

# SOWERS REALTY SERVICES

**2961 Spangler Road • Manheim, Pennsylvania 17545 • 717 665-3826 • FAX 664-1076 Bill Rittenhouse • 717 285-7242 • FAX 285-7242**

## Bradford Estates Homeowners Association Executive Board Meeting Minutes November 4, 2003

Attendees: Paul Zook, Forrest Troutman, Ken Heusch, James Hilaire and Bill Rittenhouse representing Sowers Realty Services.

The meeting was called to order at 1:35 P.M.

### Management Reports:

Bill Rittenhouse reported the Association income is below projection mainly due to a much smaller growth in the community then projected. However, income verses expenses are within guidelines.

Reserves at the end of September were; \$1,477.32 in operating, \$1,341.44 in capital for at total cash and reserve of \$2,818.76. Advance fee were \$418.50 for a check book balance of \$1,895.82.

Bill Rittenhouse reported, as everyone is aware the mowing continues, we contracted Rossi Landscaping for the upcoming snow season, office duties that included filing, copying, mailings, prepared the 2004 budget proposal for board review, compiled new owner files complete mortgage questioners and on site inspections.

### New Business:

2004 Budget Projections: Bill Rittenhouse presented the 2004 budget projections for board review. Upon review by the board the 2004 budget was approved as submitted.



Board Members: The Board is looking to add a homeowner to the board for a 1 year term. Bill, in the 2004 narrative is to request any homeowners interested should contact his office. The person appointed will serve as landscape committee chairperson and will have a 3 member team to assist.

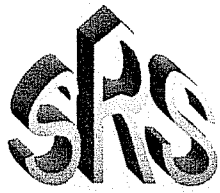
The next meeting was scheduled for Tuesday, February, 10, 2004 at 1:30 P.M. at the Model Home.

The meeting was adjourned at 3:00 P.M.

Respectfully Submitted,  
Sowers Realty Services

Bill Rittenhouse,  
Association Manager





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## Bradford Estates Homeowners Association Executive Board Meeting Minutes February 10, 2004

Attendees: Paul Zook, Forrest Troutman, James Hilaire and Bill Rittenhouse representing Sowers Realty Services.

The meeting was called to order at 1:35 P.M. followed by the approval of the November 4, 2003 meeting minutes.

### Management Reports:

Bill Rittenhouse reported the Association, through January 2004, was ahead of budgeted in income \$347.48, while expenses exceeded budget \$1,393.10 that was mainly in the amount of snow removal to date. We did budget for approximately \$1,100.00 in snow removal for the year and carried a beginning balance of \$1,315.34 into 2004. Currently the association has an operating balance of \$927.72, with advance payment the check book balance is \$2,322.72.

Since our last meeting we were involved with the community in many areas including, writing the narrative for the budget copied and mailed budget to homeowners, continue to remove snow as needed, complete questioners for mortgages, supply settlement information, working with Rossi Landscaping on the 2004 ground proposal, various office duties, filing, mailings, copies, respond to homeowner questions and concerns, update homeowners files for 2004, request biographies for board appointment, schedule and attend board meeting and write minutes, and on site inspections.



Old Business: Jim Hilaire requested clarification on the capital and contingency reserve account on how the \$2459.13 got into the account. The board, after much discussion, requested all monies received at settlement be placed into the operating account and nothing in the capital until Sowers is notified.

The issue of single family home voting was discussed. The board came to no resolution on how the declaration was written; it appears the single family homes do not have equal representation when voting. Paul and Forrest will contact Brian Byler to have this issue clarified and report next meeting.

New Business:

Board discussion on where the responsibility lies for the repairs and replacement of blacktop in the townhouse parking areas. It was resolved that the responsibility lie's with the homeowners not the association.

The declarant tabled the appointment of a homeowner to the board to a later date until they have one more interested homeowner. It was also noted that the firsts elected board member will be after 25% of homes are settled or 63 homes.

Paul presented and reviewed the proposed spring landscaping throughout the association. It was determined the landscape committee and board, along with Bill Rittenhouse will do a walk through of the property in the spring to determine the associations mowing and landscaping responsibilities. The association is responsible for maintenance 10 feet behind the buffer.

Forrest reported that the entry sign will be installed early spring when weather permits.

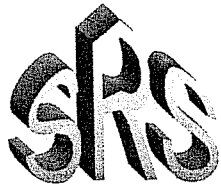
The next meeting was scheduled for Wednesday, March 31, 2004 at 1:30 P.M. at the Model Home. The annual homeowner's meeting was tentatively scheduled for June 23, 2004.

The meeting was adjourned at 3:00 P.M.

Respectfully Submitted,  
Sowers Realty Services

Bill Rittenhouse,  
Association Manager





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## Bradford Estates Homeowners Association Executive Board Meeting Minutes March 31, 2004

*Revised  
5/21/04*

Attendees: Paul Zook, Forrest Troutman, James Hilaire, Ken Huebsch and Bill Rittenhouse representing Sowers Realty Services.

The meeting was called to order at 1:35 P.M. followed by the approval of the February 10, 2004 meeting minutes.

### Management Reports:

Bill Rittenhouse reported the Association income through February 2004 was ahead of budget projections by \$1,018.87 mainly due to the higher then projected sales.

Expenses were over budget \$3,459.15 through February 2004 mainly due to snow removal.

Reserves at the end of February 2004 were; \$396.06 in operating, \$2,738.79 in capital for at cash and reserve of \$3,107.85. Advance fees \$1,689.00. Check book balance \$2,058.06.

General Information: Bill Rittenhouse reported, since our meeting February 10, 2004 the general activities included writing the minutes of previous meeting, prepare agenda for March 31, 2004 meeting, finalize 2004 landscape proposal with Rossi Landscaping, complete mortgage and settlement questioners, respond to owners questions and concerns, various office duties, Linda Zarance biography and on site snow removal inspection.



**Old Business:**

**Single Family Voting:** Forrest reported that he and Brian Byler briefly discussed the matter but came to no resolution, will possibly have more information by next meeting.

**Board Appointment:** The developer and board reviewed the three biographies submitted. Michael Jacobs was appointed to serve a one year term on the executive board and to serve as chairperson for the landscape committee.

**New Business:**

Due to an error in the associations documents concerning the set back for fences, Forrest will contact independent legal council for possible legal opinion availability of the technical corrections provisions. The Executive Board has given final approval to revisions, the mechanics of voting for the amendment will be determined. In order to make changes to the declaration it will need owner approval at that point the changes will then be voted on.

The board is to review the documents and report to Forrest before April, 15, 2004 with changes from the declaration to the rules and regulations they feel are necessary.

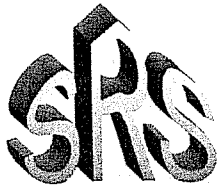
The next meeting was scheduled for Tuesday, May 18, 2004 at 1:30 P.M. at the Model Home. The annual homeowners' meeting was scheduled for June 30, 2004.

The meeting was adjourned at 3:00 P.M.

Respectfully Submitted,  
Sowers Realty Services

Bill Rittenhouse,  
Association Manager





# SOWERS REALTY SERVICES

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## **Bradford Estates Homeowners Association Executive Board Meeting Minutes May 18, 2004**

Attendees: Paul Zook, Forrest Troutman, James Hilaire, Ken Huebsch, Michael Jacobs and Bill Rittenhouse representing Sowers Realty Services.

The meeting was called to order at 1:15 P.M. followed by the approval of the March 31, 2004 meeting minutes with corrections.

### **Management Reports:**

The association income through April 2004 was \$1,855.65 ahead of budget. Income for the month was \$1,638.65 ahead of budget and initiation fee were \$465.00 ahead of budget, both line item are mainly due to sales being ahead of schedule.

Expenses for the same period were \$173.34 over budget; this was mainly due to \$2,458.75 over budget in snow removal.

Reserves at the end of April were; \$2,757.15 in operating, \$3,161.04 in capital for a total cash and reserve of \$5,918.19. Check book balance is \$4,735.65 that include \$1,978.50 in advance fees.

### **GENERAL INFORMATION:**

Since our last meeting in March, the general activities included; revise owners listing to include new units, compile and write board minutes and agenda, respond to owners questions and concerns, write delinquent letters, complete questioners for mortgages and settlements, office duties that include, filing, copies, mailing, walk around with board, satellite dish letter and response, Andy Dula and Brian Byler EIN number, review storm/screen door request and one on site inspection to follow with our landscape contractor.



**Old Business:**

**Single Family Voting:** Forrest reported that he is comfortable with the declaration but will help Brian facilitate any amendments that are necessary to simplify the regulations for the association.

**New Business:**

**Fences:** After much discussion on fences in the association, the board resolved that fences for townhouses would not be allowed but would be allowed for single family lots, provided a request is submitted and approved by the board.

**Landscaping:** Because of clover and weeds taking over the townhouse lawns the board requested Mike solicit two bids for weed applications and over seeding where necessary and report to the board as soon as possible for action.

**Bill Rittenhouse** was requested to draft a budget for the association breaking out the townhouses and single family homes. The board concluded this would allow income and expenses to be separate for easier review and accountability.

**Leasing Homes:** Mike asked if the covenants allow for the leasing of homes. Upon review the board concluded that homes can be leased provided the tenants comply with the covenants of the Association.

It was noted that the evergreens that are being planted behind the townhouses that border the commercial lots are the responsibility of the commercial lot owners to maintain.

It was also noted that the association would form a rules committee to review the documents and recommend to the board rules and regulations that need to be established for the association. This will be an agenda item for the annual meeting.

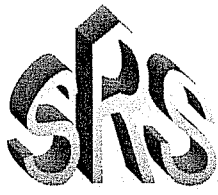
The next meeting is the annual homeowners meeting and was scheduled for June 30, 2004 at 6:00 P.M. at the Single Family Model Home, 305 Bradford Blvd., Harrisburg, PA.

The meeting was adjourned at 2.55 P.M.

