

# **Brynfield Homeowner's Association Fall Newsletter, 2015**

**Brynfield 2016 Budget.** Enclosed with this newsletter is your copy of the 2016 Brynfield Homeowners' Association Budget. While our expenses have increased the Board has been able to maintain last year's dues rates.

**Five Percent Discount for Lump Sum Payment Continued.** When the Board approved the budget, it also voted to continue the 5% discount for Homeowner's who pay their entire annual dues on or before **January 15, 2016.** This offer only applies to Homeowner's who DO NOT have any outstanding balance. The discounted amounts are as follows:

**Townhouses:** \$65 per month; Reduced one-time pay rate: **\$741.**

**Quadplex:** \$75 per month; Reduced one-time pay rate: **\$855.**

**Duplex:** \$80 per month; Reduced one-time pay rate: **\$912.**

Please Note: Checks for the reduced rate will be deposited by Penn Equity after January 1st, 2016 so that they will appear on the 2016 Financial Statement.

**Executive Board News.** The Executive Board wishes to thank our new board members recently elected at the Annual Meeting. The new members are Carol D'Amico and Mike Walsh. They are working hard, along with the rest of the Board, in meeting the needs of the Association.

**Legal Actions.** The Brynfield Homeowners Association has been named in two law suits involving individuals who either fell or were injured on the walking paths or the crossing sidewalks in front of individuals' homes. The Association carries a general liability insurance policy to cover these expenses. Homeowners may wish to address their insurance company to make sure that falls on sidewalks and homeowners property are covered.

One law suit involves a homeowner being named for having an uncovered water shut off valve on his sidewalk. The homeowner, PA American Water and Brynfield HOA have been named in the suit. The second suit involves a homeowner who was struck and seriously injured while walking on Brynfield's walking path, by two bicycle riders who are not residents of Brynfield. The Association has been named by the defendants in this suit. Our insurance company has retained an attorney to represent both the insurance company and Brynfield in both of these cases.

Ron Costen and our property manager Mike Blouch completed written interrogatories (a type of legal discovery) for the sidewalk fall case and Mike Blouch was deposed by the plaintiff's attorney. A deposition involves appearing in a law office and giving sworn testimony regarding any information that is known about the claims filed in the law suit.

**Parking in Restricted Grass Areas.** West Hanover Township assessed all streets and roadways within Brynfield and other communities in the Township. Following that assessment a series of no parking signs were issued to make certain that emergency vehicles can gain access to homes when an emergency exists.

Many residents of Hanoverdale Drive have ignored the no parking signs and have been parking in the grass boulevards that divide the Hanoverdale roadway. This is a violation of a Township Ordinance and an expense to the Homeowners' Association. The expenses involved are re-seeding areas that have been parked in, replacing dirt to fill rutted areas from vehicles left parked in grass areas. **PLEASE DO NOT PARK IN GRASS COVERED AREAS.** Thank you for your cooperation so that we do not have further unnecessary expenses for those not following the Township ordinances.

**Tree Replacement.** Home owners are responsible for replacing dead, diseased or storm damaged trees at their own expense in a timely manner. New trees shall be of the same "type" and shall be at least 5' high. Letters have been sent to home owners who have not complied with the requirements. Those who have not complied with the request for replacement will have a tree planted in their front yards and will be assessed for the cost of the replacement.

**Fall Clean-up.** As of the date of this newsletter, Team Lewis has already begun the fall clean-up. They will return the week of December 14<sup>th</sup> to beginning removing the leaves that have fallen. We have asked them to wait until the majority of the leaves have come down before removing leaves so that as many as possible will be removed.

**Christmas Tree Collection.** Waste Management now collects Christmas trees in January. Additional information can be obtained from Waste Management at 717-232-0878.

**Priority Snow Removal.** We would like to do our best to accommodate any homeowners who need to have snow removed as soon as possible due to medical reasons and/or any homeowners who are employed by companies who provide Emergency Medical Services. If you believe that your circumstances warrant priority snow removal service, please contact Penn Equity for a request form. All requests will be reviewed by the Executive Board before priority removal is granted. The contact at Penn Equity is Sasha Keen at [mail@pennequity.com](mailto:mail@pennequity.com)

**Rules, Regulations, and Enforcement Policies, etc.** All of Brynfield's Rules, Regulations, Covenants, By-Laws and Architectural Review Forms are found on the Brynfield web site: [www.Brynfield.com](http://www.Brynfield.com). If you do not use the internet you may obtain an Architectural Review Form and other documents pertaining to Brynfield by calling Penn Equity at 566-8550.

**Architectural Approval.** All homeowners that wish to make alterations or changes to the exterior of the buildings and/or grounds are required to submit, in writing, an "Architectural Review Request" to either Joe Rutter at 324 Baumgardner Drive, or to Penn Equity at PO Box 228, Palmyra, PA 17078. Failure to obtain Architectural Approval prior to making exterior changes may result in a fine as per the Rules, Regulations, and Enforcement Policy of Brynfield.

**Automatic Debit (Direct Payment).** Direct payment has been available since Penn Equity has managed our property. Direct payment is an electronic payment service that is designed to debit funds from your checking account (monthly) regardless of where you bank. This form of payment is not available for the one time annual payment (5% Discount). Auto-Debit is a useful option for monthly payments to avoid the inconvenience of check writing every month or for those who have difficulty remembering to send their dues on time. If interested, contact Penn Equity at 566-8550 and they will forward an authorization form.

