

2024 ANNUAL ASSOCIATION MEETING  
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

Aldersgate United Methodist Church

MINUTES OF THE SEPTEMBER 17, 2024 ANNUAL ASSOCIATION MEETING

BOARD ATTENDEES

Dee Wojdylak – President	Present X	Not Present
Bernadette Howard – Vice President	Present X	Not Present
Gina Steele - Treasurer	Present	Not Present X
Lisa Frey - Secretary	Present X	Not Present
Rich Wilson – Member At Large	Present X	Not Present

ADDITIONAL ATTENDEES

Dave Amsden – Chairperson of Finance Committee

**I. Call to Order / Proof of Quorum (30+ units represented)**

The meeting was called to order @ 7:05 pm in the church sanctuary at Aldergate United Methodist Church (1480 Jerusalem Road, Mechanicsburg, PA 17050). Angela Horne from Boyd Wilson, LLC confirmed we met and had a formal quorum present to proceed with the meeting.

**II. President’s Welcome and Introduction of Executive Board**

Dee introduced herself and thanked everyone for their attendance and for the privilege of serving as President for the past four years. She also introduced our newest member of the Board, Rich Wilson, who took over as Member At Large from Deb Casey.

The rest of the Executive Board members subsequently went around and introduced themselves as well. Dave Amsden as Chairperson of the Finance Committee also introduced himself and indicated he was representing Gina Steele, Treasurer, who was out of town and unable to attend the meeting.

**III. Motion to Approve 2023 Annual Meeting Minutes**

Dee mentioned last year’s 2023 Annual Meeting minutes were posted on the Brandywine HOA website. As a result, they were not printed and included in the 2024 Annual Meeting packets due to cost.

Mike Casey made a motion to accept the minutes; Bob Guyer seconded the notion.

**IV Treasurer’ Report**

Dee introduced Dave Amsden who will present the Treasurer’s Report from June, 2024, in place of Gina Steele, Treasurer. Dave opened his discussion by referring to comments from Gina herself.

- Association dues were on point budget wise.
- The Association Reserve Account is funded at 20% of association dues via monthly transfers.
- Association expenses such as lawn & landscaping was over budget at the end of June primarily due to spring and early summer mulching and lawn maintenance costs. In 2023 we set aside

monies for mulching of which we transferred the monies and they will reflect in August's Treasurer's Report.

- The landscaping Fall cleanup was conducted in November, 2023; however it was billed in December, 2023 and paid in January, 2024.
- Association Bank accounts were discussed whereby Dave referenced that for any bank account balance that exceeded \$250K this was over the FDIC limit of protection. To protect our Association's monies, the Board elected to enter into a cash management arrangement and set up accounts with AAB through Intrafi and move monies over this limit to the new accounts for protection. All account balances through AAB carry full \$250K FDIC protection.
- Questions arose what was the name of the bank we transferred our account balances to? We notified attendees that it was Alliance Association Bank.

## **V. Board of Directors Election**

Dee announced her position on the Executive Board would be ending following this year's Annual Association Meeting which opened up one (1) available position. She also announced that we were fortunate enough to receive two (2) nominations for an open position on the Board.

Dee introduced Linda Walde who came to the front of the church nave and shared a few words on herself and why she volunteered to be on the Board. Then Kathleen Howley introduced herself and shared a little bit about her professional background, and she was a former resident of Brandywine and returned to us in 2023. She stated she is now retired and always wanted to be a member of the Executive Board and volunteer her time to our community, especially since it is approaching 20 years old and as a result presents unique needs.

This was followed by Angela Horne of Boyd Wilson announcing it was time to vote on the two (2) candidates. Ballot were distributed; attendees voted; Angela collected the ballots and proceeded to counted them.

While Angela Horne was counting the ballots, Dee requested we proceed with our annual meeting agenda.

Following a few minutes, Angela Horne provided the results of the votes and announced Kathleen Howley had the majority votes. Dee congratulated Kathleen on her new Executive Board position.

## **VI. ARC Committee Report – Rich Wilson**

Rich Wilson stood in for Bill Sample, Chairperson of the ARC Committee, who was unable to attend. He reported we received 30 ARCs year to date. He also shared the Committee instituted a solar panel policy. He also briefly referenced that the ARC Committee has acknowledged our community is aging and there will be a multitude of issues to address in the coming years.

Dee reminded everyone that any changes or additions, etc. to the outside / exterior of their residence needs to have an ARC Form submitted for review and approval.

