

EXECUTIVE BOARD MEETING OF  
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE **OCTOBER 19, 2023** EXECUTIVE BOARD MEETING

BOARD ATTENDEES

Dee Wojdylak – President	Present X	Not Present
Bernadette Howard – Vice President	Present X	Not Present
Gina Steele - Treasurer	Present X	Not Present
Lisa Frey - Secretary	Present X	Not Present
Deb Casey – Member At Large	Present X	Not Present

ADDITIONAL ATTENDEES

Dave Amsden – Chairperson of Finance Committee

Bill Wertz – Past President; Resident

**I. Call to Order / Proof of Quorum**

The meeting was called to order at 6:30 pm with a quorum present at President Dee Wojdylak’s resident at 1685 Revere Drive, Mechanicsburg, PA 17050.

**II. Review / Approval Past Meeting Minutes**

The minutes from the July 19, 2023, meeting were reviewed. Bernadette Howard made a motion to approve the minutes; Dee Wojdylak seconded the motion. The minutes will be added to the HOA website.

**III. Treasurer’ Report**

Gina Steele reviewed the Treasurer’s report. She asked the Board if we should move monies from the shared reserve account to the Association’s reserves due to not needing for the bike path since we are no longer contributing to the maintenance of the path.

She also inquired if we could remove the shared reserve account from the bank account balance line on the Treasurer’s Report for simplicity.

Bernadette Howard made a motion to approve the report; Gina Steele seconded the motion.

**IV. Welcome Committee Report**

No report provided.

**V. Grounds Committee Report**

Dee Wojdylak, Chairperson of the Grounds Committee, presented the Board with several updates to committee items discussed at the 2023 Annual Meeting of September 19, 2023.

a. Snow Removal Under 3 Inches

Dee spoke to Evan McCloskey regarding the service of snow removal under three (3) inches for residents. He confirmed the price for 2023-2024 will be \$40 per event of removal, and he will bill each homeowner individually by email. Homeowners will be contacted by Mike Casey of their interest in the service and asked to sign up and provide their full name, address, telephone number and email address. A firm deadline will be provided, and no extensions will be granted except for extenuating circumstances. Mailboxes will continue to have an orange ribbon tied to the top of them to identify which homes have signed up and requested the services.

b. Snow Removal Above 3 Inches

For standard snow removal requirements above three (3) inches, Dee shared who the designated contacts will be for each street who will measure the amount of snowfall and report back to Dee. They are as follows:

- Dee Wojdylak for Revere Drive
- Lisa Frey & Sandy Levan for Rivendale Boulevard
- Bill Wertz for Williamsburg Way
- Bernadette Howard for Amherst Court

c. Fall Cleanup / Shrub Removal

Dee Wojdylak shared that the fall cleanup will start on November 13, 2023. It will include a cleanup of grasses, hydrangea n perennials plus the leaves will be cleared from the beds. This will continue until the cleanup is completed.

Shrub removal service will also take place during this time. Residents who wish to have dead or dying shrubs removed should contact Mike Casey to place their names on a list which will be provided to Evan McCloskey who will contact the homeowner directly to make arrangement for removal. As a reminder, homeowners should also submit an ARC Form for shrub removal in advance of the service being completed.

For those who do not wish to have the services conducted for their residence, prior year's procedures will be followed. Mike Casey provided the Board with an email on 10/18/2 that listed out prior year's process and procedures for confirmation.

- If an entire bed is not to be touched, it is to be marked with a flag. Beds can be in the front, side or the back of a unit and each bed that is not to be serviced is to be marked with a respective flag.
- If specific individual plants are not to be touched, they are to be marked with a ribbon by tying the ribbon on the front of the plant that is not to be trimmed.
- Dee Wojdylak can be reached for questions at 717.350.8381. Bill Wertz at 1585 Williamsburg Way and Mike Casey at 1600 Revere Drive can be contacted to request a flag and ribbon for use as required.

**V. ARC Committee Report**

Dee Wojdylak presented on behalf of Bil Sample, Chairperson of the ARC Committee.

There have been several ARC Forms submitted that have been reviewed and presented to the Board for approval via the Boyd Wilson's caliber portal.

There was a reminder that any large tree removals require an ARC Form to be submitted for approval.

## **VI. Unfinished Business**

### **a. 1400 Amherst Court / Dog Violation Letter**

The letter to the homeowner that will contain details on fines pertaining to the multiple dogs will be sent certified mail and Dee Wojdylak will also be personally delivering a copy of the letter to their home.

### **b. Detention Pond on Rivendale Boulevard**

Due to the trees around the pond having fungus and slowly dying, Dee requested three (3) quotes from local landscaping / tree companies for the removal of the trees and relandscaping the area. The following quotes were received and reviewed:

- Cumberland Valley Tree Service whose quote included full relandscaping in Spring 2024.
- McCloskey Landscaping
- Topline Landscaping, Inc.

