



A Premier Planned Community in West Hanover Township, PA

Bradford Estates Property Owner's Association (BEPOA)

BEPOA Board Quarterly Meeting Minutes

Monday, January 11, 2010

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.

A. CALL TO ORDER

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

B. ITEMS FOR DISCUSSION

1. Review of October 5, 2009 Board Meeting Minutes: Two issues revisited: Background Checks for Board Members and Waiver of POA dues for Board Members during their tenure on the Board.
2. Board Eligibility Policy: A draft of the new policy for Board members was reviewed; basically all Board members have to have a clean background check, with certification placed on file with BEPOA and have owned their home for a least a year before becoming a Board member. Board members voted on the policy and it was adopted unanimously. It will be posted to the website.
3. Residential Concerns: None to discuss.
4. By-Law Resolution Process and Results: Each owner was mailed a ballot for two amendments to our BEPOA By-laws; one waiving POA dues for active Board members and the other prohibiting existing rental properties from being re-sold for the purposes of being a rental property; must be a owner/occupied sales. Not enough responses were received to act upon either amendment. Notice will be placed on website to remind owners to vote on these amendments.
5. Board Member Reports
 - a. Financial: BEPOA is in good financial shape. No increase in dues is expected in the near future.

- b. Landscape & Architecture: Established process for approvals is working and there are no outstanding issues.
- c. WRF and Citizens Advisory Board: Work Release facility is operational. Citizens Advisory Board has not yet been established.
- d. FILO and Dog Park: Kevin has to follow-up with West Hanover Township Supervisors regarding the use of the FILO money and the possibility of a dog park.
- e. Policies – Snow Removal, Trash and Dog Curbing: No real issues with the trash. Discussion was held concerning some issues with dog curbing. Most situations have been resolved; however a violation letter will be sent to one household identified as problematic. Discussion concerning snow removal policy was held. Vince will find out from the Township what their expectations for snow removal of less than three inches. Based upon that answer, BEPOA will provide guidance to Searer's for additional snow removal services for less than three inches of snow; specifically sidewalks throughout the development and the circle. BEPOA also looking for volunteers to help out the elderly/disabled with snow removal of their driveways when we have three inches or less of snow. Vince discussed the need to remove a tree in the development in the spring and this will be discussed again. Lastly, Board discussed for need to obtain alternate staff person at PMI to handle issues in Susan's absence. Kevin will follow-up with Susan and forward information to Board members.

The next BEPOA Board meeting is scheduled for Monday, April 12, 2010.

The meeting was adjourned at 7:33PM and seconded by Dan Combs.

Respectfully submitted by Secretary, *Cheryl Braxton*



A Premier Planned Community in West Hanover Township, PA

Bradford Estates Property Owner's Association (BEPOA)
BEPOA Board Quarterly Meeting Minutes
Monday, April 12, 2010

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.

A. CALL TO ORDER

The meeting was called to order at 6:45PM by Kevin and seconded by Cheryl.

B. ITEMS FOR DISCUSSION

1. Special assessment recommendation by PMI: Kevin received a letter from PMI recommending that BE owners be assessed a one-time amount of \$45.00 to replace the extra money we spent on snow removal during this past winter (2009-2010) as a result of three major snowstorms. We spent nearly \$11,000.00 over budget on snow removal but over \$70,000.00 still remains in reserve. Kevin made a motion to vote on the recommendation made by PMI. The Board voted and unanimously agreed to **not** follow the recommendation and assess the budget after next winter.
2. Landscaping issue referred to the Board: Board discussed landscaping requests that are outside the normal scope of requests such as planting flowers or edging front lawns with pavers. Board will approve specific request that was referred to us under the following conditions: both neighbors must agree and put it in writing, the structure can be no more than 17 feet wide; each side of the structure must have a minimum of 18 inches of mulch and 19 feet in length from patio door (11 additional feet). PMI will be directed to send out letters to get neighbors agreement. Landscaping and Architecture Committee and PMI will be advised that all request that involved building something from the ground up must be sent to the Board for discussion and final decision.
3. Citizens Advisory Board for WRF: Kevin to schedule a meeting with Terry Davis, the owner of the facility, in the near future. Several other Board members and/or residents may attend if their schedules permit.
4. Community Yard Sale: We have received several inquiries regarding a community yard sale. The previous organizer is unable to organize this event. Cheryl will advise those who are interested they can do it themselves

