



# Sewickley Heights Manor Messenger

A publication of Sewickley Heights Manor Homes Association  
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November 2019

## Message from the President

Welcome to November, Neighbors!

It's a busy time for the Finance Committee, the Board of Directors, and the staff, as we work to put together our proposed Manor and Ridge budgets for 2020. I'm very grateful to all of these folks for the work they do for our Association. The budget will not be final until the Board votes to adopt it on December 3. Prior to that vote, you're invited to a meeting to discuss the proposed budget at 7 pm that evening. And, before THAT, there will be a meeting of the membership to approve the transfer of \$45,000 from the equipment reserve fund and redirect it to the roof and deck reserves. All of our equipment was replaced this year via the insurance settlement due to the fire; therefore, the current balance in our equipment reserves will be sufficient in the short term, in the unlikely event that anything not covered by insurance would need to be purchased. In addition, the transfer will really help both the roof and deck reserves; it's a good opportunity for us. Please consider attending the meeting at 6:30 to vote, and, if you have questions or an interest in the proposed budget, stick around to chat with us about it. It's a good opportunity for neighbors to do a little visiting.

It is also the time of year when we have the opportunity to show appreciation to our staff, Susan Moran, Bob Merriman, and Cam Connifey, via the 31<sup>st</sup> Annual Employee Holiday Fund. Many homeowners/residents donate to the annual collection. The flyer/envelope will be distributed to your door, and the deadline for turning in your envelope is December 16. Thank you for your participation in this annual event for our staff.

Enclosed in this newsletter is a policy flyer that details both the outdoor decorating policy and the snow removal policy. Please take a minute to review these important winter season policies.

Please accept my warmest wishes for a Blessed and Happy Thanksgiving to you and your families.

Thanks for being great neighbors!

Sally Shipley  
President

## Neighborhood News

**A meeting of the membership will be held on Tuesday, Dec. 3 at 6:30 P.M.** (prior to the budget meeting) at the Aleppo Township Building. The purpose of the meeting is to obtain approval for the transfer of \$45,000 from the equipment reserve account. The transferred money will be split with \$30,000 to roof reserves and \$15,000 to deck reserves. Since our equipment has all been replaced after the fire, this transfer will insure the stability of these two reserves accounts.

The Finance Committee, Board of Directors and Manor staff are preparing the 2020 budget, and all owners will soon receive notice of any change in their assessment for the coming year. **A meeting to discuss the budget with the Board is scheduled for Tuesday, December 3, 7:00 P.M. at the Aleppo Township Building, 100 North Drive.** Following the budget adoption, the coupon payment booklet will be mailed to owners, allowing adequate time for the first payment, due January 1, 2020. Payments must be **received** in full on the last day of the month assessments are due (for example, assessment payments due January 1 must be received not later than January 31) to avoid a \$50/month penalty. If you use online payment, please allow enough time for processing.

**The Nominating Committee Chairperson** will be appointed at the December 3 meeting. If you are interested in serving on the Nominating Committee, or the Board, please call the Manor Office.

**March 16, 2020** is the date for the Annual Homeowners Meeting at the Osborne Elementary School. At this meeting, members will be electing four members to the Board for two-year terms.

### Current Directors and their term expiration dates are:

Peter Cady, March 2021	Sandra Crapis, March 2020
Norm Diebold, March 2021	Judy Haluka, March 2020
Len Kinter, March 2020	Tim Miller, March 2020
Sally Shipley, March 2021	

**Going away?** If leaving for an extended period, please be sure to winterize your home. Please keep your thermostat at 55 degrees, shut off the water at the meter and drain your indoor plumbing. Please give an emergency contact number to the SMHA office and give the name of a key holder or leave a key with a neighbor. All residents please remember to turn off and drain the outdoor faucet and store your garden hose indoor for the winter.

**If you use your fireplace and it has glass doors**, please don't close the doors until the fire is extinguished. Some Manor homes have had resulting chimney fires in the past.

**With the festive season upon us**, let's all remember to use our garages and driveways so that our holiday visitors may use the guest parking spaces. Thank you!

### *Aleppo Township News*

**Christmas Tree Recycling** will be available to Aleppo Township residents again this year. Discarded trees will be taken to North Park and recycled into mulch. Details about the date for tree pickup will be available soon. We'll put it on our website as soon as we know, it will be in the December newsletter, and it will be on the Township website.

