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Board of Managers

NOVEMBER MEETING AGENDA

Tuesday, November 18, 2025 ▪ Time, 6:30 p.m.

In-person and recorded ZOOM™ Session

Sign in Reminder, Mic Reminder

- | | |
|--|------------|
| 1. CALL TO ORDER | P. Wilmsen |
| 2. ROLL CALL | M. Lloyd |
| 3. Approval of Minutes | M. Lloyd |
| a. None | |
| 4. SECRETARY'S REPORT | M. Lloyd |
| 5. PRESIDENT'S REPORT (No Report) | P. Wilmsen |
| 6. TREASURER'S REPORT | |
| a. October Financial Reports (Attached) | K. Burd |
| 7. COMMITTEE REPORTS | |
| a. Finance Committee Report | K. Burd |
| i. 2026 Budget Presentation (Attached) | |
| b. Property Ownership Committee | K. Burd |
| c. Executive Committee | |
| d. Tree Health & Maintenance Committee (Attached) | P. Wilmsen |
| e. Buildings & Grounds | M. Bojanic |
| i. November B&G Meeting Notes (Attached) | |
| ii. Building Permit, 205 4th Street, Sewer line (Attached) | |
| f. Communications Committee | K. Wells |
| i. New committee member announcement | |
| g. Grants & Funding Committee | T. Martin |
| h. Policy & Procedure Committee | T. Martin |
| i. Tabernacle Association | T. Martin |
| j. Nominating Committee | E. Mefferd |
| k. Community Activities/Recreation Committee | N. Godfrey |
| l. Library Committee | S. Marisic |
| m. Archive Committee (No Report) | D. Miller |
| 8. OLD BUSINESS | |
| 9. NEW BUSINESS | |
| a. Building Permit, 205 4th Street | |
| b. Tree Removal Permit, 701 2nd Street (Attached) | |
| c. Tree Removal Permit, 206 Boehm Avenue (Attached) | |
| d. 2026 Budget Approval (Attached) | |
| 10. ADJOURNMENT | |

OPEN FORUM (Please Pre-Register by contacting the office and providing your Name, MGCA Cottage Address, and topic.)

Open Forum Guidelines (Attached)

2026 Proposed Budget							Forecast	
				2024 Actual	2025 Budget	2026 Budget, Proposed	2027 Budget Forecast	2028 Budget Forecast
<u>GENERAL ASSESSMENT</u>								
INCOME								
	Assessment			\$404,349	\$363,311	\$396,240	\$420,000	\$435,600
	Interest			\$12,322	\$10,000	\$10,000	\$10,000	\$10,000
	Rental Permits			\$3,525	\$3,375	\$3,375	\$3,375	\$3,375
	Rentals			\$33,044	\$36,375	\$37,145	\$37,540	\$37,765
	Miscellaneous			\$6,577	\$500	\$500	\$500	\$500
Total				\$459,817	\$413,561	\$447,260	\$471,415	\$487,240
EXPENSE								
	Administrative			\$21,553	\$20,275	\$21,173	\$21,743	\$22,516
	Buildings & Grounds							
	Maintenance Expense			\$8,980	\$10,000	\$10,300	\$10,712	\$11,140
	Operating Expense			\$21,711	\$40,000	\$41,000	\$42,640	\$44,346
	Community Activities			\$805	\$2,400	\$2,400	\$2,400	\$2,400
	Community Library			\$393	\$500	\$500	\$500	\$500
	Contributions			\$2,100	\$2,500	\$2,500	\$2,500	\$2,500
	Designated Funds (See Below)			\$124,500	\$110,000	\$113,000	\$117,520	\$122,221
	Personnel			\$139,927	\$159,863	\$170,960	\$185,264	\$190,805
	Professional Fees			\$30,403	\$33,341	\$34,336	\$35,373	\$36,454
	Property Tax			\$6,516	\$6,836	\$7,178	\$7,537	\$7,914
	Trees			\$18,663	\$23,483	\$44,027	\$45,228	\$46,467
Total				\$375,550	\$409,198	\$447,374	\$471,415	\$487,262
<u>UTILITY ASSESSMENT</u>								
INCOME								
	Assessment			\$227,297	\$278,289	\$309,840	\$335,032	\$362,657
EXPENSE								
	Trash			\$57,024	\$59,875	\$71,400	\$74,970	\$78,719
	Dumpsters			\$5,711	\$7,138	\$7,495	\$7,870	\$8,263
	Sewer			\$169,363	\$183,185	\$202,957	\$223,253	\$245,578
	Street Lights			\$25,482	\$28,091	\$27,827	\$28,940	\$30,098
Total				\$257,581	\$278,289	\$309,679	\$335,032	\$362,657
<u>WATER PRODUCTION & DISTRIBUTION ASSESSMENT</u>								
INCOME								
	Assessment			\$135,878	\$150,000	\$156,000	\$158,803	\$161,719
EXPENSE								
	Water Tower Loan			\$73,502	\$85,920	\$85,920	\$85,920	\$85,920
	Water Distribution							
	Water Production			\$40,555	\$64,080	\$70,080	\$72,883	\$75,799
Total				\$114,058	\$150,000	\$156,000	\$158,803	\$161,719
<u>ALL ASSESSMENTS</u>								
TOTAL INCOME				\$822,992	\$841,850	\$913,100	\$965,251	\$1,011,616
TOTAL EXPENSE				\$747,189	\$837,487	\$913,053	\$965,251	\$1,011,638