5. Board elections: Positions of President and Member-at-Large are up for re-election. PMI will be asked to send out election information to residents.
6. Miscellaneous: This year, trees will be injected as opposed to being sprayed for Japanese beetles. This will greatly reduce the amount of tree destruction by the beetles. It should be noted that immediate results will not be seen this year, as it will take time for the injections to work.
 - The \$50.00 assessment for mulching around townhomes is due by May 1st.
 - The area around the retention pond will be mulched by BEPOA as we are now responsible for its upkeep. Vince will discuss with Andy the idea of adding flowers and or trees along Sarhelm Road.

The next BEPOA Board meeting is scheduled for Thursday, June 10, 2010 to prepare for the annual meeting. The annual BEPOA Owners' meeting is scheduled for Wednesday, June 30, 2010.

A motion to adjourn was made by Kevin at 7:45PM and seconded by Vince.

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
Wednesday, June 10, 2010**

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

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

I. CALL TO ORDER

The meeting was called to order at 6:45PM by Kevin and seconded by Vince.

II. ANNUAL MEETING

Preparations, including the tent rental and snacks, have been arranged by Kevin. The sign to announce the annual meeting will be posted on Thursday, June 24. Nominations will be taken from the floor and, if necessary, floor nominees will have 30 days to provide a clean PATCH check if elected. PMI will be asked to send out proxy letters and an agenda early next week.

III. L&A APPEAL

An owner came to state their case that the privacy screen they installed should stay in place. PMI sent the resident a letter requesting they remove the screen. The owner appealed to the Board and the Board decided unanimously to have the owner remove the screen for not following the specifications on the website.

IV. L&A REQUESTS

- Board unanimously agreed to change “poly” to “composite” when describing lumber options for privacy screens.
- Board unanimously approved the updated privacy screen policy.
- Board unanimously approved the updated patio policy with the amendment concerning in “landscape needs”.
- Steps for decks on Radle were discussed after the L&A Committee voted to approve. Vince will request more information including a sketch before the Board provides a final approval to residents.
- Board unanimously denied a resident’s request to install a vinyl privacy fence.
- Board approved a charge for a resident’s replacement spouting will be included in the tent rental and snack reimbursement from PMI.

V. L&A COMMITTEE

It was unanimously agreed that all Board members will see a copy of all L&A Committee recommendations, via PMI, who then sends to all Board members for final approval. Kevin will speak to Susan about titling the subject of emails appropriately to enable tracking of requests by house number.

VI. ELIGIBILITY POLICY

Discussion ensued on the nomination and voting process. The Board unanimously agreed to remove the clause concerning owning a home for at least one year before being eligible for a Board position in light of the lack of nominations.

The meeting was adjourned at 9:33PM.

Respectfully submitted by *Kevin Gemmell*



A Premier Planned Community in West Hanover Township, PA

Bradford Estates Property Owners Association (BEPOA)

BEPOA Annual General Meeting Minutes

Wednesday, June 30, 2010

Board Members Present – Kevin Gemmell, Mark Kissinger, Dan Combs and Cheryl Braxton

Board Members Absent – Vince Kane

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/VERIFICATION OF QUORUM

The meeting was called to order at 6:45PM by the President, Kevin Gemmell and properly seconded Dan Combs. There were 71 households in attendance which surpassed the quorum of 51 households needed to hold the annual meeting and election process.

B. INTRODUCTION OF BOARD MEMBERS

Kevin introduced the BEPOA Board members and our PMI manager, Susan Egolf. Kevin also gave a brief description of what we do as a Board.

