

EXECUTIVE BOARD MEETING OF
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE MAY 21, 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 Sample, Chairperson of ARC Committee

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 6:26 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 March 26, 2024, meeting were not completed. Lisa Frey agreed to distribute them to the Board for their review and approval promptly so they could be posted to the HOA website.

III. Treasurer' Report

Gina Steele distributed the March & April, 2024, Treasurer's reports prior to the Board Meeting. She noted the following with regard to the reports:

March Report:

- Boyd Wilson made a change to how they record interest to our contingency savings accounts. With the opening of the CDARS accounts, the distinction in their allotment and transfers were made to ensure that reserve and operating funds are not mixed.
- It is now reflected in Miscellaneous Operating Income.

April Report:

- There was nothing of significance for the month of April.

Deb Casey made a motion to approve the Treasurer's Report; Bernadette Howard seconded the motion.

IV. Welcome Committee Report

On April 21, Mike Casey delivered a Welcome Packet to the new residents Barry & Sharon Wagner of 5430 Rivendale Boulevard. He also has one ready to deliver to Jane Pritz of 1575 Williamsburg Way

when she returns from being out of town. Bill Wertz will notify Mike when she returns home so he can schedule the visit and delivery.

V. Grounds Committee Report

In April, Mike Casey sent a community-wide notification to all residents stating that Wednesday will be our lawn mowing day every week, weather permitting. In addition, the notification also stated our first lawn treatment of fertilizer, crab grass plus pre-emergence weed control was applied.

Dee Wojdylak shared that Paul Deimler dropped off a device to assist with the watering of the newly planted landscaping around the retention pond on Rivendale Boulevard. It cost \$100 per watering, but we have been fortunate that we had a lot of rain over the months of April and early May.

The costs associated with the watering will be paid out of the Landscaping expenses category.

VI. ARC Committee Report

Bill Sample, Chairperson of the ARC Committee, was in attendance and confirmed there were several new ARC Forms since the last Board Meeting that were reviewed, presented to the Board and ultimately approved.

He also brought up the issue of solar panels. This will be expanded upon under new Business.

VII. Old/ Unfinished Business

a. Cap on Number of Rental Units

Dee Wojdylak distributed a draft of a proposed Second Amendment to the Declaration of Covenants and Restrictions pertaining to the restriction of rental properties within the Association.

Upon review of the Amendment, there was confusion surrounding the wording as it pertained to existing lease agreements and the definition of when the lease expires and would require the unit owner to sell to a new owner. Dee will contact Sara Austin, attorney, to discuss the Board's initial intention and ask her to review the Amendment and determine if any aspect of it needs to be changed or clarified.

In addition, Sara Austin, attorney, reminded the Board that 67% (81 unit owners) must approve the Amendment for it to pass and be implemented. The Board will have this issue as an agenda item at this Fall's forthcoming Annual Homeowners Association Meeting in September. Any additionally required approvals, will be sought through door-to-door visits by community volunteers.

b. Corporate Transparency Act (CTA)

Dee Wojdylak received an updated email on 5.3.24 from Sarah Austin, attorney, sharing updated information regarding the Act. She indicated if we desired, we could begin to gather Board member info. in anticipation of submitting the requested data, however, she felt the law will probably be delayed or revised in the near future.

She advised we could also proceed with creating a draft Amendment now in anticipation of the legislation not changing and addressing some of the initial Act's requirements, however, the Board did not want to incur legal costs to create an Amendment until definitive clarifications from the Act are received and our attorney has clearcut directions on what is actually required.

As a result, she advised we check back with her after our September Annual Homeowners Association Meeting for updated feedback on the legislation pertaining to the Act.

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

Dave Amsden, Chairperson of Finance Committee, provided an update that he formally requested a Reserve Study Level 2 cost estimate from Miller-Dobson. It is to be done next year in 2025 and for the next four (4)-year period.

d. Blacktop Sealcoating – Williamsburg Way

The Board, with Mike Casey's help, solicited quote estimates for blacktop sealcoating on Williamsburg Way. This was an anticipated future expense for our Association and consists of 35 driveways.