Respectfully Submitted,  
Sowers Realty Services

**Bill Rittenhouse,**  
Association Manager





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## Bradford Estates Homeowners Association Executive Board Meeting Minutes June 30, 2004

Attendees: Paul Zook, Forrest Troutman, James Hilaire, Ken Huebsch, Michael Jacobs and Bill Rittenhouse representing Sowers Realty Services.

The meeting was called to order at 5:00 P.M. followed by the approval of the May 18, 2004 meeting minutes with corrections.

### New Business:

The Executive Board reviewed three homeowners request. A request was reviewed from Dan Groleau to install a swimming pool at 412 Bradley Court. Upon review of the request the board could not determine if the pool was in ground or above ground. Bill was asked to contact Mr. Groleau to make this determination before coming to a decision.

A request from Nancy Dehoff for 9' X <sup>connected</sup> 20.25" patio using small pavers/stone and the placement of a hot tub on the existing patio under the deck. Upon review the board requested Bill get more information concerning what type patio blocks, color, and size. The hot tub was not approved.

A request was reviewed for a deck to be built at the rear of 403 Bradley Court. The request was reviewed and approved as submitted.

There was discussion as to the Rules Committee determining the color of stain that is to be used on patios. It is the board's recommendation that the only stain is to be clear and no color is to be used. Options for steps leading from the rear deck to the ground were discussed. Paul will have a rendering of the type of step installation the Board is suggesting for installation for the next meeting.



The next meeting is the annual homeowners meeting immediately following this meeting at the Single Family Model Home, 305 Bradford Blvd., Harrisburg, PA.

The meeting was adjourned at 5:45 P.M.

Respectfully Submitted,  
Sowers Realty Services

Bill Rittenhouse,  
Association Manager



**FORREST'S NOTES FROM  
BRADFORD ESTATES HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
June 30, 2004**

Present Board members:	President	Paul Zook, EGStoltzfus Homes
	Vice President	_____
	Treasurer	_____
	Secretary	Michael C. Jacobs - Landscape Committee / Sec.
	Member?	Jim St. Hilaire V.P.
	Member?	Ken Huebesh TR
	Member	Forrest Troutman, II, Yingst Homes, Inc.
	Property Manager	Bill Rittenhouse, Sowers Realty Services

**I. CALL TO ORDER & OPENING REMARKS**

Quorum at 20% was established with at least 14 units attending. (Note: As of June 30, 2004, there were 71 units.)

Paul Zook, President, called the meeting to order at 7:00 p.m. and gave opening remarks. He thanked everyone for attending the meeting of their development and expressed that he was glad to have the interest from the unit owners.

Mr. Zook stated that the landscaping company is addressing the clover problem in the community.

**II. MANAGEMENT REPORT**

Bill Rittenhouse of Sowers Realty Services introduced himself as the Property Manager for the subdivision of Bradford Estates. He indicated that his contact information was provided in the packets he sent to the unit owners.

Mr. Rittenhouse stated that sales were up. Additionally, so far this year, Declarant funds have not been needed to balance the funds. An explanation was given as to how the fees are spent:

- Maintenance (lawn care, snow removal, etc.)
  - Townhouses
  - Single family homes
- Insurance
  - Officer and Director insurance
  - General liability insurance for the open spaces and common areas
- Property inspections
  - Violations of the covenants and restrictions
  - Water or erosion claims
  - Loose rain spouting
- Cost for the management companies to attend the Executive Board meetings as scheduled
- Preparation and submission of monthly financial reports for the Executive Board

- Preparation of a draft budget and working with the Executive Board to finalize that budget
- Handling items from unit owners, such as requests for architectural reviews, complaints about lawn care, and questions about lighting
- Legal matters
  - Delinquent fees – currently, there are no such matters

In summary, the community seems to be running well and it looks good from Mr. Rittenhouse's perspective.

Mr. Rittenhouse proposed to the unit owners an IRS resolution to move the funds from 2004 to 2005. A motion was made, seconded, and carried to accept the resolution. It was then signed by Mr. Zook. Mr. Rittenhouse will implement the resolution.

### III. NEW BUSINESS

The following questions and possible resolutions were discussed:

Q: Is there a mowing schedule?

A: Mr. Rittenhouse stated that, in the townhouses only there is a weekly (Thursday) mowing schedule. However, mowing could sometimes occur on Fridays, Saturdays, or Sundays.

Note: 105 Buckley Drive believes the lawn is not being mowed on a weekly basis. Mr. Rittenhouse will check into this. He encouraged these types of complaints in a timely manner so the complaints can be addressed with the contractor.

Q: When will the berm (to be placed in-between the residential and commercial developments) be finished?

A: Mr. Troutman said the berm is not expected to be finished until the commercial structure is complete.

Q: Are the property pins going to be reset?

A: Mr. Troutman will find out.

Q: When will the final grading occur?

A: Not until the commercial structure is complete.

Q: When are the trees going to be planted along the berm?

A: Not until the commercial structure is complete.

Q: Since the silt fencing seems to be failing in places, will the silt fencing be monitored on a more regular basis?

A: Mr. Troutman will mention this to the contractor. He asked the unit owners to report where the silt fencing is failing to Mr. Rittenhouse.

Q: Will the contractor repair any erosion on the residents' properties that has occurred due to the failed silt fencing or construction of the berm?

A: Mr. Troutman indicated that there should not be any effect once final grading is complete.

Q: Will the construction debris (such as silt fencing) which has been left on top of the berm and buried under the berm be removed? (Note: Unit #124 of Buckley Drive complained about the sight.)

A: Mr. Troutman said he was unaware of this. He will mention it to the contractor.

Q: Is weeding part of the lawn care maintenance? If so, how often does weeding take place?

A: Mr. Rittenhouse will address this.

Q: Who maintains the lawn in the traffic circle?

A: Mr. Rittenhouse indicated that Rossi Landscaping Company is contracted to take care of this area along with other open spaces.

Q: The chemicals from the snow and ice season have damaged some of the sidewalks. Who is responsible for the repairs? (Note: This is from Unit# 129 or 129 Buckley Drive.)

A: Mr. Rittenhouse said the snow removal contractor knew not to use salt or damaging chemicals on the new concrete. He will contact the contractor to see if they did use salt or damaging chemicals. Mr. Zook added that the builder's contract does not cover ice melt damage to concrete.

Q: There is a street light not working near 103 and 301 Bradford Boulevard. What can be done about this?

A: Mr. Jacobs said he will contact the township about the light.

Q: Is the traffic circle one-way or two-way?

A: Mr. Jacobs will ask the township.

Q: The storm and sewer drains need to be cleaned. Who is responsible for this?

A: Mr. Zook said the builder is responsible for any debris caused by the building process (mud, dirt, rocks, etc.). During the construction phase, the Erosion and Sedimentation Plan requires certain screening and silt fencing to be put in place to catch debris so that it does not reach the storm drains. This matter will be looked into.

Q: In the single family home area, fences are allowed. Is the setback five feet or twenty-five feet?

A: Mr. Zook stated that the Executive Board is aware of the inconsistency in the Declaration with regard to the setback of fences. It is the intent of the Executive Board to revise this part of the Declaration ~~to consistently state five-foot setbacks from all property lines.~~

Q: Currently, the height limit of fences is 48 inches (four feet). Can this be increased to 72 inches (six feet)?

A: Mr. Zook and Mr. Troutman indicated that the Architectural Review Committee will look at this. Until further notice, the height limit will remain at 48 inches (four feet).

Q: There are some areas in the unit owners' yards where grass is not growing. Will it be re-seeded?

A: Mr. Zook asked those unit owners to let him know they have this problem so he can address it.

Q: In the beginning of the winter season, snow removal was well-attended to. However, near the end of the winter season, it was not. Is there any criteria as to when snow is to be cleared and to what degree?

A: Mr. Rittenhouse stated that the exact details are in the contract. The basic provisions he could recall are – the snow is cleared when there is at least three inches of snow within so many hours after the last snow flake falls. He stated that he knew ice had become a problem. However, ice removal is governed by the contract.

Q: Grass clippings were left all over the patios, against the houses, and even clogged up an air conditioner compressor. Can this be addressed?

A: Mr. Rittenhouse said he was previously alerted to this problem. The landscaping company has been instructed to turn the lawn movers around to mow away from structures and devices.

Q: Is the snow maintenance contract bid out?

A: Mr. Rittenhouse indicated that the contracts are put out to bid. Last time, two responses were received. The current landscaping company, Rossi Landscaping, was awarded the bid. If anyone knows any companies that might be interested, please have them contact Mr. Rittenhouse so they can be added to the list to receive a bid for the next year.

Q: Who is responsible for mulch in the flowerbeds around the homes?

A: Mr. Rittenhouse stated that the unit owners are responsible.

Q: With regard to the new screen door policy -- If a unit owner wants to install a pre-approved screen door, do they have to submit an Architectural Review Committee request?

A: Mr. Rittenhouse said details must be submitted, but not for approval, only for informational purposes.

Q: Where are the fees in the budget spent?

A: Mr. Rittenhouse will see that the unit owners receive a copy of the new budget once prepared and approved by the Executive Board.

Q: There is run-off water creating pools near 103 and 301 Bradford Boulevard. What can be done about this?

A: Mr. Troutman said, after final grading in that area, there should be no pools of water.

Q: One unit owner said he has had water in his basement. Has there been any investigation into it?

A: Mr. Zook said it is a builder matter, which has been addressed. If they want to know more, they will need to talk to the builder about it outside the meeting.

Q: Does planting of trees require an Architectural Review Committee request?

A: Mr. Rittenhouse said yes.

Q: The exterior lighting near Artistic Plus (which faces the rear of the residences) is shining into the windows of homes.

A: Mr. Troutman responded that the lighting ordinances in West Hanover Township are fairly specific. Therefore, this matter would be addressed by the ordinance.

Mr. Jacobs said he will contact the township to ask them to look into it.