## **VII. Grounds Committee Report - Dee Wojdylak**

Dee provided the committee update as she is the Chairperson, Grounds Committee. She shared our biggest project for 2023- 2024 was addressing the multiple issues within the retention pond on Rivendale Blvd. there were Douglas Fir trees that were planted when the community was created that over time acquired a tree fungus and needed to be removed. The Committee sought vendor quotes to re-landscape and plant new shrubs, trees and bushes, etc.

Dee made a special effort to thank Bernadette Howard for her contribution to securing the watering tank from Paul Deimler and soliciting volunteers to take rotations for watering the newly planted shrub, etc. As a result they are now thriving despite the historically hot Summer of 2024.

Dee shared our current Landscaper, McCloskey, has offered up their services to aerate & seed the front and back of residents lawn areas. The cost is \$175 for front and back; \$125 for just the front or back. They will also remove shrubbery if desired. Anyone interested is to contact Dee directly specifying specifically what services and if they include the front and back or just one or the other and she will coordinate with Evan at McCloskey Landscaping. More information will be forthcoming.

Questions came up about how many people have requested aeration services to date. Dee shared about 30 so far.

Another resident stated they asked to have a shrub removed in the Spring of 2024 and were told Evan at McCloskey Landscaping would contact him directly to address his request. However, the resident followed up several times and Evan never followed up and contacted the resident. Dee states anyone interested in having shrubs removed can contact her directly and she will work directly with Evan.

Another question arose about the need for uniformity with shrub and bushes; Dee stated it was optional and they are not required to spend money individually.

### **VIII. Webmaster Report – Mike Casey**

Dee introduced Mike Casey, our Webmaster and thanked him for his extraordinary work. Attendees clapped and applauded Mike as well.

Mike shared how much he enjoys his volunteer position for our community. He referenced our website; reminded everyone they need to register to get access and receive emails.

Mike shared we currently have 133 homeowners who are registered; 6 residents are not due to not having internet services. We did add the memorandum of our recently adopted solar panel policy however, the FAQs and Tips need to be forwarded to him from Bill Sample so they too can be posted to the website for residents to access and read.

He mentioned our homes are aging; we have a roofing and shingle vendor posted on our website and bulletin board. The ARC Committee identified the specifications for shingle color, etc. a few years ago to assist everyone. The Brandywine HOA and Executive Board recommended Tuscarora Roofing, and residents seem to be very pleased with them. Kevin Zimmerman of Tuscarora Roofing Co. provided Mike with business cards for anyone interested.

### **IX. Unfinished Business**

#### **a. Reserve Study 2025**

Dee reminded everyone that we had a Reserve Study conducted 3 years ago of which we identified several errors in the study that did not apply to the Brandywine HOA community. As a result, the Executive Board agreed to have a follow up Reserve Study conducted by Miller Dodson in 2025.

She then asked Dave Amsden, Chairperson, Financial Committee, if he wished to speak to the prior Reserve Study. Dave referenced the identified actuarial errors in the study; specifically resurfacing of driveways. The Board agreed to resurface one (1) street every year making a four-year projection for each street. He referenced the Reserve Study did not assess the resurfacing project to our desire. He also stated it was industry standard to update a Reserve Study every 3-4 years. When the Board was presented with this information, it was voted to have a new, subsequent Reserve Study conducted in 2025. Specific key members of the Board and Committees will take the lead in accompanying Miller

Dodson during the walkaround of the community when the updated Reserve Study is conducted as well as review it with a fine tooth comb.

Dave will propose we sign the Contract in December, 2024, so he can schedule the Reserve Study to be conducted in the first half of 2025.

A question came up about what the cost was for the new Reserve Study. Dave shared it was approximately \$3,000 and has been accounted for and included in the 2025 budget.

## **X. New Business**

### **a. Cap on Rentals**

Dee gave all attendees some background on what led to this new business item. She referenced Cross Winds community and that they experienced a local physician who purchased 4-5 residences and then rented them as investment properties. This caused their community several difficulties and could very probably contribute to reduction in property values. In addition, this community experienced multiple challenges with enforcing their Rules and Regulations with the renters and helping them understand they needed to abide by them as living within the community and HOA. Dee also shared some residents contacted Boyd Wilson Property Manager directly inquiring if we were interested in limiting the number of rental properties within our community.

Dee referenced the rental cap Amendment to the Declarations which was included in the packets that were mailed to each resident as part of the annual meeting notification requirement. She reviewed the proposed Amendment specifications and specifics of the rental cap Declaration.

