



# Sewickley Heights Manor Messenger

A publication of Sewickley Heights Manor Homes Association  
101 Greenwood Drive, Sewickley PA 15143  
412 741 8563  
shmha@verizon.net

January 2020

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## Message from the President

Happy New Year!

This Manor Messenger issue is packed with neighborhood information, so I'll be brief. Just below is all the information you need to know about our SHMHA Annual Meeting. Please save the date – it will be here before we know it! If you cannot attend the meeting, it's helpful if you assign your proxy to a Board member or someone you are sure will attend. Proxies help us attain a quorum, which we need to hold the election and to vote on Manor business. If you assign a proxy, you can still vote in the election by absentee ballot. An absentee ballot does not count toward a quorum.

Also please see the information about exterior changes to your home and planning for spring and summer landscaping projects. Upgrades to homes and gardens are encouraged; please remember to submit your request forms well in advance and be sure to include your contractors' insurance information.

The days are already just a little longer, and each day brings us closer to Spring! Hope to see you on March 16.

Thanks for being great neighbors,

Sally Shipley

## **SHMHA Annual Meeting** **Monday, March 16** **7:00 PM** **Osborne Elementary School**

At this meeting we'll elect **four** Directors, each for a two-year term. In order to conduct Manor business, including the election, we must have a quorum at the Annual Meeting. If we cannot establish a quorum on March 16, we'll adjourn and reschedule the meeting for the following evening, Tuesday, March 17, at 7:00 PM at the Aleppo Township Fire Station. Please mark your calendar and consider attending the meeting; if you are unable to attend, please assign a proxy/complete an absentee ballot. Assigned proxies count toward establishing a quorum; absentee ballots alone, while important, do not count toward the quorum.

**Envelopes containing the annual report, absentee ballots, proxy forms and voting information instructions, will be ready near the beginning of March. Signs will be placed at the Manor and Ridge entrance to let owners know to stop by the office to pick up their packet. Those envelopes not picked up by the deadline will then be mailed. By picking up your envelope at the office, you help to save significant postage.**

Board Member Sandra Crapis is the chairperson of the Nominating Committee, and committee members are Alice Vescio and Tom Corbett. Many of our neighbors are highly qualified to serve on the Manor Board. In order to run for the Board, you must be a **homeowner living in the complex**. Serving on the Board can be a rewarding experience while getting to know your neighbors, helping to maintain the quality of life and protecting your investment in your home. The Board meets once a month and is flexible when scheduling their meetings. **If you are interested, please contact one of the members of the Nominating Committee or fill out the enclosed application and return it to the Association office by February 17.** If you have any questions, you may contact the Manor office.

**Current members and their term expirations are:**

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

Prior to the budget meeting on December 3, 14 Association members and 21 proxies voted to move funds from the equipment fund to roofs and decks. Following the vote, five members addressed the Board regarding the 2020 budget. The 2020 budget was approved at this meeting.

## **Snow Removal Reminders**

Please do not park in the roadways as it inhibits snow removal and puts your vehicle at risk for damage. If a vehicle is parked in your driveway, the driveway will not be plowed. Accessible driveways are plowed when there is at least 2" of snow, the forecast indicates no melting, and the snow has stopped falling. Driveways are not plowed, and sidewalks not cleared on weekends or holidays. When melting occurs, snow on the deck could wick into the home, so it's a good idea to sweep off your deck.

**If a resident needs special snow removal for medical or other circumstances, please let the SHMHA Office know, and we will try to meet those needs.**

**Please note** that Aleppo Township is responsible for snow removal on the following roads: Sewickley Heights Drive, Rockledge Drive, Sewickley Ridge Drive, Sewickley Ridge Circle and Sewickley Ridge Court (driveway access roads and driveways are SHMHA responsibility).

A key was found on the walkway near 601-611 SHD. If it's yours, please call the office to claim.

**Committees**

**Architectural Control - Tim Miller, Chair:** All Manor and Ridge exterior modifications, such as storm doors, front doors, patio doors, windows, awnings, and **anything** you change on the outside of your home, must be approved in advance of beginning work. Request for Architectural Review forms are available from the Manor Office. Please allow adequate time for the committee to meet and review your request and include a certificate of insurance for your contractor, as contractors are likely to be working on Manor common property. Incomplete forms will likely cause a delay in approval.

**Communications - Sally Shipley:** The newsletter is available on our website, [www.sewickleyheightsmanor.com](http://www.sewickleyheightsmanor.com), in the mailbox near the Little Free Library, and in the Manor office. A new issue is available when the sign is displayed at the Manor entrance. If you take a copy from the newsletter mailbox, please be sure to close the lid so that the remaining newsletters will stay dry. Thank you!

**Finance - Judy Haluka, Treasurer:** Homeowners have received 2020 coupon booklets for use in making quarterly assessment payments. The first quarter payment was due January 1. The next payment is due April 1. **Remember, our assessment policy states checks must be received in the Manor Office by the end of the month due to avoid a \$50/month late fee.**

Our auditor, E. G. Conley, PC will audit the Association's financials and prepare our annual tax return beginning in February.

**Manor Landscape - Peter Cady, Chair:** Sarver Landscape completed the first year of a two-year contract with two final leaf pickups. Tall Timber completed contract tree removal for 2019 and tree trimming near homes to be entirely painted in 2020.

It may be winter, but spring is just around the corner; it's time to think about your landscape plans. Please submit your landscape forms for approval soon, and you can enjoy your upgrades for the full spring and summer.

**Manor Maintenance - Len Kinter, Chair:**

**2020 Arena Painting Schedule:**

If your entire building is being painted, you will want to delay awning installation.

Entire Building, including deck:

<u>Sew. Hts. Dr.</u>	<u>Timber Lane</u>	<u>Forest Edge</u>	<u>Trailside</u>
401-411, 501-511	401-415 (decks excluded)	201-211	401-411
402-412, 502-512			
701-711			

Decks Only:

<u>Sew. Hts. Dr.</u>	<u>Timber Lane</u>	<u>Little Hollow</u>	<u>Wood Crest</u>
1001-1011, 810	701-711, 801-807	102-108	102-116, 201-207

**Deck Refurbishing**

The Board contracted with Quaker State Construction for refurbishing decks at 401-415 Timber Lane and 101-111 Wood Crest. We expect that the work will begin in the spring of 2020.

**Bee Spraying 2020**

The Board approved a contract with Four Seasons Exterminating for exterior spraying for nesting of bees and wasps. The rate, the same as last year, is dependent on having at least 50 participants and is guaranteed against the nesting of bees and wasps outside the homes through 11/1. If your home is being painted, and you wish to participate, the spray will be delayed until after painting is complete. If you are a Minnock tenant, the treatment is usually included with your rent.

**Deadline for payment is April 15, 2020**

If you wish to participate make your check payable to **Sewickley Heights Manor Homes**

<b>Cost:</b>	<b>Multi-townhouse</b>	<b>\$42.00</b>
	<b>Duplex townhouse</b>	<b>\$85.00</b>
	<b>Single-family home</b>	<b>\$85.00</b>

**Did You Know?**

**The property to the right of Trailside Drive** as you turn off Sewickley Heights Drive is **NOT** SHMHA common property; it belongs to the homeowners at 114 Sewickley Heights Drive in Sewickley Heights Borough. Please don't park or otherwise trespass on private property.

**Thank you to those who generously contributed to the Holiday Fund. The staff appreciates your thoughtfulness.**

*Bob Merriman      Susan Moran      Cameron Connifey*

**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.**