



A Premier Planned Community in West Hanover Township, PA

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**Bradford Estates Property Owner's Association (BEPOA)  
BEPOA Board Quarterly Meeting Minutes  
Tuesday, January 11, 2011**

Attendees: President – Kevin Gemmell, Vice President – Vince Kane, 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 by Kevin at 6:36PM and seconded by Mark.

**B. ITEMS FOR DISCUSSION**

1. Old Business – October 2010 Board meeting minutes and other issues
  - a. Radle residence – re-grading of mulched area in back of town home pending until the spring.
  - b. Notices to homeowners in need of deck repairs are pending.
  - c. U.S. postal mailboxes cannot be painted; postal service will repair/replace as needed.
  - d. Car damage issue resolved.
  - e. Landscaping Contract will expire after the 2011 growing season. Searers' has provided an estimate for landscaping and snow removal services for the next three years, 2012-14. To date two other firms are interested in bidding.
  - f. Tree planting along Sarhelm Road remains pending due to location and BEPOA must get approval from Met-Ed since they have right of way. Kevin will follow-up with Met-Ed. It should be noted that only 1 of the 12 residents living along Sarhelm Road who responded, voted against the planting of trees.
  - g. Signs have been installed re: no solicitation in development and cautioning people of BEPOA non-liability in certain areas of the development
  
2. New Business
  - a. Board agreed to solicit bids for the landscaping contract. We will ask PMI for recommendations and put the landscaping contract out for bid early spring.
  - b. Discussed pending snow tonight. Board decided it would be in the best interest of the development to have Searers plow.
  - c. BEPOA was approached by Ken Huebsch to take over our newsletter and have access to resident email information. Request for emails was denied.
  - d. Violation letters (2) to be sent for trash and request to remove boards from end of driveway.

- e. Vice-President position will become vacant as Vince will be moving out of development. Board will have to fill position by appointment until Annual Meeting in June.
- f. ASAP parking – BEPOA will have to send a letter to township Traffic and Advisory Board to request no-parking signs on one side of entrance to development due to parking problems created by ASAP patrons especially when they have large crowds at their facility.
- g. Driveway re-sealing: Board agrees that most driveways in the development need to be re-sealed. Cheryl contacted Driveway Medic and they did a walk through of the development to evaluate each driveway; they provided a proposed price for each driveway, both town homes and singles. The Board is aware that some driveways have recently been re-sealed. The Board will share the proposal with each resident and offer them the discounted price. Details have not been finalized but the Board will advise residents of this option in the coming weeks as the ideal time to do this kind of work is in the spring.

The next scheduled BEPOA Board meeting is Monday, April 4, 2011.

Meeting adjourned at 7:35PM after motion by Kevin and second by Vince.

Respectfully submitted, BEPOA Secretary

*Cheryl Braxton*



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**Bradford Estates Property Owner's Association (BEPOA)  
BEPOA Board Quarterly Meeting Minutes  
Monday, April 4, 2011**

Attendees: President – Kevin Gemmell, 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 6:33PM and seconded by Mark Kissinger.

**B. ITEMS FOR DISCUSSION**

1. *Resident Concern with landscaping of flower beds in front and back of townhomes*  
A homeowner attended tonight's meeting to discuss the possibility of allowing individual homeowners to prune their own front and back flower beds only. Concern was raised because of some issues with the landscapers allegedly damaging flowers and shrubs inside the flower beds. Resident stated that there are other associations that allow this and individuals who agree to do their own pruning within the flower beds would install a red flag or some other designated object so that the landscapers would skip a particular house. Board agreed to review, draft a policy and vote on this issue and homeowners will be notified of decision.
2. *Vacant Board position – Vice President*  
Three persons have indicated their willingness to serve on the Board as Vice-President to fill the position that was vacated by Vince Kane as he no longer lives in BE. Kevin will contact each person to determine their willingness to be listed as a candidate on a ballot and a vote will take place at the BEPOA annual meeting in June.
3. *Renewal of Landscaping Contract*  
We received only one complete bid for the landscaping/snow removal contract and that was from Searers Landscaping, which is our current contractor. The bid came in about the same amount we paid them last year. It should be noted that most of the a la carte jobs we ask them to do last year were included as regular items in the bid. The Board reviewed the contract bid. A vote was held and the Board unanimously agreed to accept the bid from Searers Landscaping. The Board will ask PMI to draw up a 3-year contract for Searers with the right of BEPOA to renew each year and to include the right of the Board to terminate at end of each year.
4. *Driveway re-sealing*  
Kevin will email residents and put a reminder on the web for owners to sign-up for this service.

Next BEPOA Board meeting will be in June, prior to BEPOA Annual Homeowner Meeting to be held on Wed, June 29, 2011.

Meeting adjourned at 7:34PM.

