

## EXECUTIVE MEETING OF

### BRANDYWINE HOMEOWNERS ASSOCIATION, INC.

#### MINUTES OF THE MARCH 3, 2021 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

Carl Wagner made a motion to approve the minutes of November 4, 2020 and Deb Casey seconded the motion.

#### Treasurers Report

The Treasurer’s report from January 1- January 31 was reviewed and approved by the board. It was noted that Courts of Brandywine will owe us \$345 for the sealing and repair of the bike path we both share. Bill Wertz had asked Amanda at Boyd Wilson to notify the Courts of Brandywine HOA back in September. Dee will verify with Amanda that this was done. The sealing will be scheduled for sometime this summer.

#### Welcoming Committee

No report from the Welcoming Committee

#### Grounds Committee

Dee had sent an email to Rick and Sharron Watson (Revere Drive) notifying them they were in violation of the Planting Guidelines. The Watson’s pointed out that under the section titled “Landscaping within the unit”, the subsection titled “Shrub and Tree Pruning; leaf removal” lists

it as responsibility of the association. Deb Casey commented that the Board should have a vote from homeowners, not just the board to make a change to the by-laws, making it a responsibility of the homeowner. Deb recommended we reach out to Boyd Wilson to guide us.

### ARC Committee

No report from the ARC Committee

### Unfinished Business

Black Top Paving – Deb Casey will have Mike Casey send Carl Wagner the specifications for 2021 paving work. Carl volunteered to oversee the sealcoating; Rich Wilson will also participate. Carl will also contact RDS and CPA to get current 2021 pricing of their previous quotes. Dee will call Parvin to notify them we won't need their services (due to poor workmanship).

Sidewalk Repair – The permits are completed for the sidewalk repair. Bill Wertz will reach out to Cumberland Masonry and notify them to put us on the schedule for March/April (Completed 3/4/2021).

Reserve Study – The Board reviewed the Kipcon proposal. Bernadette brought to the Board's attention verbiage in the proposal regarding increases in Kipcon's costs. Carl will reach out to Miller&Dodson for an estimate as well (Completed 3/4/2021). Further clarification was needed on their proposal, Carl will reach out for clarification. Carl will also reach out to Rich Wilson as a courtesy to let him know we did reach out to Miller&Dodson. The Board will discuss the proposals at the June Board meeting.

### New Business

Yard Sale – The 2021 yard sale will be on Saturday, May 1 8:00 – 1:00. Mike Casey will notify the community (Completed 3/5/2021)

List of Important Dates and Tasks – The Board reviewed a document that was created to document a list of tasks and dates they should be completed on an annual basis (see attached). The following updates will be made:

- The September Annual Meeting will be held at Aldersgate Methodist Church on September 21. (Carl Wagner offered to notify the secretary at Aldersgate to hold that date; Completed 3/4/2021)
- Dee will check with Amanda at Boyd Wilson to ensure they file our tax return.
- Zach Warner is our lawn contractor and we have a 3-year contract with him.
- Dee will add mulching, weed and feed, and spring and fall cleanup to the Important Dates document
- In July, Dee will request Dave Amsden document our balanced budget for the Annual Meeting.

- The task in August that states “Get contract/pricing from Lawn/Snow service” will be moved to June.
- Bill Wertz said he would walk the development with Cumberland Masonry which is documented in October.

Purchase of new mailboxes – Carl Wagner made a motion to buy two new mailboxes @ \$750 each. They will be purchased from Schaedler Yesco Distribution. Dee will reach out to Amanda at Boyd Wilson to notify her of the purchase.

Planting Guidelines - A revised Memorandum of Planting Guidelines was reviewed by the board. Specifically, references to flowers were changed to ‘perennials and/or shrubs’. Carl motioned to approve and Deb Casey seconded the motion.

The next meeting will be on June 2, 2021 at 6:30 p.m.

Dee Wojdylak moved to adjourn the meeting at 8:13 pm and Carl Wagner seconded the motion.

#### 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 March 3, 2021, meeting of the Executive Board.

Deb Yates

Deb Yates, Secretary