

EXECUTIVE BOARD MEETING OF  
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE FEBRUARY 20, 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

Bill Wertz - Past President & Resident

Dave Amsden – Chairperson of Finance Committee

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

The meeting was called to order at 6:29 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 November 8, 2023, meeting were reviewed again following the prior requested edits. Bernadette Howard made a motion to approve the minutes; Dee Wojdylak seconded the motion. The final minutes will be sent to Mike Casey for posting to the HOA website.

The minutes from the January 16, 2024, meeting were printed and distributed for review at the meeting. Two edits were requested, and they were corrected by the Secretary. Dee Wojdylak made a motion to approve the minutes; Gina Steele seconded the motion. The minutes will be sent to Mike Casey for posting to the HOA website.

**III. Treasurer’ Report**

Gina Steele distributed the preliminary January, 2024 Treasurer’s report, once approved by the Finance Committee, she will distribute a final copy to everyone. She reviewed the following at the meeting:

1. Expenses recorded in January were minor, as expected.
2. The invoices for snow removal will most likely hit in the month of February.
3. The two (2) new IntraFi/ICS bank accounts have been established with Western Alliance Bank. The bank account balances were listed at the bottom of the report by type of account.
4. Gina also added the GL account numbers to the left of the bank account section for infor. only.
5. Gina removed the bank accounts that no longer had any monies in them.
6. A new footnote was added to the bottom of the report relating to the landscaping budget amount.

Gina reported that Boyd Wilson provided a response to her prior question regarding December's income (unit fees) actual YTD that was more than the FY budgeted. They indicated it was due to monies owed to a former homeowner they cannot locate to date. Gina sked them to provide an additional follow up of what they will do if they cannot ever locate the prior owner and issue the final refund.

Gina also provided the Board and Finance Committee with a spreadsheet to track/document our HOA bank accounts. The Excel document has two (2) tabs, one for known bank accounts and one which is a tracker to monitor monies held in all bank accounts. With the creation of the IntraFi accounts, we now have added FDIC protection. The tracker tab will identify any accounts that exceed the established threshold, and from there, we can monitor that the excess monies have transferred / swept to the IntraFi accounts in a timely manner.

Dee Wojdylak made a motion to approve the Treasurer's Report; Deb Casey seconded the motion.

#### **IV. Welcome Committee Report**

Dee received a Welcome packet to give to the new resident on Amherst Court. However, they are not planning to move in for a few more months so she has not been able to meet with them and provide the packet.

If Mike Casey returns home from Florida before the new residents move in, Dee will forward the packet back to Mike to make the needed welcome visit.

#### **V. Grounds Committee Report**

Dee Wojdylak, Chairperson of the Grounds Committee, will discuss the 2024-2025 McCloskey Landscaping contract under New Business.

#### **V. ARC Committee Report**

Dee Wojdylak presented on behalf of Bill Sample, Chairperson of the ARC Committee. No new activity to report.

#### **VI. Old/ Unfinished Business**

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

Following receipt of a follow up letter from the resident's LPC therapist confirming that the four (4) dogs residing there are Emotional Support Animals (ESA), the Board elected to request another subsequent letter be sent to remind the resident that she must comply with all current HOA Rules and Regulations pertaining to pet ownership.

The letter is being requested due to recent complaints from multiple neighbors about excessive barking from the dogs after midnight hours which caused them to be awoken from a sound sleep. Should this continue, the Board will fine the owner.

In addition, neighbors were reminded that they can exercise the option of calling the Hampden Township police to report the disorderly conduct/ noise from the owners and their pets.

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

The Board reviewed Cumberland Valley Tree Service's (CVTS) proposal for the follow up re-landscaping of the area surrounding the pond from last Fall's cleanup. This proposal was the result of the very rough map/ plan of the area that Dee sent to them following the January Board Meeting with some ideas of for several separate planting beds rather than one large one

as well as options for evergreens and smaller, lower, slower-growing shrubs in the front of the beds if enough room. The proposal also included ideas for shrubs, plants and pricing.

