

EXECUTIVE BOARD MEETING OF  
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE June 25, 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	Not Present

ADDITIONAL ATTENDEES

Bill Sample, Chairperson of ARC Committee

Dave Amsden – Chairperson of Finance Committee

Bill Wertz - Past President & Resident

Richard Wilson - Resident

**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 residence at 1685 Revere Drive, Mechanicsburg, PA 17050.

**II. Review / Approval Past Meeting Minutes**

The minutes of the March 26, 2024, meeting were distributed prior to the meeting and reviewed. A few typographical edits were requested and incorporated. Deb Casey made a motion to accept the minutes. Bernadette Howard seconded the motion.

The minutes of the May 21, 2024, meeting were distributed prior to the meeting and reviewed. A few typographical corrections were also requested and incorporated. Dee Wojdylak made a motion to accept the minutes. Bernadette Howard seconded the motion. Both sets of minutes will be sent to Mike Casey for posting to the HOA website.

**III. Treasurer' Report**

Gina Steele distributed the May, 2024, Treasurer's Report prior to the Board Meeting. She noted the following in regard to the report:

- We are over budget, primarily due to the mulching expense incurred year to date.
- The final mulching payment will appear on the June financials and Treasurer's Report.
- Gina also noted we have some monies set aside in the current Deferred Mulching Reserve account to put toward this year's expenses.

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

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

Linda Hunter was not present. It was confirmed that Mike Casey also delivered the Welcome Packet to the new resident at 1575 Williamsburg Way upon returning from being out of town.

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

Dee thanked Bernadette Howard for coordinating efforts and soliciting volunteers to water the newly planted shrubs and trees around the detention pond on Rivendale Boulevard. New growth has resulted from everyone's efforts.

It was recommended that the next watering tank dropped off from Paul Deimler be placed near the top of the pond near the intersection of Jerusalem Road and Rivendale to assist with gravity in helping the water flow when watering.

It was confirmed we have still not received an invoice for the watering tanks provided to date.

#### **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 Old Business.

#### **VII. Old/ Unfinished Business**

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

Dee opened up discussions to clarify the Board's original intent regarding how we wished existing units that are being rented are addressed within the proposed Declaration. Specifically, for current leases, when will they be considered expired and no further rental or leasing of that unit be permitted.

The Board agreed that current leases can auto-renew, but when the current tenant's lease expires, no further rental or leasing of that unit will be permitted. It must be sold to a new owner or the existing owner cannot lease or rent the until.

Dee and Deb Casey will contact Sara Austin, attorney, to clarify the Board's intent and inquire if the proposed Declaration needs revised or altered. They will get back to everyone with the outcome of their discussion.

##### **b. Reserve Account Analysis & Study (Level 2)**

Dave Amsden, Chairperson of Finance Committee, shared an email from Miller + Dodson's proposal for an updated Reserve Study II. It outlined the cost, terms and guidelines for when they conduct the walkaround throughout the community for purposes of completing their study.

Dave asked the Board if they wished to proceed and approve the proposal because if so, the cost needs to be included in the 2025 budget projections for final approval. This is especially necessary because of the required deposit we must put down which is 35%.

Dee made a motion to accept and approve the proposed Reserve Study II for 2025. Deb Casey seconded the motion. The Board voted to proceed with the study.

**c. Blacktop Sealcoating – Williamsburg Way**

The sealcoating of driveways and hot crack filling has been completed. Everyone was pleased with the quality of work performed.

The final invoice from RDS was presented to the Board and approved for payment.

**d. Amherst 1400 – Weeds Issue**

The issue of overgrown weeds at this resident's home was brought to the Board's attention, once again. Bernadette will contact Hampden Township to inquire about guidelines regarding a resident's responsibility for maintaining the grounds and weeds.

Dee will request Boyd Wilson send a letter to the current residents requesting they weed the designated area of concern within five (5) days of receipt of the letter or the Board will request our landscapers step in to remove the weeds, etc. and we will bill them the cost of doing so. If they do not pay the invoiced amount, we will assess a lien on their property.

**e. 2025 Proposed Budget**

Dave Amsden shared that he received an email from Boyd Wilson with a projected management fee increase of no more than 3% for 2025. He will include this projected amount within the proposed 2025 budget.

Dave will also be requesting an updated sealcoating of the driveways and bike path on Rivendale Boulevard from RDS for use in estimating costs for the 2025 budget. We did receive an initial proposed projected costs in April 2024, but we need an updated quote.

The Finance Committee will continue working on a proposed 2025 budget to present to the Board for final approval by August 1st. The second and final Budget Meeting to review the proposed 2025 budget is scheduled for July 2<sup>nd</sup> @ 6:30 pm at Dave Amsden's residence.

**f. Solar Panels**

Bill Sample, Chairperson of the ARC Committee, attended and shared that he met twice with the sales executive of Trinity Solar Co. to gather and learn more about solar panels. He has also conducted a lot of research into solar panels online to gather as much information as possible to assist our HOA with the possibility of allowing solar panels to our homes.

Bill provided the Board with a summary document highlighting key important aspects of his findings and information from meeting with the representative. Within this valuable document was information on the Purchase Power Agreement (PPA) many of the companies offer, guidance on how to calculate the estimated electricity costs for solar energy and areas of caution and what to look out for when considering purchasing solar panels.

He confirmed there is only one accrediting body and offered to review the proposed Memorandum of Solar Panel Policy he presented to the Board one final time to determine if there is anything additional he would like to add before final approval and distribution.

**g. Corporate Transparency Act (CTA)**

No further discussion from the last Board meeting of May 21, 2024.

## **VIII. New Business**

### **a. American Flag - Amherst**

The Board was recently contacted regarding a resident who submitted a complaint regarding a neighboring resident who has their American flag flying upside down.

A discussion was held amongst the Board members on whether this violated any existing Rules or Regulations and if any enforcement would infringe upon the resident's First Amendment right. Dee shared that we need to tread cautiously because the HOA documents do not prohibit the flying of an American flag upside down, which is a sign our country is in distress. Dee also shared a link to the US Flag code: [Guidelines, Rules and Etiquette](#). We do have rules pertaining to posting political signs and banners which are prohibited, but nothing specifically regarding the position of an American flag.

While many Board members and residents find the upside down flag offending, we need to research what is appropriate and within the rights of the Board and HOA to enforce. Dee will do a little bit more research, and then craft a response to the resident for the Board's approval but it was the collective decision that the resident is within his rights to fly the flag in this manner.

### **b. 2025 Boyd-Wilson Management Fee Costs**

As referenced about under Old Business, the Board and Dave Amsden received an email from Boyd Wilson with a projected management fee increase of no more than 3% for 2025.

### **c. Liquidating Deferred Mulch Account**

It was proposed that we move the balance of this account to the checking account for use in paying the mulching costs of the 2024 budget and landscaping invoices.

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

The next proposed Board meeting date is for Monday, July 22, 2024, starting at 6:30 pm at Dee Wojdylak's residence at 1685 Revere Drive.

## **IX. Adjournment**

Motion to adjourn was made at 8:54 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 June 25, 2024, meeting of the Executive Board.

*Lisa Frey*

Lisa Frey, Board Secretary