

EXECUTIVE BOARD MEETING OF
BRANDWINE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE MARCH 26, 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	Not Present X
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 6:36 pm with a quorum present at President Bernadette Howard's residence at 1465 Amherst Court, Mechanicsburg, PA 17050.

II. Executive Session

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

Present in the Executive Session:

Board Members: Bernadette Howard, Kathleen Howley, Gina Steele, and Rich Wilson (via phone).
Guest: Jessica Weber (York HG)

The Executive Session was adjourned at 7:05 p.m. and the Board reconvened an open session. The board unanimously adopted the motion to have Attorney Sara Austin ESQ. and Austin Law Firm LLC represent Brandywine, A Planned Community in the matter under current litigation.

III. Review / Approval Past Meeting Minutes

The minutes from the previous meeting will be shared soon and submitted for approval at April Board meeting.

IV. Treasurer' Report

Gina provided an overview of the February report (which she emailed prior) and outlined a few points:

- Snow removal \$3900 (approximate) expense will be reflected in March
- \$370 for fertilizer by the retention pond (Cumberland Valley)
- Two (2) CDARS mature in early June 2026.

The report was approved after a motion from Bernadette and seconded by Kathleen.

IV. Old/ Unfinished Business

a. Draft Awning Policy

Kathleen and Bill discussed the revisions to the policy with the Board. Minor edits to the wording and colors will be made and submitted for final review.

b. Draft House Numbers Policy

Kathleen shared this new draft policy with the Board. Minor edits will be made and submitted for final review.

c. Revised Driveway Paver Policy

Kathleen and Bill discussed the revisions to the policy with the Board. Minor edits will be made and submitted for final review.

d. Exterior Steps Policy

Kathleen and Bill discussed the revisions to the policy with the Board. The revisions were unanimously approved. Bernadette signed and next step is Lisa's signature.

e. Future Policy Development to be discussed at April Board Meeting

- Garage Doors Policy
- Mailbox Replacement and Repair Policy
- Exterior Paint Policy-Shutter, Door, Trim

V. New Business

a. 5390 Rivendale Boulevard

Homeowner added extension (which was approved). Issue is related to mowing at the back of the unit. Also, homeowner wants to discuss patio extension and mulch/stone.

b. 2025 Taxes

The 2025 taxes are completed. The \$600 fine initially assessed for the 2024 taxes is inaccurate and is being corrected.

c. Storm Drain Report

Rich is doing the Storm Drain Report. Bernadette will take photos to send to Rich.

VI. Next Board Meeting Date

The next Board meeting was set for 6:30 pm on April 23, 2026, at Bernadette's residence.

IX. Adjournment

Motion to adjourn was made at 8:45 p.m. by Gina and seconded by Kathleen. 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 March 26, 2026 meeting of the Executive Board.

Lisa Frey

Lisa Frey, Board Secretary