

EXECUTIVE BOARD MEETING OF
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE DECEMBER 16, 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 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 6:32 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 from the November 14, 2024, meeting were not completed. They will be distributed to the Board members at a later date for review.

III. Treasurer’ Report

Gina Steele sent the October, 2024, Treasurer’s report and bank account summary prior to the meeting.

She noted the following key items with the distribution of her reports:

- During the property management transition, Boyd Wilson transferred \$90,000 to York HG Properties in October, 2024.
 - York HG opened three (3) like bank accounts for the monies received. Gina added the new York HG bank account balances to both the treasurer’s report and the bank accounts summary tracker.
- On the bank statement summary, the \$90,000 transfer from Boyd Wilson to York HG in the grey section in the middle of the page.
- As of the October, 2024, statements, York HG hadn’t yet set up the ICS and sweeps to Alliance Association Bank (AAB). Scott Hicks, York HG Properties President, confirmed during his last meeting with the Board he would have them set up shortly thereafter.
- Gina had not yet updated the bank account details on the summary document. She will re-work that page after the transition is completed.

Gina stated no transfers of accounts were made from Boyd Wilson in October or November. By December 4, 2024, all accounts will be transferring to York HG Properties.

Our reinvested CD s expire on December 5, 2024. They were reinvested through York HG. These will be reflected in the December, 2024, financials.

Just prior to the meeting, Gina also sent via email the November, 2024, bank statements from Scott Hicks, York HG Properties. She updated the bank account summary sheet to identify where the funds were located as of 11/30/24.

Scott Hicks and Jaime of Boyd Wilson informed her that the remainder of our funds were transferred to York HG Properties on 12/4/24.

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:

Mike McAuley, Chairperson, Finance Committee, attended and asked a variety of questions about the 2025 budget and financials. Discussions were held and the Board members provided responses.

Grounds Committee

No report.

Welcome Committee

No report.

VII. Old/ Unfinished Business

a. Money Transfers, CDARS, Etc.

The prior approved expired and reinvested CDARS were completed.

b. Memorandum Rules & Regulations Revamps

Kathleen reviewed all the By Laws, Rules & Regulations for inconsistencies or identified outdated guidelines for re-review. An example of one identified is the chart of maintenance responsibilities in the By Laws. These clearly need to be updated.

The next step is to meet with the ARC Committee to get some historical background on the creation of those identified for possible revisions. Following the committee meeting Kathleen will then forward to York HG Properties for their review for any outdated policies and procedures for discussion.

Following completion of the above, Kathleen will then come prepared to present to the Board with a summary of all recommended Rules & Regs. changes, new policies and revised By Laws for approval and possible final changes.

Reserve Study

Rich discussed moving forward with the study and it was agreed as previously identified that we will issue a deposit in the amount of \$1,130.00 for the initial down payment to Miller Dason for the Spring updated study. This was required to formally schedule the walk-around for the completion of the Reserve Study.

Rich also indicated he needs what monies we wish to start with the original starting point for the updated Reserve Study.

VII. New Business

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

The virtual Town Hall Meeting has been scheduled for January 21, 2025, @ 6:30 pm. Jessica Weber of York HG Properties is working with Katheen Howley to finalize all the details and communications for notifying all residents of the event and obtaining votes.

It was proposed they use Google Form to register all attendees and take votes online, but others asked if Zoom could be used because it may be easier. Sara Austin, attorney, will be contacted and she will clarify what she recommends would be best.

A deadline of February 7, 2025, was agreed upon for receipt of all final votes.

The target date for mailing the official meeting invitation, the proposed Declaration, ballot to vote, and deadline for casting final vote, etc. would be the week of January 6, 2025, to allow for enough time to be received and residents to plan accordingly. The notification mailing packet will contain a self-addressed envelope to return to York HG Properties.

York HG will provide a list of received votes by mail or electronically by January 31, 2025. The Board is prepared to go door to door to solicit signatures / votes if needed.

If there are any additional changes requested to the Declaration, the Board will have it revised by Sara Austin and redistributed to all residents for another vote of adoption.

c. York HG Properties Vantaca System Board Member Tasks

Discussions were opened to address the process flow of ARC approvals. York HG will now send ARC Forms and requests to Kathleen Howley first. Then Kathleen will send them to the Board members herself for a vote of three (3) to give final formal approval.

VIII. Next Board Meeting Date

The next proposed Board meeting date is TBD. It will be targeted for mid-February, 2025, after the virtual Town Hall meeting.

IX. Adjournment

Motion to adjourn was made at 8:48 p.m. by Bernadette Howard 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 December 16, 2024, meeting of the Executive Board.

Lisa Frey

Lisa Frey, Board Secretary