



A Premier Planned Community in West Hanover Township, PA

Bradford Estates Property Owners Association (BEPOA)

Quarterly Meeting Minutes

Wednesday, October 26, 2016

The meeting was held at 202 Berkley Drive

Board Attendees: Kevin Gemmell, Dwayne Laird, Alan Merfeld, Janice Butz

Absent: Stacey Connors (work commitment)

I. CALL TO ORDER

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

II. BUDGET REVIEW

- The 2017 Budget was approved. The total budget amount is just shy of \$160,000.00.

III. LANDSCAPE AND ARCHITECTURE

- As of September, 2016, the total amount of monthly dues in arrears is \$15,887.00. It was decided by the board members present to have PMI send out a general letter to inform all owners regarding the above arrears amount and indicating that any resident, who is in arrears, can contact PMI to arrange a payment plan.
- The new rule in the document section of the bylaws governing garbage cans will be posted on the following: BEPOA website, NextDoor, Twitter, email, and included in the general letter PMI will send to owners. The new time for putting out garbage cans is from 6:00 p.m. the day prior to garbage collection (usually Tuesday) and removing garbage cans from curbside by 8:00 a.m. the day after garbage collection (usually Thursday).
- Driveway repairs and upkeep and maintaining and power washing decks and houses/townhouses are the responsibility of the each owner. This will be included in the general letter from PMI.
- A reminder regarding requirements for privacy fences will included in the general letter from PMI.

IV. TRANSITION TO FOUR SEASONS

- A walkthrough will be scheduled with Four Season to discuss snow removal for Bradford Estates.
- A possible placement of a sign to notify residents the week that lawn treatment is to be done was discussed.
- Brian of Four Season will be asked if BEPOA can budget payments over a 12 month period rather than 8 months.



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V. SNOW REMOVAL

- Some residents requested first priority consideration for driveways to be cleared of snow. Examples for this would be first responders or those who have specific medical conditions. This was discussed but not voted upon. Residents are encouraged to email snow@bepoa.org for special consideration.
- Kevin recommended a quick board conference call for each snow storm to review snow removal procedures and communicate any issues with Four Season.

VI. ADJOURNMENT

- The next meeting will be held at some point in January 2017. The meeting was adjourned at 7:32 p.m.

Respectfully submitted by Board Secretary,

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

Janice Butz