**Automatic Telephone System.**

You may have noticed the Executive Board has instituted a "Robo-Call" system to advise homeowners of important issues. Usually these are related to weather and snow concerns. This system allows the Board to call one number and for all homeowners who have registered a phone number (either home or cell) to receive a message from the Board. If you are not signed up for this system, the Board encourages you to do so. If the call comes when you are not in, a message will be left on your answering service or the Robo-Call mechanism will call two more times in an effort to contact listed numbers; the same is true if your number is busy.

If you have not received a "Robo-Call" yet, it may be that your number is not in the system. To subscribe to the system call the number listed below, from the telephone to which "Robo-Calls" should be made (e.g., from your home phone if that is the number you wish to be called and/or your cell phone).

**The number to call is 717-344-5781 and then follow the instructions that the system gives to you.**

**Brick Mail Boxes.** The Board has been made aware that a number of the brick mailboxes in Brynfield are deteriorating with the bricks needing to be repointed and in the case of some mailboxes replacement of bricks that have come out. Homeowners with brick mailboxes are responsible for maintaining them. The Board has collected a list of masons that have been used in Brynfield for you to review and speak with regarding any repairs that your mailbox may need. The Board cannot warrant the work of these masons but others in the development have used them and they are reliable and do good work.

1. Andrew Kemble Masonry. The company has a face book page: [facebook.com/kemblemasonry](https://www.facebook.com/kemblemasonry) or they may be reached by telephone at 717-275-3672.
2. Haldeman Brothers Masonry in Hershey, PA. The phone number for this company is 717-838-4069.
3. S R Masonry which can be reached at 717-808-2418.

**Sidewalks Passing Homeowners' Property Lines.** This is to remind you that the West Hanover Township Code requires that homeowners maintain and repair all sidewalks that pass the homeowner's property line. As well, any sidewalk on your property that is not a common sidewalk, e.g., one that passes your residence, you likewise have the duty to maintain that sidewalk.

**Home Exterior Maintenance Issues.** This is a reminder that homeowners have the duty to maintain the exterior of their homes. This includes painting the front doors and maintaining the shutters on our homes. When the paint fades on the shutters and doors the homeowner has the responsibility to repaint them, using the same color that is currently on them.

**Snow Removal and Driveways.** Please note that Team Lewis has installed polyurethane blade covers on its snow removal equipment. This will **not**, however, stop all white marks from appearing on the driveways that have been plowed. It will significantly reduce them, but some marking will still occur.

If you do not wish to have any markings on your driveway, you should opt out of snow removal service, as there is no absolutely certain way to prevent this. Please contact Penn Equity in writing by sending your request via US Postal Service or by email: [Mail@PennEquity.com](mailto:Mail@PennEquity.com) if you wish to opt out of snow removal services and provide your own snow removal.

**Snow Removal Policy for Brynfield HOA:**

- A.** **Removal of minimum snow accumulation:** The contractor shall be responsible for the removal of snow deposits over two inches (2") on the common area sidewalks, driveways, and private walkways to the front doors of each home. **Timing of snow removal:** Snow removal shall commence within one (1) hour after the snow has stopped. The length of time it will take the contractor to complete the snow removal process will vary based upon the depth of the snow.
- B.** **Ice removal:** The ASSOCIATION (or contractor) is **not** responsible for chipping ice from walkways, driveways, roofs or gutters. The removal of ice deposits that are the result of the melting and refreezing of ice and snow from the roof, gutters, or other areas is **not** the responsibility of the ASSOCIATION or CONTRACTOR. Please use extreme caution when using any ice melting chemicals because they may damage the concrete sidewalks. From the feedback we have received from concrete professionals over the years, Magnesium Chloride is recommended if any chemicals are required; **HOWEVER, IT IS IMPORTANT TO UNDERSTAND THAT ALL ICE MELTING MATERIALS MAY CAUSE DAMAGE IF THE CHEMICALS REMAIN ON THE CONCRETE SURFACE. THEREFORE, IT IS RECOMMENDED TO SWEEP ALL CHEMICALS FROM THE CONCRETE AFTER THE ICE HAS MELTED.** Please do NOT use SALT on any concrete surfaces, at any time.
- C.** **Vehicle removal from driveway.** Homeowners who do not remove vehicles from driveways, parking areas or any other area that would impede the snow removal process, forfeit having those areas cleared.
- D.** **Snow drifting.** The contractor shall **not** be responsible to remove snow that has blown back into the cleared areas after the service has been completed.
- E.** **Removal process, beginning location:** The contractor is **not** required to begin the snow removal process in any specific location within the development. The location will be determined at the contractor's discretion; however, residents on the snow priority list should receive snow removal first.
- F.** **Snow removal that is less than 2":** The removal of snow accumulations that are less than 2" is excluded from ASSOCIATION responsibility. Snow that is 2" or less, IS THE RESPONSIBILITY OF THE INDIVIDUAL HOMEOWNER. The homeowners may contract for services for snow that is 2" or less at their own expense. This includes the clearing of the common sidewalks in front of your home.
- G.** **Heavy snow accumulations:** When parking spaces and/or walkways are compromised by piled up deposits of snow, the contractor shall have the option of either disposing of excessive deposits on the homeowner's side of the curb or hauling snow deposits to the closest common area for disposal.
- H.** **Township responsibility:** The Township is responsible for plowing all dedicated streets; therefore, depending on the timing of the township's arrival they may plow snow back in front of the driveways and mailbox area after they have already been cleared.

Penn Equity Associates, Inc. would be happy to answer questions you may have from time to time. If have not already done so, members should familiarize themselves with the Declaration, By-laws, Rules and Regulations etc., to gain a better understanding of the Association and how it works. Again, all these items can be found on the website or by contacting Penn Equity at (717) 566-8550. You can also email Penn Equity at [Mail@PennEquity.com](mailto:Mail@PennEquity.com).