

Bradford Estates

A Premier Planned Community in West Hanover Township, PA

Bradford Estates Property Owners Association (BEPOA)

BEPOA Board Meeting Minutes

Sunday, September 9, 2007

Attendees: President Kevin Gemmell, Vice-President Vince Kane, At-Large Member Dan Combs, Treasurer Linda Perry, Former Board Member Elizabeth Fisher, Resident Craig Petrou 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 6:35PM by the President, Kevin Gemmell and seconded by Elizabeth Fisher. Board introductions were made. Craig Petrou joined us at the request of Kevin. Craig will assist us with our website.

II. COMMITTEE CREATION AND ROLES FOR THE BOARD

Liaison to West Hanover Township - Kevin agreed to serve as the liaison to the township so that the residents of BE will have a direct relationship with the township. Kevin will schedule a meeting with Adam Klein and the Board in the near future.

Financial Review - Linda Perry will schedule a meeting with Forrest to review all the financial data for BEPOA as well as the recently announced independent financial audit

Landscape/Architecture Committee - Vince will chair this committee along with some of the former members of this committee. A meeting will be scheduled in the near future.

Builder/Developer Issues - Dan will serve as the liaison for this initiative.

NOTE: It was suggested that we keep the number of members on a committee to approximately three persons.

III. BUILDER/DEVELOPER/PROPERTY MANAGEMENT ISSUES

Discussion was held as to whether we wanted to find another property management company. It was decided that we will work on bringing Sowers and Bill Rittenhouse up to speed and review their progress while at the same time looking into other property management companies.

Common areas of development were dedicated to the township in August without resident notification.

Additional areas of the development still require paving.

Streets to be dedicated in the fall.

IV. OUTSTANDING OWNER ISSUES/REQUESTS

There are a significant number of outstanding owner issues/requests that are pending. The Board decided that all landscaping/architectural requests can be approved by the Landscaping/Architectural

Committee without Board approval unless a request is denied. The Board will review all other requests/issues in other areas. Vince will provide the Secretary with a copy of all the pending issues/requests for our records. The Board discussed in detail a violation that has occurred at 223 Buckley Drive concerning decking. Owner of property made modifications to original approved deck. Letter of violation will be sent to owner.

V. STRATEGY FOR 9/17/07 MEETING WITH DEVELOPER/MANAGEMENT FIRM

Issues to be discussed:

- * What association pays vs. what builder pays
- * Projected timeline for incomplete projects
- * Lawns
- * Walking paths
- * Railings at designated location in development
- * Wetlands circle near end of 250 Buckley Drive
- * Landscaper Contract
- * Rental of units, adding a no rental policy
- * Snow contractor termination date and the fact that the caps for the water pipes were not replaced which were damaged by the contractor during snow and ice removal
- * Declaration, who authored it?

VI. WEBSITE

Discussion centered on our website and the different things that will be added to make it easier for all BE owners to stay informed. All policies, meeting minutes, announcements and other documents will be posted there.

VII. OTHER ISSUES

Letter sent to all owners advising them of new Board and positions.

Entrance circle - discussion for improvement.

Signs - no advertisement or sign policy

Elizabeth turned over development blue prints and also provided the Board with a summary of the things that she had worked on when she was president.

Kevin to create individual BEPOA email accounts for each Board member.

Some additional policies for landscaping/architectural were developed but never approved.

Board agreed to hold monthly meetings for now.

Meeting to be scheduled with residents to introduce Board in the fall.

BOARD TO MEET WITH DEVELOPER/MANAGEMENT FIRM ON 9/17/07 AT 6:30 PM AT 202 BERKLEY DRIVE

Meeting was closed at 8:54PM by Kevin and Linda seconded it.

Respectfully submitted on 9/12/07,

Cheryl Braxton, BEPOA Board Secretary

Approved on 9/17/07 by all Board Members and posted to website on 9/18/07.



A Premier Planned Community in West Hanover Township, PA

**Bradford Estates Property Owners Association (BEPOA)
BEPOA Board Meeting Minutes - with Forrest Troutman and Bill Rittenhouse
Monday, September 17, 2007**

Attendees: President Kevin Gemmell, Vice-President Vince Kane, At-Large Member Dan Combs, Treasurer Linda Perry, Former Board Member Elizabeth Fisher, Yingst Representative Forrest Troutman, Sowers Property Manager Bill Rittenhouse 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 6:33PM by the President, Kevin Gemmell and seconded by Dan Combs. The purpose of this meeting was for the BEPOA Board to discuss outstanding development issues with Forrest and POA issues with Bill and to officially transfer documents to the Board.