2026 Proposed Budget					Forecast				
					2024 Actual	2025 Budget	2026 Budget, Proposed	2027 Budget Forecast	2028 Budget Forecast
CLASS PROJECTS									
	Professional Fees								
		Surveys			\$5,000	\$2,000	\$2,000	\$2,080	\$2,163
	Buildings				\$28,000	\$30,000	\$31,000	\$32,240	\$33,530
		Garages & Sheds (Rental)							
		Pump House							
		Tabernacle							
	Equipment				\$25,000	\$25,000	\$25,000	\$26,000	\$27,040
	Linear Structures				\$51,500	\$53,000	\$55,000	\$57,200	\$59,488
		Markwood Paving							
		General Road Resurfacing							
		Storm Water Management							
		Sewer/Water Infrastructure							
	Structures								
		Hydrants			\$15,000				
						\$110,000	\$113,000	\$117,520	\$122,221

2026 Budget Rate Schedule			2023 Actual	2024 Actual	2025 Budget	2026 Budget	2027 Forecast	2028 Forecast
	Assessments							
		Cottage	\$3,231.00	\$3,231.00	\$3,317.00	\$3,592.00	\$3,808.00	\$3,999.00
	Utilities	Trash Rate (TNT)	\$225.51	\$223.68	\$1,159.00	\$298.00	\$312.00	\$328.00
		Dumpster Rate (Weidle)	\$37.57	\$28.33		\$31.00	\$33.00	\$34.00
		Sewer Rate (MG Auth)	\$658.15	\$708.00		\$846.00	\$930.00	\$1,023.00
		Street Lights	\$101.60	\$111.47		\$116.00	\$121.00	\$125.00
	Water	Water Rate Operation (MGCA)	\$150.08	\$169.50	\$625.00	\$358.00	\$358.00	\$358.00
		Water Rate Loan (MGCA)	\$412.50	\$412.50		\$292.00	\$304.00	\$316.00
		General Assessment	\$1,645.59	\$1,577.53	\$1,533.00	\$1,651	\$1,750	\$1,815
		Garage Owners	\$315	\$315	\$323	\$331	\$339	\$348
	Rental of Kauffman Parking Lot			\$3,000	\$6,000	\$6,000	\$6,000	\$6,000
		Handshake agreement - one year to the next						
		Rental Permit Fee		\$75	\$75	\$75	\$75	\$75
	Rentals							
		Garage (12)		\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
		Garage Security Deposit		\$50	\$250	\$250	\$250	\$250
		Parking Space, Reserved (16)		\$365	\$375	\$385	\$395	\$395
		Heritage Park Pavilion		\$50	\$75	\$100	\$125	\$150
		Pavilion Security Deposit		\$25	\$75	\$100	\$125	\$150
		Storage Sheds (6)		\$900	\$900	\$900	\$900	\$900
		Shed Security Deposit		\$50	\$150	\$150	\$150	\$150
		Tabernacle						
		Member/Non-Profit		\$350	\$375	\$400	\$425	\$450
		Member/Non-Profit Sec Dep		\$50	\$188	\$200	\$213	\$225
		All Other		\$500	\$550	\$575	\$600	\$625
		All Other Security Deposit		\$50	\$275	\$288	\$300	\$313
		Off-Season Surcharge		\$150	\$150	\$150	\$150	\$150