Q: When will the planting of trees and installation of sidewalks in the open lots be completed?

A: Mr. Troutman stated that he will have to find out from the developer.

Q: Can I have an additional copy of the Bylaws, Declaration, and Rules & Regulations (126 Buckley Drive)?

A: Mr. Rittenhouse indicated that copies would be mailed to that unit owner.

Q: Are retractable awnings over decks allowed under the standard of the Architectural Review Committee?

A: Mr. Zook indicated that a request should be submitted to the Architectural Review Committee. He believes it might be approved subject to the requested colors and sizes.

Q: How often, where, and when do the Executive Board meetings occur? Also, how can someone attend?

A: Mr. Rittenhouse stated that, typically unit owners send requests for the Executive Board to take action on an item and then those unit owners are asked to attend the next

Executive Board meeting. Currently, Executive Board meetings are not scheduled on a regular basis.

Q: Can unit owners receive e-mail notification of what the Executive Board is doing?

A: Mr. Rittenhouse said the Executive Board will look into this.

Q: How can we obtain minutes from the Annual Meeting?

A: Mr. Rittenhouse said, typically, this year's Annual Meeting minutes will be available for approval at next year's Annual Meeting. However, to receive ~~unapproved~~ minutes before that date, a request should be made to the Executive Board.

Q: How often do the Annual Meetings occur?

A: Mr. Zook stated that Annual Meetings occur annually – once a year for a length of approximately one hour. There is no current plan to have additional meetings.

Q: Does the Executive Board believe one hour once a year is sufficient?

A: Mr. Zook indicated that it is structured that way in order to be sensitive to people's time.

Q: Will there be a designated pet walking area?

A: Mr. Zook said that are currently no plans for such an area. Unit owners are responsible to keep pets on their properties.

Q: Has the makeup of the Executive Board changed from Declarant to unit owners? When it does, will the Executive Board be made up of a certain percentage of townhouse owners and a certain percentage of single family homeowners?

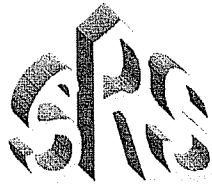
A: Mr. Zook said it has not completely changed as it is a slow transition from Declarant to non-Declarant ownership. He stated that the documents do not specify for such a percentage breakdown. However, the suggestion will be considered.

Q: When will the pedestrian path be installed by Units 103 & 104?

A: Mr. Troutman and Mr. Zook responded that the proposal has not yet been finalized -- some changes need to be made to the proposal due to the wetlands location. Once the wetlands issue is resolved, the pedestrian path will be created along with the regular construction. Currently, the pedestrian path will not be created until the end of construction in an effort to avoid any damage during construction.

#### IV. ADJOURN

A motion was made, seconded, and carried to close the meeting at approximately 8:00 p.m.



# SOWERS REALTY SERVICES

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**717 665-3826 • FAX 664-1076**

**Bill Rittenhouse • 717 285-7242 • FAX 285-7242**

## Bradford Estates Homeowners Association Executive Board Meeting Minutes November 2, 2004

Attendees: Paul Zook, Forrest Troutman, James Hilaire, Michael Jacobs and Bill Rittenhouse representing Sowers Realty Services.

The meeting was called to order at 1:30 P.M. followed by the approval of the June 30, 2004 meeting minutes with noted corrections.

### Management Reports:

Financial Information: Bill Rittenhouse reported the Associations income through September 2004 was \$6,248.40 ahead of budget. Both single family and townhouse homes income was ahead of budget due to higher sales and associated initiation fees.

Expenses for the same period were \$507.62 under plan due to fewer expenses for single family and townhouse homes as reflected in the September 2004 financial report.

Reserves at the end of September 2004 were; \$11,019.86 in operating, \$3,164.40 in capital. Current total balance was \$14,184.26

General Activities since we last met included, review owner requests, write delinquent letters, office duties, (filing, copying, mailings etc.) respond to owners questions and concerns, complete mortgage information sheets, format 2005 budget projections for board review and on site inspections.



Old Business:

Rear Deck Step Rendering: Paul Zook presented a rendering for rear deck step installation. The Board reviewed the drawing and adopted the drawing as the approved steps for the association.

New Business:

Electronic Fund Transfer: The Board received a request for the Association to adopt electronic fund transfer for fee payments. After a discussion it was determined that it would not be cost effective for the Association since there is not much homeowner interest in providing this service.

2005 Budget Projections: Bill Rittenhouse presented the 2005 Associations budget projection. After review and much discussion, the board made changes to reflect the base unit fee. Bill Rittenhouse is to revise the budget and send it to the Board with a narrative for final approval.

Fences: The Board reviewed two requests for fence installation. Upon review, the Board granted both request with variances on the set backs to reflect 12" from the side and rear property line. Bill Rittenhouse is to send the homeowners approval letters.

Guidelines for Processing Fence Request: Forrest Troutman will write guidelines reflecting Board decision and agreement for processing fence requests which will include setbacks to twelve (12").

Appointment to Board: Paul suggested another homeowner be added to the Executive Board. According to the covenants an additional homeowner must be added to the Board when fifty percent (50%) of unit is sold. Currently there are seventy two (72) homes sold. The board will discuss this at the next meeting.

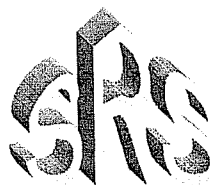
The next meeting was scheduled for Thursday, February 3, 2005 at 1:30 P.M. at the Model Home.

The meeting was adjourned at 3:00 P.M.

Respectfully Submitted,  
Sowers Realty Services

Bill Rittenhouse,  
Association Manager





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## Bradford Estates Homeowners Association Executive Board Meeting Minutes February 3, 2005

Attendees: James Hilaire Ken Huebsch, Michael Jacobs and Bill Rittenhouse representing Sowers Realty Services.

The meeting was called to order at 1:35 P.M. followed by the approval of the November 2, 2004 meeting minutes.

### Management Reports:

### Financial Information:

The Association ended the year in a sound financial position, both the townhouses and single family homes fee income was ahead of budget projections. Expenses for the same period were close to budget for the singles (\$6.82) over budget, the townhouses were \$6,564.18 over budget, this was mainly due to landscaping, the additional weed & feed application and the additional units added to the association. Snow removal was due to the abundant amount of snow fall in 2004. There are two homeowners one month past due with their fee payment and quite a few that did not pay the full amount due to the change in fees. Currently the past due balance is \$957.87.

Reserves at the end of December 2004 were; \$9,742.13 in operating, \$3,352.44 in capital, for at total cash and reserve of, \$13,094.57. Advance fee are \$2,445.13, the check book balance is \$12,187.26.

General Information: Since we last met the budget projections were finalized and mailed to homeowners with coupons, we are currently negotiating the 2005 ground proposal with two contractors. There were two snow removals to date, wrote delinquent and pet waste letters and mailed, regular office duties ( mailings, copies, filing, etc.), and on site inspections.



Old Business:

The Board discusses the appointment of the second homeowner to the Board as directed in the covenants. Bill Rittenhouse is to send letters to all homeowners announcing that there is a board position available and anyone interested should send the secretary a brief biography of him/her self for consideration.

New Business:

Joe Ostrander developed a single family directory and presented it to the board to be distributed to the single family homeowners. Upon review, the general consensus of the Board was to have Bill Rittenhouse mail a copy as requested by Joe.

The next meeting was scheduled for Wednesday, April 18, 2005, 1:30 P.M. at the Model Home. The annual homeowners meeting was tentatively scheduled for June 22, 2005.

The meeting was adjourned at 2:15 P.M.

Respectfully Submitted,  
Sowers Realty Services

Bill Rittenhouse,  
Association Manager



**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**BOARD MEETING**  
**April 18, 2005**

Present Board members:	President	Paul Zook, EGStoltzfus Homes
	Vice President	_____
	Treasurer	_____
	Secretary	Michael C. Jacobs
	Member?	Jim St. Hilaire
	Member?	Ken Huebesh
	Member	Forrest Troutman, II, Yingst Homes, Inc.
	Property Manager	Bill Rittenhouse, Sowers Realty Services

**I. CALL TO ORDER**

Paul Zook, President, called the meeting to order at 2:00 p.m. followed by the approval of the February 3, 2005 meeting minutes.

**II. Management Reports:** Bill Rittenhouse of Sowers Realty Services as follows:

**Single Family Homes:**

The single family home income for the period ending March 31, 2005 was \$516.00 over budget; this was mainly due to the adjustment made in initiation fee for January from the townhouses to the single family homes.

Expenses for the same period were within budget guidelines for the single family homes. Some line items were either over or under budget depending on the needs of the community.

**Townhouse Homes:**

The townhouse Income for the period ending March 31, 2005 was \$380.01 under budget; this is most noticeable in initiation fees \$300.00 and fee income, \$80.01. Expenses for the same period were \$810.64 under budget. As the single family homes some line items were either over or under budget depending on the needs of the community.

Reserves at the end of March 2005 were: \$13,661.25 in operating, \$4,086.64 in capital for at total cash and reserves of \$17,747.89.

General Information: snow removal as needed, solicited bids for ground maintenance, Bailey and Rossi, write parking, pet waste, delinquent and request approvals letters, respond to owner questions and concerns, complete questioners for mortgages and settlements send nomination letters and answer questions from those interested. Walk through of the property with Rossi for mowing and maintenance and on site and snow removal inspections.

### III. NEW BUSINESS

New Board Members: The board received six nominations for the two vacant positions on the board. These positions will be elected by the homeowners at the annual meeting in June.

Agenda for the Annual Meeting: Forrest is to supply Bill with information concerning the walking path to include with the agenda and board nominees that will be sent to all homeowners. Bill is also to send the same information to new homeowners until the date of the meeting. Bill is to notify homeowners when sending the agenda, if there are issues with the builder they are to contact the builder directly and not at the meeting where association business is to be discussed, homeowners concerns for discussion should be sent in writing to management prior to the meeting. Mike Jacobs agreed to have his name added to the list of nominees to the Board.

