



Welcome to the Brighton Community

The Brighton Homeowner's Association welcomes you to our community. We would like to take this opportunity to provide you with some helpful information about your new community.

Neighborhood website: www.Brightonneighborhood.com

The main website does not require a username or password and contains the Association documents such as:

- By-Laws
- Articles of Incorporation
- Declarations of Covenants, Conditions, Easements and Restrictions
- Brighton Association Standards Guidelines

The access to the Board Meeting Minutes and neighborhood memos are in a password-protected area of the website. **Please note, do not set up an account.** To access this area please use the following:

Username: diana@millfield.com

Password: Lititz17543

Property Management

The Brighton neighborhood is currently managed by Millfield Realty. The Brighton Property Management Representative is Diana Day. Any questions or concerns regarding the neighborhood should be directed to Diana. Diana's contact information is:

E-mail address: diana@millfield.com

Office Number: (717) 293-0293 ext. 1000

2025-2026 Brighton Board of Directors

President – Mitch Jureckson mjureckson@gmail.com

Vice-President – Jere Hull (717) 333-0784 (jerehull@gmail.com)

Member – Melody Sue Ream (717) 917-9823 (melodysue88@gmail.com)

Member – Carla Phillips clp1008@verizon.net

Member – Tara Patterson (717) 514-2606 (tpatterson169@yahoo.com)

There are a maximum of five seats on the Board of Directors. A minimum of three are required to conduct the Association's business. The number of vacant positions is communicated each year and Members have the opportunity to self-nominate for the vacant positions in August. Anyone interested in self-nominating must contact the President in writing either by mail or e-mail.



Communications from the Board to the Members are primarily sent via e-mail by Property Management. On occasion, mailings are sent to the homeowner by US Postal Service. Please notify property management of your e-mail address and phone number to ensure you are kept up to date on Association announcements and in the event of emergency situations.

The Board meets once a month. The date and location of the meeting depends on the availability of the Board Members and the number of attendees expected. If a member wishes to attend a Board meeting to discuss a matter with the Board or to observe, they must notify the Board with reason for attendance at least two (2) weeks prior to the meeting. The Board needs time to review and update the agenda to ensure there is time allocated for the member to present and may also need to find a location to accommodate any additional attendees.

Brighton Committees - Architectural Review Committee (ARC)

All lot owners are required to submit requests for all home and landscaping additions, improvements, or changes to Property Management for review by ARC before the start of any project.

ARC Members will review the request to determine if the proposed improvements are in compliance with the Association's (1) By-Laws, (2) Declarations of Covenants, Conditions, Easements and Restrictions and (3) Brighton Association Standards Guidelines. ARC will submit their recommendations to Property Management who will forward to the Brighton Association Board of Directors for the final decision. Property Management will be notified of the Board's decision and will communicate the Board's decision to the homeowner. Once a request has been approved, it is the homeowner's responsibility to obtain necessary permits from Manheim Township.

When submitting a request please supply specifications and samples of material to be used to Property Management.

Alterations/Modifications to Exterior of Home or Hardscape

All lot owners desiring to make alterations or modifications to the exterior of their property, including the exterior of their home or to hardscaping, must have prior written approval of the Board. Replacements with like-kind, however, do not require approval of the Board. See Brighton Association Standards Guidelines.

Trash Removal

The Association has contracted with Good's Disposal for trash removal. The agreement provides for weekly pick-up of up to three 32-gallon bags or one toter up to 96 gallons of household waste and one recycling bin. **Trash pick-up is Wednesday morning**, so be sure to have your trash and recyclables out on Tuesday night. Please make sure that all garbage is bagged and tied and ensure recyclables cannot be taken by the wind. If you have special trash that you wish to dispose of like chairs, sofas, tools, etc., then you must contact Good's at



(717) 859-1879 directly. Please be aware that the cost for this service is to be paid directly to Good's Disposal and not the Association.

Currently if the holiday falls on Monday, Tuesday, or Wednesday, then the trash will be collected the Thursday following the holiday. The trash pick-up schedule is published each year in December with the dues booklets. In January, Good's will pick up one Christmas tree per household. The tree is to be put out with the regular trash. If you have more than one tree, you may be subject to an invoice from Good's for the extra tree as this is not a cost for the Association.

Quarterly Dues

New coupon/dues booklets are being mailed in December. The address where to send payment is included on the coupons/booklet. Currently, there is no way to pay online or with a credit card. Check writing may be available with your bank, so that payment could be set up through your bank. The dues are to be paid on or before the first day of the month, in each quarter - January 1st, April 1st, July 1st and October 1st. There is a 15-day grace period for the payment of dues, after which late fees will be imposed as documented in the By-Laws Article X Section 6. Please review the Association documents on the website for Rules and Restrictions.

Snow Removal

The Association covers snow removal from sidewalks, driveways, and alleys for snow amounts of 2 inches or more. Snow removal for snow less than 2 inches is the responsibility of the homeowner and must be removed within 24 hours. The Association also covers snow removal in front of mailboxes to allow access by the U.S. Postal Service. The snow removal from the streets is handled by Manheim Township.

Annual Garage Sale

We have a community garage sale the first Saturday in May each year. No other garage sales are permitted except if a homeowner is moving and the home is under contract. In this situation, one garage sale only is permitted. Notices are sent announcing the annual garage sale.

Annual Meeting

Once a year in September there is an Annual Meeting of the Members during which the Board presents the financials and provides updates on the activities of the Association. Group e-mails are sent to all of the Members with the date, time, and location of the meeting.



Common Open Spaces

Throughout the development there are Common Open Spaces that belong to the Association. These areas are for the use of the Members. However, if you plan to use any Common Open Space for a formal event you must request approval from the Board of Directors and provide proof of insurance. A deposit of \$150.00 is required, in the event there is clean-up or damage done to the area.

We hope you enjoy living in the Brighton Neighborhood. We take pride in our neighborhood. Homeowners are expected to care for their property and the sidewalks and the strips which abut their property. The Association will mulch and prune the trees in the strips along the street. However, the homeowners are responsible for the maintenance and repairs of the strips including the trees. If you see any area that is not being maintained appropriately, please notify Property Management.