

**BRADFORD GLEN HOMEOWNER'S ASSOCIATION BOARD OF
DIRECTOR'S**

BOARD OF DIRECTOR'S MEETING MINUTES

June 12, 2025 at 6:30 pm

ATTENDANCE:

Kasey Gehman
Katherine Archibald
Eric Lefkof
Laurie Abele
Alessandra Wynne

CALL TO ORDER:

The meeting was called to order at 6:38 p.m.

Minutes – May 15, 2025 Meeting Minutes

Motion to approve: Eric; 2nd Alessandra Minutes Approved 5-0.

BUSINESS

A. Financial

- Eric reported and provided an update on income and dues.
- Expenses/Invoices. The Board went over the expenses/invoices due for payment. The Board authorized the Treasurer to pay the bills for PECO; Navarro; NDPM paid; Tree work paid; Sales tax issue with Navarro resolved by NDPM Ram-T paid for sink hole issue. Final bill came in \$7750 – under the estimate the Board initially received. Miscellaneous fees paid. Jamie G. bill approved to be paid. Carnes Invoice & retainer request. All retainer used up by John Carnes. Balance due \$277. Board to review the bill further and the board voted against giving further retainer at this time.
- Eric looked at the total payments to J. Carnes from October of 2023 to December 31, 2024: \$23,800. Collections \$10,557.37; Encroachments \$13,106. General \$4,168. J Carnes charged 1 hour per letter – generic letter over \$4,950 in fees. He charged \$150 per letter on form letters. HOA does not have enough information to calculate how much he charged on collections v. how much was collected.
- NDPM Full Contract – decision tabled to be discussed after annual meeting. It is about 10k more for full contract.
- State Tax Exemption. Agreed to complete the new paperwork based upon recommendation of HOA's accountant.
- Registration of HOA Eric to get an accountant to assist on filing.

- Audit was completed by the accountant. Taxes filed on-time. New Accounting firm has charged much less than prior accountant and prepared all on time for \$1100, saving money for the residents.
- \$111.29 cost of doggie bags incurred by Kasey – reimbursement payment to Kasey approved.

B. Legal & HOA Matters

- Status of ballots for the 2025 election. No one applied but for existing board members. No need to have an election this year.
- Collections – Jamie sent out letters. Need to ask NDPM what they want in invoices. Katherine will be point of contact for legal counsel until NDPM contract is reviewed by the HOA.
- Status of Legal Case – Laurie reported on the status of the pending lawsuit against the HOA.
- Sheriff Sale – Barbara Drive – LWA to check on status.

C. Landscaping/Maintenance

- Navarro Comprehensive Contract – Discussion held concerning the Navarro clean up. Discussion about the clean out of culverts was had by the Board. Supposed to do 1x in the Spring and optional in the fall – this spring it has not been done. Folks on Witherspoon cleaned out theirs.
- Need to have Navarro provide detailed bills. Flowers for this year was discussed – Board believes they were different than years past. Need to obtain details on the bills with itemization. Christina at NDPM will request detailed billing. Navarro did have 6 people here this week to mow. Board discussed that there were 2 mowers doing work that are not providing even cuts – deck heights on mowers are apparently different.
- RFP – Landscaping 2027-2028 Contract – Discussion was held about doing a RFP for landscaping company in the community.
- Pat Forrest came this week to review development for possible quote for his services for the HOA in the future.
- Sinkhole Update – completed – seed down – grass coming in and it looks good.
- Wolfe – Homeowner has concerns about possible sink hole. Kasey went out to meet with the homeowner. No sink hole yet – homeowner advised to keep an eye on it and let the board know if it gets worse.
- Walker Drive – Diseased tree – getting a quote from Navarro to get rid of tree.
- Ithan Drive – Water runoff. Kasey went out to meet with the homeowner twice, but he was not home. Reviewed – no immediate runoff. There are other issues on the property that can cause flooding from the actual residence.
- Hemlock -homeowner request discussed.
- Barbara – Removing tree from common ground – on far corner – vines are going across to HO's trees. Estimate was done to cut down the tree on common ground. Estimate was \$600.00 – Volunteer tree – is a natural tree. Kasey will go out to speak to the homeowners. The board will offer to pay \$300.00 to take down the tree which is causing damage.

- Dodd Tree: Large spruce in backyard. Navarro said it should be taken down. Waiting on a quote from Navarro.
- Request for mowing common ground on Hemlock – Navarro is mowing common ground but cannot get too close to homeowner's fence and there is a bush on the fence. Navarro will not mow against the fence. There is poison ivy on a tree – Navarro.
- Walker – tree removed. Homeowner happy.
- Farnham: Wants an addition on his residence. Question if he has a Township permit. He has trees on the south side of house – and the back right corner is close to house now. Kasey will meet with the homeowner to discuss the issue further.
- Board discussed the number of tree and landscaping concerns already this year - already at about 30 for the year. Above-average for this year.

D. Communication Update – Alessandra

- Board email – Decision on emails assignments. New unauthorized sign in on GoDaddy site discussed. Alessandra to discuss with Christina at NDPM.
- Website updates were discussed. Alessandra is doing updates and will post photos of community on website.
- Google Docs Form – Survey went out and some homeowners responded. Concerns were limited and all will be addressed at the annual meeting.
- Food Truck Report – Success and homeowners enjoyed the community engagement. No cost to the HOA because enough homeowners joined. The board hopes to do it again this year.

E. New Business

- Review of Preparation for Annual meeting ~ June 19, 2025. Each board member will speak at the meeting to give information to the community.

NOTICES:

Annual meeting 7:00 p.m. June 19, 2025.

Next HOA meeting will be July 10 at 7:00 p.m.

Meeting adjourned at 8:49 p.m.