

EXECUTIVE BOARD MEETING OF
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE **OCTOBER 9, 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	Not Present
Lisa Frey - Secretary	Present	Not Present X
Richard (Rich) Wilson – Member At Large	Present X	Not Present

I. Call to Order / Proof of Quorum

The meeting was called to order at 6:33 pm with a quorum present at Vice President Kathleen Howley's residence at 1500 Amherst Court, Mechanicsburg, PA 17050.

II. Review / Approval Past Meeting Minutes

Minutes of the 9/17/24 and 9/26/24 meetings were approved with changes noted.

III. Treasurer' Report

The September preliminary statements were just received from Boyd Wilson. The treasurer's report will be sent to the Board after the finals have been received.

VII. Old/ Unfinished Business

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

Kathleen and Bernadette have a meeting with Sara Austin on 10/11/24 to discuss the rental cap amendment.

b. Landscaping Contract / Issues

Bernadette met with Evan and Chris from McClosky Landscaping.

- i. Evan agreed to begin listing mowing dates on the monthly invoices.
- ii. Trimming of the overgrown bushes was discussed and Bernadette asked that they top off several that have gotten unsightly due to not being trimmed appropriately in the past. The HOA may be charged for hauling the debris away, but the hope is that Evan will do the additional trimming without charge.
- iii. The proposed landscaping contract for next year was discussed. Evan would like to have a decision from us by the end of October. Bernadette will remind him that edging needs to be added to the contract, and she will clarify that mowing along the edge of the properties bordering Amherst and the bank on Winthrop is included in the mowing price.

Rich contacted Scott at York HG asking for assistance in obtaining bids from landscaping companies for the '25 - '26 year, and is waiting for a return call.

c. HOA Erie Insurance Policy Review

Rich Wilson has requested a copy of York's liability insurance.

d. Future Invoices / Process & Procedures

Nothing to discuss at this time.

e. 2025 Reserve Study

Mike McCauley has expressed an interest in being part of the Reserve Study process. Rich will reach out to him.

f. Welcome Letter Issues

Bernadette and Mike Casey responded to several inquiries from residents earlier in the week. Issues appear to be waning.

g. Tax Return

Rich explained the tax return to the Board, and the fact that penalties would have been assessed even if paid earlier since the return was filed late. BW paid the taxes and additional late charges in September. A follow-up with York HG is needed prior to April 15th, to determine if estimated taxes should be paid to avoid late fees next year.

h. Existing ByLaws Review

Nothing to discuss at this time.

VII. New Business

a. CDARS

Gina will request current interest rates from AAB, and the Board will discuss re-investing the two CDARS that expire on 12/5/24 at the next Board meeting.

b. York HG Board Portal

Documents are still being transferred in from BW. The workflows were discussed with the consensus being that we will need to learn as we go with help from York HG.

VIII. Next Board Meeting Date

The next proposed Board meeting date is for Thursday, November 14, 2024 starting at 6:30 pm at Bernadette Howard's residence at 1465 Amherst Court.

IX. Adjournment

Motion to adjourn was made at 8:54 p.m. by Rich Wilson and seconded by Bernadette Howard. 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 October 9, 2024, meeting of the Executive Board.

Lisa Frey

Lisa Frey, Board Secretary