

EXECUTIVE BOARD MEETING OF
BRANDYWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF September 5, 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.

2020 Budget

President Wertz informed the Board that both he and Dave Amsden had been contacted by a homeowner who had some questions on the increases in the expense areas of Lawn (Landscaping) and General Maintenance for 2020. The individual was concerned that the budget was projecting that the Association would be running at a deficit next year yet there was no increase proposed for unit fees (dues). After hearing the homeowner's concerns and discussing those between themselves, Bill and Dave had decided that another meeting of the Board would be called to reopen the budget for next year.

The Board has received comment from a representative of A Touch of Green that it is likely that our detention ponds will need to be cleaned up more frequently than our contract with them calls for at this time. Due to the rainy conditions in the spring, the brush in the Jerusalem/Rivendale pond especially had grown faster and was thicker than in previous years. The ponds are inspected by Hampden Township and if unacceptable conditions are found, they also may require additional work to be done. The recommendation from President Wertz and Secretary Amsden is to remove the additional \$1,000 that was added to the budget for lawn/landscaping work in 2020. If additional work is required the Board will request a proposal from A Touch of Green. That documented expense will then be reviewed at the time the Board prepares the 2021 Budget.

The Board in preparing the initial budget for 2020 had anticipated an increase in expense that would fall into the General Maintenance category. It is anticipated that additional work may be required on the expansion joints in our sidewalks. This work has been considered a general maintenance expense as it does not involve actual replacement of concrete – which would be considered a capital improvement to be funded from our sidewalk (concrete) reserve account. However, at this time we do not have a recommendation from any contractor as to how many additional expansion joints may need to be done or what the cost might be. Thus it is conceivable that our 2019 budgeted amount for General Maintenance may be adequate for next year also. Until we incur expenses which will fall into the General Maintenance line item of the budget we really can't predict if an increase is truly needed. As with the possible additional cost for Lawn/Landscaping, the Board will monitor the General Maintenance expenses next year and adjust the line item in the budget based on actual incurred expenses which will be supported by invoices. A general walkthrough of the entire development with a representative of Cumberland Masonry has already been requested by President Wertz. That is expected to occur this fall. The recommendation from President Wertz and Secretary Amsden is to reset the 2020 General Maintenance budget line item to \$4,000, the same as it is for 2019.

Upon a motion by Fay Steinhauser, seconded by Bernadette Howard, the Board unanimously approved the recommended revisions to the 2020 Association Budget. The 2020 budget will contain no changes from the 2019 budget. Dave Amsden informed the Board that the 2020 Budget will still show a slight potential operating deficit – the same as the 2019 budget does. The 2019 Association Budget as presented to the homeowners reflected a balanced budget, after accounting for the dues increase. It was discovered after last year's Annual Meeting that no adjustment had been made on the expense side of the ledger for increased deposits to our two reserve accounts in order to continue allocating 10% of our income to these accounts for eventual replacement of the driveways, bike paths, and sidewalks. Once the reserve allocations were adjusted, the 2019 budget shows a deficit of \$1 per unit per month (rounded.) Both President Wertz and Secretary Amsden indicated that our general savings account (money market) has more than sufficient funds which could be used to offset or erase that deficit if need be. At this point in 2019, we are under budget for our expenses as we have not had the lawns mowed every week that we had allocated for in the budget. Proportionately we also did not incur the budgeted expense so far this year for snow removal.

There being no further business the meeting was adjourned at 7:30 p.m. by unanimous consent. 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

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 September 5, 2019 meeting of the Executive Board.

David Amsden
David Amsden, Secretary