Kane Request: The board reviewed the Vince Kane request and after much discussion move to deny the request because the arbor did not fit into the overall aesthetics of the community.

Bradley Court Wall: A question was presented, who is responsible for the wall behind the three properties on Bradley Court. Paul responded that it was the individual homeowner's responsibility. Also, there will be a fence erected on top of the wall.

### IV. ADJOURN

A motion was made, seconded, and carried to close the meeting at approximately 2:30 p.m.

# BRADFORD ESTATES HOMEOWNERS ASSOCIATION

## Open Discussion of Homeowners

June 22, 2005

Present Board members:	President	Paul Zook, EGStoltzfus Homes
	Vice President	_____
	Treasurer	_____
	Secretary	Michael C. Jacobs
	Member?	Jim St. Hilaire
	Member?	Ken Huebesh
	Member	Forrest Troutman, II, Yingst Homes, Inc.
	Property Manager	Bill Rittenhouse, Sowers Realty Services


Because a quorum of homeowners was not established to conduct the annual homeowners meeting, the meeting was adjourned. However, Paul Zook opened the floor for general discussion, as a matter of courtesy to those homeowners present. Items discussed were as follows:

- 1) The homeowners present want to see a more aggressive weed and feed program next spring. Bill Rittenhouse will address this in the 2006 budget for both townhouses and common areas.
- 2) Q) Who is responsible for the current street lights?  
A) Forrest, the developer is currently paying the electric bill for all the street lights, if there is a problem with the lights, homeowners are to call Bill Rittenhouse
- 3) Q) Who is responsible for the planting of grass and maintenance?  
A) Paul, the builder does the initial planting and the association is responsible for the townhouses and open space mowing and certain maintenance. The single family homes are responsible for their mowing and maintenance.
- 4) Q) Who is responsible for the clean up of debris behind the pump station?  
A) Paul, this is a common area, however if this is a result of builder debris, E.G. Stoltzfus will be responsible for clean up, otherwise it is the associations responsibility to maintain.
- 5) Q) Can the financial statement be sent to the homeowners on a regular basis?  
A) Forrest, financial statements are a matter of record and can be viewed by any homeowner. the Board will discuss the possibility of doing periodic financial mailings to the homeowners.
- 6) Q) Who designed the placement of the entrance sign for Bradford Estates?  
A) After much discussion, Paul will discuss this with the developer why this was placed at an angle.
- 7) Q) There were concerns with the black top and sidewalk installation, and the current damage to the sidewalks?  
A) Forrest, the developer must be bonded for township approval with the blacktop and sidewalks.
- 8) Q) Could the homeowners have a list of the Board members?  
A) Bill Rittenhouse, when the association holds their election, all homeowners will receive a copy of the meeting minutes that will include the newly elected board members.

There was a discussion about better communication between the board and homeowners, possibility a newsletter, to keep the homeowners informed of the developer and builders progress within the community and could be used as general information among homeowners within the community. The board agreed, and suggested that someone within the community should take this as a project.

These notes are not intended to be part of the annual meeting minutes, but rather for information purposes only.

Respectfully,  
Sowers Realty Services,

  
Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**BOARD MEETING**  
**July 20, 2005**

Present Board members:	President	Paul Zook, EGStoltzfus Homes
	Vice President	_____
	Treasurer	_____
	Secretary	Michael C. Jacobs
	Member?	Jim St. Hilaire
	Member?	Ken Huebesh
	Member	Forrest Troutman, II, Yingst Homes, Inc.
	Property Manager	Bill Rittenhouse, Sowers Realty Services

**I. CALL TO ORDER**

Mike Jacobs called the meeting to order at 6:00 p.m. followed by the approval of the April 18, 2005 meeting minutes.

**II. Management Reports:** Bill Rittenhouse of Sowers Realty Services as follows:

**Single Family Homes:**

The single family home income for the period ending March 31, 2005 was \$516.00 over budget; this was mainly due to the adjustment made in initiation fee for January from the townhouses to the single family homes.

Expenses for the same period were within budget guidelines for the single family homes. Some line items were either over or under budget depending on the needs of the community.

**Townhouse Homes:**

The townhouse Income for the period ending March 31, 2005 was \$380.01 under budget; this is most noticeable in initiation fees \$300.00 and fee income, \$80.01. Expenses for the same period were \$810.64 under budget. As the single family homes some line items were either over or under budget depending on the needs of the community.

Reserves at the end of March 2005 were: \$13,661.25 in operating, \$4,086.64 in capital for at total cash and reserves of \$17,747.89.

General Information: snow removal as needed, solicited bids for ground maintenance, Bailey and Rossi, write parking, pet waste, delinquent and request approvals letters, respond to owner questions and concerns, complete questioners for mortgages and settlements send nomination letters and answer questions from those interested. Walk through of the property with Rossi for mowing and maintenance and on site and snow removal inspections.

### III. NEW BUSINESS

New Board Members: The board received six nominations for the two vacant positions on the board. These positions will be elected by the homeowners at the annual meeting in June.

Agenda for the Annual Meeting: Forrest is to supply Bill with information concerning the walking path to include with the agenda and board nominees that will be sent to all homeowners. Bill is also to send the same information to new homeowners until the date of the meeting. Bill is to notify homeowners when sending the agenda, if there are issues with the builder they are to contact the builder directly and not at the meeting where association business is to be discussed, homeowners concerns for discussion should be sent in writing to management prior to the meeting. Mike Jacobs agreed to have his name added to the list of nominees to the Board.

Kane Request: The board reviewed the Vince Kane request and after much discussion move to deny the request because the arbor did not fit into the overall aesthetics of the community.

Bradley Court Wall: A question was presented, who is responsible for the wall behind the three properties on Bradley Court. Paul responded that it was the individual homeowner's responsibility. Also, there will be a fence erected on top of the wall.

### IV. ADJOURN

A motion was made, seconded, and carried to close the meeting at approximately 2:30 p.m.



# SOWERS REALTY SERVICES

**2961 Spangler Road • Manheim, Pennsylvania 17545 • 717 665-3826 • FAX 664-1076 Bill Rittenhouse • 717 285-7242 • FAX 285-7242**

## Bradford Estates Homeowners Association Annual Owners Meeting Minutes July 20, 2005

Attendees: Forrest Troutman, Ken Huebsch, Michael Jacobs and Bill Rittenhouse representing Sowers Realty Services.

Absent: Paul Zook

The meeting was called to order at 7:00 P.M. by Michael Jacobs.

Opening Remarks: Michael informed Homeowner that the Board is getting pricing on aerating and reseeding of property. The Board also would like to get E. G. Stoltzfus to pay for this project. Michael also informed the Homeowners that the person who is parking the tractor trailer in the association will be notified that this is against the bylaws and it must be removed.

### Management Reports:

### Financial Information:

Bill Rittenhouse reported that the Association combined income through June 30, 2005 was within budget guidelines. Income was \$508.81 over budget mainly due to higher sales then projected.

Expenses for the same period were \$7451.98 under budget mainly due to less then anticipated cost for snow removal, professional fees and management fees

Reserves as of June 30, 2005 were; \$16246.31 in operating reserve, \$6,257.75 in capital, for a total cash and reserve of \$22,504.06.

### General Activities:



The general activities for the Association were; sent bids for 2005 mowing, did walk through with contractors, start up of spring mowing, weed pre emergent and fertilization, broadleaf, dandelion, clover fertilization was done one time to date and will be done again in the October along with a weed control, schedule and attend board meetings, take minutes of meetings, compile nomination letters, delinquent letters, review request forward to board for reviews and send letters, complete mortgage and PUD forms, respond to homeowners questions and concerns, July to date receive and made 18 phone calls, (average about 25 per month), office duties, (filing, mailings, copying, etc.) revise owners list, mail coupons and welcome letter, on site inspections.

Old Business/Open discussion:

Q) Does Silt fencing need to be in place at drainage ditch?

A) Township requires fencing but Forrest will look at drainage problem.

Q) What storm door are we allowed to use?

A) Forrest explained the procedure for acquiring storm doors was mailed to homeowners; if anyone needs the policy they are to contact Bill Rittenhouse.

Q) Who is responsible for trimming grass?

A) Association

Q) Are Homeowners responsible for cleaning the storm drains?

A) The association is.

Q) Who takes care of bees or wasps on the outside of townhomes?

A) Homeowners

Q) Where is property line at on the back of yard between association and business at top of hill at the entrance of Bradford Estates?

A) Forrest is going to have a surveyor mark property line.

Q) What can be done about cleaning up around builder stock pile and to keep children from playing on the dirt piles?

A) Forrest will look into barriers to keep children out and Bill will call Paul about getting site cleaned up.

Q) Can we do some planting around transformer and cable boxes?

A) Yes, but this is the Associations responsibility and a homeowner must have written board approval.

Q) Will front sign be moved?

A) E.G. Stoltzfus is not going to move the sign.

Q) What can be done about noise from restaurant?

A) Report to township for violating noise ordinance.



Q) Could they cleanup around Builder trailer?

A) Michael will talk to builder.

Q) Can we have a pool?

A) Only Children pools that are less than 2 Feet deep.

Q) Explain 2005 Budget Process.

A) Bill and Michael explained.

Q) What will be done about walking paths flooding and pavement lifting?

A) Forrest, before roads are turned over to the Association the township will make sure that everything is up to code. The walking path will be turned over to the Association when complete

New Business:

- 1) Look into what can be done about people speeding and parking on sidewalks in the Association
- 2) Since sign won't be moved do more plantings in circle.
- 3) Talked about sending notice to Homeowners to not put trash out before 6:00 pm the night before pickup. Agenda Item for next meeting.

Election of Board members:

Two new Homeowners were elected to the board; they are Matthew Cichy and T. Michael VanWagner. Matthew was not in attendance for the organizational meeting after the Annual meeting, this will be rescheduled according to all board members availability.

