

Bradford Estates Property Owners Association (BEPOA)

Annual Meeting Minutes

Wednesday, June 24, 2020

The meeting was conducted in the common area between the 200-300 block of Buckley Drive.

Board Attendees present: Dinnah Mitro, Dwayne Laird, Lucy Kepp, and Janice Butz

Other Attendees: Antoinette Black, PMI representative; Bradford Estates Residents

I. CALL TO ORDER

President Dinnah Mitro called the meeting to order at 6:49 P.M. which was seconded by Lucy Kepp.

II. INTRODUCTIONS, MEETING FRAMEWORK, and PRESENTATION

A. President Dinnah Mitro introduced herself to the residents in attendance.

B. Dinnah shared how the framework of the meeting was to proceed which would include a question and answer section toward the end of the meeting for the residents to present questions and/or comments to the Board. If some questions could not be answered at this time, the Board will try to add answers to the meeting notes (as an addendum to the minutes).

C. Dinnah introduced Antoinette, our representative from PMI, BEPOA's management company. In addition, she introduced Board members: Janice Butz, Lucy Kepp, and outgoing Board member, Dwayne Laird.

D. On behalf of the Board, Dinnah presented a plaque to Dwayne Laird for his 9 years of dedicated service to BEPOA and the Bradford Estates community.

III. FINANCES, DUES PAYMENTS, and BEPOA ANNOUNCEMENTS

A. BEPOA is operating in the black. BEPOA was able to save money that had been budgeted for snow removal due to a mild winter. BEPOA cash reserve is still recovering from previous harsh winters and switching from different landscape contractors from the last few years.

B. If homeowners so choose, dues can be paid through the Condo Café account online. Homeowners should have gotten the information to create an account soon after the purchase of their homes.

C. Bradford Estates Announcements: Antoinette, PMI representative, posts announcements important to our community only on Condo Café. The Board posts on Nextdoor. If any residents need help with an invite to a Nextdoor account, they can let us know. When the Board has large notices, we post on both. When it's short and quick, we post on Nextdoor, only.

IV. LANDSCAPE AND SNOW INFORMATION

A. The landscaper is currently mowing every 2 weeks. They base their mowing on the temperature and weather conditions to protect the health of the grass root systems/sod. They will adjust mowing frequently based on this and had done this last year as well.

B. Shrub Trimming (Summer & Fall): If any townhouse homeowners do not want their shrubs trimmed by the landscaper, please let PMI or a Board member know so they can be added to the “do not trim list.” You can mark your property for “no trimming” by posting flags on your property that the Board can provide. Homeowners can opt out of shrub trimming for just the Summer, the Fall, or for both seasons if they so choose.

C. Snow Removal: There is no longer a priority snow removal list. Instead, the Board will request the contractor to rotate through the neighborhood, alternating areas in which they begin their snow removal during the snow events for the season. The snow contractor does not do snow removal if there is less than a 3 inch snowfall in a snow event as per the contract.

V. PROJECTS

A. This year the Bradford Estates sign at the entrance will be painted. The mailboxes also will be painted.

B. Core aeration and reseeding of the grass will be done this fall. This has been recommended by our landscaper to ensure better lawns.

C. Board member, Janice Butz, is working to complete the project to match paint colors for doors & shutters and posts, eaves, & door kick plates and will give more details later in the meeting.

D. The Board plans to update some policies including trash and architecture guidelines for residents this year.

VI. CLOSING REMARKS, POLICY UPDATES, and ADDITIONAL INFORMATION

A. President Dinnah Mitro reminded the residents that there will be monthly inspections and warnings issued for being out of compliance with BEPOA’s policies. There will be an initial warning for a noncompliance violation. If the violation continues, fines may be imposed on the homeowner(s).

B. There has been some issues on where residents place their trash cans for storage and with garbage littering properties. Also, in order to be in compliance, residents should not store bikes, toys, or hockey nets in front of properties and on front lawns.

C. Any changes to the outside of residents’ homes, both single family houses and townhouses, must have Board approval. An L & A (Landscape and Architecture) Form should be filled out and submitted to PMI before any work is done so the Board can review it and go through the approval process. (This form can be found on www.bepoa.org under “DOCUMENTS” where the L & A Form can be found at the bottom of the page.—This portion within the parenthesis has been added post meeting for information purposes only.) Also, Dwayne reminded residents that may have to contact West Hanover Twp. depending on the type of projects they are planning.

