

EXECUTIVE BOARD MEETING OF
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE NOVEMBER 8, 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 6:15 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 19, 2023, meeting were not completed nor distributed to Board members prior to this month’s meeting. Lisa Frey, Secretary, will distribute them at a later date.

III. Treasurer’ Report

Gina Steele reviewed the Treasurer’s report.

Deb Casey made a motion to approve the report; Bernadette Howard seconded the motion and the Treasurer’s Report was passed.

IV. Welcome Committee Report

No report provided. Linda Hunter, Committee Chairperson was not present.

V. Grounds Committee Report

Dee Wojdylak, Chairperson, presented the Board with several updates to last month’s open items.

a. Snow Removal Under 3 Inches

Mike Casey sent out a notice to all homeowners and residents regarding their option to sign up to have their snow removed if accumulations are below 3 inches. A list of the homeowners will be compiled and distributed to the Board for their records.

For those who responded, ribbons were being added to their mailboxes for identification by the Landscaping / Snow Removal Company.

b. Fall Cleanup / Shrub Removal

Dee reminded everyone that the fall cleanup will start on November 13, 2023. It will include a cleanup of grasses, hydrangeas and 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 entirely are to 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 their removal. As a reminder, homeowners should also submit an ARC Form for shrub removal in advance of the service being completed.

Residents were also reminded that Bill Wertz at 1585 Williamsburg Way and Mike Casey at 1600 Revere Drive can be contacted by residents to request a flag and ribbon for use in marking their shrubs and/or other greenery that they do not wish to have any cleanup done from the Landscapers.

V. ARC Committee Report

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

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

To date, all ARCs have been approved.

VI. Unfinished Business

a. 1400 Amherst Court / Dog Violation Letter

Dee was to check on the deadline for a response on the emotional support dogs at this homeowner's residence. If no response by the identified deadline, she will inquire with our attorney, Sarah, if we can proceed with the fining assessment.

Once she has the additional information, she will ask Boyd Wilson to issue the letter notifying the homeowners / residents of when the fines will begin. The fines were agreed upon at \$5.00 / day per dog over the Rules and Regulations limitation.

b. Detention Pond on Rivendale Boulevard / Landscaping

After issuing the deposit to Cumberland Valley Tree Service, they notified Dee that they will start to remove the dead trees, etc. on November 9, 2023. They also confirmed they will start to landscape the area around the retention pond in the Spring, 2024, and replace plants, etc.

In addition, they sent Dee a notice that they are experiencing a tree sourcing shortage of the Okame Flowering Cherry Tree. They did provide alternatives, however, no other tree(s) are approved by our HOA community. Dee will ask them to look into alternative sourcing options to secure the Okame Cherry Tree or advise us if they want the Board to research sources who can supply the approved tree.

VII. New Business

a. IntraFi Account

As a follow up to Dave Amsden, Chairperson of the Finance Committee, previously presented three (3) options for moving forward with partnering with the Alliance Association Bank and

IntraFi Network Deposit products. All three updated options were presented, and the Board elected to move forward with Option II.

Dave also confirmed we are moving forward with opening an IntraFi account and moving two (2) of our CDs into the new accounts to protect them from the FCID insured amounts limits.

The Finance Committee also presented and help establish a threshold in the HOA Operating Savings Account for future protections. This threshold will be set at \$25,000, and anything over this limit will be transferred to the IntraFi accounts.

b. Cap on Number of Rental Units

Dee Wojdylak will call our HOA attorney, Sarah, to schedule a conference call to discuss our proposed By Laws/ Declarations for addressing the current rentals within the community and proposed policy for when a unit goes up for sale that it must be sold and cannot be entered into any new rental agreement.

c. 1400 Amherst Court / Weeds in Flower Beds

Dee will contact Boyd Wilson about issuing a letter to the homeowner/ resident(s) pertaining to the unattended weeds in the flower beds all around the unit. She will ask for guidance on when we can begin to assess a fine for this violation issue.

Any letter will include the individual who they can hire to remove their weeds, as previously sent to all homeowners. In addition, if they are not tended to, they can also request the landscapers to remove the weeds at a cost to them for the service.

VIII. Next Board Meeting Date

The next meeting date will be January 16, 2024, at Dee Wojdylak's residence at 1685 Revere Drive.

IX. Adjournment

Motion to adjourn was made at 7:58 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 November 8, 2023, meeting of the Executive Board.

Lisa Frey

Lisa Frey, Board Secretary