

EXECUTIVE BOARD MEETING OF
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE JUNE 11, 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 X	Not Present

Invited Guests: Jessica Weber, York HG Properties, Inc.

I. Call to Order / Proof of Quorum

The meeting was called to order at 6:26 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 6:30 pm to discuss the open litigation issue. The Board concluded at 6:40 pm.

II. Review / Approval Past Meeting Minutes

The April 23, 2026, minutes were not completed. They will be distributed shortly for the Board's review and edits, if required. They will be officially voted on for formal approval at the next meeting.

III. Treasurer' Report

Gina emailed and reviewed the April 2026 Treasurer's Report and addressed the below notable items and observations:

- Miscellaneous income is exceeding budget as anticipated. This is primarily due to earned interest on operating accounts and new homeowner initiation fees.
- One expected offset is York HG Properties withheld their contracted portion of the late fees in April for the 1st Quarter 2026 as shown on the detailed sheet.
- The landscaping /mulching expense was paid in total and actual cost for mulching alone ran over the contracted estimate. This overage cost was explained and justified from the Landscaping Co. In addition, there were four (4) mowings in the month of April along with other routine work performed.
- Insurance expense category reflected payment for the annual policy coverage. The actual expense was less than the budgeted amount.

Gina also emailed and reviewed the May 2026 Treasurer's Report and additionally touched upon the below item of notation:

- The only notable expense was related to the property management fee whereby York HG Properties overcharged the HOA by \$10.08. This was promptly corrected and a credit will be reflected on the June financial documents.

Bernadette made a motion to approve both the April and May 2026 Treasurer's Reports. It was seconded by Kathleen and the reports were passed and formally approved.

Gina had previously notified the Board of two (2) upcoming CDARs maturing on Thursday, 6/4/26 that required review and decisions on how to address moving forward prior to maturing.

After a collective review, the Board voted to reinvest both CDARs for an additional twelve (12) months at the most favorable APY interest rate available.

IV. Old/ Open Business

a. Updates on Policies, Revisions & Deck Stain

Kathleen provided the Board with an update that the Deck Staining Policy will be emailed to everyone for review and final approval in the near future.

The balance of policy updates will be distributed for review and formal approval at the next forthcoming Board Meeting.

b. Trees at Pond

Cumberland Tree Service made a site visit to assess the large bushes that were planted last year. Some appeared to be dead, but they just needed pruning to remove the dead growth to allow for new growth to initiate.

Kathleen volunteered her time to prune the bushes and with a week they began to show signs of regrowth

c. Communication System/ Mailing

Kathleen presented a recommendation that she sees an opportunity to create a formal communications policy for how the HOA will disseminate communications, notifications, requests, formal meeting announcements, etc. to residents.

During this discussion Bernadette recommended our HOA solicit current homeowner contact information to use for updating our master list and database for effectiveness in reaching owners with important notifications. Out of this discussion arose the topic of where to officially house and maintain the owner's contact information for efficiency and accuracy purposes.

A further review will be made of the various documents and information that is currently housed and posted on the actual Brandywine HOA website to determine which items, etc. need to be removed and

moved to the York HG Properties Vantica member site and which items should remain within our website for the least amount of redundancies and ease of resident access.

Everyone agreed to initiate a community wide solicitation of soliciting and receiving updated contact information for general and emergency communication needs. Once this solicitation has been completed, further discussions will be held on development of a formal communications policy.

Kathleen will take the lead in reviewing the existing content of our new resident Welcome Packet that Mike Casey is delivering.

A formal decision was reached to have York HG Properties initiate a formal email to all Board members when the sale of a new residence is completed to include the new and address of the new owner(s) for identification.

d. 5370 Rivendale Updates

The resident currently occupying this residence has complied with the formal requests sent to the owners as outlined in the violation notice sent previously.

As a result, all open items and issues can be closed out.

V. New Business

a. Budget

Bernadette and Gina reminded the Board that it is time to begin planning for the 2027 HOA budget. The Finance Committee asked if they were to be in budget and the next Board meeting will be mostly focused on budget preparation.

b. Landscaping Bids

It was confirmed that our existing Lawn & Landscaping Contract is valid through February 28, 2027. As a result, no formal RFP/bids will be initiated at this time.

c. RDS Bids

Mike Casey graciously offered to make outreach to RDS Paving and Sealcoating Co. to request a formal proposal estimate to reseal the driveways on Amherst Drive for 2027. This is to assist with budget forecasting for the 2027 year.

RDS states they will forward the proposal when they complete updating the prices shortly.

d. Cumberland Masonry (Curb & Sidewalks Bids)

Rich Wilson offered to do a community walk-around to inspect for any identified concrete needed repairs. If Rich cannot do so, Jessica Weber, York HG Properties, recommended they have a member of their staff do the inspection as this is a service that is included in their overall contract at no additional cost.

York HG Properties inspection would include pictures and a formal write-up of all identified areas of needed repair to present to the Board.

e. Website Contract

The Brandywine HOA website contract is up for renewal shortly. Bernadette received a new 3-year contract for consideration. Specifics of the contract were shared with the Board and the price increase was nominal.

Bernadette made a motion to approve the new three (3) year contract. Rich seconded the motion and the contract was formally approved.

f. Resident Comments / Grounds / Shutters

A resident sent an email to Board stating she observed there are several residents with identified violations and wanted to bring them to the Board's attention.

The Board decided to allow York HG Properties, Inc. to conduct an annual community inspection and compile a formal report with captured Rule and Regulation violations with accompanying pictures for the Board's review and potential action.

g. New Residents

Mike Casey delivered a formal Welcome Packet to the new residents at 5405 and 5445 Rivendale Boulevard.

h. 5410 & 5420 Rivendale Boulevard – Mailbox Replacement

The above unit owners reported mailbox damage and inquired if replacement parts can be ordered or if a full mailbox must be installed. The Board confirmed any repair or replacements would be at the cost of the resident.

Bernadette recommended Lisa make outreach to Bill Wertz who currently has the majority of information on the manufacturer of the mailbox and a contact for outreach to inquire about ordering specific parts.

Lisa will make outreach and share any findings with the Board and resident at 5410 Rivendale Boulevard.

VI. Next Board Meeting Date

The next Board meeting was scheduled for Thursday, July 16 @ 6:30 pm to convene at Bernadette Howard's residence.

IX. Adjournment

Motion to adjourn was made at 8:33 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 **June 11, 2026**, meeting of the Executive Board.

Lisa Frey

Lisa Frey, Board Secretary