Respectfully submitted by Secretary,

*Cheryl Braxton*



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**Bradford Estates Property Owners Association (BEPOA)  
BEPOA Annual General Meeting Minutes  
Wednesday June 29, 2011 – 6:30PM**

Board Members Present – Kevin Gemmell and Cheryl Braxton  
Board Members Absent – Mark Kissinger and Dan Combs  
PMI – Susan Egolf

The meeting was held under the tent in the common area of the community behind the 200 and 300 blocks of Buckley Drive.

Kevin read the bios of the candidates running for the two vacant positions while waiting to establish a quorum to avoid scheduling another meeting.

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

The meeting was called to order at 6:47PM by President, Kevin Gemmell and second by owner at 248 Buckley Drive. At this time, we do not have the quorum of 54 households; the meeting continued while waiting for others to arrive.

**B. FINANCIAL REPORT**

We currently have \$50,000 in reserves. We took \$3,500 out of our reserves earlier in the month to pay landscaping invoices.

Yearly average revenues total - \$165,000.

Yearly average expenditures total - \$162,000.

There is approximately \$5,500 in outstanding dues.

78% of our revenue goes to landscaping/snow removal.

Susan Egolf reported that last month PMI was concerned with our financials but approximately \$3,000 in revenues came in this month and our financials are looking better.

Any homeowner is welcomed to see our detailed financial reports; please let the Board know.

**C. LANDSCAPING REPORT**

This past winter we went over budget for snow removal due to the weather. Currently we are under budget for spring landscaping.

Cover trees will be installed in the fall along Sarhelm Road at a cost of about \$4,000.

Crown vetch will be installed behind the 100 and 200 blocks of Buckley Drive on the hills to alleviate mowing problems for the landscapers. The date for this project has not been set and it may be delayed again based on other needs and cost.

The Board solicited bids for the current landscape/snow removal contract and received only two bids. One of the bidders was not willing to do snow removal so Searers was awarded another three-year contract.

Resident asked that we obtain dates the Searers will do special grass treatments so that information can be posted to the website.

Shrubs/bushes are to be trimmed within the next two weeks.

A discussion was held with owners who want to maintain their own plantings as opposed to having Searers do it. Owners will have to mark their flower beds and we will submit a list to Searers. Residents are asked to please let PMI know if they want to do this.

A request was made for more mowing behind the townhomes in the cluster that includes 259 Buckley Drive due to increased wildlife and tick infestation.

Some more specific landscaping requests were made and the owners were told to contact Susan Egolf and Kevin so that they can be looked at on an individual basis.

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

Q: Can we install decorative boxes to hold disposable doggie waste bags through the development?

A: Board said they would not undertake this but owners can form a “Dog” committee to come up with some ideas to address doggie problems.

Q: Can BEPOA install notches throughout the development to hold trash cans?

A: No, but owners can submit individual request to get approval.

Q: Can the Board install bird houses throughout the Development to help save the endangered blue bird?

A: No, the Board will not get involved in this. Individuals can submit requests for approval to put up bird houses. One resident said bird houses are available through State DEP.

#### **Other Concerns:**

FIOS Access on Radle Road – owners who live on Radle Road will have to sign a petition approving FIOS installation. Additionally, Board has been asked to sign legal documents regarding installation. West Hanover Township is going to provide guidance to Board in understanding requirements and legal documents for the FIOS installation.

Privacy Screens and Gardens – please review policy on website.

Driveway Re-seals – Board reiterated our position on asking owners to take advantage of driveway re-seal project that was put together. Susan will continue to reach out to owners who share a common driveway and have not signed up whereas the other owner has signed up. Driveway Medic to start next week, green tag will be placed on your door the night before for those who have signed up. You cannot access your driveway for 48 hours after your re-seal.

Decks – owners will be notified of decks needing power wash or staining at the end of August.

ATV/Dirt Bike Policy –A problem has been identified in the development and it will be addressed as the BEPOA by-laws prohibit recreational vehicles.

Upkeep of Paths – too costly to asphalt them, we will do our best to maintain them.

## **E. ELECTIONS**

There were two open positions and four candidates: Debra Hoke, Dwayne Laird, Kathleen Lynch and Cheryl Braxton.

Towards the end of the meeting, we had enough households represented (55) to hold the election.

Results – Cheryl Braxton will retain her position as Secretary and Dwayne Laird was elected to the other open position. We thank all who submitted their names and we welcome our newest Board member Dwayne!

## **F. ADJOURNMENT**

The next Board meeting will be held in October. Date TBA.

Meeting was adjourned at 7:39PM by Kevin Gemmell and properly moved and seconded by owner at 339 Buckley Drive.

Respectfully submitted by Secretary,

*Cheryl Braxton*



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**Bradford Estates Property Owners Association (BEPOA)  
BEPOA Board Members' Organizational Meeting  
Monday, July 25, 2011 – 6:30PM**

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

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

**A. CALL TO ORDER**

The meeting was called to order at 6:35PM by Kevin and seconded by Cheryl.

**B. PURPOSE OF MEETING**

Held after the BEPOA Annual Meeting for the newly elected Board member to be installed and to discuss immediate issues as well as set the schedule of regular Board member meetings.