II. OUTSTANDING ISSUES AND RESPONSES

1. Where is an electronic copy of the POA declaration and who controls any versions when/if it is updated?

Forrest to provide the Board with a copy of the official county declaration.

2. Where is a clear delineation of what POA funds are to be spent and how?

The by-laws dictate disposition of funds.

3. Why was the transfer of ownership for common areas, including pedestrian paths, not communicated to residents before it was complete and at least not to the board member(s) who are residents? Where is all the paperwork and was there a "bond" issued?

Per Forrest, this is purely mechanical and the POA does not have to be notified. Bond was issued and it has a 2 year warranty from date of issue.

4. Who performed the independent financial audit and who made the decision to choose the audit firm?

Pete Gerberich and Associates performed the audit at the direction of Forrest.

5. Is there a copy of the audit available at this time? Where is the current outstanding dues list?

The audit is not available at this time. Bill will provide a list of outstanding POA dues.

6. Is there a contract with Sowers and if so where is an executed copy of the agreement?

Bill to provide the contract to the Board.

7. Is there an executed copy of the landscape contract and when does it expire?

Contract expires 12/31/07.

8. Where are the official copies of approved policies, violation letters, insurance documents and any other HOA/POA communications?

Bill has them.

III. OTHER ISSUES DISCUSSED

1. Walking trail behind singles needs to be fixed. Lengthy discussion on what needs to be done to correct the trail. Forrest asked that all complaints for this issue be sent directly to him.
2. Snow removal contract will expire shortly and the Board has to find another contractor.
3. Forrest provided Kevin with all the documents concerning the BEPOA.
4. Changing the declaration and what percentage of owner approvals are required. Any change requires 67% homeowner approval whereas a termination of the declaration requires 100% homeowner approval.
5. Website cost. Kevin asked the POA to reimburse him for the cost (\$121.02) as Ken Huebsch will pay for the website in exchange for free advertising. The Board agreed to reimburse Kevin.
6. Kevin will serve as the liaison to Sowers before any adverse notices are sent to owners for violations.
7. BE resident Aaron Stephens joined the meeting once the Board concluded their meeting with Forrest and Bill. Aaron wanted to come before the board and explain his situation and the reason why he was not paying POA dues. Issue is currently scheduled for court. Aaron stated that he will resume paying his dues as he is encouraged by what the Board has done so far since it has become owner-run.
8. BEPOA Meeting for owners tentatively scheduled 10/29/07. Location TBA. Notices will be sent.
9. Kevin provided a draft letter to be sent to owners that outlines some general information concerning the BEPOA. Board members need to approve or reject via email ASAP.

IV. NEXT MEETING

Next BEPOA Board meeting is 10/8/07 6:30-8:30PM

Meeting adjourned at 8:45PM by Kevin and seconded by Linda.

Respectfully submitted by Secretary, Cheryl D. Braxton



A Premier Planned Community in West Hanover Township, PA

**Bradford Estates Property Owners Association (BEPOA)
BEPOA Board Meeting Minutes
Sunday, October 7, 2007**

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 6:36PM by the President, Kevin Gemmell and seconded by Linda Perry.

**II. ARCHITECTURE REVIEW REQUEST REPORT - OUTSTANDING REQUESTS,
LANDSCAPE CONTRACT, ETC.**

The Landscape/Architectural Committee has approved all requests with the exception of two that were brought before the Executive Board for a final decision. The 1st request was from [a resident] to approve four "tiki" style lights to be placed in their front yard. The Executive Board voted and denied the request as the style of the lights are different than those that have been previously approved. The 2nd request was from [a resident] to approve a vegetable garden in their front yard. The Executive Board denied this request as it is against the BEPOA declaration and the resident will be told that they can put a vegetable garden in the rear of their home.

A violation letter was sent to [a resident] concerning the modifications that were made to their original approval of a rear deck.

BEPOA needs to act fast to obtain a snow removal contractor as the contract expires at the end of the year.

Discussion took place on what to do with the 2-acre lot that was transferred to BEPOA off of Sarhelm Road. The land is of no real use. A suggestion was made to turn it into an urban garden and charge a fee to those interested in it for its upkeep and insurance.

III. REVIEW OF MEETING WITH TOWNSHIP

Kevin met with Bob Leonard (West Hanover Township Zoning Officer) on 10/4/07 to discuss our sidewalks, streets and walking paths. The township conveyed that they believe Yingst has done their work from a contractual perspective with regards to the above items. Mr. Leonard suggested that the Board (a) investigate using the FILO (fee in lieu of development) money to pave the path or (b) claim that the walking path is a safety issue and ask Yingst to correct it. We would have to gain the support

of the township in order to use the FILO money to pave the path as the FILO money is money set aside for public recreation and the path is now private property owned by BEPOA. As a last resort, we could use BEPOA money to correct the walking path. Board agreed to do what is necessary to get Yingst to fix the problem, including exploring the avenue of a legal action.