The meeting was adjourned at 9:00 P.M.

Respectfully Submitted,  
Sowers Realty Services

Bill Rittenhouse,  
Association Manager



**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**BOARD MEETING**  
**September 21, 2005**

Revised:

Present Board members:	President	M. Todd VanWagner
	Vice President	
	Secretary/Treasurer	Matt Cichy
	Member	
	Member	Forrest Troutman, II, Yingst Homes, Inc.
	Property Manager	Bill Rittenhouse, Sowers Realty Services

**I. CALL TO ORDER**

Forrest Troutman called the meeting to order at 5:10 p.m.

**II. Election of Officers:**

M. Todd VanWagner was elected President, Paul Zook Vice President, Matt Chicy Secretary/Treasurer, Ken Huebsch Member and Forrest Troutman Member.

**III Management Reports:** Bill Rittenhouse of Sowers Realty Services as follows:

**Financial Information:**

As mention at the last meeting the Association continues to be in a sound financial position. The combined income is ahead of budget projections, while expenses are below projections. The 2006 budget is in progress and should be ready for board review within the next few weeks.

The reserves at the end of August 2005 were: \$14428.22 in operating, \$7392.65 in capital for a total cash and reserve of \$21820.87. With advance fees the check book balance is \$16105.35

General Activities since the last meeting were; draft policies for board review, begin the 2006 budget projections, solicit bids for snow removal, review two request for storm doors and send letters, complete PUD questioners for refinancing, try to coordinate organizational meeting, respond to homeowners questions and concerns, send delinquent letters, review shed request and send to board for review, office duties, copying, mailings, filing etc. and on site inspection.

**IV. OLD BUSINESS**

a) Fines for violations and delinquents: the board tabled the fines for violations to a future date and voted that after two quarters a homeowners is fined, Sowers Realty is to turn over to the District Justice for collection.

b) Over Seeding: Bill Rittenhouse is to solicit bids for over seeding to be done in the spring. The Board will review the bids when received.

c) Survey of Property Line: Forrest is in the process to have permanent cement post installed to identify the BE property lines along the commercial lots. He is also going to have the bank along these properties reworked where the bank is failing.

d) Policies: The Board wanted more time to review the policies that were drafted by Sowers Realty. This was tabled until a future date.

e) Placement of Trash before Pick Up: the Board discussed the issue and referred to the documents that are very specific concerning trash and when it is to be placed out for pick up.

V. NEW BUSINESS:

a) Shed Policy: there was a discussion on developing a shed policy that would be pre approved. Bill Rittenhouse is to draft a policy and e-mail it to the board for review.

VI. NEXT MEETING DATE: November 2, 2005 at the Model Home.

VII ADJOURNMENT: A motion was made, seconded, and carried to close the meeting at approximately 6:45 p.m.

Respectfully Submitted;  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**BOARD MEETING**  
**November 2, 2005**

Present Board members:	President	M. Todd VanWagner
	Vice President	
	Secretary/Treasurer	Matt Cichy
	Member	
	Member	Forrest Troutman, II, Yingst Homes, Inc.
	Property Manager	Bill Rittenhouse, Sowers Realty Services

**I. CALL TO ORDER**

The meeting was called to order at 5:10 p.m. Approval of the July 20, 2005 and September 21, 2005 meeting were tabled until the February meeting.

**II. MANAGEMENT REPORT:**

Bill Rittenhouse reviewed the financial position of the Association through September 2005 as well as the general activities for the community.

**III. OLD BUSINESS:**

The Board reviewed three requests. Mrs. Murry request extending her flower bed, the board denied the request based on the bed interfering with the mowing and utility service. The board recommended that she plant flowers in her existing bed. Mr. Churitti had a request for additional landscaping. Based on not having a landscape plan to review, the board denied the request and asked Bill Rittenhouse to send a letter requesting a landscape plan for review. Joe Ostrander requested to change the exterior lighting on his home. The board reviewed the lights request and approved the request.

There was much discussion on the street tree removal by Joe Ostrander at 208 Burkley Drive. Based on the letter sent to Mr. Ostanader by West Hanover Township that the tree is a part of the approval for Bradford Estates and must be replaced, the board requested Bill Rittenhouse send a letter to Mr. Ostrander giving him fifteen (15) days from the date the letter to replace the tree with the same type that was removed or the Association will replace the tree and invoice him for the installation of the tree cost.

The Board's requested Bill Rittenhouse draft a Shed Policy for review, upon review and several changed, the Board approved the policy and requested Bill Rittenhouse send the policy to all homeowners along with the all previously approved policies. Bill suggested, in a cost saving effort for the Association, to send the policies with the 2006 budget and coupons, the board agreed.

Forrest updated the Board concerning the property line that will be determined by a private engineer and will be marked with concrete monument. It appears the one third of the trees on the hill was planted on the HOA property in error that should be on the commercial side. Forrest is recommending that the trees planted in error be removed.

IV. NEW BUSINESS:

Bill Rittenhouse presented the 2006 budget projection to the Board and answered questions. The Board approved the budget as presented with a base rate reduction in fees and an increase in the townhouse fees for services provided above the general budget.

Bill Rittenhouse reported that last years snow removal contractor will not be doing the snow removal for 2005/06 due to his work load. Bill has contacted several other contractors and has contracted Ourdoor Expression for the snow removal.

The Board, in an effort to have more homeowners involved in the community requested Bill Rittenhouse send a letter to all homeowners requesting they consider serving on either an architectural, landscape or newsletter committee.

VI. NEXT MEETING DATE: February 21, 2006 at the Model Home.

VII ADJOURNMENT: A motion was made, seconded, and carried to close the meeting at approximately 6:45 p.m.

Respectfully Submitted;  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**BOARD MEETING**  
**March 14, 2006**

Present Board members:	President	M. Todd VanWagner
	Vice President	
	Secretary/Treasurer	<u>Matt Cichy</u>
	Member	
	Member	<u>Ken Huebsch</u>
	Property Manager	Bill Rittenhouse, Sowers Realty Services

**I. CALL TO ORDER**

The meeting was called to order at 5:10 p.m. The minutes of the July 20, 2005, September 21, 2005 and November 2, 2005 meeting were approved as submitted.

**II. MANAGEMENT REPORT:**

Bill Rittenhouse reviewed the financial position of the Association through February 2006 as well as the general activities for the community. Matt was appointed the point person for request. In a cost savings effort Matt will write letters to homeowners with request and forward to Sowers Realty for mailing.

**III. OLD BUSINESS:**

Property Lines: Forrest was not present to discuss the progress for marking the property lines as discussed at the last meeting.

**IV. NEW BUSINESS:**

Patio Policy: After much discussion it was determined that rather than a written policy, each request would be handled on an individual basic as submitted.

Architectural Committee: The Board received a request from Heather Mummert who would be interested in volunteering for a committee. Matt will send Heather a letter acknowledging her interest.

Higbee Letter: The Board acknowledged Mr. Higbees concerns with the Association and a letter was sent in regards to his concerns.

Cerutti Request; The Board previously reviewed Mr. Cerutti Request and responded in a previous letter. There was no further action taken.

Ostrander Request: The Board previously reviewed Mr. Ostanader shed request and responded in a letter of approval. No further action was needed.

Landscape Agreement: Bill Rittenhouse presented three proposals for the 2006 landscaping contract. Upon review of the Board they approved Outdoor Expression for the contract.

Peeling Sidewalks: The Board discussed the peeling surface of sidewalks in some areas; it was resolved that the Sidewalk peeling was not a fault of the snow removal service, since no salt was applied to the surface, but rather faulty installation of the concrete. Matt will discuss this with Stoltzfus and report back.

VI. NEXT MEETING DATE: June 13, 2006. Matt will contact the Township for the use of their facilities.

VII ADJOURNMENT: A motion was made, seconded, and carried to close the meeting at approximately 6:50 p.m.

Respectfully Submitted;  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**ANNUAL BOARD MEETING**  
**June 13, 2006**

Present Board members:	President	M. Todd VanWagner
	Vice President	Paul Zook
	Secretary/Treasurer	Matt Cichy
	Member	Forrest Troutman
	Member	Ken Huebsch
	Property Manager	Bill Rittenhouse, Sowers Realty Services

**I.     CALL TO ORDER**

The meeting was called to order at 7:00 p.m. The minutes of the March 14, 2006 meeting were approved as submitted.

**II     PURPOSE OF THE ASSOCIATION MEETING:**

Todd introduced the member of the Board and informed the residents in attendance the meeting was for Association business and asked for the residents when they had questions to give name and address for answer to questions that may not be answered at the meeting

**III.   MAMAGEMENT REPORT:**

Bill Rittenhouse reviewed the financial position of the Association through May 2006 as well as the general activities for the community. Answered question on the budget. Some residents informed Bill that he never returned phone calls. Bill will look into the breakdown in the communication and make sure all phone calls get responded too.

**IV.   AGENDA ITEMS**

Agenda Items discussed were as followed:

- 1) Looking at new Management Company- Todd has been interviewing different management companies. The Board would like to find a company closer to Bradford Estates.
- 2) Todd has a meeting with Yingst Homes to discuss Developer issues. Sowers Realty will take minutes and have the questions prepared for Todd before his meeting with Yingst.

**V     OLD BUSINESS**

No old business

**VI    NEW BUSINESS:**

The residents had many questions on landscaping, the walking/bike path and other builder/developer concerns.

Paul Zook representing E.G. Stoltfus explained reseeding is not the responsibility of the Association. The Associations responsibility is to fertilize if necessary and mow the grass. The Builder's responsibility is to grade and seed after completion of home. If there is a problem with

the initial seeding the resident needs to get in contact with the Builder to determine if any course of action is needed to be taken?

Todd explained he has been in contact with the township on the bike path and the township has nothing to do with how the path is done and is fine with the bike path as the developer has it.