Aleppo's **Santa on the Truck** event will be December 21 this year. This is a really fun time for kids of all ages when Santa visits our neighborhood on the Township fire truck to spread Christmas cheer...and goodies!

**Trash collection is contracted by Aleppo Township**, and your Township property tax pays for it. If the collector misses you, please contact Aleppo Township, not the Manor Office. Per the 2019 schedule, Christmas week trash and recycling collections will be on December 24. Chances are pickup will be early that day, so WM workers can celebrate with their loved ones. Watch for the 2020 recycling schedule in the mail.

### *Committees*

**Communications – Sally Shipley, Chair:** The Manor Messenger is available on the SHMHA website, [sewickleyheightsmanor.com](http://sewickleyheightsmanor.com), in the Messenger mailbox, located near the Little Free Library on Sewickley Heights Drive, and in the Manor office. A new issue is available when the sign is posted at the Manor entrance. If you take a newsletter from the mailbox, please be sure to close the box so that remaining newsletters stay dry. Thank you!

**Manor Landscape - Peter Cady, Chair:** Our contract with Sarver includes two leaf pickups and in between those, the Manor staff will be helping with this chore. We are also expecting to remove some dead/dying/diseased/dangerous trees before the end of the year.

**Ridge Landscape - Tim Miller, Chair:** Sarver Landscape continues to remove leaves in the Ridge.

*All comments or concerns about landscaping in the Ridge or Manor should be directed to the SHMHA office.*

**Manor Maintenance - Len Kinter, Chair:** Gutter cleaning will soon begin on all the Manor buildings, after leaves have fallen. Please be patient, as we have a lot of gutters and it does take time to complete. If you are having gutter related issues prior to your gutter being cleaned, please call the Manor office with details. If you have an electric gutter melt cable to prevent ice damming, remember to plug it in/turn it on when the snow starts falling. Also remember to turn it off when the snow melts, as the cables draw significant electricity. If you live in the townhouse side and would like to have cables installed, please call the Manor Office for pricing. The price does not include electrical hookup, which you will need to arrange with a contractor.

The Board contracted with Meredith Home Improvements to install a new roof at 201-211 Forest Edge. The work is expected to be complete in November, and this will be the first roof replaced since the previous cycle completed in 2009. This building will have Leaf Filter installed which is expected to eliminate clogged gutters.

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## *Did You Know?*

**SHMHA does not insure your home.** Now is a good time to check that you have appropriate homeowners' insurance, both interior and exterior, on your townhome or your home in the Ridge. Condo insurance is not adequate, as SHMHA carries liability insurance on only the common areas within the Manor. The SHMHA Declarations require homeowners to list the Association as "additional insured" on their policy and to provide a certificate to the office upon renewal. A review of the certificates on file showed many certificates are expired and many are missing altogether. Your insurance agent can help you with the certificate and may even send it for you if you provide the Manor office address: 101 Greenwood Drive, Sewickley, PA, 15143. If you have questions, please call the office. Thank you for attending to this important matter.

**If you own a home in the Manor, you are a member of the Association.** When you purchase a home in Sewickley Heights Manor you become a member of Sewickley Heights Manor Homes Association. This happens at closing; membership is appurtenant to and may not be separated from ownership of any lot. When the deed transfers, the SHMHA membership does, too. The governing documents (Declarations, First Amendment to the Declarations, Bylaws, and General Regulations) are delivered to the buyer at closing. Accordingly, association members are governed by the Declaration of Covenants, Conditions, and Regulations (recorded October 17, 1974, in the Records' Office, Allegheny County), and its First Amendment (executed and acknowledged January 31, 1996, by not less than 75% of the owners of the plan), the Bylaws, and the General Regulations.

## *Staff and Hours of Operation*

**Robert E. Merriman, Operations Manager**  
**Cameron Connifey, Maintenance Assistant**  
**Susan Moran, Office Manager**

**Monday – Friday 7 AM - 3:30 PM.**  
**Monday - Friday 7:30 AM – 4:00 PM**  
**Business Hours M, T, Th, F 7:30 AM - 4:00 PM.**