Executive Committee Email Vote
October 20, 2025

The Executive Committee unanimously agreed by consensus to approve the Tree Removal Permit submitted by the owners of 209 Weaver, to remove a dying tree from their property at the recommendation of certified arborist Bartlett Tree Service, and as required by their home owner's insurance policy in order to retain coverage. Resolution 2025.10.20-01

Executive Committee Email Vote
October 21, 2025

Tree treatments are needed in the next few weeks requiring an emergency approval for an expenditure from the Tree Fund.

The Executive Committee unanimously agreed by consensus to approve the expenditure of up to \$12,000 from the Tree Fund in order to complete the tree treatment work proposed by Bartlett Tree Services in their proposal dated 10/8/2025. Resolution 2025.10.21-01

Tree Committee Report

I have heard from several members since the wind took down a few trees.

I understand concerns about our trees. Last month we met with Bartlett Tree Company, and they showed us an application that will track our tree health. They will assess every tree in the community that is over 6 inches in diameter. They will also give us their opinion on how to best handle that tree, whether its treatment pruning or removal. This application will then be able to be viewed by our members.

One of the things they did tell us during a meeting was that some of the healthiest trees are around the Tabernacle. They believe this is true because for the last several years at least that area has had leaves left around it and the area has been mulched. They told us that mixing leaves with mulch is the best thing you can do. Mulching alone is second best, and leaving your leaves is still much better than removing them.

I hear all the time that allowing leaves to remain on the ground brings bugs. It is true that bugs lay eggs on the leaves when they're alive on the tree, and they then fall to the ground over winter and hatch. But these bugs are vital for our environment. Our birds cannot live without these bugs. Our soil cannot thrive without these bugs. Several animals eat these bugs, and some of these bugs eat other bugs that are not so good for the environment. Leaves left on the ground also provide nutrients for our trees and other plants in our gardens. Please let your leaves on the ground, and if you must remove your leaves, please wait until the end of May.

Ivy on our trees. Some of the trees that have been taken down lately have been trees that are covered with ivy. Please remove the ivy from your trees. Ivy not only ruins the trees, but it makes it so birds and other animals cannot climb up and down the trees.

When it comes to taking trees down this year, we have exceeded our budget between treatment and removal. Leaving part of the tree standing if we can't replant in that spot is something we're going to move forward with. You may think it doesn't look good, but there are hundreds of birds, animals, and insects that rely on these. It also saves us money so it's a win-win situation.

Our oak trees were assessed, and within our tree population they are at the highest risk of danger right now. We have worked on a program for next year that will allow Bartlett to feed them. Again, if people left their leaves mulched around them, etc. we would not have to pay this money out of our budget for treatment of trees.

We are also researching which trees will be best for our community in the future given that it's only getting warmer with less rain and stronger storms.

November 3, 2025 – Meeting Notes

Hybrid Meeting of the B&G Committee at the Mt. Gretna Campmeeting's Office and via Zoom teleconference.

Members of the B&G Committee present: (In person) Miles Bojanic, Nate Godfrey, Doug Lorenzen, Jeff Minnich, Bob Rader, Ben Slotznick, (Via Zoom) Joe Lamont, and Pat Wilmsen. Debby Erb was in attendance. Brandon Yeager from Bartlett Tree Services was a guest on Zoom. Bill Linton, joined the meeting at 7:40. Not excused: George Leyh, Kevin Skovira

Miles Bojanic opened the meeting at 6:30 p.m.