It was brought to the boards attention there had been some vandalism in the neighborhood and hopefully it was an isolated incident.

The Following is a list of concerns brought to the board's attention from the residents:

103 Bradford Linda A. Zerance  
Kids getting into detention area

404 Bradley Eric Gerhard 561-6992  
Tire track in yard from builder/ developer.

129 Buckley Todd Nolan 541-5355  
Can the mowing day be switched?  
Where are we on fertilization program?  
Property line at top of property.

105 Bradford Vince Kane 651-9729  
New Management Company  
Sowers not getting back on phone calls  
Petition for noise at Kokamos

303 Bradford Shelly Smith 540-0744  
Broken tree/ who to call/their responsibility

202 Buckley Stephan & Dixie Lee Cerutti / 651-1017  
219 Buckley Collen Brindamour 574-9339 657-8230  
Grass seeding/Paul to look at grass

101 Buckley Charles Schastey/ElsjeSims 657-2684  
Mow embankment/ Outdoor Expressions

204 Berkley Eric Gerhards 561-6992  
Walking/Bike path change to all being paved  
Wash out of path  
Mow pump station /Outdoor Expressions  
Schedule from Builder/developer when thing are to be finished

116 Buckley Pamela Brouse 443-9623  
Rain lays in yard for a long time (48 hr expectable)/contact E.G. Stoltzfus

221 Buckley Christy Ickes 554-6155  
Kids leaving toys out all day and night

210 Buckley Daniel & Anna Marie Combs 652-2731  
Fair for homeowners to do all the work to the yard (seeding/ top soil) not right in their minds

Other concerns no name or address

Fee for single home vs. townhomes on budget  
Trash cans being put out to early/ people not picking up trash or trash cans.  
Location of street signs  
Stop signs in roundabout  
Roads turned over to township  
End unit owner's people walking in yard/ pet waste  
Construction vehicles going wrong way at roundabout  
Board moved to three residents  
PP&L repairing lights  
Embankment getting redone  
ARB committee

VII COMMITTEE REPRESENTATIVES

Todd informed the residents in attendance the Board would like to have someone head up an architectural review committee. Anyone interested should see him after the meeting for more details and Todd will get the names to the board.

VIII. NEXT MEETING DATE:

Bill will call board for next meeting.

IX ADJOURNMENT:

A motion was made, seconded, and carried to close the meeting at approximately 9:15 p.m.

Respectfully Submitted;  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**BOARD MEETING**  
**September 25, 2006**

Present Board members:	President	Paul Zook
	Vice President	
	Secretary/Treasurer	Matt Cichy
	Member	Ken Huebsch
	Member	Forrest Troutman, II, Yingst Homes, Inc.
	Property Manager	Bill Rittenhouse, Sowers Realty Services

Guest: Kevin Gemmell

**I. CALL TO ORDER**

Paul Zook called the meeting to order at 5:05 p.m. followed by the approval of the June 13, 2006 meeting minutes.

**II Management Reports:** Bill Rittenhouse of Sowers Realty Services as follows:

Financial Information: The Association continues to be in a sound financial position going into the fourth quarter of the year. Income is ahead of budget \$5405.40 while expenses are under budget \$21390.28.

Reserves through August 2006 were; 41975.59 in operating and \$14445.15 in capital for at total cash and reserve of \$56420.74.

General Activities: The general activities since the last meeting include a greater management involvement with the community and homeowners, meeting with landscaping contactor,(mowing, blowing grass on buildings, damaged downspout,) repairs to siding, respond to homeowners questions and concerns,(trailer and, commercial vehicles parking, washouts, lawns,) review request forms, scan and forward to board for review, office duties (copying, mailings, filing, delinquent and violation letters, etc.) and on site inspections

Bill Rittenhouse reported there are currently seven homeowner that are late with paying their homeowners fees. There was discussion to possibly have a Board member contact these homeowners in person rather than send a letters which is currently being done. The Board feels this is not in the best interest of the Association and could cause friction among homeowners. Bill is to call homeowners before sending letters to determine the reasons for non-payment.

**III. OLD BUSINESS**

Review Notes from Annual Meeting: Paul reported that consideration for new Management and unresolved developer issues will not be carried forward at this time.

**IV NEW BUSINESS**

Review Policies: Due to time restraints the Board tabled reviewing policies until a future meeting. However, Bill Rittenhouse was requested to send another draft of all the policies to the Board. It was also discussed when Bill Rittenhouse sends the welcome letters to new homeowners he would include the policies, for current members they would have to contact the property manager for copies of policies. It was suggested that the word Guidelines instead of Policies would be use for identification purposes.

Appointment of Board Member: Paul wanted additional time to review with the Board the appointment of a homeowner board member. This was tabled until a future meeting.

Review Request: Bill Rittenhouse reported there is still a lack of communication when reviewing homeowner's request. It was suggested that Matt, as the Architectural Committee chairperson, appoint a point person to review request with the committee and get back to Bill so he can forward the committee's recommendation to the Board for review. It was resolved that if Bill does not hear back from the Board within one week after sending the request he is to consider the request approved and send a written response to the homeowner.

In order for the Architectural Committee to review requests in a systematic matter, the Board suggests they develop a check list of points that will be standard on request and those that will not be approved before making recommendations to the Board. Matt will discuss this with the committee.

Snow Removal. Landscaping: There were two proposals for snow removal and the 2007 landscaping Matt's committee requested that Bill send a copy of the specifications Sowers sends to the contractors so they have something for comparison. Also requested is for Bill to contact Way Lawn Service for another proposal and forward to the committee.

Trash/Dog Waste: Matt reported the trash issues have currently been rectified, and the next newsletter should thank homeowners for their cooperation. Dog waste continues to be a problem within the community. The board feels this is a neighbor to neighbor issue rather than a Board issue. There are township ordinances that address this issue and homeowners that are having problems need to address them with the township. Matt suggests to help with picking up after pets perhaps the association could place waste bag dispensers at various locations throughout the community. Bill Rittenhouse will supply Matt with information concerning manufacturers of these dispensers.

Newsletter: The Board reviewed the newsletter draft and appreciated the effort that was done to produce the letter. The Board wanted it to be very clear that the publication was a separate publication from the Homeowners Association. E.G. Stoltzfus agreed to pay for the first two publications that would be sent by mail, after that it could be placed on e-mail for review by homeowners. Matt will discuss this with the committee.

Matt reported there was interest among homeowners to have a work Saturday to enhance the entrance island. Both Yingst Homes and E.G. Stoltzfus agreed to supply flowers for this purpose. Matt thought it would not take place until the spring of 2007.

VI. NEXT MEETING DATE: November 6, 2006 at the Model Home.

VII ADJOURNMENT: A motion was made, seconded, and carried to close the meeting at approximately 7: 00 p.m.

Respectfully Submitted;  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**BOARD MEETING**  
**November 13, 2006**

Present Board members:	President	Paul Zook
	Vice President	
	Secretary/Treasurer	Ken Huebsch
	Member	Brian Higbee
	Member	Forrest Troutman, II, Yingst Homes, Inc.
	Property Manager	Bill Rittenhouse, Sowers Realty Services

**I. CALL TO ORDER**

Paul Zook called the meeting to order at 10:35 A.M., followed by the approval of the September 25, 2006 meeting minutes.

**II Management Reports:** Bill Rittenhouse of Sowers Realty Services as follows:

The Association continues to be in a sound financial position through October 2006. Income is ahead of budget \$5,552.93, while expenses for the same period were \$20585.76 under budget projections.

Total reserve income through October 2006 was; \$45194.60 in operating, \$15,423.97 in reserves for a total cash and reserve of \$60618.57.

General Activities included, continue mowing, fall fertilization, solicit bids for snow removal, tree and shrub replacement, resolve issues with homeowner requests, violation and delinquent letters, 2007 Budget Projections, office duties that include, copies, mailing, filing etc, respond to homeowner questions and concerns and on site inspection.

**III. OLD BUSINESS**

There was discussion on snow removal at the new common areas and the contractor is to be notified not use salt or ice remover on these areas but sand for the first year. Bill Rittenhouse will be doing a walk through with the contractor to discuss snow removal.

Brian Higbee will contact the single family homeowners concerning the 20' right away at the rear of Bradford Blvd.

There was a discussion concerning placement of satellite dishes in the community. Forrest referred to the FCC Regulation that basically states a homeowners association cannot deny these dishes and must allow access to the satellite.

**IV NEW BUSINESS**

Appointment of Board Member: After much consideration concerning the appointment of a homeowner board member, Paul Zook appointed Brian Higbee as a member to the Board to fulfill Matt Cichy term. Brian was then appointed as chairperson for the Review Board and is to submit a list of committee persons to the Board.

Bill Rittenhouse submitted two requests to the Board where there was no response in the past. The Board reviewed the request and gave Bill their decision and he is to respond to the homeowners. Currently all request have been reviewed.

Bill Rittenhouse is to send a draft of the Enforcement Policy to the Board for review. Brian will discuss this with his committee as well. Also Brian is to discuss parking of the commercial vehicles in the community and report to the Board with their recommendation.

With the appointment of Brian Higbee to the Board, the Board was reorganized as follows: Paul Zook, President. Ken Huebsch, Secretary/Treasurer. Brian Higbee, Member. Forrest Troutman II, Member.

The Board reviewed the 2007 budget projection, after discussion the Board approved the budget with no increase in homeowner fees for 2007. Bill Rittenhouse was requested to add a paragraph to the budget narrative requesting homeowners that have an interest in serving the community as a Board member to send a biography to Sowers Realty Service for the Board to review.

VI. NEXT MEETING DATE: February 12, 2007, 10:30 A.M., at the Model Home.

VII ADJOURNMENT: A motion was made, seconded, and carried to close the meeting at approximately 12:30 p.m.