Before approving the proposal, it was suggested we request and schedule someone from CVTS and any Board or Committee members to conduct a walk-through of the proposed flower beds and clarify the size and type of plants to be added for a thorough understanding and level of comfort. This would also address the concern that the proposal appeared to have quite a bit of shrubs, trees, and plants and looked a bit much and crowded.

In addition, an important issue was raised regarding the area's underground utilities which could be impacted by the project and replanting/ landscaping of the area. Dee will contact Pa One Call and request they come out to assess any underground utilities and/or mark the ground with markers for any areas of caution before CVTS starts to dig or plant into the ground.

Once the walk-through is completed for a visual understanding of the proposed landscaping, Dee made a motion that if the costs are lower than the originally proposed costs, the Board give their authorization to proceed with acceptance of the final proposal.

Gina Steele seconded the motion, and the approval was adopted that Dee can give the Board's approval on the proposal if the final costs are equal to or lower than original. However, if there is any change or increase to proposed costs, she is to contact the Board members before approving.

#### **c. Cap on Number of Rental Units**

The Board has identified that there are currently six (6) rentals within our HOA.

To further pursue the Board's proposal to change/ modify our existing By-Laws to address concerns related to the number of rental properties within the community, Dee will make additional outreach to our HOA's attorney, Sara Austin, to request she develop a draft of an Amendment to the Declarations of our HOA that would allow for 0% rentals while grandfathering current rentals in our community with language that stipulates once the leases are up for renewal/ expire, they would then be required to be sold or re-occupied by the original owners.

Sara did already confirm that our HOA could limit the no. of rentals to a percentage, but we cannot discriminate by family.

#### **d. Additional Brandywine Sign at Jerusalem Road Entrance**

The Board received an updated proposal from Sheaffer Signs for the requested increased size of the proposed sign. Everyone liked the revised size however the cost also went up in proportion to the increased size.

Discussions were held on where the funds to pay for the proposed sign would come from if approved. Gina Steele and Finance Committee proposed from the Association Savings Account which has a sizeable balance at present.

Dave Amsden also mentioned that a CD is coming due this Summer 2024. He recommends we liquidate the CD & place the monies into our savings account when it matures allowing us to also utilize some of these monies for the additional sign. Nothing definite; just ideas.

Following a healthy discussion, it was proposed we hold off on making any decisions until the new proposed 2025 budget is presented to the Board early this Summer to assess if we need to increase funds for 2025 before we incur any larger expenses such as this one.

## **VII. New Business**

### **a. McCloskey 2024-2025 Landscaping Contract**

Dee presented the proposed landscaping contract to the Board for their review. Overall it was thorough, but there were several typos identified.

Deb Casey made a motion to accept / approve the landscaping contract with requested corrections. Dee seconded the motion.

### **b. Corporate Transparency Act (CTA)**

Dee presented the Board with an email and introductory document from Boyd Wilson regarding the CTA, a law made to make it more difficult for small businesses to engage in money laundering. It also appeared to reference a requirement of beneficial owners to register with the national crime database.

The Act also appeared to require a potential need for HOAs to create some sort of Amendment to come into compliance with the Act, but it was a complex & complicated doc. to decipher.

Dee will request that Valerie from Boyd Wilson summarize and notify our HOA exactly what is expected of us and what actions are to be taken to come into compliance with the Act & when.

Due to also receiving information from our attorney, Sara Austin, Dee will also reach out to her and ask what, if anything, is required from us at this time.

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

The next proposed Board meeting date was for Tuesday, March 26, 2024, starting at 6:30 pm at Dee Wojdylak's residence at 1685 Revere Drive.

## **IX. Adjournment**

Motion to adjourn was made at 9:06 p.m. by Dee Wojdylak and seconded by Deb Casey.

### **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 February 20, 2024, meeting of the Executive Board.

*Lisa Frey*

Lisa Frey, Board Secretary