REPORTS

Tabernacle Tree Root Discussion

- Brandon Yeager, a Certified Arborist and Tree Risk Certified, from Bartlett Tree Services was a guest at the meeting. He came to discuss what the effect could be to the trees if the asphalt around the Tabernacle is disturbed.
 - The trees around the Tabernacle are quite old. While they are in decent shape, they are already struggling to get enough nutrients because of the amount of asphalt around them. Because they are older trees, they need more care.
 - Bringing in heavy equipment will compact the soil more and also damage the roots.
 - Putting more asphalt on top of the current asphalt will also have a negative impact on the trees.
 - If the Campmeeting wants the trees to live and thrive, we need to find solutions that will not disturb or stress the trees any more than they already are.
 - Possible solutions that the B&G brainstormed that Brandon said would be good for the trees are:
 - Removing asphalt by hand would be best, and then add mushroom soil to the newly exposed roots. Removing some of the asphalt would definitely help, how it is removed is a critical factor,
 - Invigorate roots by stirring up top 6" with an air spade and then add biofuel (or mushroom soil) and top with mulch,
 - In addition, a combination of leaves and mulch is great for the trees. The leaves provide nutrients and the mulch eases the compaction around the roots,
 - Permeable soil is something other communities have used, but it doesn't last long,
 - A boardwalk would allow water to seep through, eliminate tripping hazards, and not disturb the tree roots.
- Brandon left the meeting.

Superintendent Report

- Leaf collection is in full swing. The leaf vac is working as expected.
- Winter project lists have been prepared for off-season work.

Tree Committee Report

1. Pat reported that it is not possible at times to determine tree ownership for tree removal requests. The Tree Committee will be asking for surveys as part of tree removal requests when tree ownership is not clear. The Committee will also be posting information on the website.
2. Pat asked that open land be covered with leaves as much as possible to be allowed to break down and provide nutrients for the leaves.
3. During discussion, the B&G Committee supported the notion that every property would have to supply a legal survey at the time of property transfer as part of the resale certificate process. If latitude and longitude is known for survey pins, these can also be added to Diamond Maps as a layer. This recommendation will be forwarded to the Executive Committee for their consideration.

Building Permit Application Review

1. 714 3rd Street Petry/Gonzales to replace porch screens with windows to create a year-round space. After discussion, the B&G Committee agreed by consensus that no building permit is necessary.
2. 714 3rd Street. Petry/Gonzales to replace propane tanks with larger ones. After discussion, the B&G Committee agreed by consensus that no building permit is necessary.
3. 205 4th Street, Martin, to redo sewer line. The B&G Committee discussed and recommends approval of the permit.

MGCA Active Projects/Old Business

1. **Batdorf Water Main Project.** Joe reported that the project was finished well, the Batdorf residents are pleased, and that AH Moyer were very professional and cooperative.
2. **Tabernacle Roof Fan:** Bill Linton & Ben Slotznick reported on the results of their research with Big Ass Fans. The improvements from B.A. fan installation looks quite positive. This research will be retained on file as part of the Tabernacle Capital Improvement Project.
3. **Tabernacle Capital Improvement Projects:** As reported last month, the repair of the rotting wood at the back of the Tabernacle and addressing safety concerns around the building are the highest priority of the MGTA and the MGCA. To that end, Miles is getting a quote for the repair of the back of the building. As discussed earlier in the meeting, possible solutions to the tripping hazard which will not have a negative impact on the trees are being actively explored by Nate.
4. **Streetlight Outages:** Streetlights outages were reported to MetEd.
 - a. In July, 23 lights were reported: 17 streetlights were out and 6 were flickering.
 - b. In August, 21 lights were reported: 15 were out (6 of these outages were new) and 6 were flickering.
 - c. In October, 14 lights were reported: 14 were out (1 of these outages was new) and 0 were flickering.
5. **Kauffman Ditch.** The ditch in the Kauffman Road has been repaired.
6. **Pinch Road.** No update.
7. **Rental Garages:** No update.
8. **Historic Hand Pump Gazebos.** No update.
9. **3rd Street Water Main:** No update.

