

EXECUTIVE BOARD MEETING OF
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE MARCH 26, 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 6:309 pm with a quorum present at President Dee Wojdylak’s residence at 1685 Revere Drive, Mechanicsburg, PA 17050.

II. Review / Approval Past Meeting Minutes

The minutes from the February 20, 2024, meeting were reviewed. Dee Wojdylak made a motion to accept the amended minutes with a few corrections. Bernadete Howard seconded the motion. The minutes will be sent to Mike Casey for posting to the HOA website.

III. Treasurer’ Report

Gina Steele distributed the actual February, 2024, Treasurer’s report in advance of the Board Meeting. She noted the following with regard to the report:

1. There were no unusual expenses in February, except for snow removal which reflected 56% of its annal budget.

Gina reported that Boyd Wilson completed their setup of the automatic sweeps between our traditional bank accounts and the Intrafi ICS accounts. She provided a bank statement sheet and referenced within the sheet that our HOA exceeded our threshold on the Savings and Association Reserve account by just a few dollars. She contributes this to timing and posting of interest but is not concerned at this point.

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

IV. Welcome Committee Report

No business to report.

V. Grounds Committee Report

Dee Wojdylak received resident complaints about the landscaper's damage to the drain pipes and mulch being blown onto grass and driveways.

She will contact Evan at McCloskey Landscaping about these expressed concerns.

VI. ARC Committee Report

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

There were several new ARC Forms received from various residents for the Committee's review and/or acceptance. These were addressed in a timely manner.

VII. Old/ Unfinished Business

a. Detention Pond on Rivendale Boulevard / Landscaping

Jake from CVTS walked everyone through their proposed landscaping proposal/ blueprint for the areas around the detention pond. He measured the space between each shrub, tree, etc. to provide comfort that the amount of plantings and spacing of each one was appropriate and not overdone or excessive. Everyone felt very comfortable with proceeding with the proposal & recommended landscaping choices and layout.

CVTS also confirmed that the HOA does not have to contact PA One Call, as they will take care of assessing any underground utilities prior to planting or digging deep.

Dee Wojdylak shared that the project is to begin in May or early June. She sent Jack at CVTS an email asking for the specific start date on their project log, as everyone would like to see it completed sooner rather than later.

b. Cap on Number of Rental Units

Dee Wojdylak made a formal request to the HOA's attorney, Sara Austin, to request a draft Amendment to the Declarations of our HOA outlining our desire to limit the number of rentals within the community to protect the quality and integrity of our residences and allow for 0% rentals but grandfathering current rentals in our community with language that stipulates once the existing leases are up for renewal/ expire, they would then be required to be sold or re-occupied by the original owners.

Once received, Dee will distribute to all Board members for review and discussion at the next Board Meeting.

c. Corporate Transparency Act (CTA)

As a follow up to Dee's outreach to our Association's attorney, Sara Austin, on 3.13.24 she received an email informing us to do nothing at this time as the Act is being interpreted by various parties, and she will provide further guidance once there is a definitive understanding of the impact to Homeowner Associations.

VIII. New Business

a. Association Reserve Account Analysis & Reserve Study (Level 2)

As a follow up to this topic presented by Dave Amsden, Chairperson of the Finance Committee, at the January 16, 2024, Board Meeting, he proposed we proceed with obtaining a Level 2

Reserve Study from Miller Dodson and that we contact them for an estimated price to budget accordingly.

This new Level 2 Reserve Study follows the recommendation for obtaining an updated study every four (4) years, as our current study is good up to the year of 2025.

In addition, Dave took the initiative and prepared a spreadsheet using the current Level I Reserve Study counts and an inflation rate of 4% to calculate and take a preliminary look at what, if any, additional monies may or may not be required to be added to the reserve account to make us solvent and through what projected year for all needed services throughout the Association.

This draft spreadsheet analysis did not take into account the potential Finance Committee's evaluation for the possible need to reduce the deficit from the current Reserve Study Level I of 2021.

Dave and the Finance Committee will have more input and information as they prepare to present the proposed 2025 budget in early Summer, 2024.

VIII. Next Board Meeting Date

The next proposed Board meeting date was for Tuesday, May 21, 2024, starting at 6:30 pm at Dee Wojdylak's residence at 1685 Revere Drive.

IX. Adjournment

Motion to adjourn was made at 8:56 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 March 26, 2024, meeting of the Executive Board.

Lisa Frey

Lisa Frey, Board Secretary