that area. Board agreed to have the path removed and have area reseeded. Information will be posted to the BE website concerning this project.

Meeting closed at 6:45pm. Next Board meeting date TBD.

Respectfully submitted by Secretary, *Cheryl Braxton*



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**Bradford Estates Property Owners Association (BEPOA) Board Meeting  
Monday, December 8, 2008**

Attendees: President Kevin Gemmell, Member-at-Large Dan Combs and Secretary Cheryl Braxton. A quorum of Board members was present.

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

**A. CALL TO ORDER**

The meeting was called to order at 7:05PM by Kevin Gemmell and seconded by Dan Combs.

**B. ITEMS FOR DISCUSSION**

**1. Guest Issue**

A property owner dropped off proof of dues payment for 4th quarter of 2008; Sowers had shown them delinquent. The owner provided another check to PMI and this will put them ahead for 2009.

**2. PMI Transition**

Board will request that PMI provide us with a status report every two weeks of work completed for the BEPOA. For the most part, owners are happy with the transition to PMI; no complaints have been received. The Board will ensure that PMI completes a walkthrough of the development every two months as part of our agreement with them.

**3. Board Member Reports**

- a. Landscape and Architecture – The L&A Chair was not available for the meeting. It should be noted that as of this meeting, if a modification to a home requires a builder's permit, a copy of the permit must be submitted along with the request for modification to the Board for approval prior to any work being done. All L&A requests submitted via the website go directly to PMI for tracking purposes and are filtered to the L&A committee. The Board will be able to access submissions for review purposes. Trash problems are under control but reminder will go to all residents in next PMI communication concerning our trash policy since we are into the winter months and subject to strong winds.
- b. Financial - The Board reviewed the 2009 budget submitted by PMI and will not approve it until all Board members can vote on it. Some questions remain for 2008 budget and Kevin will follow-up with PMI.
- c. Builder/Developer Issues - A resident has a problem with a broken sewer line from street to inside house. Neither the builder nor the developer is willing to help as the home is out of warranty period. The Board is unable to help with this problem. The Board informed that owner with downspout issue; problem not resolved as of this meeting. L&A Chair will follow-up. It should be noted that sidewalks designated for repair have been completed.



- d. FILO/Path - The Board will be attending a 1/12/09 meeting with West Hanover Township Supervisors to present our case for how the FILO money should be spent.
- e. New and Other Policies - The Board will wait until all Board members are present before voting on updated policies and will also then decide how to proceed with enforcement/sanctions.
- f. Miscellaneous - One resident remains seriously delinquent with their POA dues. The Board will discuss some options with our lawyer before proceeding as this resident has ignored all of our letters. BEPOA website needs to be updated with Microsoft FrontPage software. Initially, a Board member was able to get us the software for free, but is no longer in the position to get us the update. We need to purchase our own at the cost of approximately \$250.00, which will give us a perpetual license. This action is pending until we get an actual price on software.

Adjournment was motioned by Kevin, seconded by Dan and meeting adjourned at 8:28PM.

Next Board meeting, February 2, 2009

Respectfully submitted by Secretary, *Cheryl Braxton*