Water Operations

1. The Chlorine adjustments problem has been fixed with the replacement of some tubing in the pump.
2. The Pump House door needs to be replaced. Miles is getting a quote from two different companies that do commercial door installations.
3. The water sub-committee continues to explore solutions to expanding the alarm system to tie into cell phone contact.

New Business

1. The B&G discussed ownership of water curb stops and sewer lines through clean outs. Our current rules state that Members own their water lateral through the curb stop and their sewer line up to the main. This is not industry standard and causes operational problems when the Campmeeting doesn't own parts of the system that they need to operate and access. After a lengthy discussion, the B&G consensus was that they supported the notion that the Campmeeting move towards taking ownership of the water system through the curb stop, and the sewer system up to the clean outs. They also agreed by consensus that this would happen after the property owner demonstrated that the curb stop was not only located but also in working order. Further, they discussed that while the details of the transfer of responsibility would need to be worked out, that this could be another requirement for the resale certificate at the time of property transfer.

As part of this process, when possible, lines could be examined for the lead/copper water line inventory required by the state.

Adjourn 8:10 p.m.

Mt. Gretna Campmeeting Association Building Permit Application

(Submit to MGCA P.O. Box 428, Mt. Gretna, PA 17064 or the Chair of the B&G Committee)

Name:	<i>MGCA Use Only</i>
Address:	<i>Date Submitted: 10/7/2025</i>
City/State/Zip:	<i>MGCA Assessment/Bills Paid in Full:</i> <u>Yes/No</u>
Telephone Contact:	<i>Lot Number: 61X <u>140</u></i>
MGCA Property Address:	

An MGCA Building Permit Application must be submitted to the MGCA Board of Managers for review and approval as delineated in the most recent Rules & Regulations (R&R) handbook and/or as required by LCPD and West Cornwall Township (WCT). All MGCA permit applications must include an architectural scaled drawing (floor plans and elevations) and/or plot plan (See below) of the proposed work.

All projects requiring a building permit from the Lebanon County Planning Department (LCPD) first must be reviewed and approved by the Mt. Gretna Campmeeting Association (MGCA) Board of Managers. Requests for building permits from LCPD must include the approved MGCA Building Permit with architectural scaled drawings of the proposed work. All documents must be signed by the President of the MGCA Board of Managers. When applying for a building permit from LCPD, a completed duplicate copy of the County's permit application including all supporting documentation must be sent to the MGCA at the same time. Also, during the County's permit process, all and any changes or updates submitted to the County must also be sent to the MGCA at the same time.

Improvement Information

A. General Project Description:

(If more space is required, please attach another sheet.)

B. Type of Improvement including but not limited to, Building Permit required by Rules & Regulations (Check all that apply)

- a. ☐ Construction or renovation work which alters the external boundaries of an existing structure (R&R 10b)
- b. ☐ Installation of driveway, parking area or any impervious material (R&R 10b)
- c. ☐ Remodeling/replacement of porch structure(R&R 11)
- d. ☐ Relocation, upgrade or addition to household plumbing, heating [HVAC] systems or electrical systems (R&R 10a), propane tanks, public waste and/or water lines (R&R 13)
- e. ☐ New and/or reconstruction of any existing chimney of any material (R&R 14)
- f. ☐ Tree removal (R&R 16b) [In case of an emergency, where property is in imminent danger, please contact the Superintendent of Grounds.]
- g. ☐ Fences and/or Landscaping (R&R 19)
- h. ☐ Other (Please explain)

C. Estimated cost of improvement \$ _____

D. Plot plan (Required for approval)

Attach a drawing showing building setbacks, proposed construction, existing structures, street(s), etc. Also show dimensions of new and existing structures and distance from property lot lines and existing structures. Owner may be required to provide, at their expense, a true and accurate description of the property, sealed and certified by a Licensed Surveyor, as required by LCPD and WCT.

E. Contractor Information

Contractor Business Name: _____

Contractor Owner/Principal: _____

Contractor PA License #: _____

Contractor Telephone Number: _____

Contractor Address: _____

F. Application requests from R&R rules 11, 13, 14 and 16b must be submitted to the MGCA Board of Managers for approval at a regular monthly Board meeting. The MGCA Member/Owner applying for the building permit should be present at the meeting. Application request from R&R Rule 10b need to follow the above guidelines if their building request requires a variance from the Lebanon County Planning Department. If no variance is required, the President and/or an appointed representative of the MGCA Board of Managers can approve the Building Permit.