End of April the Board received and reviewed proposals and RDS Paving and Sealcoating was selected. The Board approved the RDS proposal and it was signed on 4.27.24. The proposal was within a few dollars of the budgeted amount.

On 5.13.24 Mike Casey sent out a notification to all homeowners that the driveways on Williamsburg Way will be seal coated in June. It included a schedule per driveway as advanced notice.

A week prior to the start of the project, Mike Casey will send out a notification of the "Dos and Don'ts" for dealing with the seal coating.

e. Hampden Township Pond Inspection

In April, the Board received a letter from Hampden Township regarding the Hampden Township Ordinance No. 11-07, the Stormwater Ordinance (HTSWO). The letter stated property owners were required to operate and maintain all stormwater best mgmt. practices located on their properties and an inspection was required. There was an option to submit a request form, along with a fee, to Hampton Township to schedule an inspection with township staff.

Dee Wojdylak had never seen nor heard of such an ordinance and had no record of our HOA ever being required to conduct an inspection or pay any associated fees to have one done.

After consulting with the Board, Dee sent the letter and notice to Boyd Wilson requesting they review and submit the requested Form and \$75 fee per basin. Boyd Wilson confirmed they issued the Form and a check for \$150 total on 4.26.24.

VIII. New Business

a. CD Maturing

Dave Amsden presented to the Board that a CD was maturing on 6.6.24 and wanted to discuss what the Board's desire was to do with it upon the mature date. It is for \$26K.

Dave shared a few options, one to reinvest the CD for another 6 months (till December 2024) at an interest rate of 4.17%. When it matures again in December we can revisit if we need the monies for anything of importance at that time.

A motion was made by Deb Casey to reinvest the CD for another 6 months; it was seconded by Gina Steele.

b. Budget Process 2025

Dave Amsden notified the Board that the 2025 budget must be distributed to all residents by August 15th in advance of the Annual Homeowners Association Meeting in September. He proposed it be completed no later than August 1st.

The Finance Committee will begin working on a proposed 2025 budget to present to the Board. The first Budget Meeting to review the proposed 2025 budget is scheduled for June 18th @ 6:30 pm at Dee Wojdylak's residence.

c. Solar Panels

A resident recently inquired about solar panels to the ARC Committee. Bill Sample, Chairperson of the ARC Committee, attended the Board meeting to address and speak on this sensitive and complex issue for our community.

Bill stated it is a foreseeable issue that should be evaluated thoroughly for our HOA community now to avoid delay. He conducted some initial research into solar panels, but there are a variety of installers and varying info. and costs on solar panels which can lead to improper installation, pricing, replacements and warranties. As a result, Bill provided the Board with a draft Solar Panel Policy for review and discussion.

It was recommended to edit the policy to require that the vendor be certified by an accrediting body for the protection of our residents. Bill will research which accreditation best and industry standard for amending the policy.

Bill also offered to personally meet with a local sales representative of solar panels to obtain additional information to share with the Board which may be helpful to provide to residents who inquire about reputable vendors.

d. Garage Door Replacements

A resident on Amherst Drive requested information on how to replace their entire garage door. Bill Wertz stepped in to assist and provided two (2) local businesses that have provided service to residents in our community over the last several years and were reputable. They were Cornwell Door Service Co. and Aim Garage Doors, Inc.

However, after the resident contacted a company, they identified that her garage door could be repaired and they can replace specific door strips, seals, etc. resulting in it not having to be fully replaced.

VIII. Next Board Meeting Date

The next proposed Board meeting date is for Tuesday, June 25, 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 May 21, 2024, meeting of the Executive Board.

Lisa Frey

Lisa Frey, Board Secretary