



A Premier Planned Community in West Hanover Township, PA

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

### **Special Board Meeting Minutes**

**Wednesday, July 13, 2016**

The meeting location was changed from the common area of Bradford Estates to Ted's Bar and Grill, as agreed by a majority of the board, in consideration of a request to not have the meeting outside from Janice Butz and due to rain.

Board Attendees: Kevin Gemmell, Dwayne Laird, Stacey Connors (arrived late due to work commitments), Janice Butz, and Scott Zeller

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

The meeting was called to order at 5:34 p.m. by Kevin and seconded by Scott.

#### **II. FINANCIAL REPORT**

- Scott and Alan Merfeld, financial liaison, presented information on finances.
- There is a \$19,000.00 outstanding balance owed by unit and single family homeowners of accumulated monthly BEPOA fees. Some of these owners are on a payment plan and some have been summoned to court. PMI has a process in place. It files with the district court citing those in arrears and the owner receives a summons.
- Kevin recommended to Scott that he can ask Antoinette from PMI for an aging report.
- The following options were suggested to resolve the arrears issue:
  1. Retain a collections agency
  2. Restrict services to these owners
  3. Retain a lawyer
- Janice moved to retain a collection agency to pursue the payment of those in arrears. Dwayne seconded the motion. The board voted unanimously in favor of this motion. Motion carried.
- Kevin made a motion to acquire bids from 3 different collection agencies. Dwayne seconded this motion. Scott and Alan will pursue this as members of the Finance Committee.
- Scott and Alan planned to meet on Friday, July 15 with PMI's in-house accountant to review financial information but Alan will attend alone and record minutes because Scott cannot make it. Kevin recommended that they ask the accountant what percentage of the budget should be kept in reserve. Kevin thought that presently it was 35%.



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### **III. LANDSCAPE AND ARCHITECTURE**

- New mulch was dispersed in the neighborhood this year. It should have been scheduled to be turned over. Kevin said that he would address this with Searers.
- Scott moved to terminate BEPOA's contract with Searers, the landscape/snow removal company. Stacey suggested that we investigate other companies as an option. Scott suspended his motion.
- In light of residents not knowing when lawn treatment is scheduled, Kevin said that a notification can be placed on the BEPOA website and also tweeted on Twitter.
- Dwayne and Scott will work together to research other contractors that perform landscaping and snow removal. It would not be necessary to have the same company contracted for both.
- Dwayne made a motion to buy flags to be distributed to unit owners to designate the shrubs and trees that they do not want the landscapers to trim. Kevin seconded the motion and added that the flags will be purchased at BEPOA's expense. The vote was unanimously in favor. Motion carried.
- Scott recommended that PMI maintain a list of those unit owners who requested flags to place on their properties. Kevin recommended that we consider it the homeowner's responsibility to place the flags.
- Dwayne will review with Andy Searer a clarification which specific trees will be scheduled to be trimmed.
- BEPOA is paying for landscaping services that are done or as it requests as per the contract with Searers.

### **IV. PAINTER: RE: Bradford Estates Sign at Entrance to Community**

- Scott asked the painter to be specific in the estimates with comments, email it back to Scott, and he will email it to the other officers.
- Kevin suggested putting out bids on painters.

### **V. DRIVEWAYS**

- The policy on driveway sealing needs to be clarified to address:
  1. Resealing driveways
  2. Address common driveways for repairs and sealing
- This will be listed under "to be determined" and considered for a committee to decide.

### **VI. COMMERCIAL VEHICLES**

- At present two residents and Scott Zeller have volunteered to assist Stacey, Chairperson of this committee, to review the Commercial Vehicle Policy.



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- Kevin made a recommendation to allow Barry Mattern of ASAP to use our common area and, in return, Barry could allow residents who have commercial vehicles park them at ASAP overnight. There was no final discussion or vote on this matter but Kevin said he would contact Barry.

## **VII. WEST HANOVER TOWNSHIP RELATED BUSINESS**

- Regarding the notification of a resident that has requested from WHT to place a handicapped spot near his home, the board, collectively, has no opinion on this matter.
- Kevin has been in touch with Brian from WHT zoning. Kevin sent a picture showing road cracks. There is also a hole in the road. Brian will send the roadmaster out to investigate. Kevin received an email from Brian today asking to discuss the matter regarding the ped path. The Board has 2 choices: 1. Pay a fine, 2. Redo the ped path. BEPOA is in contact with WHT regarding the ped path issue.

## **VII. COMMITTEES**

- Dwayne made a motion to have the committees email their reports to each board member. Janice seconded the motion. The vote was unanimous in favor of the motion. Motion carried.

## **IX. ADJOURNMENT**

- The meeting was adjourned at 7:18 p.m. The next scheduled board meeting is October 3.

*Janice Brady*