

## EXECUTIVE MEETING OF

### BRANDYWINE HOMEOWNERS ASSOCIATION, INC.

#### MINUTES OF THE NOVEMBER 14, 2019 EXECUTIVE BOARDS MEETING

Bill Wertz – President	Present X	Not Present
Bill Bartle – Vice President	Present X	Not Present
Bernadette Howard – Treasurer	Present X	Not Present
Fay Steinhauser – Secretary	Present X	Not Present
Deb Casey – Member	Present X	Not Present
Dave Amsden – Finance Chair	Present X	
Jenn Spangenberg – Boyd Wilson	Present X	
Amanda Bublitz – Boyd Wilson	Present X	

The meeting was called to order at 7:01 p.m. at the home of Bill Wertz, president, with a quorum present.

Dave Amsden dropped off a box of paper and electronic financial information he had in his basement that he was passing on to the new treasurer. He found records from 2013, 2014, 2015 and 2016; 13 and 14 were from Sterling who was with us before Boyd Wilson. We also had a year of tax returns. As the IRS recommends that we keep 7 years of returns he is suggesting that the board go through the information he found to see what needs to be kept. He also found copies of insurance policies and amended copies of our bylaws to go through. Jenn said they could digitize the information without cost to us and is doing so.

#### Past Minutes

The minutes of 8/3/19, 8/7/19, 9/5/19 and 9/17/19 were reviewed. Bill Wertz moved that we approve all 4 and Bernadette Howard seconded the motion.

### Treasurers Report

The general ledger balance does not include outstanding checks and deposits. Bill Wertz questioned the driveway sealing figure. It is \$725 too high because one of the invoices was included twice. The total should be \$3800. Bernadette Howard asked Boyd Wilson to send cumulative year to date G/L information. Jenn Spangenberg will check to see if this is possible. Bill Bartle questioned the general maintenance figure. Bill Wertz said it was the sidewalk repair that caused this high amount that is now in general maintenance instead of miscellaneous.

### Welcoming Committee

There are a few new residents and Mike Casey and Linda Hunter have seen them and welcomed them.

### Grounds Committee

No report from the Grounds Committee

### ARC Committee.

There was no report from Rich Wilson.

### Unfinished Business

The 2018 income tax bill has been paid.

We asked Boyd Wilson to contact the owners of the home at 5465 Rivendale to have them inform the crew working on their property that the trailer with a flat tire in front of their home must have the trailer fixed and moved. Also, the grass at 5350 Rivendale has never been replaced. We do not know if the former Boyd Wilson representative ever sent them the letter concerning reseeding. We asked Boyd Wilson to send another letter to them explaining that they must reseed by April 1, 2020 or we will have ATOG do this at a \$250 fee charged to them.

We reviewed the specs for the 2020 schedule of sidewalk repairs. Aprons that are pitted from the township during snow removal are still functional and do not warrant replacing. Raised sidewalks and badly cracked ones that cause tripping hazards need to be replaced. Bill Wertz suggested we do 1 street per year beginning with a concentration on Amherst and those in serious need. Bill Wertz, Bill Bartle and Fay Steinhauser will preview the neighborhood to assess what is in the most need. Bill Wertz will contact Cumberland Masonry to see if they could join us in this preview. Jenn Spangenberg said she has been told that this company is very good.

## New Business

We confirmed that Deb Casey as our new member at large. There was a unanimous acceptance. Dave and Carol Amsden agreed to be a proxy for Deb Casey when she is in Florida and we assess the need for snow removal.

We made some minor changes to the Pavers memo and Bill Wertz will send us an email with those changes. We will state that both sides of the driveway must be done if possible but if not we can approve one side. We also want to state that the ground up to the pavers must be seeded with grass at that time. Fay Steinhauser moved that we approve the memo with these changes and Deb Casey seconded.

We will table the grounds committee as it is really not needed for decisions on grass moving and snow removal as we are doing this well at this time. Bill Wertz will send a memo thanking those who volunteered and tell them we appreciate it but do not need them at this time.

We met our new representative, Amanda Bublitz, and got her contact information. Her info is

W = 717-569-0484 X102

M = 717-333-2241

abublitz@boydwilson

Our next meeting will be in April of 2020.

The meeting was adjourned at 8:40 pm.

## CERTIFICATION

The undersigned hereby certifies that she 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 meeting of the Executive Board.

Fay Steinhauser

Fay Steinhauser, Secretary