

BTF HOA Annual Meeting Minutes

Date: June 9, 2026

Time: 7:15 PM – 8:30 PM

Call to Order & Introductions

The annual meeting was called to order at 7:15 PM. Introductions were made and attendees were welcomed. Attendee list can be found at the end of the minutes.

Update on 1 Bowmans Drive Event

The homeowners provided an update on the upcoming event at 1 Bowmans Drive.

Discussion included feedback regarding traffic congestion associated with the event. The homeowners acknowledged concerns and noted that future events will include improved planning and communication. The permitting process for the event was reviewed, including coordination with the Township and applicable requirements. The homeowners also discussed opportunities to improve public presentations and resident engagement for future events.

HOA Property & Common Area Review (Map Link Provided in Resources)

Areas Confirmed as HOA Responsibility

- Entrance signage
- Gatehouse area
- Cul-de-sac landscaping and maintenance
- Island and pathway areas adjacent to neighboring properties

Other Areas

- Walkway to Lookout Park

It was noted there is a walkway accessible to homeowners that lies between trees lining 11 and 15 Brooks Bend Dr. (owned by Upper Makefield Township, not BTF HOA).

The Board reported that a review of historical records and legal documentation identified discrepancies regarding ownership and transfer of certain parcels and common areas.

Key Findings:

- Some parcels appear to have been recorded but never formally transferred to the HOA.
- Certain areas have no clear record of transfer to the Association.
- Legal review is necessary to move for quiet title to address parcels that were not transferred.

Governing Documents

The Board discussed amending and restatement of the Association Bylaws. Updated governing documents will be presented to the membership for a future vote, where $\frac{2}{3}$ approval is required.

Financial & Administrative Items

- The Board will explore digital payment options, including electronic payment platforms for dues and assessments.
- The Board discussed evaluating future allocation methods for shared community expenses.

Landscaping & Grounds Maintenance

2026 Landscaping Program:

- Current landscaping contractor retained for the 2026 season.
- Entrance landscaping improvements were completed in May 2026.
- Ongoing maintenance includes trimming and pruning, pathway and island landscaping maintenance, and cul-de-sac maintenance.
- No seasonal flower installations are planned for the current year.

Tree Management Program

- Continued treatment and monitoring of pin oak trees that line the neighborhood. Reminded homeowners that the Board's position is that those trees are a feature of the neighborhood and are being treated as an HOA expense
- 40 of 170 trees have shown signs of disease and are treated with an insecticide and antibacterial treatment. This is for mitigation, not prevention.
- All 170 trees are treated with a fertilizer and root treatment on a two (2) and three (3) year cycle.
- Fertilization programs continue on a scheduled cycle for all community trees.
- Homeowner Meridith Haskin asked the Board to consider having homeowners who wish to have their trees treated separately be able to provide documentation of treatment. Board to take under advisement and provide response.
- Residents are reminded to keep storm drains and inlets free of leaves and debris and to report drainage concerns to the Board.

Architectural Review Board (ARB) Update

- All exterior modifications must receive ARB approval before work begins.
- Municipal permits may require HOA approval documentation prior to issuance.
- Tree removal requests must follow township procedures and permitting requirements.

Community Issues

Rifle Range Noise: Resident concerns regarding rifle range noise were discussed. The Board will continue gathering feedback.

Bowmans Tower: The Board noted that the observation tower is open. Revenue associated with tower ticketing (\$10 adult/\$5 child) continues to support park-related activities.

Follow-Up Items / Action List

- Continue with quiet title proceedings for non-transferred parcels
- Present amended and restated Bylaws to membership for vote
- Evaluate and recommend digital payment options for HOA dues
- Review future allocation methodology for common expenses
- Review long-term tree maintenance funding and allocation strategy
- Continue monitoring pin oak treatment program and report progress
- Reinforce ARB approval requirements through resident communications
- Continue gathering resident feedback regarding rifle range noise

Adjournment

There being no further business, the annual meeting was adjourned at 8:30 PM.

Attendee List

Board Members

- Brenda Burkhart
- Elyse Shapiro-Cantor
- Dan Sawl
- Katie Donegan
- Nancy Heyrich
- Peter Tucci
- Dale Van Aken

Homeowners

- David Owens
- Travis Robins
- Linda Sichel
- Kim Park
- Ellen Schlachter
- Lisa Halteman
- Anand Haridas
- Geraldine Raymond
- Trisha Ritter
- Meredith Haskin
- Adam Haskin
- Rita Durant
- Marc Durant
- Vasu Bhandarkar
- Tom Cancro
- Nora Montes
- Jason Blatt
- Lisa Blatt
- Andy Cantor
- Debbie Van Aken

Resources

Bucks Country Parcel Viewer:

<https://www.arcgis.com/apps/webappviewer/index.html?id=2eda3020dd9847eaa00d1d6c0764a607>

Upper Makefield Township website with contacts:

<https://uppermakefield.org/government/>

Tree Removal Permit info: <https://uppermakefield.org/tree-removals-need-a-permit/>

BTF website: Check your directory info and send updates to Elyse if needed:

<https://btfarm.org/>

Current BTF HOA Bylaws and Covenants links, on the website under “Resources”:

https://btfarm.org/wp-content/uploads/2017/09/Bowmans_Tower_I_Bylaws.pdf

<https://btfarm.org/wp-content/uploads/2017/09/Bowmans-Tower-1-Unilateral-Decl-of-Restrictions-Covenants.pdf>

<https://btfarm.org/wp-content/uploads/2017/09/BTF-II-bylaws.pdf>

<https://btfarm.org/wp-content/uploads/2017/09/Bowmans-Tower-Farm-Uni-Restrictions-and-Covenants-with-Amendment.pdf>

Neighborhood Facebook group reminder (Name: Bowmans Tower Farm Neighbors):

<https://www.facebook.com/groups/125697661448967>