

EXECUTIVE BOARD MEETING OF  
BRANDYWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF MAY 5, 2019 EXECUTIVE BOARD MEETING

|                                |           |             |
|--------------------------------|-----------|-------------|
| Bill Wertz – President         | PRESENT X | NOT PRESENT |
| George Hoover - Vice President | PRESENT X | NOT PRESENT |
| Dave Amsden - Secretary        | PRESENT X | NOT PRESENT |
| Bernadette Howard - Treasurer  | PRESENT X | NOT PRESENT |
| Fay Steinhauser - Member       | PRESENT X | NOT PRESENT |

Lauren Miller, Community Manager from Boyd Wilson was not present.

The meeting was called to order by President Wertz @ 2:00 PM, at 1585 Williamsburg Way, with a quorum present.

The minutes from the meeting on August 1, 2018 were reviewed and unanimously approved. The minutes from the last meeting on November 3, 2018 had been sent to all Board members for review after that meeting. The minutes were formally unanimously approved.

Treasurer's Report

Bernadette Howard presented and reviewed the Treasurer's Report as of 3.31.19. We did not incur a significant amount of expense so far this year for snow removal leaving that line item reflecting well below our budgeted amount. However, we anticipate additional snow removal expense in December.

Secretary/former Treasurer Dave Amsden received the master budget worksheet and monthly expense tracking worksheet from past President Bob Mentzer and forwarded them to President Wertz and Treasurer Howard. At this time the monthly expense tracking worksheet is not up-to-date. This will be completed by the Board's next meeting, for use in the budgeting process for 2020.

In the course of reviewing the January and February financial reports from Boyd/Wilson, Secretary Amsden noticed two expense areas that did not appear to be accurate. After discussing these items with President Wertz, Dave contacted Lauren Miller, our Community Manager. In late 2017 the Board had passed a motion approving transfer of 10% of our annual dues amount to our reserve accounts for sidewalk and driveway replacement. This decision was reached after discussion with Boyd/Wilson and their recommendation, based on their experience and industry norms. The provision is to be an ongoing, annual event. Boyd/Wilson's transfers for the first two months of 2019 were based on our prior annual dues income, but had not been increased to reflect the dues assessment increase from \$75/month to \$85/month for 2019. Lauren responded that adjusting entries for January, February, and March would be made for the reporting period ending April 30, 2019. The second item that was found by Secretary Amsden and Treasurer Howard was the accounting entry for our deposit to Cumberland Masonry for various sidewalk repairs, including expansion joint repairs/replacements. The accounting entry made charged this expense to our sidewalk reserve account. After discussing this with President Wertz, it was determined that the work to be done by Cumberland Masonry was not a long-term capital improvement project and thus should be charged to our miscellaneous expense budget item rather than the sidewalk reserve account. Lauren has indicated that the correcting entry for this was also made and will be reflected on our April financial statements. The Board was advised that the money that was already paid Cumberland Masonry was only a deposit for the work; the total cost will be in excess of \$11,000. Inasmuch as our line item in the budget was for \$4,000 for 2019, the total cost will be well over our budgeted amount. The Board will take this into consideration in its budgeting process for 2020.

Committee Reports

- There was no report from the Welcoming Committee.
- There was no report from the Grounds Committee.
- There was no formal report from the ARC Committee. Chairman Rich Wilson was present and reviewed for the new Board members what the committee's responsibilities are and how they review an AVR request that comes to them. The process whereby their review and recommendation is now posted to the Caliber portal seems to be working well and is helping the overall process move more quickly. It was noted that there is no requirement in our association documents that an approved project be completed within a specific timeframe. The Board discussed whether or not an approval should include such a requirement. This subject will be reviewed and a determination made at a later date as to whether an amendment to our association documents and AVR approval process is needed.

Unfinished Business:

- Annual Meeting – President Wertz has contacted Aldersgate Church regarding moving our Annual Meeting to their facility this year. The date – 9.17.19 has tentatively been booked for their Family Life Center. He advised that if the HOA provides the manpower to set the room up to our needs – tables, chairs, etc. are available onsite – tear the room down, and sweep the floor when we're done, there would be no charge to use the room. We would be making a donation to the church, as we have done in previous years, for the accommodation of our request to use their facility. If we would like the church to provide the manpower there would be a \$175 fee to the HOA. The Board decided that the association would seek volunteers to assist with the room set up, etc. and reviewed the facility use form that is to be completed and returned to the church to formally reserve their room.