IV. FINANCIAL AUDIT AND 2008 BUDGET

Not discussed in detail but comments were made regarding the lack of detail in the audit report.

V. GENERAL MEETING ON 10/29/07

Meeting will be held at the Township Building from 7-8:30PM.

Adam Klein (West Hanover Township Supervisor) to address the residents at this meeting. Residents will have the opportunity to air their concerns.

VI. OTHER BUSINESS

Dan suggested that we get a corporate card at Lowe's or Home Depot so that we can purchase supplies for development projects at a discount. Dan will take the lead on this initiative.

Dan ask that put a note be put on our website for residents to be aware that their are Copperhead snakes on the walking trail.

VII. NEXT EXECUTIVE BOARD MEETING

TBA – most likely one more before end of 2007.

Meeting adjourned at 8:35PM by Kevin and seconded by Vince.

Respectfully submitted by Secretary, Cheryl D. Braxton



A Premier Planned Community in West Hanover Township, PA

**Bradford Estates Property Owners Association (BEPOA)
BEPOA Board Meeting Minutes – Annual Member's Meeting
Monday, October 29, 2007 - 7:00 PM**

Attendees: President Kevin Gemmell, Vice-President Vince Kane, At-Large Member Dan Combs, Treasurer Linda Perry, Sowers Property Manager Bill Rittenhouse, Residents: Todd VanWagner, Dan Groleau, Jeff Smith, Mike Czoper, Misti Bradford, Dan Szekeres, Aaron Stephens, Linda Zerance, Dwayne Laird and Secretary Cheryl Braxton.

The meeting was held at the West Hanover Township Building, Harrisburg, PA 17112.

I. CALL TO ORDER

The meeting was called to order at 7:05PM by Bill Rittenhouse, who filled in for our President Kevin Gemmell, who arrived at the meeting later.

II. INTRODUCTION OF BOARD

Each BEPOA board member introduced themselves.

Residents were informed about our website.

III. FINANCIAL REPORT

Linda Perry went over the financial report which reflected all activity through September 2007.

Discussion was held concerning different parts of the report.

Question was raised as to whether the residents can also have a copy of the report. It was stated that the report could be added to the website without specific homeowner information.

Discussion about the snow contract followed as it is part of the budget. A resident stated that she wanted to submit another possible snow contractor name. Vince requested that she provide the name ASAP.

Residents stated that they do not want to hire a contractor who sub-contracts out because of past problems we have encountered.

IV. ARCHITECTURAL REPORT

Discussion concerning the walking trail problems, sidewalks, poor landscaping throughout the development and the land at Sterling and Sarhelm.

All at the meeting agreed that we need to move forward and pressure Yingst to make the necessary repairs throughout the development via possible legal action, petitions signed by homeowners, through the media and politicians.

Course of action will be to send a letter to Yingst and cc the local news stations and politicians. Kevin stated that he would write the letter and Vince stated that he would be willing to draft the petition.

V. COMMITTEE UPDATE AND NEW IDEAS

No discussion.

VI. DEVELOPER/BUILDER UPDATE

Discussion was held concerning the meeting to be held on Thursday, November 1, 2007, between Yingst and West Hanover Township Supervisors. BEPOA board and residents have been asked not to attend as the meeting is just a routine between the parties. There was a brief discussion on FILO (fee in lieu of development) money.

VII. MISCELLANEOUS

Deb Curcillo and Adam Klein, both of whom are candidates for West Hanover Township Supervisors, attended our meeting to speak with the residents and to listen to our concerns about our developer, Yingst. There was a brief discussion of renters vs. homeowners and the action pending to change the declaration preventing future owners from renting out property.

VIII. ADJOURNMENT

Meeting closed at 9:00PM by Kevin and Vince seconded it.