Questions arose about the opinion that no one should tell an owner they cannot rent their unit. Another resident brought up the issue of being away several months a year and wanting family members to occupy the unit to house sit. Dee referenced the Declaration and reminded everyone that it was specific to a formal renting of their units.

The issue was raised about the term 'occupancy' and persons who can occupy the unit. Dee offered to have our attorney re-review the Amendment and address any language that is specific to occupants and the possible removal of language to provide more comfort to the unit owners within our community on this proposed rental cap Amendment.

Another resident brought up the issue of fair housing laws asking if we can have our attorney review again for compliance with these laws and also further clarify the occupant/ occupancy issue.

Fair housing laws states we cannot discriminate against familial parties who occupy or live at a residence. Dee and members of the Executive Board again addressed the initial intent of the Amendment was to address and place an eventual cap on formal rental agreements/ leases.

One resident put on the floor a suggestion to limit the number of rental units to 15% and not 5%.

It was again recommended that we revisit the proposed Declaration with our attorney and offer up options with and without a cap of 5% on rented units.

### **b. 2025 Budget Discussion**

Dee shared we started the annual budget building very early in the year of 2024. This involved going to our various vendors to get contracts or projected costs for the upcoming year. The Board looked to receive these financials no later than February of each year.

Landscaping & driveway sealcoating are the two most expensive budget categories. Dee shared the rise in oil and fueling costs since the Pandemic of 2020 have tripled, all of which contribute to the price of driveway sealcoating.

Dee also referenced she noticed the bike path on Rivendale definitely needs repairs, etc.

Dee then turned the balance of this discussion over to Dave Amsden, Chairperson, Financial Committee, who would present on behalf of this Committee as well as our Treasurer, Gina Steele.

Dave announced the Finance Committee would welcome additional members once the new Board votes to approve this continuance of this Committee into 2025.

Dave went through each budget category on the proposed 2025 Budget sheet and spoke to the key items of importance. He referenced snow removal and the Board's decision not to adjust and/or increase or decrease for 2025. He also referenced professional fees which is where the subsequent Reserve Study of 2025 is budgeted. He also touched upon the property management contract that had a slight increase. General maintenance category is used for sidewalks and replacement costs.

Dave then referenced dues required for the 2025 Budget and the various scenarios we collectively reviewed. He shared we took \$9k from savings to offset any additional HOA annual fee increase. We will wait for the updated 2025 Reserve Study, and the revisit the annual costs for budget purposes.

Dave also shared that this proposed 2025 Budget was run by Boyd Wilson, Property Manager, for due diligence purposes and they affirmed it was a sound budget.

Questions arose about the initial Reserve Study having two (2) reserve accounts; what happened to them, etc. Dave shared the bike path near the courts was turned over to them and therefore this separate reserve account was removed, and remaining funds were moved to the Association Reserve Account.

A motion was made by Dee Wojdylak to approve the proposed 2025 Annual Budget. It was seconded by Bernadette Howard. The budget was passed and approved.

#### **c. Solar Panels**

It was identified that Bill Sample, Chairperson of the ARC Committee, will need to send Mike Casey the solar panel FAQs and suggestions to post to the website.

#### **d. Boyd Wilson Contract**

Dee shared that the Executive Board was notified surprisingly that our current Property Management Co., Boyd Wilson, would be dissolving their association management division and services effective 12/31/24. She also shared monthly fee payment instructions and details would be forthcoming, and a transition timeline was provided for our use and coordination with a newly selected property manager for an effective transition of all services and documents, etc. One resident mentioned that they paid for the entire year upfront for HOA fees. Dee mentioned anyone in this situation should contact her directly.

Dee notified everyone that the Board had several ad-hoc meetings to solicit, review and interview alternate Property Management firms for consideration and we had selected a company and made a verbal offer to accept their proposed contract. She stated we are awaiting a final Contract for review and execution. She shared it was York HG Property Services, and that they have an office right here in Camp Hill that will have our specific representative working out of for convenience.

#### **e. Other New Business / Homeowners Forum**

No new business.

**XI. Next Annual Meeting – 9/16/25**

**IX. Adjournment**

A motion to adjourn was made at 9:10 p.m. by Dee Wojdylak and seconded by Bernadette Howard. The meeting was adjourned.

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 September 17, 2024, 2024 Annual Homeowners Meeting.

*Lisa Frey*

Lisa Frey, Board Secretary