

Brandywine Estates Homeowners' Association

February 13, 2024 Board Meeting Minutes

Call to Order: The meeting was called to order at 7:02 by Justin Roney, President. All members of the board were present.

Current Board Members:

Justin Roney - President
Angela Taylor - Treasurer
Jodie Hicks - Vice President
Jennifer Mecchella - Secretary

Directors:

Gloria Pazel, Ron Reeves, Joe Marsala

Immediate Past President: Buz Underhill

The following homeowners were also in attendance:

Mike Williams, Brandi Schultz, Syed Hussain

Zoom Attendees:

Renee Williams, Jonny Jause, Susan Coffey, Megan Morrow, Heather Cruces, Mike O'Reilly

Approval of Minutes: A motion was made by Justin Roney at 7:03PM to approve the January 16, 2024 meeting minutes as presented. The motion was seconded by Ron Reeves. The minutes were approved by unanimous vote.

Treasurer Report:

Angela reported

- We have one homeowner that is more than 90 days past due. The homeowner reported that a check was in the mail. The check(s) have not been received. A letter will be sent to the homeowner advising their account is delinquent and if not paid within 30 days of the date of the letter our attorney will take further action.
- New accounting software options were explored. Programs other than QuickBooks do not meet our needs. A newer online version of QuickBooks will cost \$200/month. The recommendation is to continue with our current version and budget for a newer version next year.
- Angela will meet with the HOA accountant after tax season and clean-up our financial statements.
- Postage rates have increased which means a box of pre-stamped envelopes will cost over \$400 which is above the board member authorized limit. Angela requested a motion for the Treasurer to exceed the \$400 limit only for the purpose of purchasing pre-stamped envelopes. Buz Underhill made a motion at 7:10, Justin Roney seconded the motion, the motion was unanimously approved.
- The treasurer laptop was purchased in 2018 and is running very slow. After discussion, it was decided Angela will explore pricing for a new treasurer laptop.

Committee Reports

Recreation:

- Syed reported:

Discussion of lock replacement. A quote was received to replace the locks. After much discussion it was decided to replace an existing lock on the east-side with a standard lock and move the existing lock to the primary gate.

Landscaping:

- Ron reported:

- The seed pods at the front entrance need to be cleaned out. Juniper quoted \$1,250 Buz Underhill made a motion at 7:42pm to approve the work by Juniper, Jodi Hicks seconded the motion. The motion was approved by unanimous vote.

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Ron obtained a quote to have the pastures sprayed for weeds in response to homeowner complaints. The quote was \$13,729 per year \$1,897 per application, which we recommend seven times per year The board decided to not proceed with weed spraying the pastures as this will not keep weeds out of homeowner yards.

Architectural:

- Buz reported:

Nothing out of the ordinary

Looks like they might be getting ready to start to build the last house out there. Plans were submitted to the Architectural Committee. No problem with the footprint, however the roof pitch is not what it should be. The homeowner was advised to resubmit the plans.

Equity Preservation Committee:

- Jodi /Gloria reported:

- A neighborhood drive through was not completed.
- The boat is still in the driveway at 4787 Black berry Drive. If not moved by Tuesday a violation letter will be sent.

Old Business:

Picnic Committee Update /Spring Neighborhood Event – April 6th (Gloria, Joe, Jodie, Angela)

Committee met and tasks were assigned.

- Justin has arranged for tents, tables and chairs at no cost and music.
- Jodi will organize games (hula hoops, giant Jenga, cornhole, Uno etc.)

- Gloria contacted Woodys'. The cost is \$14.99 per person and will include pulled pork, chicken, hot dogs, baked beans, cole slaw, iced tea, lemonade and peach cobbler.
- Angela obtained quotes for a bounce house, obstacle course and sno-cone maker.

Total picnic budget is \$2,500 which exceeds the approved budget of \$1,000. It was decided to exclude the obstacle course and sno-cone machine. Jennifer will arrange to have a bounce house donated. This reduces the budget to \$2,000. Ron Reeves made a motion to approve at 8:01pm an amended picnic budget of \$2,000, Jennifer Mecchella seconded the motion. The motion was unanimously approved.

Safety:

Gloria reported:

Speeding through the neighborhood is still an issue.

New Business:

- Neighborhood Survey Result Review
 - Jennifer presented a quick overview of the survey results.
 - Over 60 responses were received.
 - Jennifer will forward the survey results to all board members for review. The results are attached to these minutes.

Website Hosting

Jennifer reported:

There is a GoDaddy account active that we are still trying to access.

A new GoDaddy account has been established and our website will be transferred to this account.

Next meeting March 12th at Angela's house (2420 Grassmere Dr)

Meeting was adjourned at 8:36pm.