Next meeting date – November 7 (2008 Budget Meeting with Sowers)

Respectfully submitted by

Cheryl D. Braxton, Secretary



A Premier Planned Community in West Hanover Township, PA

**Bradford Estates Property Owners Association (BEPOA)
BEPOA Board Meeting Minutes – 2008 Budget Meeting
Thursday, November 8, 2007 - 6:30 PM**

Attendees: President Kevin Gemmell, Treasurer Linda Perry, Sowers Property Manager Bill Rittenhouse

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 Kevin Gemmell and seconded by Bill Rittenhouse

II. BUDGET MEETING

A. Miscellaneous Items

- Two checks were returned to Bill - \$25 from West Hanover Township for the meeting room deposit and a duplicate check sent to Kevin Gemmell for the website reimbursement.
- Bill reported that Ken Huebsch paid the website bill for the next three years.
- Discussion was held about paying Outdoor Expressions its final bill once an insurance issue is resolved with a resident. Linda mentioned “scrub” mowing on her lawn was unacceptable and she has had issue with previous cuts as well. She suggested we ask Ryan from OE to give us a discount and Bill said he would inquire with him about it.
- Discussion was held about contacting residents whose dues are outstanding 90 days or later. Bill is to give Kevin an updated aging report and contact numbers of the residents in question and Kevin will call each resident.
- The Searers contract bid was \$58K for landscaping plus \$4700 per snow removal with additional fees for snowfall over five inches. The new budget has \$71K for landscape and snow removal plus there is some money for these services left from last year. Board members present approved the contract and Bill requested that the *other Board members email him with their approval* or any issues. There was a brief discussion about maintaining the 6.67 acres given to us by Yingst as this was not part of the bid. This issue will be addressed with Yingst at the Nov 14 meeting with them and WH Township.
- Discussion was held regarding the Stoltzfus wood signage removal. Bill will clarify with Paul Zook about how long it can remain on common area but the Board would like sign moved to Sarhelm Road, if not removed entirely.

B. 2008 Budget

- Bill reported that BEPOA has \$23K in capital reserve and \$66K in operating reserve. His suggestion is to put ~\$30K in a contingency reserve via a high yield account but this needs Board approval. Kevin and Linda approved and the *other Board members can approve via email*.
- Linda mentioned ensuring the budget has enough to deal with concrete issues if Yingst or Stoltzfus does not correct them.
- Dues will not increase for 2008 but insurance costs, now that common areas have been expanded, may be raised but reserves should cover any increase.
- Discussion was held about roof liabilities and adding an addendum to declaration to describe a roof repair process.
- Kevin and Linda approved the budget presented and Bill will be making some minor revisions to remove painting and electric costs for 2008 and sending it to the Board; *other Board members can send their approval via email*; final budget and narrative will be sent via postal mail to all owners.
- Bill will check with Yingst on why POA paid insurance for common areas as far back as 2003 when transfer from Yingst to POA only occurred in July 2007.

III. ADJOURNMENT

Meeting closed at 8:13PM by Kevin and Linda seconded it.

Next meeting date – November 14 (with Yingst & West Hanover Township)

Future Board Meeting – Mid-December if required

Respectfully submitted,

Kevin Gemmell, President in place of Cheryl Braxton



A Premier Planned Community in West Hanover Township, PA

**Bradford Estates Property Owners Association (BEPOA)
BEPOA Board Meeting with Yingst & West Hanover Township
Wednesday, November 14, 2007 - 4:00 PM**

Attendees: BEPOA: President Kevin Gemmell, Vice-President Vince Kane, At-Large Member Dan Combs, Secretary Cheryl Braxton; Yingst: Forrest Troutman, Paul Hepler, Charlie Yohehe; Sowers Property Manager: Bill Rittenhouse; West Hanover Township: Adam Klein, Bob Leonard, , Mike Rimer; BE Resident Dwayne Laird; Absent: Linda Perry, BEPOA Treasurer (out of town for work)

The meeting was held at the West Hanover Township Building, Harrisburg, PA 17112

I. CALL TO ORDER

The meeting was called to order by Kevin Gemmell at 4:00PM.

II. ITEMS FOR DISCUSSION

A. Transfer of Common Areas to Association

There was a very long discussion concerning the transfer of the 'Common Areas' to the Association. The transfer papers were signed July 16, 2007. Forrest Troutman signed as agent for grantee (our Association). We were informed that the signing process was purely "mechanical" and that the Association should not be alarmed by the process nor did it require Board approval. Forrest also stated that the common space always belonged to the Association from the very beginning and therefore, always our liability. It should be noted that there are no taxes on common areas. Kevin disagreed and stated that the Declaration says the Declarant (Yingst) has ownership of common areas and is responsible for all its expenses until the transfer occurs.

B. Resident Issue Concerning Changes to Phase II

The resident that this issue directly affects was present at the meeting and the situation is being addressed by Yingst. Some of this discussion centered on changes that were made to approved 'final' plans after the residents moved in to their home. The residents are having a problem with excessive water in their yard after heavy rain falls as well as a huge mound of dirt that sits at the rear of their property. Yingst representatives stated that the work in that area is not completed. It is anticipated that Yingst and the residents will come to an understanding over these issues.