G. Permits are valid for a period of one (1) year from the date of issuance. Work authorized but not substantially started within 180 days of permit issuance date shall require a new permit.

H. Construction work with power tools interior and exterior, framing, roofing, etc. is prohibited during "Quiet Season" July 15th to August 31st. (R&R 17b)

Submissions (List all attachments to your application, e.g. plot plans, architectural drawings, etc.):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Member Signature Brenda S. Martin Date _____

This Section for MGCA use only
Approved? (Yes/No)

Date of approval: _____

Signature: President, Board of Managers _____



Benjamin Franklin Plumbing
516 Running Pump Road Lancaster, PA 17601
717-299-6155
Customer.service@punctualpros.com
PAHIC: #009177

Estimate 393166627
Job 1038277
Estimate Date 10/6/2025
Customer PO

Billing Address
BRENDA MARTIN
303 Sagamore Hill
Mount Joy, PA 17552 USA

Job Address
Brenda Martin
205 4th Street
Mount Gretna, PA 17064 USA

Estimate Details

Main Sewer Line Trap Replacement Copy: Cut and remove section of blacktop in alleyway. Excavate in small clearance area between steps and telephone pole to replace house sewage drain from front of house approximately 45" below grade to connection to main sewer. Replace approximately 9 ft of piping. Install new trap and directional clean-out, standpipes and covers. Support piping below grade with crushed stone. Install new trap and double stand pipe riser. Replace black top removed. Backfill to rough grade landscape. 20yr warranty?
*Note: When trap is removed and pipe is open to sewer main, we will use a camera to inspect the condition of piping below grade under alleyway. Condition of connection to sewer main is unknown.

Service#	Description	Quantity	Your Price	Your Total
External Sewer Line Repair	External Sewer Line Section Repair	1.00	\$10,657.00	\$10,657.00
Potential Savings				\$0.00
Sub-Total				\$10,657.00
Tax				\$0.00
Total				\$10,657.00
Est. Financing				\$114.03

Thank you for choosing Benjamin Franklin Plumbing.

PA Contractor's Registration Number: PA#009177

Payment Terms

The entire invoice is due upon the completion of described work. Any payment not received within 15 days from the completion of work is subject to interest of the highest amount lawfully allowed by state in which the work was performed until paid. If applicable, the sales tax is included in the price. If buyer's check does not clear, buyer realizes that it could be liable for more than the check amount plus the face value of the check and a \$30 NSF fee.

Collection

Customer agrees that it shall pay all expenses incurred by seller for the collection of any delinquent accounts. Any and all disputes arising out of this sale shall be interpreted under the laws of the state in which the work was performed. Customer agrees to pay collection fees if needed. A monthly service charge of 1 1/2% will be added after 10 days.

Warranties and Limitations

Our Exclusive Benjamin Franklin Plumbing warranty is a full one year on all labor and parts supplied by us. All work shall be completed in a professional workmanlike manner and that said work shall be free from defects in materials and workmanship for a period of one year from date said work was performed. On manufacturers warranties except for the exclusions listed below, Benjamin Franklin Plumbing's obligation for defective products and workmanship or any damage caused thereby, and Buyer's exclusive remedy shall be limited at Benjamin Franklin Plumbing's option to replacement of any defective parts and workmanship or the refund of amounts paid by customer for said service and shall be conditions upon Benjamin Franklin Plumbing receiving actual written notice of said defect within the one year period noted herein. Exclusions, such as stoppages, worn out equipment or fixtures, not doing recommended repairs or owner supplied equipment, may have a limited or no warranty. If parts have been replaced by us and not serviced by anyone else during warranty period or use of items that damage electrical parts supplied by us, the one year warranty is in effect. All warranty issues must be allowed to be inspected and approved by Benjamin Franklin Plumbing before any repair is made or warranty is not transferable. Benjamin Franklin Plumbing is not liable for damage caused by weather.

