

2023 ANNUAL MEETING OF

BRANDYWINE HOMEOWNERS' ASSOCIATION, INC.

SEPTEMBER 19, 2023

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
Valerie Amacresi – Boyd Wilson	Present X	Not Present
Elizabeth Wood – Boyd Wilson	Present X	Not Present

Location – The meeting was held at the Aldersgate church, Jerusalem Road.

I. **Call to Order (7pm) and proof of quorum (25 units)**

The meeting was called to order at 7:00 p.m. with a quorum present (43 homes present)

II. **President's Welcome and Introduction of Executive Board**

Dee Wojdylak introduced the Board and the Boyd Wilson representatives to the homeowners. Dee also recognized Mike Casey for all his assistance to the Board. Not only handling our website, but also answering many questions without involving the Board and sharing helpful hints.

Dee recognized Helen Wilson as well for her work in getting the detention pond behind Revere Drive in order. She first contacted the Township and then Yingst to get the pond properly cleaned out. Helen was able to get Yingst to dig out all the silt and clean the pond at no cost to Brandywine. Thank you, Mike and Helen!!

Dee Wojdylak welcomed all in attendance and asked if any new homeowners were present. There was no response.

III. Motion to Approve 2022 Annual Meeting Minutes

The minutes were posted on the Website last year so homeowners who didn't make the meeting had an opportunity to know what was discussed.

Rich Wilson made a motion to approve the minutes and John Konieczny seconded

IV. Treasurer's Report

Carl Wagner reviewed the January – June, 2023 Treasurer's Report and explained a new addition to the report. The Association Reserve and the Shared Reserve have now been consolidated due to our Homeowners' Association no longer sharing the cost of the bike path in the Courts of Brandywine property as well as the Community sign. The Bank Account Balances are also broken out 'Per General Ledger' and 'Per Bank Statement'. The Treasurer's Report is shared with the Financial Committee and the Board monthly.

Dave Amsden made a motion to approve the Treasurer's report and Lorraine Wagner seconded.

V. Executive Board Elections

Valerie Amacresi from Boyd Wilson noted that Carl Wagner and Deb Yates' terms were expiring. Boyd Wilson had received three nominations for those positions, Gina Steele, Lisa Frey and Rich Wilson. Votes were counted and Gina Steele and Lisa Frey are the two new Board members. Congratulations Gina and Lisa.

VI. ARC Committee Report

Bill Sample, chairman of the ARC committee, reported there were 39 ARC requests submitted since the beginning of the year. 38 have been approved and one is pending. Dee reminded the homeowners that anything done on the outside of the home must have an ARC submitted.

VII. Grounds Committee Report

Dee Wojdylak, Chairperson of the Grounds Committee explained to the homeowners that Cumberland Landscaping was sold to McCloskey Landscaping. Evan McCloskey is the owner. Most of the Cumberland crew stayed with McCloskey.

We will be mulching every spring going forward. Trimming went well. There were requests from homeowners to have trimming moved to June. However, July is usually when the lawn is dormant and the landscapers have the time to trim. The major trimming is in July. In the fall we have a cleanup when the grasses and perennials are cut down and leaves are cleaned from the beds. This will occur sometime in November. Also, during that timeframe, Evan is willing to remove shrubbery for the homeowner at the homeowner's expense.

The electric box shrubbery is usually shared between homes and both homeowners are responsible for that.

There was a question about the Pear trees in front of the houses. The Board has approved two trees to replace the Bradford Pear trees - the Ivory Silk Japanese Lilac Tree and the Okame Flowering Cherry Tree.

The homeowners at 5385 Rivendale and 5363 Rivendale both have issues with people using their property as common ground and allowing their dogs to relieve themselves on their property. The Board will look into putting up more signs to curb your dog or pay a fine.

Another concern was the landscaper not cutting back the shrubbery more than just a ½ inch and they also didn't cut the yellow cypress bushes (1685 Williamsburg Way).

Weeding was also brought up. Dee explained this was always the homeowner's responsibility. She explained that when she first moved in, she had asked the first President of the HOA, Gordon Myers, when the landscapers were going to weed and Gordon explained it is the homeowners' responsibility. The Grounds Committee has received this complaint for several years so Dee did approach McCloskey for an estimate to weed our properties. The estimate was \$4,840 per instance. John Konieczny did a quick calculation and the cost would be around \$40 per household per instance.

Mike will send out Ishan's (a 15-year-old resident at 1455 Amherst Ct) information to the community if they would like him to weed. Bernadette also mentioned we may have more weeds since we didn't mulch this year.

