

EXECUTIVE BOARD MEETING OF
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE APRIL 23, 2026 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	Not Present X

Invited Guests: Bill Sample, Chairperson, ARC Committee
Jessica Weber, York HG Properties, Inc.

I. Call to Order / Proof of Quorum

The meeting was called to order at 6:33 pm with a quorum present at President Bernadette Howard's residence on 1465 Amherst Court, Mechanicsburg, PA 17050.

II. Executive Session

The Board went into Executive Session at 6:45 p.m. for ten minutes to discuss legal matters.

II. Review / Approval Past Meeting Minutes

Kathleen distributed the minutes from the March 26, 2026 Board Meeting to the board members at the meeting. A few edits were requested. Lisa will transfer them into the standard meeting minutes format.

Bernadette made a motion to approve the minutes pending the above. Gina seconded the motion and the minutes were formally approved. Once completed, they will be added to the HOA website.

III. Treasurer' Report

Gina distributed the March 2026 Treasurer's Report prior to the meeting via email. Below are her items of notation for the month's expenses:

- Under snow removal, the 2/23/26 snow removal expense was reflected for \$3,950.00.
- Under professional fees & website category a cost of \$425.00 is reflected for tax preparation invoice.
- The postage/ administrative expense category reflected \$1,454.00 for federal tax expense.

Gina also reviewed the investments which will be maturing in June to provide advance notice and allow the Board members the opportunity to study the information prior to a required decision and vote.

Kathleen made a motion to approve the Treasurer's report. Bernadette seconded the motion, and the report was passed and approved.

IV. Old/ Unfinished Business

a. Update on Policies Establishment

Kathleen distributed several revised policies for the Board's review and final approval. These included:

- Awning Policy (2nd revision)
- Driveway Pavers Policy (2nd revision)
- House Nos. Plaques Policy (2nd draft)

The above policies complete the review and replacement of memorandums.

A brief discussion and possible solution was presented for potential policy discrepancies.

A draft communication to Brandywine community residents was distributed for review which provided directions on where within our website all updated Policies and Documents were posted and are located for reference. The communication stated the documents are now viewable by the public, and members no longer needed to log in as a member to review or access.

Bernadette made a motion to accept the communication, and it was seconded by Kathleen. It will be sent to Mike Casey, Webmaster, to distribute to all residents.

b. Garage Door Replacement / Repair

Kathleen distributed the policy proposal for garage door and repairs. Bill Sample shared his feedback on the proposed guidelines. Kathleen will format these recommendations/ edits into an updated policy format for final review and approval.

c. Gutter Replacements; Approved Paid Colors (*front door; garage door; shutters; door trim; gutters*); Siding and Soffit Replacement

Kathleen will start creating policies for each of the above and present at a future Board Meeting.

d. Mailboxes and Mailbox Numbers

Kathleen will start creating policies for each of the above and present at a future Board Meeting.

V. New Business

a. Landscaping Planting Beds; Mowing Day; Ponds

It was identified that the retention ponds throughout the community are getting very aggressive weeds. Bernadette asked Evan @ McCloskey Landscaping to address them and use vegetation killer to treat the overgrowth and also mulch around the newly planted, smaller bushes/ trees.

The Landscapers will be weeding and feeding in the month of May.

b. ARC Committee / New Member

Lorraine Wagner of 1515 Amherst Court has joined the Committee as a new voluntary member.

c. Fines for 5370 Rivendale Boulevard

A formal letter was sent to the owner of this residence requesting the identified issues be rectified by April 19, 2026. Since they have not been addressed, a second letter is being sent certified mail requesting the issues be addressed again by May 15, 2026, before any further actions are taken.

VI. Next Board Meeting Date

The next Board meeting was scheduled for June 11th @ 6:30 pm to convene at Bernadette Howards residence.

IX. Adjournment

Motion to adjourn was made at 8:11 p.m. by Bernadette Howard and seconded by Gina Steele. 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 April 23, 2026, meeting of the Executive Board.

Lisa Frey

Lisa Frey, Board Secretary