Alterations

Any alterations, additions, adjustments or repairs made by others, unless authorized or agreed upon by this seller, will be cause to terminate seller's obligation under the contract.

Contractors Liability

Under the 2008 Home Improvement Consumer Protection Act, we agree to maintain at least \$50,000 in liability insurance coverage. Our current coverage is \$1,000,000 in liability insurance coverage.

Contract Information

If you desire to contact the Bureau of Consumer Protection, to verify a particular person or company as a registered contractor, the toll free number is 1-888-520-6680.

3 Day Right to Cancel

Customer agrees and acknowledges that under state and federal law, customer has a right to cancel this agreement upon written notice to company within three (3) business days of the effective date thereof without penalty.

205 4th St.

Porch

Single Riser
45" Trap to grade

95"

100"
P.O.D.

60"
15"

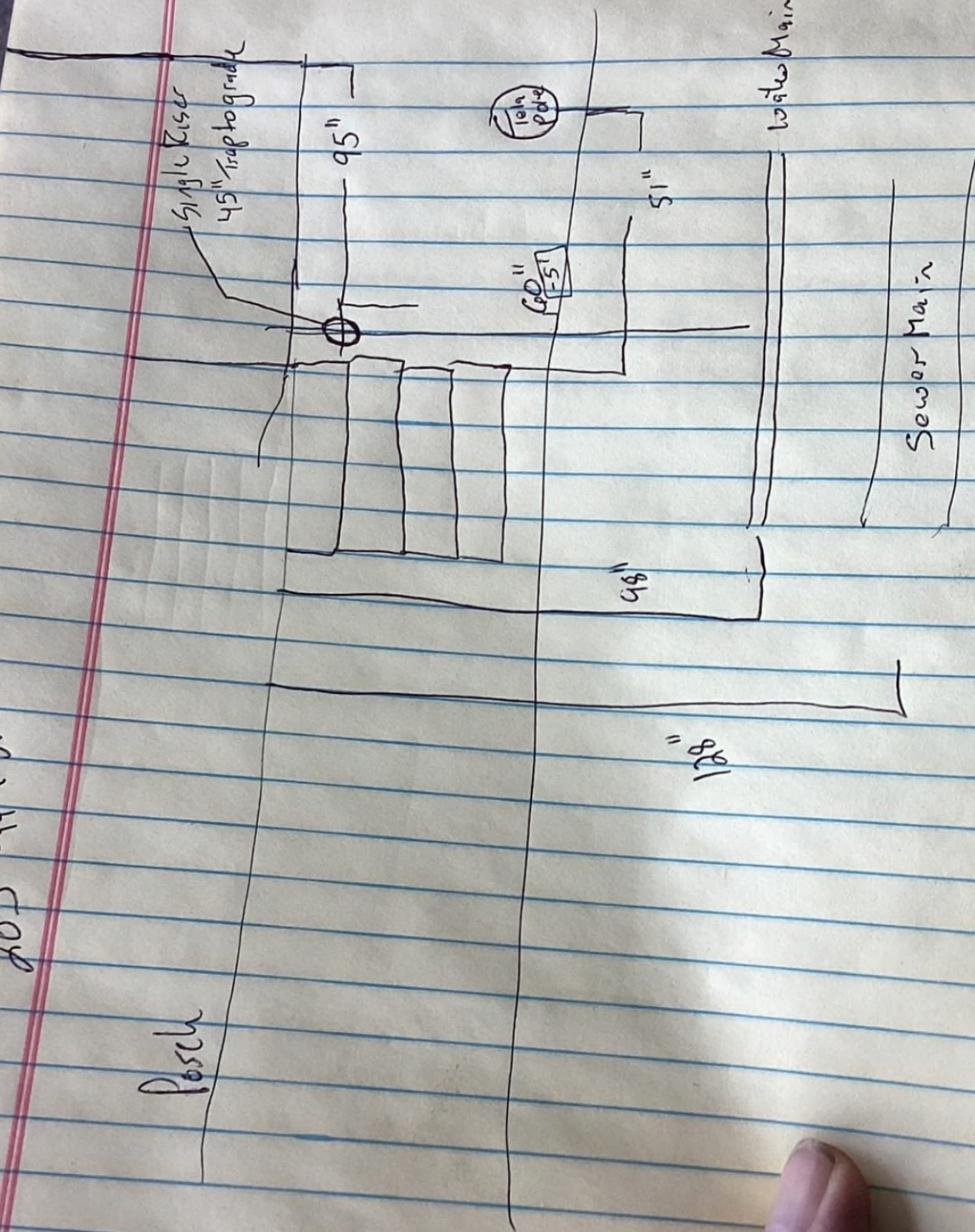
51"

