



A Premier Planned Community in West Hanover Township, PA

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

### **Quarterly Meeting Minutes**

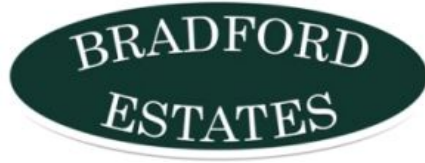
**Wednesday, April 12, 2017**

The meeting was held at 202 Berkley Drive.

Board Attendees present: Kevin Gemmell, Dwayne Laird, Alan Merfeld, Janice Butz, and Stacey Connors

The meeting was called to order at 6:30pm by Kevin and seconded by Dwayne.

- I. Prior Meeting Minutes:** Janice moved, and Alan seconded, to approve the meeting minutes from the January 23, 2017 meeting.
- II. Financials:**
  - A. Financial Report: Board members recently received the March Financial Report. Kevin reported that we are \$5200 in the black on snow removal, as we did not spend as much as was estimated this snow season.
  - B. Delinquent Accounts: Janice asked how we are looking with people on payment plans. Kevin reported that we are \$13,000 behind. A discussion was had regarding whether to pursue wage garnishment as a means of collecting delinquent accounts, and the Board agreed to have Antoinette Black get more information on pursuing that option from the Board's counsel.
- III. Four Seasons:** Brian from Four Seasons was not able to attend the Board meeting tonight, but Board members would like to meet with him before the annual meeting, and request that he attend the annual meeting.
- IV. Elections:** Kevin reported that he is not running again for re-election to the Board. Two positions are up for election. Dwayne intends to run again for his seat. Notice will be send to homeowners regarding the upcoming elections. Notice needs to be mailed out no sooner than 60 days before the election or after April 28.
- V. WH Twp. Meeting re: State Police fee proposed by Governor:** West Hanover Township held an informational meeting for Township residents on March 29 at the Rec Center regarding the Governor's proposal to assess a \$25 per capita fee for State police coverage for municipalities that do not have their own police coverage. Stacey attended the meeting and reported that the discussion centered on the fact that there is no plan yet, as the Governor's proposal is not yet law, but most Township residents seemed in favor of the \$25 per capita fee, opposed to the costs of West Hanover having its own police force or partnering with a neighboring municipality that has its own police



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force. More discussion will be had on the issue at the Township level if the Governor's proposal moves forward.

- VI. **Annual Meeting:** the annual meeting will take place in the Buckley Loop Common Area on Wednesday, June 28, 2017 at 6:30pm. The rain date will be the following day, June 29. Kevin will assist with preparations for the annual meeting and election process for transition. He also agreed to assist with the website and social media as needed. The Board will need to elect a new President after the new Board members are elected by the homeowners at the annual meeting.
- VII. **Trash:** There was a lot of discussion on trash issues.
- A. 163 Radle: several residents picked up mail with his name on it. He will be sent a violation letter.
  - B. Clear plastic bags ARE permitted to be used for recycling as per Waste Management.
  - C. Janice asked if WH has information on lawn and leaf pickup on their website. We can communicate that to residents.
- VIII. **Landscape:** There was discussion on several Landscape issues, led by Alan Merfeld.
- A. Four Seasons:
    - 1. Discussion was had about the estimate by Four Seasons and their billing practices. Dwayne indicated that if they submit an estimate, we expect that is what we are going to have to pay. Alan reported that they did their first mowing yesterday and people seemed happy with the first mowing.
    - 2. Janice requested that Four Seasons let us know when they are going to apply pesticides so that we can alert residents who have children and/or pets. Stacey indicated that Four Seasons could tweet that information to the Bradford Estates Twitter account so that residents would see it, and Kevin can retweet it as well.
    - 3. A resident had asked for a plant to be removed that she is allergic to. Four Seasons will remove that next time.
    - 4. Kevin indicated that if Four Seasons is going to do more work, they need to let us know what it is going to cost before the work is started.
    - 5. Alan reported that they are going to be putting the new mulch in this week or next. Stacey questioned whether they removed the mulch at the back of the townhomes as was to be covered in their initial estimate.
    - 6. Spring Cleanup: Kevin asked if they did clean up? Did they charge extra for that? Do they clean up all common areas in connection with a seasonal cleanup?
    - 7. Dwayne indicated that they should not trim the bushes at the top of the berm. In the past, the berm was weed-wacked every 2 weeks or so. Mulch in that area should be left as is, and not removed or replaced.
    - 8. A resident reported a missing tree on Sarhelm behind their house on Radle. That will be replaced in the fall.



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9. Alan suggested that Antoinette update the email list for those who want service or not, as people may have moved or sold their homes since the list was last updated.
  10. Circle: Four Seasons had submitted an estimate to remove the mulch in the circle and replace with grass. Board members discussed and agreed to leave it the way it is for now.
  11. Driveway Sealing: Alan reported that a contractor had inspected and made a list of homes that were in need of driveway sealing. Two more contractors will do the same. Stacey asked that criteria they are using to determine if a driveway needs to be resealed. How are they making their recommendations? Some homes sealed their driveways themselves since the last time Driveway Medic gave a discount for residents who contracted together for the service.
  12. Snow: There was a lengthy discussion about snow removal, specifically with respect to the storm on 3/14. Alan reported that policy was for driveways to be done before sidewalks. The previous contractor came within a few hours of the snow stopping. Four Seasons came out before the snow stopped and before the streets were even plowed by the Township, which did not work out well. They also needed to come back to clear out sidewalks and mailboxes, which they should have done anyway. The Board discussed sitting down with Four Seasons before next winter to develop their game plan for snow removal. Alan indicated that we are going to need to make some changes to make sure that they prioritize snow removal next season. Kevin indicated that timing of our roads being cleared by the Township needs to be addressed, and perhaps the contractor should not start until the streets are plowed. Alan reported that Four Seasons estimates that it takes 15 minutes to clear a small driveway and 30 minutes to clear a large driveway for one foot of snow. In our development, that equates to 28 hours to clear all driveways. That does not include clearing sidewalks or mailboxes.
- B. Fence Request: Stacey reported that a single home resident on Bradley Court had submitted an L&A request to install a fence behind his property. The Board approved the request in late February, pending the resident receiving the necessary permit from the township. Owner had not yet been apprised of the Board's approval.
- IX. **Walking/Ped Path:** Stacey asked for an update on the walking/ped path. Kevin asked Alan to have Four Seasons prepare an estimate for replacing the walking/ped path.
- X. **Adjournment:** Dwayne made a motion to adjourn the meeting at 7:50pm, which was seconded by Kevin.

Respectfully submitted,

*Stacey Connors*

Stacey Connors