The Board reached a unanimous vote to approve the Cumberland Valley Tree Service quote which was not only competitively priced but also included reasonable pricing for relandscaping, tree removal and cleanup services. There were some concerns and questions regarding proposed shrub for relandscaping which committee members will be researching and discussing with the company in preparation for planning in Spring 2024.

Dee will request a deposit of \$4,750 be issued to Cumberland Valley Tree Service to secure their proposal. This deposit will come out of our existing reserve account (1/3 of total).

## **VII. New Business**

### **a. FDIC Insurance on Bank Accounts**

Dave Amsden, Chairperson of the Finance Committee, shared that Valerie Amacresi, Boyd Wilson, reached out to a representative of Alliance Association Bank requesting they contact Dave to introduce themselves and discuss possible options to our expressed concern regarding deposit relationships that exceed current FDIC insurance amounts. A representative, Jamie Kay Redden, sent Dave an email of introduction and identified herself as the contact for the northeast states and point of contact on all AAB services including day to day banking, lending, and investing.

Dave received some initial general information about investing services and the IntraFi Network Deposit products (providing additional FDIC coverage) currently available with most current rate sheet. After review of the information, Dave felt this was a viable option for further research and consideration by the Finance Committee and Board. He suggested the Board prioritize without going through any further review by the Finance Committee.

In anticipation of the Board's agreement that this is a viable option for further consideration, Dave worked with Gina Steele to develop three (3) possible scenarios of how the HOA could designate threshold balances in some of our accounts to maintain AAB balances under the \$250K maximum insurance amount, moving the rest to an IntraFi relationship. These options were reviewed and discussed with questions clarified.

Dave stated if we proceed, we would need to make a decision on which account we would set a minimum account balance with and which accounts we would transfer out.

The Board requested a meeting with Jaime Redden, AAB, to better understand the aspect of the IntraFi network deposit product and ask more detailed questions in preparation for the next

Board meeting. Dave will contact Jaime to obtain dates/times of available to coordinate with available Board members to schedule the meeting as soon as possible.

In addition, Dave announced Kent Eckerd as a new member to the Finance Committee. He lives at 1655 Williamsburg Way. Dave will meet with Kent to introduce him to the rest of the member of the Finance Committee and bring him up to speed on items they are currently working on since the Annal Meeting in September.

#### b. Political Signs

It was identified that a resident on Rivendale Boulevard was placing political signs on their property. The issue was brought to the attention of the Board.

Mike Casey sent out a reminder to all homeowners on 10/13/23 regarding Rules & Regulations #16 pertaining to signs displayed in the front of a home including political signs.

In addition, a draft violation letter to the resident from Boyd Wilson was provided to the Board for review and approval. It was approved by all Board members and will be mailed out.

#### c. Outdoor Step Policy

Bill Sample, Chairperson of the ARC Committee, sent the Board an email on 10/8/23 with information from the contractor working on the outdoor step request for the homeowner on Williamsburg Way. The contractor will not build the steps as proposed due to safety & long-term stability concerns.

An alternate proposal was presented to the ARC Committee which consisted of a solid step instead of using individual pavers. They would resemble concrete steps. The ARC Committee agreed with the alternate proposal and would vote to change the policy to this proposed version.

The homeowner advised she should also have a handrail for extra stability. The Committee came up with some loose guidelines for specific type of handrail but did not agree in total with the handrail proposal due to concerns of potential future requests outside of just along these steps and possibly spilling over to requests next to pavers, which are considered a decorative item.

The Board reviewed what was presented from Bill and approved adopting the proposed step policy / material into a revised policy for all homeowners.

The homeowner came back and indicted they wanted to forego installing a handrail, however, an agreement was reached that if a railing was needed or requested by someone in the future, the Board would revisit evaluating a railing of cast aluminum for final adoption.

#### d. Cap on Number of Rental Units

Dee Wojdylak will call our HOA attorney, Sarah, to review the legal options of what our Association can legally utilize to implement a cap on rentals within our development. She will address the following in her discussion:

- How many units are currently rented to date.
- Evaluate the options available to present to homeowner for a legitimate vote to pass for adopting a new policy.

### **VIII. Next Board Meeting Date**

The next meeting date will be November 8, 2023, at Dee Dee Wojdylak's residence at 1685 Revere Drive.

**IX. Adjournment**

Motion to adjourn was made at 8:51 p.m. by Dee Wojdylak and seconded by Gina Steele.

**CERTIFICATION**

The undersigned hereby certifies that she is the duly elected and qualified Secretary of the Board 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 October 19, 2023, meeting of the Executive Board.

*Lisa Frey*

Lisa Frey, Board Secretary