



A Premier Planned Community in West Hanover Township, PA

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

### **Organizational Meeting Minutes**

**Wednesday, July 6, 2016**

The meeting was held in the common area of Bradford Estates, within 10 days of the annual owners meeting as mandated in the bylaws.

Board Attendees: Kevin Gemmell, Dwayne Laird, Stacey Connors

Board Members Elect: Janice Butz, Scott L. Zeller

PMI: Antoinette Black (Not present)

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

The meeting was called to order at 6:31 p.m. by Kevin and seconded by Dwayne.

### **II. ELECTIONS**

- Kevin gave a brief overview of the responsibilities of each board position.
- With unanimous agreement of board members and members elect, the following board members will serve in the listed positions:

President: Kevin Gemmell (1 year remaining on term)

Vice President: Dwayne Laird (1 year remaining on term)

Secretary: Janice Butz (3 year term)

At-Large: Stacey Connors (3 year term)

Treasurer, previously volunteered At-Large: Scott Zeller (3 year term)

### **III. NEW BUSINESS**

- Kevin received a letter from PMI showing an increased cost to manage townhouse and single properties, with a yearly contract, as follows: an increase from \$12.20 to \$12.70 per townhouse and an increase from \$4.05 to \$4.20 per single home. This is the standard annual increase with our current contract and will start in October. There will be no dues increase for owners.
- The June financial report from PMI should arrive in the next few days on our cash flow, operating and reserve accounts.
- BEPOA website, email, and domain name are up for renewal with GoDaddy. Present website will no longer be supported by original software called FrontPage. All board members were in agreement to continue using GoDaddy at \$236.53 for a 3-year contract using their *Personal Website Builder* offering.



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- All members were in agreement to continue with the present law firm used for outside counsel that BEPOA pays on an hourly basis, as needed. Consensus was to cap the annual budget amount at \$5,000 to be reviewed again at the October board meeting with a review of the bills.

### III. OLD BUSINESS

- West Hanover violation regarding pedestrian path: A letter of appeal will be submitted by the lawyers regarding the issue of how the path should be maintained.
- There continues to be violations to the Commercial Vehicle Policy. Notice of noncompliance and fines, if necessary, will be levied as required by the present policy against those who have already received a violation.

### IV. COMMITTEES

- The following committees will be formed and a letter will be sent by Antoinette Black of PMI in order to make the community aware of these committees for those residents who would like to serve: Landscape and Architecture, Commercial Vehicle, Waste and Snow Removal.
- The following board members have volunteered to serve on the Landscape and Architecture Committee: Scott (chairman), Stacey, and Janice. A contact email will be put in place for residents in order to address their requests.
- Stacey volunteered to chair the Commercial Vehicle Committee in order to review the Commercial Vehicle Policy of the bylaws and make recommendations. This committee should be formed soon so that recommended changes can be sent to the board by August 31, 2016. Recommended changes should uphold the bylaws to clarify or to cure an ambiguity.

### V. ADDITIONS

- Scott was nominated by Dwayne to serve as Treasurer for the board through email on 7/7. It was seconded by Kevin and approved by all board members. Scott accepted this position since a board member must serve in this position.
- Alan Merfeld, a resident, has volunteered to assist Scott in reviewing BEPOA's financial reports for accuracy and to make recommendations for board vote.

### VI. ADJOURNMENT

- The meeting was adjourned at 7:53 p.m.

Respectfully submitted, Janice Butz, Board Secretary