

EXECUTIVE BOARD MEETING OF
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE JANUARY 16, 2024 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 (virtually)	Not Present

ADDITIONAL ATTENDEES

Dave Amsden – Chairperson of Finance Committee

I. Call to Order / Proof of Quorum

The meeting was called to order at 6:28 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 October 19th, 2023, meeting were reviewed. Bernadette Howard made a motion to approve the minutes; Gina Steele seconded the motion. The minutes will be added to the HOA website.

Additionally, the minutes from the November 8th, 2023, meeting were reviewed and a few corrections were identified. Lisa Frey, Secretary, will make the corrections and resend to the Board members for final approval at the next Board Meeting.

III. Treasurer’ Report

Gina Steele distributed and reviewed the Treasurer’s report.

She pointed out a few areas within the report specifically that the Operating Savings 11 mo. CD 2442 bank account as well as the Association Reserve – 11 month CD x2308 account reflected a zero balance because we moved the prior general ledger & bank statement amounts to the new IntraFi accounts.

Gina questioned the actual YTD income under the Unit Fees reflecting more than the actual budgeted amount. As a result, Gina will contact Boyd Wilson to inquire about this questionable variance.

Gina stated overall we were underbudget for Year End 2023.

It was decided that the Board would approve the Treasurer’s Report after we receive clarification on Gina’s questions and determine if any corrections are needed. We are also waiting on one last bank statement as well.

IV. Welcome Committee Report

No report provided.

V. Grounds Committee Report

Dee Wojdylak, Chairperson of the Grounds Committee, presented the Board with just a few updates on last month's agenda items.

V. ARC Committee Report

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

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

VI. Unfinished Business

a. 1400 Amherst Court / Dog Violation Letter

The letter to the homeowner was mailed/ sent citing we would assess a fine unless we received a response on the statement the dogs were emotional support dogs. Currently there are four (4) dogs residing in the residence and the inhabitants provided info. that states all four of the dogs are ESA pets. Two of the dogs belong to a friend who is living in the residence with the original owner's daughter.

Currently, our By-laws limit the number of pets allowed per household to two (2), and even with ESA pets, they must follow all R&Rs of HOA.

It was decided Dee would, once again, contact Sarah Austin, attorney, to ask what other options we have at our disposal to exercise, if required.

b. Detention Pond on Rivendale Boulevard

There were prior concerns and questions posed regarding the initially proposed shrubs for relandscaping the detention pond area from Cumberland Valley Tree Service (CVTS).

Dee has compiled and reviewed everyone's feedback and suggestions and had a few ideas to present one being that we may not want to move forward with planting of the cherry trees and all the other trees/ shrubs because of the leaves falling into the pond, etc. causing more problems and cleanup.

Dee shared a drawing with ideas she would like to propose to CVTS for their recommendations on the relandscaping of the area. Essentially it would consist of several planting beds rather than one large one. And evergreen shrubs that will grow a little taller than fence height and slow growing & drought tolerant as well as smaller, lower, slow-growing shrubs that also tolerate drought. Perhaps lilac trees (4) to be planted between the bike path and the planting beds, if enough room.

VII. New Business

a. Cap on Number of Rental Units

Dee Wojdylak will call our HOA attorney, Sarah Austin, 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.

Dee contacted Valerie at Boyd Wilson to request information on the process for amending our Declarations regarding limiting the number of rental units within our Association, and Valerie sent us initial information.

Our Association requires a 2/3rds majority vote to adopt the Amendment to the Declarations (81 units). Amendment must be signed and notarized.

Dee will re-contact our HOA attorney, Sarah Austin, to request the specific verbiage to incorporate into the Amendment to our Declarations.

Discussions were also held on how we should approach securing the required votes from homeowners. Should we send a mailing; contact individually; have Mike Casey send out an email etc. This will be discussed in greater detail at the next Board Meeting.

b. Additional Brandywine Sign at Jerusalem Road

The Board members reviewed the four options obtained from Mike Casey from different companies/ vendors. We need to consider prices.

Sheaffer Signs was one of the companies who provided a proposal and they are also used by Yingst Homes for their developments signs, so they were a strong contender. They were also the most competitively priced and used real bricks instead of composite or fake bricks. It was a unanimous decision that this company was the preferred choice.

Bernadette Howard requested if we could inquire about having the oval signage made a bit larger width wise to 36" high and 60" wide to mirror more the size of our community's front entrance sign on Good Hope Road.

Mike Casey will contact Sheaffer Signs to request their ability to enlarge the signage and what the cost impact would be to present back to the Board members.

Discussions also occurred that we should present to all the homeowner's as a potential consideration for their input and approval before proceeding with installing and incurring the costs. It was proposed that if approved, the monies should come from our Association savings account.

c. 1600 Amherst Court / Weeds

A letter was issued to the unit owner at this address.

d. Snow Removal / List of What To Do

Dee contacted Evan McCloskey to discuss a few homeowner's issues for missed snow removal and additional cleanup requests.

e. Reserve Study (Level 1)

Dave Amsden shared that he received information regarding the Association's Reserve Study (Level 1) whereby it was proposed we go to the next level and have a Level 2 Study conducted.

The Reserve Study follows a four-year pattern as suggested, this one take us up to the year 2025 and the cost is \$3,058/ year. Dave recommended we budget for the price of conducting the Reserve Study in 2025.

Dave also shared that the Finance Committee will evaluate the need to reduce the deficit from the current Reserve Study (Level 1) of 2021.

VIII. Next Board Meeting Date

The next meeting date will be February 20, 2023, at Dee Dee Wojdylak's residence at 1685 Revere Drive.

IX. Adjournment

Motion to adjourn was made at 8:44 p.m. by Dee Wojdylak and seconded by Bernadette Howard.

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