

EXECUTIVE BOARD MEETING OF
BRANDYWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF August 7, 2019 EXECUTIVE BOARD MEETING

Bill Wertz – President	PRESENT X	NOT PRESENT
Bill Bartle - 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

The meeting was called to order by President Wertz @ 7:00 PM, at 1585 Williamsburg Way, with a quorum present.

Also in attendance was Brian Patterson, our new Community Manager with Boyd/Wilson.

2020 Budget

The Board reviewed the 2020 Budget which had been prepared by Dave Amsden based on the changes that were approved at the August 3rd meeting, and forwarded to the Board via email by President Wertz. Per motion made by Bill Wertz and seconded by Dave Amsden, the Board unanimously approved the budget for 2020. There will be no increase in homeowners' dues for next year.

New Business:

Topics from the August 3rd meeting to be discussed 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. Brian indicated that he would ask the accounting department to make this change for the July financial reports.
- Parking on the grass email – The Board had reviewed a draft or template for an email to be sent to residents regarding parking on grassy areas. The minor changes in content that the Board had discussed and approved at the August 3rd meeting were discussed with Brian. He will make the changes as requested before sending the email out.
- 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. Brian confirmed that the Board has the authority to have lawn repair done and to charge the homeowner for the cost of restoring the affected area to as close to its "original condition" as possible. Brian advised that the Board should give the homeowner an opportunity to have the repairs made with a specified deadline for the work to be done. If the deadline passes and the repairs are not made, then the Board could move forward to have the work done and bill the homeowner for the cost.
- Lawn repair at 5350 Rivendale Blvd. – A Touch of Green has provided an estimate of \$250 for repair of the damaged lawn area. Upon motion by Bill Wertz and seconded by Bill Bartle, the Board approved the estimate if it becomes necessary for the Board to have the work done. Pursuant to the earlier discussion, the Board authorized Brian to notify the homeowner that they would have until September 1st to have the repairs made to their yard, or the Board would engage A Touch of Green to do so, at their expense.
- 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. Brian advised that the Board can review all invoices before they are paid if the Board chooses. The Board can also have the option to approve invoices for payment but the software package that Boyd/Wilson uses will only allow one approver – the Treasurer. After further discussion the Board determined that the only invoices we would really like to review are those from A Touch of Green. Any and all other invoices can be paid by Boyd/Wilson as long as the expense is appropriated in the budget. President Wertz has contacted A Touch of Green and requested that a copy of any invoices be sent to the Board (President and Treasurer) at the same time the original is sent to Boyd/Wilson. Review by the Board will hopefully confirm that we have been billed for the correct number of grass cuttings in the summer, and to verify the snowfall depth that we are being billed for in the winter reasonably agrees with the amount of snow measured by Board members at their homes.

- Potential Board candidates - Members of the Board have spoken to several residents regarding the seat that will be open this year. No one that has been contacted yet has indicated a willingness to run for the open seat. A request will be made to have webmaster Mike Casey send out a general email message asking people to respond if they would be interested in running for the seat. Nominations can also be made from the floor at the Annual Meeting. Fay Steinhauer agreed to develop a cover letter that would be sent along with the other Annual Meeting materials. Brian Patterson advised that while it is not the optimal situation the Board could function with only four members. Ultimately if no one comes forward to be willing to serve, at some point the potential could exist that the association could be placed "in trust" and be managed by a Trustee.
- Grounds Committee – President Wertz would like to have a Grounds Committee formed. The Committee could be an expansion of the existing Grounds Committee, or a new committee could be formed. Brian spoke to this matter and advised that other communities that are managed by BW have such a committee. Some of the things that the Board could assign to this committee include:
 - Serving as an advisor to the Board when a determination is to be made whether or not to have the mowing done in the summer months.
 - Serving as an advisor to the Board when a determination is to be made in the winter as to whether we have received enough snow accumulation to have A Touch of Green come.

Open discussion of other topics of concern

- Advance notice of when landscapers are going to apply any sort of chemicals to the lawns – It was noted that some of the chemicals in the pesticides and fertilizers may not be healthy for pets and/or younger children to be exposed to. The recommendation was made to see if we can get any advance notice from the landscapers which could be sent out via email from the webmaster to our residents.
- Snowfall removal – A Touch of Green will no longer be doing snow removal for Thornhill. The question then came up as to whether they would still be willing to do snow removal for any residents of Brandywine when the snow accumulation is less than 3". If so how many residents would they need as a minimum to provide that service again. President Wertz will contact Jesse to discuss. If the service would be available we may need to poll residents to find out who would be interested.
- Finance Committee – there was some discussion on the subject of possible creation of a Finance Committee which would work with the Treasurer in oversight of the Association's finances. The committee would meet on an as needed basis to review our financial condition. The Committee would also have input in the annual budgeting process. Brian advised that such a committee could be formed if the Board wishes; he is aware of other associations where such a committee has been formed.

The next meeting will be the Annual Meeting of the Association on September 17, 2019 at 7 p.m. at Aldersgate Church. The Board will meet in Executive Session immediately following to reorganize and determine the officers for the next year.

The meeting was adjourned @ 8:20 PM. (motion – Wertz/second – Bartle)

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