C. Tree Plantings

There was discussion about the trees in the Development that were poorly planted. Some trees were dead at the time they were planted. Board asked that Yingst notify residents in the future before digging up lawns. Yingst stated that they will send an email to be posted on our website for notification purposes of planned work in the Development. Yingst stated that they will send us a list of

the trees they are responsible for in the Development. Yingst also stated that in the spring of 2008, they will do a one-time only walk through in the Development with a member of the Board for the sole purpose of identifying trees that need to be replaced. Once these trees are identified and replaced, no additional warranties will be given on the replacement trees.

D. Walking Path

A very lengthy discussion was held concerning this issue. Yingst representatives informed the Board that the path was built according to the plans approved by West Hanover Township. The problem for us is that after each heavy rainfall, parts of the walking path washes away. This presents a liability issue for BEPOA and we would like Yingst to pave the path with asphalt. Yingst does not want to do this as they state the walking path was built to code. Bob Leonard stated that some modifications can be made to the walking path without having to go through a full approval process by the Township. Charlie Yohe stated that they have made corrections to the path based upon West Hanover Township recommendations without charging the BEPOA anything. It should be noted the walking path around the detention basin in Phase VII will be paved. A question was raised concerning the inspection of the path by the Township. Township informed us that inspections are completed at all phases by their engineer. Yingst, West Hanover Township engineer and BEPOA board member will do the “final” inspection of the path before the bond is released. Forrest informed the Board that the transfer of the common area has nothing to do with the walking path because of the bond. Kevin disagreed and stated that it is a matter for interpretation according to how the Board reads the Declaration stipulations.

E. Sidewalks and Roads

Discussion centered on the cracking of sidewalks throughout the Development. Yingst stated that they are only responsible for the common areas. Stoltzfus is responsible for the remaining areas. Eventually, the BEPOA will be responsible for these areas. Developer will not be able to get a release on the bonds if the inspection by the Township is unsatisfactory for the sidewalks and streets. Board did not get a clear response on what Yingst was going to do about this issue.

F. Schedule for Remaining Yingst Obligations

There was not time to discuss this issue.

The meeting was over approximately 6:15PM.

Future meetings TBA.

Respectfully submitted,

Secretary Cheryl D. Braxton



A Premier Planned Community in West Hanover Township, PA

Bradford Estates Property Owners Association (BEPOA)

BEPOA Board Meeting Minutes

Monday, December 3, 2007 – 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 6:40PM.

II. OLD BUSINESS

There was some discussion on previous resident problems that have been resolved.

III. EMAILS

There was discussion of emails that had been sent to our website from residents.

IV. FILO (Fee in lieu of) MONEY

Kevin Gemmell attended the November 15, 2007 West Hanover Township meeting. Kevin questioned the Township Supervisors concerning the FILO money. It was learned that the FILO money is not on the agenda for the 2008 calendar year for the Township Supervisors meeting. The Board is anxious to get this on the agenda because if the money is not spent it may be returned to the developer, Yingst as there is a 3-year period in which the money has to be spent and the start date of the 3-year period is unknown at this time. A discussion ensued as what we would like to do with the FILO money. A few suggestions were a playground, tennis and basketball courts. Each Board member is to get back to Kevin with any other suggestions for the use of the FILO money.

V. BUILDER/ DEVELOPER ISSUES

Board discussed obtaining a lawyer to help us deal with issues effecting our development that have not been resolved. Kevin made a motion that we retain a law firm that comes highly recommended by a resident of Bradford Estates who is a lawyer. This law firm specializes in property owners issues with developers. The Board is highly in favor of taking this action as this will protect the interests of all owners. Also the motion stipulates that we limit the amount of the initial retainer; Vince seconded the motion. The motion carried as the Board unanimously agreed. Initially the law firm will review all of the transfer of documents to make sure everything is in order. The Board agreed to meet on all subsequent requests for legal fees.

VI. WALKING PATHS

The Township will inspect the walking paths on December 10, 2007 at 3:00PM. Someone from the Board is needed to go along for the inspection. If the inspection passes, the Township will release

another bond to Yingst. It was undecided as to which Board member would go along for the inspection.

VII. SNOW CONTRACTOR/REMOVAL

Discussion concerning the new snow contractor, Searer's Lawn Care, and what services are to be provided. A description of the services will be posted to our website.

VIII.LANDSCAPE/ARCHITECTURE

Vince stated he was a little behind in getting some approvals done but he will work on it shortly

NEXT MEETING

Will be scheduled for mid-January.

The meeting was adjourned at 8:05PM by Kevin and seconded by Dan.

Respectfully submitted by Secretary, Cheryl Braxton.