C. NOMINATIONS AND ELECTIONS

The terms of the current President and Member-at-Large had expired. Two Board positions were open. There were no nominations received prior to the meeting. Nominations were requested from the floor of the meeting and none were received. Kevin and Dan will remain in their positions for another three years unless they resign. Board positions would remain status quo and the election process was closed. On a side note, Kevin stated that additional members were needed for the Landscaping and Architecture Committee, which is currently comprised of two residents.

D. FINANCIAL REPORT

BEPOA is operating in the black. BEPOA was audited by the IRS and we passed the audit. Operating/cash account is slightly under \$18,000.00. Reserve account is slightly under \$52,000.00. We went over budget on snow removal during this past winter as we had several large snowstorms. Currently there are about 8 accounts that are more than \$1,000.00 behind in association dues. PMI has been diligent in taking appropriate actions with these accounts. PMI has a formula that they use to determine which past due accounts get processed for summons.

E. QUESTIONS AND ANSWERS FROM THE FLOOR

Q. Are there any restrictions on what we can use our liquid assets on?

A. No, but if anyone has a suggestion they can bring it to the Board for consideration

Q. Are we going to do anything with the plot of land near Sarhelm Rd?

A. The land is not really suitable for anything because of the overhead wires. The liability would be too great if we made it into a playground. It would be too expensive to develop for a dog park. Additionally, the FILO money set aside when our community was developed has already been spent by WH Township.

Q. What is being done with the hill adjacent to IFR, behind 100/200 blocks of Buckley Drive?

A. The soil is in poor condition right now and eventually will be filled with Crown Vetch, most likely in the fall.

Q. What do I need to do if I share a driveway and want to re-seal it?

A. You need to get your neighbor to agree and both have it done at the same time.

Q. Can you provide information on fences?

A. Fences are not allowed in the townhomes, but we do allow for privacy screens and you must follow the policy on our website.

Q. We paid the \$50.00 assessment in the spring to have the areas in the back of our townhomes mulched and the mulch has washed away, will anything be done?

A. Board will follow-up with the landscapers and get back to the residents who document their specific concern by email.

Q. Why did we have to pay the \$50.00 assessment for the mulching and we did not have a chance to agree to it?

A. Kevin explained that we thought it was a good idea and would alleviate damage to patios and siding during mowing season. Board will reevaluate this at our next meeting.

Q. Can we be notified in advance of when the landscapers will be fertilizing and also informed of the fertilizer components?

A. Schedule of fertilizations will be provided as well as its components.

Q. How can we be sure that owners will not be allowed to do just anything to the outside of their property?

A. We try to allow some individuality but, any changes must be approved in writing prior to modification.

Q. Can the overgrowth on the walking path in the woods be trimmed?

A. We will request a quote from Searers (landscaper) and decide if it is feasible.

Q. Aren't residents responsible for the upkeep of their decks?

A. Yes and they must send in a request prior to staining the deck. A walkthrough by PMI is forthcoming and residents will receive a letter if applicable.

Q. How do I enroll in auto payment of BEPOA dues?

A. Susan took down the names of those interested and anyone else can contact PMI directly for more information.

Q. What is the current status the Work Release Facility?

A. Kevin gave a brief overview of how it evolved.

Q. What do I do about my sewer drain that was not graded properly?

A. BEPOA will contact Yingst to have corrections made once resident details the issue by email/

Q. When will Radle Road be dedicated?

A. We don't know but any resident may contact WH Township about this.

Other Information:

- Please curb your dog and remember to always clean up after them.
- Remove trash cans from front yards.
- Don't park in front of the mailboxes which delays mail being delivered.
- Be mindful of speed limits when driving through the development.
- Residents will soon have access to their account information on the PMI website.
- Residents wanted BEPOA Board to revisit policy change in barring rental properties.
- The initial vote did not garner the 80% response needed for a Declaration change.