Snow removal under 3 inches – Dee has contacted Evan McCloskey and he has agreed to perform this service. An email from Mike Casey will most likely go out in October notifying homeowners if they want to sign up. It will cost \$40 per instance. This will be at the owner's expense and will receive the bill directly from McCloskey landscaping. A few rules – there is a deadline to sign up. If you don't sign up by the deadline, you will not be added to the list. Adding homes after the deadline caused confusion as to who was on the list and who wasn't. Exception would be a new homeowner. Mailboxes will have a ribbon tied to them to identify which homes have requested this service.

Detention ponds – the trees around the Rivendale detention ponds have a fungus and are slowly dying. We are looking to having all the trees removed and relandscaping that area. First step is to get estimates to have the trees removed. Second step will be what is planted in their place. Dee would like to have the mounds removed as well. She found they are nothing but shale. This cost will come out of reserves.

Annie Oconnor said she would be willing to donate a tree. Thank you, Annie!

VIII. **Welcome Committee Report**

Linda Hunter was not in attendance. However, at the beginning of the meeting, we did not have anyone introduce themselves as new homeowners.

IX. **Webmaster Report**

Mike Casey asked how many people look at the website. Many hands went up. In 2011 Mike was a board member and they decided the website was the way to keep people informed. He enjoys keeping the community beautiful. Mike gave some examples of what our money goes toward in the development. 133 homeowners are registered. Six are not registered but they do not have internet. We just renewed our web contract and are covered until June 2026. Two new memorandums were added to the website – a new tree to replace the Bradford Pear and a policy for steps. The Bradford pear is banned by the state effective February 2024. As stated under the Ground Committee section, the Ivory Silk Japanese Lilac Tree and the Okame Flowering Cherry Tree are the approved replacement trees.

Memorandums for Storm doors, roofs, flower pots, etc. are out on the website. Tuscarora Roofing is the roofer we recommend. The color of our mailboxes is Matte Black. Also, if you spray the spring on the mailbox, spray it with white lithium grease and it will help them last longer. The color information for the house trim and garage door is also on the website. Ames in Enola replaced the garage seals for Mike and did an excellent job.

Dryer exhaust vents – blocked pipes are known to cause fires and the dryer will work better if you have your dryer vents cleaned routinely.

RDS sealcoating out of Elizabethtown is our new contractor for our driveways.

Mike mentioned he's noticed low water pressure after having his water heater replaced. He is going to call the water company to see if he can find anything out.

X. **Unfinished Business**

Concrete work – Bill Wertz worked with obtaining a concrete vendor. We are using Cumberland Masonry. Dee and Bill had toured the neighborhood and identified the concrete that needed replaced. However, the sidewalk that leads from the driveway up to the front door was not inspected. We will begin inspecting the concrete every other year rather than every year. Mike will put an email out when it is time for the inspection and the homeowner can notify the Board if they have an issue from the front porch to the driveway

Sealcoating - Mike Casey worked with obtaining a sealcoating vendor. We are using RDS. Williamsburg way will be done in 2024

XI. New Business

2024 Budget Discussion - Dave Amsden introduced the members of the Finance Committee – Rich Wilson, Gina Steele and Jill Young. He also explained that we invested some of the reserve money in CD's (11 months and 23 months at rates in excess 4%). We are holding the dues at \$125/month. Deferred mulching amount helped with us not having to increase dues as well as concrete repairs now going every other year also helped us stay at the \$125. In 2025 we may have another reserve study done. Due to the Shared reserve now being part of the Association Reserve, we are able to increase our reserve without increasing our HOA dues. Kent Eckerd at 1655 Williamsburg Way said he would like a reserve study done before the Board asks for another increase in dues. There were some issues with the original reserve study requirements. Dave Fetterhoff made a motion to approve the 2024 budget and Ann O'Connor seconded.

Boyd Wilson Contract - Valerie Amacresi is our new contact at Boyd Wilson. The last signed contract was in 2017. The Board and Boyd Wilson worked together this summer and the contract went from \$8160 to \$10500 annually.

XII. Notes and calendar events

No new calendar events for 2023

XIII. Next annual meeting date September 2024.

XIV. Adjournment

The meeting adjourned at 8:45. Dave Fetterhoff made a motion to adjourn and Bill Wertz seconded.

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 September 19, 2023, meeting of the Homeowner's Association Annual Meeting.

Deb Yates

Deb Yates, Secretary