

EXECUTIVE BOARD MEETING OF
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE NOVEMBER 14, 2024, EXECUTIVE BOARD MEETING

BOARD ATTENDEES

Bernadette Howard – President	Present X	Not Present
Kathleen Howley – Vice President	Present	Not Present X
Gina Steele - Treasurer	Present X	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 6:35 pm with a quorum present at President Bernadette Howard’s residence on 1465 Amherst Court, Mechanicsburg, PA 17050.

II. Review / Approval Past Meeting Minutes

The minutes of the October 9, 2024, Board meeting were distributed prior to the November meeting for review. Bernadette Howard made a motion to approve the minutes; it was seconded by Gina Steele and the minutes were formally approved.

A copy will be sent to Mike Casey to post to the HOA community’s website for residents to view.

III. Treasurer’ Report

Gina Steele distributed the September 2024, Treasurer’s report and Bank Account Summary prior to the meeting. In addition, Gina also received Boyd Wilson’s October preliminary financials.

She noted the following key items within the reports:

- The budget reflected stable overall.
- The landscaping budget may go overbudget by the end of the year due to invoices that will be showing up in the October and November statements.
- Boyd Wilson paid our IRS tax bill of \$644, plus an assessed late fee and interest. These expenses were recorded as accounting expenses.
- She reminded Boyd Wilson of the \$0.90 that was still sitting in the deferred mulching account. She was recently notified it had been transferred, and we were to see it on the October, 2024 statements.
- Gina also updated the first sheet of the Bank Account Summary to update the ICS and Savings CDARS bank names.

Jaime Brossman from Boyd Wilson is sending the financials and full year statements up through October, 2024, with figures to Scott Hicks, Association Manager & President, York HG Properties, LLC.

Scott Hicks, Director of Association Management, York HG Properties, will provide the Board with monthly financial reports by the 10th of each month for the prior month’s activities.

Rich made a motion to approve the Treasurer's Report. Bernadette Howard seconded the motion, and the Treasurer's Report was passed.

VII. Committee Reports

Finance Committee:

Dave Amsden, Chairperson, Finance Committee notified the Board that he needs to step down as Chairperson effective December 31, 2024, due to various other personal commitments. He stated he is willing to remain a committee member and will be happy to attend any future committee meetings to provide insight and historical background to any new members.

Discussions were briefly held on potential other residents who may be good candidates and willing to join the Finance Committee for 2025.

Grounds Committee

Dee Wojdylak, Chairperson, will contact Evan from McCloskey to confirm the completion of the aeration services. For those who signed up and requested this lawn service, Evan sent bills directly to each resident for direct payment.

Mike Casey, Webmaster, also sent residents an email notification that the lawn & landscaping contractor will start the Fall cleanup and trimmings in mid-November.

He also sent a resident who inquired the balance of the year's landscaping schedule which read as such:

- October – fertilizer and broadleaf control
- November – Fall cleanup; trim shrubs as necessary

Welcome Committee

Mike Casey, Webmaster, represented and spoke on behalf of the committee. He shared with all board members a current welcome packet and its contents to confirm everyone was comfortable with the information being provided.

The topic of re-instituting a welcoming committee or a hospitality committee to hold a few events through the year for all residents was brought up by Mike for discussion. At this time, it will be tabbed for future consideration after other priorities of the board and HOA are addressed and completed.

VII. Old/ Unfinished Business

a. Landscaping Contract 2025-2026

The contract was revised to add edging services as this was previously missing and overlooked.

Due to lack of time, we agreed to table soliciting new proposals/bids for landscaping contracts until the Spring of 2025.

b. Tax Return

Bernadette will ask Scott Hicks of York HG Properties about estimate payment that we can make throughout the year and for budgeting purposes.

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

Bernadette recommended we schedule a virtual Town Hall Meeting with all residents to present the revised & proposed second Amendment to Declarations of Covenants and Restrictions addressing the proposed changes to the rules regarding rental regulations and proposed rental cap for the community.

Outreach will be made to Sara Austin, Attorney, on her availability to join such meeting and details on what she will need, etc.

It was also recommended we check the Bylaws to see if the HOA is required to mail the notice / invitation or if we can email it to all residents. The issue of those who do not have an email account will also need to be addressed.

d. Reserve Study

Rich will be the lead for the Reserve Study initiative joined by Dave Amsden and Mike McCauley who offered to be part of the walk-round with Miller Dodson in the Spring 2025 for creating the updated Reserve Study.

We are to submit our deposit for the study in January 2025 as a retainer and to get the study schedule on their calendar.

e. HOA Insurance Contract

Rich took the lead in reviewing the HOA Insurance Contract. York HG Properties, LLC, has a liability of \$1M with an aggregate total of \$2M.

The Contract was also cleaned up and updated.

f. Boyd Wilson Issues

There were no issues to address.

VII. New Business

a. York HG Properties, LLC, Introduction / Vantaca System Walkthrough / Invoices / Dues, Etc.

Scott Hicke, Association Manager, and Jesia Weber, Association Manager, both attended the Board meeting to introduce themselves to each member and begin to open up discussion on process and procedures, the new portal, access and sign on, ARC approvals and reviewing the Board member portal and available reports, etc.

Everyone got to ask questions and were walked through everything for education and comfort with the new system and accessing necessary information and reporting.

b. Money Transfers, CDARS, Etc.

Gina Steele opened up the discussions regarding upcoming CDs and CDARS that are expiring and if the Board wishes to re-invest or cash them out upon maturing. She provided the Board with a summary of our bank account balances as of 9/30/24 prior to the meeting to assist in the discussions and decisions. She separated the accounts by Operating/Savings vs. Reserves and Liquid vs. Invested. Current interest rates from AAB were also provided for reference.

- The current 6-month CDAR in the Operating Savings account expires on 12/5/24. The Board approved to roll this into a new CDAR for another 6 months at an interest rate of 4.15%.
- The current 12-month CDAR in the Association Reserve Account expires on 12/5/24. The Board approved putting the earned interest back into the Association Reserve Account / Money Market Account. Then, it was approved to reinvest it for another 12-months at an interest rate of 3.95%.

- A recommendation was made to take \$50,000 out of our current ICS Association Reserve account 9260/12 and invest it into a CD. The Board approved to proceed and invest it into a CD for 12 months with at an interest rate of 3.95%.

Rich made a motion on the above actions and they were seconded by Gina Steele.

c. Memorandum Rules & Regulations Revamps

This agenda item was pended until Kathleen Howley can be present.

d. Snow Under 3" Removal

In early October, 2024, Mike Casey sent out a notification to all residents announcing that Evan @ McCloskey Landscaping was willing to remove snow for residents again that is under 3" to ½ inch this coming Winter. It was made clear this was an "all or nothing" service and interested parties need to sign up in advance. Evan requires at least 10 homeowners interested in having this collective service and the fee will be \$40 per resident for each snow removal.

McCloskey Landscaping will be billing residents individually by occurrence and the invoice will be sent after the snow is removed. The deadline was October 31, 2024, and we received a total of 28 homeowners who signed up. A spreadsheet was distributed to the Board members for their records.

The homeowners who signed up will have their mailboxes marked with an orange ribbon to identify them to McCloskey.

VIII. Next Board Meeting Date

The next proposed Board meeting date is scheduled for Monday, December 16, 2024, starting at 6:30 pm at Bernadette Howard's residence at 1465 Amherst Court.

IX. Adjournment

Motion to adjourn was made at 8:48 p.m. by Gina Steele 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 November 14, 2024, meeting of the Executive Board.

Lisa Frey

Lisa Frey, Board Secretary