Respectfully Submitted;  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**BOARD MEETING**  
**February 12, 2007**

Present Board members:	President	Absent
	Vice President	_____
	Secretary/Treasurer	Absent
	Member	Brian Higbee
	Member	Forrest Troutman, II, Yingst Homes, Inc.
	Property Manager	Bill Rittenhouse, Sowers Realty Services
	Invited Homeowner	Elizabeth Fischer

**I. CALL TO ORDER**

The meeting was called to order at 10:35 A.M., followed by the approval of the November 13, 2006 meeting minutes.

Conference Call. Paul Zook appointed Elizabeth Fischer as a member to the Board. Brian Higbee was elected Vice-President, effective immediately. Paul offered suggestion for the 2007 landscaping that will be discussed in committee.

**II Management Reports:** Bill Rittenhouse of Sowers Realty Services as follows:

The Association continues in a sound financial position through December 2006. Income is ahead of budget due to advance homeowner fees, while expenses for the same period were under budget projections mainly due to the lack of snow removal to date. Bill Rittenhouse reported there were civil complaints filed with the district justice against four homeowners for delinquent fees. One paid in full, two have judgments and the fourth went to a hearing and the association was granted less than half the fees owed. The Board advised Bill Rittenhouse to appeal the case and have an attorney represent the Association at the hearing. Bill is to have the attorney contact Forrest with all information concerning the case.

General Activities since the last meeting included, continue mowing, fall fertilization, solicit bids and meet with landscape contractor at the property for landscaping for 2007 as well as snow removal, summarize proposals for board reviews, finalize the 2007 budget projections, mail coupons, review e-mails and phone calls from committee and board, mail request, violation and delinquent letters, respond to homeowners questions and concerns, office duties that included filing, copying, update owners list and mailings, district justice hearing and on site inspections.

**III. Committee Reports:**

Discussion was held concerning the Commercial Vehicle Policy, Bed Policy and Sign Policy. All policies are to go back to committee based on comments from the Board and brought back when revised.

The Enforcement Policy was reviewed and it was determined that Bill Rittenhouse contact an attorney for the Association to review the policy for any legal problems within the policy. Once reviewed, Bill is to send the policy to the Board for review.

It was determined Brian Higbee will chair the Landscape Committee and Elizabeth Fischer will chair the Architectural Committee.

Mummert Request: Under the recommendation of the committee, the Board denied the request until further investigation why the developer did not plant trees as shown on the site plan that would serve as a buffer for 245 Buckley. Bill Rittenhouse is to send a letter of explanation to Heather Mummert.

#### IV NEW BUSINESS

A discussion was held concerning how often a newsletter should be sent to the homeowners. Since this is not a board newsletter, it was determined it could be sent at the pleasure of homeowners. The Association would subsidize some of the cost for the newsletter. Elizabeth was requested to include in the newsletter an article concerning Verizon fiber installation that could cause an inconvenienced with roads and lawn areas while being installed.

The developer will be turning over control of the Association to the homeowners later this year or as soon as 75% sales and settlements have taken place. The approximate date, if sales continue as they are, is anticipated for June 2007.

Bill Rittenhouse reviewed the 2007 landscape bids with the Board, upon review by the Board, with the recommendation of Brian Higbee, The Board voted to accept Outdoor Expressions proposal for 2007. Bill Rittenhouse is to discuss with Outdoor Expressions the possibility of a two year contract with the same costs as 2007, excluding the new units and common area which will be negotiated by the landscape committee for 2008. Bill Rittenhouse is to have the contractor be more aggressive with the spring fertilization program.

Brian brought concerns from the committee with the satellite dish at 241 Buckley, that has since been moved to the rear of the home and is no longer an issues. Street signs that need straighten and lease of units were also discussed.

Elizabeth suggested water be made available to the center island. Bill Rittenhouse is to contact Pennsylvania American Water for tapping fees and cost of installation. Also, if the developer has plans to install railings at four locations where there are problems with possible liability to the Association. Elizabeth will contact the township for clarification on developer responsibilities in these areas.

#### Old Business:

Dog Waste: The Board discussed the seriousness of the dog waste problem throughout the community and resolved it is a matter of education of the homeowners. If there is a violation of the West Hanover Pet Ordinance, it need to be reported to the enforcement officer for the township. Brian requested Bill Rittenhouse submit cost for mailing to the homeowners for notification concerning pet waste.

VI. NEXT MEETING DATE: April 16, 2007 at 10:30 A.M., at the Model Home. The Annual meeting was scheduled for June 5, 2007, 7:00 P.M. at the West Hanover Recreation Center if available.

VII ADJOURNMENT: A motion was made, seconded, and carried to close the meeting at approximately 1:20 p.m.

Respectfully Submitted;  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**BOARD MEETING**  
**April 16, 2007**

Present Board members:	President	Paul Zook
	Vice President	Brian Higbee
	Member	Absent
	Member	Forrest Troutman, II, Yingst Homes, Inc.
	Member	Ken Huebsch
Property Manager	Bill Rittenhouse,	Sowers Realty Services

**I. CALL TO ORDER**

The meeting was called to order at 10:35 A.M., followed by the approval of the February 12, 2007 meeting minutes with one change. Brian Higbee was elected not appointed.

**II Management Reports:** Bill Rittenhouse of Sowers Realty Services as follows:

Financial Information: Common Base fee income through March 2007 was \$729.18 ahead budget projections, initiation fee singles (1 settlement) was \$200.00 and interest income was \$777.18.

Total base income was \$1,706.36 over budget projections.

Townhouse Income through March 2007 was \$126.47 under budget. This was mainly due to late fees, we will be filing of two of these homeowners that are now 90 day past due. The 4 homeowners from last quarter that were filed at the DJ are all current with their dues for the first quarter. There are 13 homeowners that are late with their April fee payment or had not paid the full amount due. (\$607.33)

Townhouse expenses for the same period were \$1,570.11 under budget. This was mainly do to landscaping that was anticipated to begin earlier in the year. Snow removal was \$966.25 over budget

Common Expenses for the same period were \$\$1589.98 under budget. This was mainly due to snow removal, (\$2,067.25) under budget projections. I have no outstanding invoices for snow removal to date.

Reserves as of March 31, 2007 were: \$61,176.52 in operation and \$19,268.80 in capital, for a reserve total of, \$80,445.52.

Paul has some concerns with the high income in the operating reserve. After a discussion it was determined this is approximately four to six month expenses and is with in guidelines. Brian suggests the Board review the operating reserve later in the year and determine if the fees could be lowered. The Board agreed to do a review when considering the 2008 budget.

General Information: The main focus since February was snow removal, soliciting bids for landscaping, working with committee chairman on policies, responding to homeowner's questions and concerns, violation, delinquent and approval letters, office duties that includes update homeowner list and labels after settlements, filing, mailings, copies, etc., , file civil complaint with District Justice, attend hearing for civil complaint at the district justice, schedule annual meeting with Paxtonia Fire Company and on site inspection.

### III. Committee Reports:

Landscaping: Brian reported the committee would like Board approval to retain Outdoor Expressions to clean the swale areas from trash on an as need basis. The Board approved up to two hours per week. The Board also approved the committee recommendation to eliminate the fall fertilization and instead do a lime application in the fall at an additional cost of \$100.00. The Board discussed maintenance of the walking path and determined the path will need yearly maintenance and should be included in the landscape budget for 2008. Forrest noted the path is not a faulty design nor complete and is still under warranty until it is performing properly.

Architectural: Nothing was reported.

### IV NEW BUSINESS

- a) Mummert Request: It was determined the site plan call for additional trees on the mound at the rear of the property. Forrest is working to have the trees installed.
- b) Developer Turn Over of the Association: Paul and Forrest reported the transfer Developer to Unit Owners is scheduled to take place at the annual meeting on June 5, 2007.
- c) PA. Water Tapping: Bill Rittenhouse reported he was in contact with the water company and had not received a return call as of this meeting. He also contacted Haller Plumbing and will be receiving a proposal to install a hydrant and meter pit. Once received he will forward the proposal to the Board for review.
- d) Cost for mailing Pet Letter: Bill Rittenhouse reported the cost associated with mailing 182 first class letters is approximately \$90.00.
- e) Railing Liability: Brian Higbee described the exact areas where a possible liability could occur due to the lack of railings where there is a significant drop off along the sidewalk. Forrest will look into this and report back to the Board.
- f) Fiber Optic Installation: Brian and Bill have received numerous calls concerning the installation of the fiber optic cable. The Board instructed Brian and Bill when they receive these call they are first to inform them to address their questions to the contractor on site or refer them to either Verizon or the PUC.

Old Business: A discussion was held concerning the possibility of Bradford Estates having their own web site to communication in the community. There were questions on who would maintain the site, what type information, would the Board control the site, cost involved. It was determined it would have to be maintained by an outside service with Board control. Bill Rittenhouse is to solicit an outside proposal for this service.

Sign Policy: The Board reviewed the recommendation from the committee to establish a Sign Policy. Upon review of the Policy the Board made various suggestions and requested the committee revise the Policy. Brian will take the Policy back to the committee and revise as suggested.

Envelopes: Because it was not a budgeted item for 2007, Bill Rittenhouse requested Board approval to purchase envelopes with the Bradford Estates name on the return address portion of the envelope, at approximately \$70.00 per 500, . Forrest suggest that HOA be added to the address, with this change the Board approved Bill to purchase the envelopes.

Lynch Request: The Board discussed the John Lynch request and approved the request with modification. Brian will discuss this with Bill Rittenhouse before the letter is sent.

VI. NEXT MEETING DATE: June 5, 2007 at 6:00 A.M., Paxtonia Fire Company. The Annual meeting was scheduled for June 5, 2007, 7:00 P.M. at the Paxtonia Fire Company

VII ADJOURNMENT: A motion was made, seconded, and carried to close the meeting at approximately 12:20 p.m.

