

EXECUTIVE BOARD MEETING OF
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE SEPTEMBER 26, 2024, EXECUTIVE BOARD MEETING

BOARD ATTENDEES

Bernadette Howard – President	Present X	Not Present
Kathleen Howley – Vice President	Present X	Not Present
Gina Steele - Treasurer	Present X (virtually)	Not Present
Lisa Frey - Secretary	Present X	Not Present
Richard (Rich) Wilson – Member At Large	Present X	Not Present

I. Call to Order / Proof of Quorum

The meeting was called to order at 6:37 pm with a quorum present at President Bernadette Howard’s residence at 1465 Amherst Court, Mechanicsburg, PA 17050.

II. Review / Approval Past Meeting Minutes

The minutes from the 2024 Annual Homeowners Meeting were not complete for review and approval. Lisa Frey agreed to distribute them to the Board for review shortly.

III. Treasurer’ Report

Gina Steele distributed the August, 2024, Treasurer’s reports prior to the Board Meeting. She noted the following in regards to the reports:

- Our deferred mulching reserve/ savings account has now been closed, and the appropriate entries have been made to our books to account for the 2023 deferred mulching expense.
- There was a \$.90 balance remaining in the bank account which was residual interest.
- She anticipates Boyd Wilson will move this balance in September and she will keep an eye open for it.
- She also noted that our 2024 YTD actual landscaping expense has been reduced by the same amount (\$20,039.92), which is the amount we put aside and expensed (with interest) in 2023.

Kathleen Howley made a motion to approve the Treasurer’s Report; Rich Wilson seconded the motion and the Treasurer’s Report was passed.

VII. Old/ Unfinished Business

a. Declaration to Covenants/ Restrictions for Cap on Rental Units

The Board discussed our next steps/ actions regarding the expressed concerns to the proposed cap on rental units Declaration from attendees at the 2024 Annual Homeowners Meeting. Kathleen shared a copy of a neighboring community, Versant, who recently implemented a similar policy for the Board’s review.

Gina offered to reach out to a resident of Crosswinds community to secure a copy of their recently passed policy as well for additional review and consideration.

Bernadette and Kathleen will be contacting Sara Austin, attorney, to discuss the most significant expressed concern with the proposed cap and obtain alternate language within the Declaration to re-review and if the Board is comfortable with it, will distribute to all residents for their acceptance and hopeful approval by 2/3s of the community owners.

Kathleen recommended to remove the language in Section 8.1 Leases pertaining to and defining other occupants to remove concerns about a unit owner having someone temporarily occupy their unit to house sit or live there without a formal lease agreement being initiated.

Kathleen also asked for some history on why it was recommended and proposed we create an Amendment to Declaration of Covenants and Restrictions in lieu of creating and/or amending an existing ByLaw. Bernadette will also ask Sara Austin, attorney, to provide the background on this for all new Board members.

VII. New Business

a. Corporate Transparency Act (CTA)

As a result of no further updated legislation regarding this Act, we've been informed most Condominium and Homeowner's Associations need to register. Every Board member needs to provide specific information.

Bernadette obtained a copy of everyone's drivers license and will submit a copy to Boyd Wilson and York HG Properties, LLC to comply with the Act.

b. Boyd Wilson Property Manager Notice

Bernadette notified Boyd Wilson that we secured a new property management company, York HG Properties, LLC, and we will be terminating our contract with Boyd Wilson effective October 31, 2024.

c. York HG Properties, LLC

Bernadette contacted Scott Hicks, of York HG Properties, to ask when they intend to notify the residents and introduce themselves, etc.

Bernadette will also provide Mike Casey with a draft email to send to the community notifying them of this information since not all of them attended the Annual Meeting.

d. Landscaping Contract / Issues

Bernadette brought up the issue that she and others have noticed several units have overgrown shrubs, trees and bushes. She will be contacting Evan with McCloskey Landscaping to discuss cutting back all the overgrown landscaping that was not properly done in the Spring, 2024.

Kathleen offered to contact Versant community and Grandon Farms to inquire who their landscapers are in case we want to solicit new bids for our 2025-2026 landscaping contract.

Rich will contact Scott Hicks to ask if they would be willing and able to initiate bids from Landscaping companies of our choice, as well as make recommendations for consideration.

e. Paul Deimler Offers

Bernadette received an offer from Paul Deimler to trim residents' shrubs, bushes and small trees for \$50/hour, if requested. This is an offer if McCloskey Landscaping will not perform the trimmings this Fall.

f. ARC Committee

Bernadette asked Kathleen to contact Scott Hicks to learn about the new Vantaca system that will eventually replace the Caliber system we currently utilize with Boyd Wilson.

Kathleen will also contact Bill Sample to get up to speed on how to review and send out approvals for ARC requests and the process and procedures.

g. Future Invoices / Process & Procedures

Bernadette addressed the issue of how we want to handle invoices and the approval process as a new Board. Lisa reminded everyone that York HG has a general email box for any vendor or supplies to submit an invoice to that will scan it and then save for final Board approval, making it easy to initiate payments and keep good records.

h. Finance Committee

The Board needed to make a decision to re-elect / institute the Finance Committee.

Rich made a motion to re-appoint the Committee; Bernadette seconded the motion and the motion was passed.

i. HOA Erie Insurance Policy Review

Rich shared he requested and received a copy of the current HOA policy for review. He identified various aspects of the policy that were outdated, incorrect and may need reviewed for proper coverage limits, etc.

He offered to contact Erie Insurance Co. directly to discuss the policy and will also contact Scott Hicks, President, York HG Properties to gain input from him on the policy and any recommendations to bring back to the Board.

j. Existing ByLaws Review

Kathleen has identified a variety of existing Bylaws that are outdated and no longer being adhered to through the community.

She has offered to review them collectively and provide a list of identified opportunities for cleaning up or revising any to bring them up to date and/ or remove altogether.

VIII. Next Board Meeting Date

The next proposed Board meeting date is for Tuesday, October xxxxx5, 2024, starting at 6:30 pm at Kathleen Howley's residence at 15xx Amherst Court.

IX. Adjournment

Motion to adjourn was made at 8:48 p.m. by Kathleen Howley and seconded by Rich Wilson. The meeting was formally 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 26, 2024, meeting of the Executive Board.

Lisa Frey

Lisa Frey, Board Secretary