

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

BOARD OF DIRECTOR'S MEETING AGENDA

April 17, 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 by Katherine at 6:34 p.m.

Minutes –

Motion to approve: 1/16/2025 minutes with amendments: Katherine;
Kasey 2nd; Approved 5 to 0.

Motion to amend the 2/20/2025 minutes by Katherine regarding date
and Financial typo regarding Navarro is 25% increase, not 20%
increase. Laurie second. 5-0 passed.

3/20/2024 Meeting Minutes:

Katherine motion to approve as amended; Eric second. Motion
passed 5-0

BUSINESS

A. Financial

- Income/Dues update. Dues pretty successful. 1 more round of letters from NDPM to go out to those who did not pay. After that, they go to collection.
- Need to get W-9 for the Food Truck 6/5 for community day.
- Navarro – need W-9 plus liability insurance information. Eric to request from Navarro.
- Expenses/Invoices: Only check in last month for NDPM a little over \$2k. Motion to pay. Passes 5-0.
- Navarro: The signed contract that the prior board executed does not have any payment terms at all. He presented another contract. Prior board paid him 25% down. Now it is part of the new contract with expanded work information in it not contained in the prior contract. Bills from Navarro are not itemized.

- Eric motioned to pay Navarro 10 equal installments to Navarro (\$88,962) or \$8,896 per month over the next 10 months. Kasey second. Passed 5-0
- Snow bill from Navarro was discussed because the Board felt it was too high compared to the work being done. Navarro sent revised invoices of \$8,491.50 v. 11,358.75. Savings to Homeowners of \$2,861.25. Navarro overbilled in the board's opinion. Board determined to review contract with the solicitor for next steps.
- Board desires to meet with other contractors for bids relating to work for the HOA.
- Status of Previous Collections: see above Income and Dues update.
- Certificate of Registration – Due 11/15/2025
 - o NDPM - reach out to new tax preparer if can prepare on HOA behalf – vote Motion for NDPM to reach out to new accountant Katherine; second Laurie; Motion passed 5-0.
- 2024 Tax Return status – Signed by Katherine on 4/4/2025. This has been submitted.
- Snow removal Invoices - Revised – see above.

B. Legal & HOA Matters

- Open Board positions – two positions. Letter sent out last year regarding Board positions was discussed. Revisions to letter discussed. Motion to revise letter for open positions as discussed by the Board and Eric's edits Laurie; Kasey second; Motion passed 5-0.
- Board discussed the annual meeting being scheduled for 6/19/25; time 7:00 p.m. and making sure that the letter regarding open positions go out a lot sooner than in prior years.
- Collections: Board discussed obtaining additional information requested by the Solicitor.
- Status of Legal Case – Laurie reported to the Board the status of the pending Court of Common Pleas case.

C. Landscaping/Maintenance

- Navarro Comprehensive Contract was discussed. Board discussed the updated information from Navarro on services he provides. Discussion was held about mulching. Weed control to be done on 4.22.25. All common grounds and cul-de-sac's will be done. Residents to be notified of weed control being done. Clean out for storm water management was discussed. Not done yet for the Spring by Navarro. Small branches are picked up at no charge by Navarro. Large branches – there is a charge for pickup. All homeowners should contact NDPM and go through Mr. Gehman who is the liaison relating to maintenance work to be performed for the HOA. Discussion about landscaping was held.
- RFP's for new providers was discussed.
- Sinkhole Update. Kasey gave an update on the sinkhole issue. No guarantee of work to be done but best solution is work quoted by Ram-T to resolve the issue. New quote received which was about \$1,000 less. Fill is available now. Motion to go forward with Ram-T doing the work. Letters to be sent to streets involved (Marsha, Wolfe and Julie) to remove items in common ground and notify about

work to be done on the sink hole area. Warranty to grass and plantings after April.

- Tree removal quotes for Wolfe Lane and Spellman discussed. Received Navarro quote. Board determined to remove tree on Wolfe and trim on Spellman. Kasey will notify Navarro to move forward as directed by the Board.
- Fencing requests discussed. Fencing approved so long as done in compliance with Township regulations if required. For structural issues – Township permits are required. Other fencing request was discussed. Plot plan provided by Kasey to homeowner to assist with the requested fencing. All plot plans are now available from the board upon request.
- Trampoline remnants. Discussion with homeowner who owns the property was accomplished by Kasey last month. Follow up will be done with items to be removed in the near future.
- Tree assessment request. Kasey went out to the residence who requested the assessment on multiple occasions. Will attempt to go speak with homeowner again.

D. **Website/Email update** – Alessandra: Emails are up for all Board members on the website.

E. **Ongoing Business**

- Resolutions – Motion to Rescind prior Resolutions and to post on the website by Laurie; second by Eric; Motion passed 5-0. Resolutions rescinded as of 3/20/25.
- Community Day update – June 5, 2025 – needs to be advertised to the homeowners. Food Truck has been secured from Saloon 151. The menu will be the Whiskey Barbeque menu. Katherine will notify Saloon 151. Sign-up genius will be sent out to homeowners. Information about community gathering will be sent out to families with the mailing to go out in May for the open board positions.
- Community Engagement Committee – sign-up sheets at the annual meeting that we are looking to set up committees.
- By-Law Committee sign-up sheet to be at the annual meeting for those interested in working to update the bylaws for the HOA.

NOTICES:

The next BOD meeting May 15, 2025 at 6:30 p.m.

Meeting adjourned at 8:23 p.m.