**C. DISCUSSION**

Dwayne Laird was formally introduced as he is the newest Board member and will take on the role of Vice President for a three-year term. Cheryl Braxton was re-elected for three years and will remain as Secretary. No other changes to the Board.

Financials were discussed and the Board will take up more specific financial matters at our meeting in October.

Planting of trees along Sarhelm Rd. were discussed, approximate cost will be \$4,000.00.

Board to consider a 'pool' policy for the single homes at a future meeting.

Landscaping and Architecture Board has a new member, Melinda Holsinger.

Brief discussion of wash-out of hill behind 200-300 blocks of Buckley Dr.

**D. ADJOURNMENT**

Adjournment was called at 7:40PM by Kevin and seconded by Dan. The next Board meeting will be in October – date and time TBA.

Respectfully submitted by Secretary,

*Cheryl Braxton*



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**Bradford Estates Property Owner's Association (BEPOA)  
BEPOA Board Quarterly Meeting Minutes  
Monday, October 3, 2011**

Attendees: President – Kevin Gemmell, Vice President – Dwayne Laird, Treasurer – Mark Kissinger, Member-at-Large – Dan Combs and Secretary – Cheryl Braxton. Landscaping and Architecture Committee members Melinda Holsinger and Linda Perry were in attendance to discuss some L&A issues with the Board. The meeting was held at 202 Berkley Drive, Harrisburg, PA 17112.

**A. CALL TO ORDER**

The meeting was called to order at 6:40PM and seconded by Dan Combs.

**B. ITEMS FOR DISCUSSION**

*1. Landscaping/Architecture*

Homeowners must follow the established policies when requesting L&A variances. A discussion was held concerning trees on a resident's property and who is responsible to replace a dead tree. The homeowner is responsible for replacing a dead tree. The issue of 'privacy screens' arose again; the established policy must be followed. It was reiterated that the 1<sup>st</sup> homeowner in a cluster sets the standard, with approval from neighbors. Other homeowner L&A issues were reviewed and discussed. Board to consider at a future meeting what to do with the following:

- Path behind 200 and 300 blocks of Buckley Drive continues to wash out,
- Walking path also continues to wash out and
- Railing and foundation near wetlands in the 200 block of Buckley needs to be repaired.

*2. Violations*

Board discussed various violations that have been brought to our attention. Letters have been sent to those violators. Fines will be the next step for repeat violators of policies and by-laws.

*3. 2012 BEPOA Budget*

PMI provided requested current financial and proposed 2012 Budget information. Board discussed and reviewed our financial status. We are currently over our budget due to snow removal and general landscaping cost. (approximately \$24,000.00 which includes \$7,000.00 in arrears for POA dues) PMI has suggested we raise our POA dues since we took money out of our capital reserves to pay some of our bills. They are of the opinion that we need to put that money back into our capital reserves. The Board will be sending PMI some questions regarding our capital reserves and proposed budget so that we can have a better idea of how much money we should have in our capital reserves at all times. Mark Kissinger reviewed our landscaping costs and provided us with a document showing how we can decrease some of our landscaping cost by cutting down on some of our services. The Board is hesitant to raise POA dues at this time. Mark will continue to review our annual costs and provide Board members with several different scenarios to review. The Board will wait for PMI responses to our questions before we make any decisions on our budget. The planned timeframe for approving a 2012 budget is mid-November.

The next BEPOA Board meeting is January 9, 2012.

Meeting adjourned at 7:55PM and second by Dwayne Laird.

Respectfully submitted by Secretary,

*Cheryl Braxton*





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

**BEPOA Conference Call**

**Thursday, November 3, 2011 12:30PM**

Board Members on Call – Kevin Gemmell, Mark Kissinger, Dwayne Laird and Cheryl Braxton

Board Members Unavailable – Dan Combs

PMI – Justin Long

**A. CALL TO ORDER**

The conference call was called to order by Kevin at 12:33PM and seconded by Dwayne.

**B. ITEMS FOR DISCUSSION**

BEPOA 2012 Budget

- 2012 budget was revisited based upon BEPOA current financials; we are over budget due to 2011 landscaping and 2010-2011 snow removal costs
- Board discussed various scenarios and how we can avoid raising Association dues at this time.
- Board decided to reassess our financial situation early Spring 2012 and based upon what we have spent on snow removal 2011-2012, decide if POA monthly dues need to be increased.
- Board has directed PMI to send a letter to homeowners explaining our current situation and the need to increase monthly dues in the near future.
- Mark will continue to closely monitor our monthly expenses and on a monthly basis provide Board members with information about our spending patterns so that we can best determine when and how much to increase dues if necessary.
- PMI will send a detailed delinquency report to Board for their review and consideration of options.
- Kevin will talk with Susan about the need for us to amend our Landscaping Contract (provide language for mandatory and optional services) and then discuss it with Searer's Landscaping.

The conference call ended at 1:15PM.

Respectfully submitted,  
Secretary – Cheryl Braxton

*Cheryl*