F. ADJOURNMENT

Meeting was adjourned at 8:10PM by Kevin Gemmell and properly moved and seconded by Mr. Trovinger.

Respectfully submitted by Secretary,

Cheryl Braxton



A Premier Planned Community in West Hanover Township, PA

Bradford Estates Property Owner's Association (BEPOA)

BEPOA Board Quarterly Meeting Minutes

Monday, October 4, 2010

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

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

A. CALL TO ORDER

The meeting was called to order by Kevin at 6:37PM and seconded by Cheryl Braxton.

B. ITEMS FOR DISCUSSION

1. A homeowner attended tonight's meeting to discuss a problem with wet basement walls in his end unit town home. This issue is thought to have occurred during the spring when Searers' landscapers mulched the areas in back and along end unit town homes. The Board agreed to have Searers' redo the area and once resident is satisfied that the problem has been resolved; he will pay the one-time \$50.00 fee that was assessed each unit for this special project.

2. Review of pending issues from BEPOA annual owners' meeting June 30, 2010

a. *BEPOA Liquid Assets* – no suggestions were received on uses for this money from owners.

b. *Sarhelm Lot* – at this time no changes to this plot of land. Board is interested in finding out who is the person(s) that is haying the land without our permission.

c. *Hill Adjacent to IFR* – we will continue to have it mowed on a regular basis.

d. *Assessment for Mulching* – no further concerns were received. Board has noted that this special initiative has proven to be beneficial as there have been no complaints regarding damages to property by landscapers.

e. *Landscaping Schedule* – Board will obtain approximate dates of fertilizations and material composition and post to the website.

f. *Overgrowth on Walking Path* – area has been trimmed and will be done so as needed.

g. *Maintenance of Decks* – notices will go out to owners whose decks have been identified as needing repair or maintenance.

h. *Maintenance of Driveways* – notices will go out to owners identified as needing their driveways sealed. Board will try to negotiate a deal with a company to do them all at one time.

i. *Sewer Drain* – Board has not received any further info on this from homeowner but it appears as of Yingst has re-graded the area in question.

j. *Dedication of Radle Road* – this was completed this summer.

3. USPS Mailboxes – Kevin will contact the Post Office to find out if we or they can paint the boxes.
4. Owner has complained to Vince regarding alleged damage to car by Searers' landscapers. Owner must provide estimate of care repairs so Board can best determine how to resolve this complaint.
5. Projected BEPOA Budget for 2011 – PMI has presented our projected budget for 2011. Board reviewed projections; voted and unanimously approved. No increases for association dues as we continue to operate in the black.
6. ASAP – the collapsing wall that faces BE has been fixed. Additionally, ASAP would like to set up a moon bounce and provide treats for BE children on Halloween night, October 28, 2010. Set-up would be on the NW corner as you enter BE circle. Info will be posted to website.
7. Landscaping Contract – current contractor, Searers would like a new contract since we had made several modifications to the existing one. Vince to discuss with PMI and we will put it out for bid since the current contract expires in 2011.
8. Other issues brought for discussion include:
 - a. Violation letter needed for installation of incorrect storm door with no request on Radle Road.
 - b. Air conditioning units that have been placed in the loft windows of some of the town homes and some complaints from residents have been received.
 - c. Violation letter needed for the removal of a privacy fence for which the owner was previously notified of the need to remove.
 - d. Possible installation of Jungle Gym on hill behind 200 Buckley Drive town homes, near the sandbox that was recently installed.
 - e. Signs will be installed throughout the development advising residents that we (BEPOA) **are not** liable for any injuries sustained on walking path, hill behind 200 Buckley Drive, retention pond area, lot on Sarhelm or any other designated areas.
 - f. Possible planting of trees on Sarhelm Rd – Vince will obtain some information from Searers.

Meeting was adjourned at 7:56PM by Kevin and seconded by Vince.

Next Board meeting tentatively scheduled for January 10, 2011.

Respectfully submitted by Secretary,

Cheryl Braxton