

EXECUTIVE MEETING OF

BRANDYWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE NOVEMBER 4, 2020 EXECUTIVE BOARD MEETING

Dee Wojdylak– President	Present X	Not Present
Bernadette Howard – Vice President	Present X	Not Present
Carl Wagner – Treasurer	Present X	Not Present
Deb Yates – Secretary	Present X	Not Present
Deb Casey – Member	Present X	Not Present

The meeting was called to order at 6:30 p.m. with a quorum present. Bill Wertz, previous president attended the meeting for support.

Past Minutes

Deb Casey made a motion to approve the minutes of August 5, 2020 and Bernadette Howard seconded the motion.

Treasurers Report

The Treasurer’s report from January 1- September 30 was reviewed and approved by the board.

No report from the Welcoming Committee

Grounds Committee

Dee Wojdylak will notify ATOG the section of land on Jerusalem around and in front of the retention pond should be mowed. Carl, Dee and Bill will walk the area on Monday, November 9 at 10:30 to confirm the exact location of the Brandywine land.

Fall clean-up will begin the week of November 16.

No report from the ARC Committee

Unfinished Business

Black Top Estimates – Carl Wagner volunteered to document the specifications the board will submit to several paving companies for 2021 paving work. Bill Wertz will send Carl the Parvin 2019 and 2020 sealing proposals as a reference (Completed 11/5). Carl will reach out to Parvin, CPA and RDS for 2021 estimates based on the specifications documented. Rich Wilson asked to participate in the black top walk-thru and review.

Lawn repair for 5350 Riverdale – The board reviewed the invoice for the lawn repair completed by ATOG. Dee Wojdylak will notify Boyd Wilson (Amanda and Mary) to bill the residents for the lawn repair.

New Business

2021 Sidewalk Repair Quote – The Proposal from Cumberland Masonry was reviewed by the board. Carl Wagner made a motion to approve the quote. Deb Casey seconded the motion.

Reserve Study – Dee Wojdylak recommending organizing a reserve study. Deb Yates will reach out to other HOA boards to find out what company they used for their studies and the cost (keeping in mind Brandywine’s reserves is only for driveways and sidewalks/bike paths). Carl Wagner will reach out to Dave Fetterhoff who had some suggestions regarding the study.

Financial Audit – the board discussed a Financial Audit and concluded it was not needed.

Financial Committee – The following residents indicated an interest in participating on the Financial Committee (Dave Amsden, Gina Steele and Becky Stains). They will be responsible for reviewing the Treasury Report from Boyd Wison monthly and make recommendations to the Treasurer. Dee Wojdylak will send an email to Dave Amsden notifying him of the new members. Carl Wagner will send the September financials to the Financial Committee.

The following Committees and leads were documented by the board:

Masonry (Sidewalk) Committee – Bill Wertz

Welcoming Committee – Linda Hunter

Grounds Committee – Dee Wojdylak

Architectural Review Committee (ARC) – Bill Sample

Financial Committee- Dave Amsden

The next meeting will be on March 3, 2021 at 6:30 p.m.

Dee Wojdylak moved to adjourn the meeting at 8:00 pm and Deb Yates seconded the motion.

CERTIFICATIION

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 November 4, 2020, meeting of the Executive Board.

Deb Yates

Deb Yates, Secretary