D. **Townhouse Owners**: Board member, Janice Butz, is working with the Sherwin Williams—Hershey store to match paint colors for shutters & doors and posts, eaves, & door

kick plates. When this project is completed, PMI will have this information on file so that townhouse owners can obtain the exact color of paint needed for their residences' paintable surfaces. Janice has scheduled an appointment with a Sherwin Williams manager and will be color matching paintable surfaces on Monday, June 29, 2020, in our neighborhood. Dinnah said that townhouse owners will not be mandated to paint these surfaces, but it would be nice to do so. Please realize that as each townhouse owner in a cluster of townhouses repaints using our chosen colors that will be on file at PMI, colors of each home in a cluster may not immediately match. In addition, if townhouse homeowners would like to use a different brand paint, they should check with PMI on the specific Sherwin Williams color paint and paint code PMI will have on file for their residences. This information can be used by the store to formulate a paint match to the paint brand chosen in order to match that paint color brand to our designated colors. **Single Family Homes:** Since these colors will be only for the townhouses, single family homeowners would need to submit an L & A Form to PMI with exterior paint color changes for Board approval.

E. The Board will not be requesting that homes be power washed this year since it may be a financial hardship for some due to the COVID-19 pandemic and associated issues this has caused.

F. Dwayne reminded meeting attendees to sign in at Antoinette's table.

VII. QUESTION AND ANSWER SESSION

A. Phil D'Amato, 265 Buckley Drive: Mr. D'Amato said that next to the ravine there are sumac trees that are now overcoming the area and are getting very large. Dinnah said that the Board would look into this matter. Dwayne stated that in the past, the landscaper trimmed around the borders.

B. Allen Carr, 141 Longanecker Lane, Middletown, PA (owner of two rental properties in Bradford Estates at 268 Buckley Drive and 308 Buckley Drive): Mr. Carr stated that it is impossible to work with PMI. He feels PMI's communication is not good. He shared that during settlement, letters were sent to the rental properties rather than his address of record which held up settlement of his property. This resulted in PMI taking legal action against him, and he had to go to court. He said that better communication (from PMI) is needed. President Dinnah Mitro told him to send information through email directly to her.

C. Hufrish Irani, 118 Radle Road: Miss Irani brought up a concern regarding spotting snakes the last 2-3 days. "Can we do something?" Board member Janice said that it would be considered a "critter problem" and that this is not under the BEPOA's purview. Dinnah said she would look into it. Post Meeting Response to Resident: Dinnah responded, "Thank you for your inquiry concerning snakes on your property. Due to the location of the nature ravine close to the rear of your property, and a relatively mild winter, there may be more snakes this year and it's probably a garter snake that you are seeing because they are active during the day, and they have been a steady and normal presence in our development. Our HOA assessments only cover maintenance of landscapes, so that is out of our scope of services. You can consult with a pest control company and they may be able to give you more expert advice or strategies and help identify the type of snake for you."

VIII. ELECTION OF NEW BOARD MEMBERS AND INTRODUCTIONS

A. A meeting attendee asked the following question: “What would happen if no one wants to fill board positions? Dinnah explained that an attorney would need to be hired to take over and that would be costly. She stated that the Board is trying to streamline and organize the workings of the Board to make it easier for homeowners to join and serve moving forward.

B. A quorum is present so attendees can vote to elect new Board members for the two vacant positions.

C. Lucy Kepp, 233 Buckley Drive: Lucy is up for reelection and is interested in continuing to serve on the BEPOA Board. She stated that she served on the Board for 4 years. Lucy spoke about her beliefs in making the best decisions for our community and making the community nice.

D. Two open Board positions:

1. Trevor Eiswerth, 202 Buckley Drive: Trevor stated that he has lived in our neighborhood for two years.

2. Jeff Smith, 303 Bradford Blvd.: Jeff has lived in our neighborhood since 2003 in a single family home. He said that he likes the neighborhood. He feels it’s good for family walks and riding bikes. He enjoys having the woods nearby.

E. Since there were no objections from attendees, Lucy will continue to serve on the Board, and Trevor and Jeff will fill the two open Board positions.

IX. ADJOURNMENT

A. Lucy Kepp made a motion to adjourn the meeting at 7:15 P.M. and Dinnah seconded the motion.

B. A BEPOA Board reorganizational meeting will take place via Zoom within the next 5 business days.

Respectfully submitted,

A handwritten signature in black ink that reads "Janice Butz". The signature is written in a cursive, flowing style.

Janice Butz