Respectfully Submitted;  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**ANNUAL BOARD MEETING**  
**June 5, 2007**

Present Board members:	President	Paul Zook
	Vice President	
	Secretary/Treasurer	Elizabeth Fischer
	Member	Forrest Troutman (Absent)
	Member	Ken Huebsch
	Property Manager	Bill Rittenhouse, Sowers Realty Services

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

II PURPOSE OF THE ASSOCIATION MEETING:

Paul introduced the member of the Board and informed the residents in attendance the meeting was for Association business and he as the builder would answer any builder related questions after the meeting. Paul also had available a hand out from Yingst Homes that address many of the concerns related to up coming events that will be taking place in the community that are the declarant responsibility before the Association is turned over to the Unit Owners

Paul announced to the Unit Owners that within the next 60 days there would be a meeting scheduled to transfer the Association from the Declarant to the Unit Owners. Also, at that time there will be an election to form a newly homeowner elected Board.

III. MAMAGEMENT REPORT:

Bill Rittenhouse reviewed the financial position of the Association from January 1, 2007 through April 31, 2007. Bill gave each person represented at the meeting a hand out that reflected what each unit owner monthly fees related to the budget expenses. Bill addressed owners question and concerns with regards to snow removal and landscaping.

IV OPEN DISCUSSION:

Q) Who is responsible for damage to walkways and drives during snow removal?  
A) Bill will have look at the areas in question and make a determination who is responsible.

Q) Can the standing water in the basin be sprayed for mosquitoes?  
A) Paul, not sure wet lands can be sprayed, will have to learn more about this.

Q) What can be done about homeowners trash blowing though out the community?  
A) Paul, the Association has sent a trash education letter to all residents in the community addressing this issue. The Committee has drafted a policy that will be addressed in the future with the newly formed board. This act should be addressed to the West Hanover Township Enforcement Officer when a particular incident is noticed.

Q) What can be done to fill in the pot holes in the street where construction is ongoing?

A) Paul will look into having the holes filled.

Q) What is being done to replace or install trees that have died or have not been planted that show on the site map?

A) Paul, this needs to be addressed in a letter to the developer.

Q) Who paid for the flowers and shrubs that were planted in the entrance island?

A) Elizabeth, the shrubs and flowers were contributed by E.G. Stoltzfus and planted by a group of volunteer homeowners.

Q) Do the single family homeowners need approval to plant trees?

A) Elizabeth, Yes, see the policy that was recently mailed each homeowner

Q) What all get mulched at the townhouses?

A) Elizabeth, there is some confusion concerning this, the landscape company mulched all beds this year because of the confusion. The committee is looking into this and hopes to have a resolution before the 2008 mulching season.

V Old Business: Nothing to discuss.

VII. NEXT MEETING DATE:

Will be determined at a later date.

VIII. ADJOURNMENT:

A motion was made, seconded, and carried to close the meeting at approximately 8:05 p.m.

Respectfully Submitted;  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION  
BOARD MEETING  
JUNE 5, 2007**

Present Board members:	President	Paul Zook
	Vice President	
	Member	Elizabeth Fischer
	Member	Forrest Troutman (Absent)
	Member	Ken Huebsch
Property Manager	Bill Rittenhouse, Sowers Realty Services	

**I. CALL TO ORDER**

The meeting was called to order at 6:00 P.M., followed by the approval of the April 16, 2007 meeting minutes.

**II Management Reports:** Bill Rittenhouse of Sowers Realty Services as follows:

Financial Information: Bill Rittenhouse reviewed the Associations financial position with the Board by breaking out and identifying each line item in the Budget and how it related to cost per unit.

**III. Committee Reports:**

Landscaping: Elizabeth reported the committee would like Board approval for 8 outstanding requests. Upon review the Board approved all 8 requests with conditions as recommended by the review committee.

It was moved and seconded, Bill Rittenhouse solicit two bids for driveway sealing for the entire community and include the driveway sealing in the 2008 budget projections for Board review.

Elizabeth presented the committees recommendation and drawing to upgrade the entrance island with water, flowers, shrubs lawn and pathway. There was discussion on the recommendation and cost associated with the recommendation. It was determined since the Board is going to be transferred from the developer to the unit owners it would be more appropriate for the new Board to address the recommendation.

Architectural: Nothing was reported.

**IV NEW BUSINESS**

The Board accepted Brian Higbee resignation from the Board. This would be related to the Unit Owners at the Annual Meeting.

The Board reviewed items that were submitted for discussion at the annual meeting so each item could be addressed in the agenda under owner concerns.

It was determined the Association is at the 75% unit sold to transfer of the Association from the Declarant to the Unit Owners. A meeting will be schedule within the 60 days as specified in the covenants for the transfer and election of Executive Board Members.

Old Business:

Web Page: The Board wants to move forward with a web page for the community, but tabled any action until the new owners Board is elected and in place.

VI. NEXT MEETING DATE: Will Be Determined

VII ADJOURNMENT: A motion was made, seconded, and carried to close the meeting at approximately 7:00 p.m.

Respectfully Submitted;  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

E-mailed Board  
6/18/07

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION  
ANNUAL BOARD MEETING  
June 5, 2007**

Present Board members:	President	Paul Zook
	Vice President	
	Secretary/Treasurer	Elizabeth Fischer
	Member	Forrest Troutman (Absent)
	Member	Ken Huebsch
	Property Manager	Bill Rittenhouse, Sowers Realty Services

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

II PURPOSE OF THE ASSOCIATION MEETING:

Paul introduced the member of the Board and informed the residents in attendance the meeting was for Association business and he as the builder would answer any builder related questions after the meeting. Paul also had available a hand out from Yingst Homes that address many of the concerns related to up coming events that will be taking place in the community that are the declarant responsibility before the Association is turned over to the Unit Owners

Paul announced to the Unit Owners that within the next 60 days there would be a meeting scheduled to transfer the Association from the Declarant to the Unit Owners. Also, at that time there will be an election to form a newly homeowner elected Board.

III. MAMAGEMENT REPORT:

Bill Rittenhouse reviewed the financial position of the Association from January 1, 2007 through April 31, 2007. Bill gave each person represented at the meeting a hand out that reflected what each unit owner monthly fees related to the budget expenses. Bill addressed owners question and concerns with regards to snow removal and landscaping.

IV OPEN DISCUSSION:

Q) Who is responsible for damage to walkways and drives during snow removal?  
A) Bill will have look at the areas in question and make a determination who is responsible.

Q) Can the standing water in the basin be sprayed for mosquitoes?  
A) Paul, not sure wet lands can be sprayed, will have to learn more about this.

Q) What can be done about homeowners trash blowing though out the community?  
A) Paul, the Association has sent a trash education letter to all residents in the community addressing this issue. The Committee has drafted a policy that will be addressed in the future with the newly formed board. This act should be addressed to the West Hanover Township Enforcement Officer when a particular incident is noticed.

Q) What can be done to fill in the pot holes in the street where construction is ongoing?

A) Paul will look into having the holes filled.

Q) What is being done to replace or install trees that have died or have not been planted that show on the site map?

A) Paul, this needs to be addressed in a letter to the developer.

Q) Who paid for the flowers and shrubs that were planted in the entrance island?

A) Elizabeth, the shrubs and flowers were contributed by E.G. Stoltzfus and planted by a group of volunteer homeowners.

Q) Do the single family homeowners need approval to plant trees?

A) Elizabeth, Yes, see the policy that was recently mailed each homeowner

Q) What all get mulched at the townhouses?

A) Elizabeth, there is some confusion concerning this, the landscape company mulched all beds this year because of the confusion. The committee is looking into this and hopes to have a resolution before the 2008 mulching season.

V Old Business: Nothing to discuss.

VII. NEXT MEETING DATE:

Will be determined at a later date.

VIII. ADJOURNMENT:

A motion was made, seconded, and carried to close the meeting at approximately 8:05 p.m.

Respectfully Submitted;  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION**  
**SPECIAL MEETING MINUTES**  
**August 29, 2007**

Present Board members: Paul Zook, Forrest Troutman and Bill Rittenhouse, Sowers Realty Services.

Absent: Elizabeth Fischer and Ken Huebsch

CALL TO ORDER

Paul Zook called the meeting to order at 7:05 P.M. and explained the purpose of the meeting, which is the transfer of developer control the homeowners and the election of an Executive Board. Paul then turned the meeting over to Forrest Troutman who explained the election procedures and term of office for each board member. The homeowners that were interested to serve as a Board member were asked to give a brief overview of why they wanted to be a candidate for the election. There were 39 people present either by proxy or in person. The candidates are as follows:

Kevin Gemmell 202 Berkley Drive  
Vince Kane 105 Bradford Blvd.  
Linda Perry 338 Buckley Drive  
Cheryl Braxton 250 Buckley  
Dan Combs 210 Buckley

There were 39 Ballots cast, the number of votes for each candidate was 159.

Kevin Gemmell and Dan Combs were elected to three (3) year terms, Vince Kane and Linda Perry a two (2) term and Cheryl Braxton a one (1) year term.

VI. The meeting was adjourned at 7:35.

Respectfully Submitted,  
Sowers Realty Services

Bill Rittenhouse  
Association Manager

**BRADFORD ESTATES HOMEOWNERS ASSOCIATION  
ORGANIZATIONAL MEETING**

**August 29, 2007**

Present Board members: Kevin Gemmell, Cheryl Braxton, Vince Kane, Linda Perry, Dan Combs and Bill Rittenhouse, Sowers Realty Services.

**CALL TO ORDER**

Bill Rittenhouse called the meeting to order at 7:40 and accepted nominations to fill the offices of President, Vice President, Secretary, Treasures and member. The officers serving the Bradford Estates community are as follows:

Kevin Gemmell	_____	President
Vince Kane	_____	Vice President
Linda Perry	_____	Treasurer
Cheryl Braxton	_____	Secretary
Dan Combs	_____	Member

VI. The meeting was adjourned at 7:55.

Respectfully Submitted,  
Sowers Realty Services

Bill Rittenhouse  
Association Manager