Water Main

Sewer Main

48"

128"









November 4, 2025

Brenda Martin
205 4th St
Lebanon, PA (Camp Meeting)
brendamartin303@gmail.com

Dear Ms. Martin,

Thank you for the opportunity to provide a proposal to repair the sewer lateral at the above address. We propose the following scope of work:

- Mobilization, Safety & Supervision
- Excavate sewer line at above property. Replace pipe from porch to main with new Sch 40 PVC, including new clean out. Reconnect to sewer main.
- Restore paved path as needed.
- Restore unpaved areas as needed.

Total Quotation: \$4,500.00

Exclusions and Clarifications:

- Rock excavation will be billed at \$175/CY based on actual quantities.
- Work assumed to be during normal business hours
- Exclusions: Prevailing Wages, Bonds, Permits, Inspection Fees or any Engineering not included
- Proposal valid for 30 days
- 50% down payment is required to schedule work. Final payment is due 10 days following invoice.

Sincerely,


Elizabeth Ditchcreek
Vice President/General Manager

By signing below I authorize the work to be performed and agree to the payment terms above.

Signature

Printed Name

Date

Tree Removal and Replacement Permit Application

Property address of the removal _____

Drawing or Plot Plan where tree is located within my property lines:

Is the tree showing signs of life: ☐ Yes ☒ No

If yes, please attach a signed certified arborist statement as to why this tree needs to come down.

Name of Certified Arborist: _____ Certified Arborist License #: _____

Please attach pictures of tree to be removed.

By submitting this application, I agree that I will have the remaining stump ground and will replant a native tree that is at least five (5) feet tall. If the tree is removed between November and March, the replacement tree must be planted by the end of April, otherwise the replacement tree must be planted within 60 days of removal. If for some reason the tree cannot be replanted in the same spot, I agree to plant tree somewhere else designated by the tree committee. _____ (Member initials)

If applicable explain why the tree cannot be replanted in the same spot.

After approval has been granted by the Board of Managers, I will notify the Campmeeting office of the removal date at least five (5) days before the tree company arrives. _____ (Member initials)

Member Name(s): _____

Mailing address _____

Phone: _____ E-mail _____

Member Signature A. Nicole Stover Date _____

Signature of Tree Committee Chair _____ Date _____

MGCA Use Only	Lot Number: 61X 232	Board Meeting Date: 11/18/25	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
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Mills Ave

1st St

701



2nd St

2nd St



Tree Removal and Replacement Permit Application

61X199

Property address of the removal _____

Drawing or Plot Plan where tree is located within my property lines:

Is the tree showing signs of life: ☐ Yes ☒ No

If yes, please attach a signed certified arborist statement as to why this tree needs to come down.

Name of Certified Arborist: _____ Certified Arborist License #: _____

Please attach pictures of tree to be removed.

By submitting this application, I agree that I will have the remaining stump ground and will replant a native tree that is at least five (5) feet tall. If the tree is removed between November and March, the replacement tree must be planted by the end of April, otherwise the replacement tree must be planted within 60 days of removal. If for some reason the tree cannot be replanted in the same spot, I agree to plant tree somewhere else designated by the tree committee. _____ (Member initials)

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Member Name(s): _____

Mailing address _____

Phone: _____ E-mail _____

Member Signature Ray _____ Date _____

Signature of Tree Committee Chair _____ Date _____

MGCA Use Only	Lot Number: 61X 199	Board Meeting Date: 11/18/25	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
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