- Cumberland Masonry proposal for concrete work
  - The Board had requested President Wertz to obtain three bids for the work that had been proposed.
  - President Wertz did not receive any responses from any of the concrete contractors to compare with Cumberland Masonry's proposal.
  - President Wertz did ask another HOA who had 3 proposals and they confirmed Cumberland Masonry's proposal was still the lowest that was received, so their proposal was accepted and a deposit made. We are waiting to hear when the work will be scheduled.
  - Replacement of the service walk at 1660 Williamsburg Way will require a permit from Hampden Township. The fee will be \$100. President Wertz was authorized by unanimous vote of the Board to obtain the permit and have the fee paid through Boyd/Wilson.
- Discussion on handling of notification to homeowners of violations of our covenants and how and when to levy fines.
  - Of specific note at this time is a homeowner on Rivendale Blvd. who had been parking their vehicle in the small turnaround space, covering some of their lawn creating a dead spot. The homeowner had received letters from the Board, through Boyd/Wilson that this was a violation of our association documents and they would be subject to fines if the practice continued.
  - The practice has stopped, however the dead spot has been covered over with tanbark.
  - The homeowner has not yet been sent a letter indicating what the fine will be for their violation although the Board had discussed having them reimburse the association for the cost of having ATOG repair their lawn. President Wertz had requested an estimate for that work from ATOG but has not received a response yet.
  - The Board requested President Wertz to contact ATOG and to request a bid for the yard repair work – bid to be received within 7 days.
  - If no bid is received from ATOG as requested, by unanimous consent, the Board authorized President Wertz to advise Boyd/Wilson to send the homeowner a letter by certified mail, with request of payment of a fine in the amount of \$250 to cover the expense of having the lawn repair work completed. Time is of the essence as we want to have the work completed before hot weather arrives. The deadline for receipt of payment of the fine will be June 1, 2019.
- Parvin paving sealing of Revere Dr. driveways
 

The work has been scheduled however has not been completed yet due to adverse weather conditions. The Board agreed to consider requesting the contractor not schedule the work quite as early in 2020 in an effort to avoid early spring rains.
- Replacement mailboxes and associated parts
  - Past President Mentzer has continued researching alternative suppliers for our mailboxes and hinge springs, as we had been told that Hanover Lantern – the original manufacturer of our mailboxes – was no longer in business.
  - Through his research Mentzer has learned that Hanover Lantern is still in business. He forwarded information to the Board from Schaedler Yesco Distributors on Paxton St., in Harrisburg indicating that replacement mailboxes could be purchased at a cost of almost \$700/ea. The Board determined that no additional replacement mailboxes would be purchased at this time due to the cost.
  - A second source (in addition to Hanover Lantern) has been found for replacement parts, particularly springs, for our mailboxes. An initial supply of 100 springs has been purchased at a cost of \$850. President Wertz will work with Mike Casey to test these springs to determine the best way to install them.
  - Once the testing is done and Bill and Mike have developed appropriate procedures/instructions on installation Mike will send an email to our homeowners advising that the springs are available.
  - Per motion by Fay Steinhauser and seconded by Dave Amsden, homeowners who have a need for replacement springs and choose to use the ones the Board has purchased will be expected to reimburse the HOA for the cost of the springs @10.00 per spring.

#### New Business:

- Retention Pond – Jerusalem Road @ Mendenhall Drive
 

The Board has been informed that Hampden Township will not be requiring a fence around this detention pond. The Board had previously been told that at some point in time, ultimately at the completion of all construction activity in the adjoining communities, a fence would be required around this pond. Due to safety and liability concerns the Board requested President Wertz to contact the township immediately to find out if the association is permitted to post "No Trespassing" signs around the pond.
- Management Fees
 

In reviewing the January and February financial reports from Boyd/Wilson, the question arose as to how our management fees are being calculated. After reviewing our contract with Boyd/Wilson, President Wertz and Secretary Amsden reported that our contract states that our management fees to B/W are a flat, fixed amount annually.
- Shutters
 

Concerns have been expressed to and by Board members over the appearance of the shutters on our homeowners' residences. Several years ago Mike Casey reported, and has communicated via email, that shutters can be cleaned and "freshened up" by applying Armor All twice per year. While we all take pride in the appearance of our community and residents are encouraged to maintain the appearance of their shutters, after reviewing our association documents we have concluded that there is no language in them regarding specific maintenance of shutters. Board member Fay Steinhauser reported that she recently had her shutters painted, as have several other homeowners over the years. She felt the painter she contracted did a very good job at a reasonable price. She will provide his contact information to Mike Casey and the

Board will request that Mike make this information available to our residents via an email. Homeowners will continue to be encouraged to maintain their shutters in order to promote the curb appeal of our community.

- Dave Amsden reminded the Board members that his term will be expiring as of this year's annual meeting. All Board members are encouraged to be working over the next few months to secure candidates for election to the Board in September.
- The next meeting of the Board will take place in the summer of 2019 – actual date to be determined. This will be the meeting where a budget for 2020 will be developed and approved in order for it to be communicated in a timely manner along with the notice of the Annual Meeting.

The meeting was adjourned @ 4:00 PM. (motion – Hoover/second – Steinhauser)

#### CERTIFICATION

The undersigned hereby certifies that he is the duly elected and qualified Secretary and the custodian of the books and records and seal of Brandywine Homeowners Association, Inc., a non-profit corporation duly formed pursuant to the laws of the Commonwealth of Pennsylvania, and that the foregoing is a true record of the May 5, 2019 meeting of the Executive Board.

David Amsden

David Amsden, Secretary