

EXECUTIVE BOARD MEETING OF
BRANDYWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF August 3, 2019 EXECUTIVE BOARD MEETING

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

The meeting was called to order by President Wertz @ 10:00 AM, at 1585 Williamsburg Way, with a quorum present.

The minutes from the meeting on May 5, 2019 were sent to all Board members for review after that meeting. Motion to approve – Fay Steinhauser; second – Bernadette Howard. Those minutes were formally unanimously approved.

Treasurer's Report

Bernadette Howard presented and reviewed the Treasurer's Report as of 6.30.19.

Secretary/former Treasurer Amsden reported that the allocations for and the balances in the reserve accounts have finally been corrected as of the June 30 financials from Boyd/Wilson. However, the portion of the Cumberland Masonry bill allocated to the sidewalk expansion joint work has been charged to Miscellaneous Expense. After some discussion on the matter, it was agreed that the \$5,706 would be more accurately described as an expense of a General Maintenance nature than the more generic, unspecified Miscellaneous Expense. Pres. Wertz indicated that he would add that to his list of topics to discuss at our next meeting – August 7th, at which time we will be meeting with Brian Patterson, our new community manager at Boyd/Wilson.

2020 Budget

The following subjects were discussed with a focus on their impact on the budget for next year:

- Income – through June we are showing a slight deficit so far of income to expenses on a per household basis
- General Maintenance Expense – Due to the Cumberland Masonry work on sidewalk expansion joints in the community, which we have charged to this expense category, we are over budget by proximately \$2,000 so far this year.
- Landscaping – Per discussion with A Touch of Green, we should really be having them clean up the detention ponds three times per year rather than the two that we have currently contracted for.

Per motion made by Fay Steinhauser and seconded by Dave Amsden, the following adjustments will be made for 2020: no dues increase will be implemented for 2020, General Maintenance Expense will be increased from \$4,000 to \$6,000, and Landscaping/Lawn Care Expense will be increased an additional \$1,000. The motion passed; Dave Amsden will prepare a draft of the 2020 budget for review and approval at the next meeting – August 7th at 7 p.m.

Committee Reports

There were no committee reports to be presented.

Unfinished Business:

Appearance of shutters – There had been concern voiced over the fact that not all homeowners are maintaining the shutters on their homes and the shutters are very faded and possibly even broken. After searching through the association by-laws and covenants, President Wertz reported that there is no requirement in those documents for a required level of shutter maintenance. This subject had also been discussed at the May 5, 2019 meeting at which time the Board requested President Wertz to recheck the association documents to be positive that there are no specific shutter maintenance guidelines or requirements that the Board could enforce.

Parking on the grass email – A draft email written by our new community manager, Brian Patterson, was reviewed by the Board. After a few minor wording changes, the content was approved. A question was raised regarding how to handle communication of this type of information to residents who are not the owners of the property they live in. Should we notify the residents or the homeowners? President Wertz to check with webmaster Mike Casey to determine if we know how many homes in the community are rentals and if we have both resident and owner contact information.

Lawn repair at 5350 Rivendale Blvd. – A Touch of Green has provided an estimate of \$250 for repair of the damaged lawn area. President Wertz to check with community manager Patterson to determine if the Board has the authority to have the work done and charge the homeowner for the cost.

New Business:

Resignation of Vice President George Hoover from the Board – Vice President George Hoover has sent the Board his letter of resignation. He also advised that he has spoken to Bill Bartle (1530 Amherst Court) regarding the possibility of Bill completing George's term on the Board (September 2020) and assuming the Vice President's role until the upcoming annual meeting at which time the officers of the Board will reorganize. President Wertz has spoken to Bill Bartle and Bill is willing to come onto the Board to fill the last year of George's term and he understands that if he is approved to do so he will become Vice President until this year's annual meeting. Dave Amsden moved to accept George's resignation and to approve having Bill Bartle join the Board for the remaining year of George's term; motion seconded by Bill Wertz and approved by the Board.

Topics to discuss with Brian Patterson

- Reallocation by Boyd/Wilson of the \$5,706 charged to Miscellaneous Expense for the Cumberland Masonry work on the sidewalk expansion joints; it was the Board's preference that this be charged to General Maintenance instead.
- Homeowner responsibility for lawn repair (in general) – if the homeowner does not repair the lawn within a reasonable time what if any, authority does the Board have to step in and have the work done.
- Annual meeting – whose responsibility is it to actually conduct the meeting?
- Invoice approval process – currently the Board has little authority to actually approve invoices, Boyd/Wilson controls. Board members would like some flexibility to at least review invoices for landscaping/lawn care work and snow removal before they are paid.
- Open discussion of other topics of concern

Discussion on potential new Board members – President Wertz advised that he has approached several residents about being nominated to replace Dave Amsden whose term is expiring at the upcoming annual meeting. So far he has not been successful in finding willing homeowners. It was suggested that perhaps an email could be sent to all homeowners in an effort to at least raise awareness that a Board seat will be open. This will also be a topic to discuss with Brian.

Preparing for next year's possible sidewalk repairs – the suggestion was made that the new Board President get together this fall with a representative from Cumberland Masonry, and Brian Patterson and walk through the community to determine what, if any, additional concrete repair and or replacement work should be performed in 2020.

The meeting was adjourned @ 11:55 AM. (motion – Wertz/second – Amsden)

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 August 3, 2019 meeting of the Executive Board.

David Amsden
David Amsden, Secretary