

# November 25, 2008 General Meeting Minutes

1. **Opening Remarks:** Called to order by BJ Barrett at 8:10 PM. **Opening Remarks:** BJ Barrett noted that there was not a quorum for a meeting on November 18, but there were two new homeowners came for the meeting. **Attendance:** Board Members: BJ Barrett, Katrina Thack, Hank Bienkowski and Ed Kokoszka.
2. **Review of Meeting Minutes:** Minutes of the October 28, 2008 Board Meeting were reviewed and approved.
3. **Finance Report:** As of November 15, 2008, the Common Operational Fund balance was \$10,738.24; Townhouse Operational Fund balance was \$5,785.99. The Common Reserve Fund balance was \$25,003.72; Townhouse Reserve Fund balance was \$7,265.26. CDs are held for \$11,566.02, \$11,671.80 and \$11,597.79. Hank Bienkowski will forward a HHA homeowner spreadsheet to the treasurer for an update. BJ Barrett will check which Board members have access to the DNB website to review the association's bank records.
4. **Committee Reports:**
  - a. **Architectural:** No report.
  - b. **Rules:** Kat Thack reported that the Rules Committee, comprised of Kat Thack, Melinda Bienkowski, Ed and Trish Reid, Christy Unger & Mike Mize, met last week and has reviewed the townhouse rules and regulations, filled in the curfew hours, and looked at the common ground rules and regulations. At the next meeting (after New Years) the committee will look at the rules and regulations for single family homes, the pool and architectural changes. Once this is completed the Rules Committee will suggest changes to the Board.
  - c. **Maintenance:**
    - The railing at 23 Hastings Ct. has been installed.
    - BJ Barrett and Ed Kokoszka will follow up on the stair and sidewalk at 4 Wyndham Court and the sidewalk at 8 Wyndham Court.
  - d. **Landscape:**
    - Leaf removal from the townhouse and common ground will start as soon as the weather breaks.
    - The board passed a motion to retain our landscaper, CBM, for two years at the current rates.
    - CBM will address 1) the shrubbery behind 7 through 13 Wyndham Court, 2) trim the growth along the swale across the common ground near the pool, and 3) cut back shrubbery between 12 and 13 Wyndham Court.
  - e. **Website:** No report.
  - f. **Newsletter:** No report.
  - g. **Social:** No report.
  - h. **Pool:** No Report.
  - i. **Welcoming:** No Report.
  - j. **Block Captains:** The board passed a motion to buy \$25 movie gift cards for the Block Captains as a token of appreciation for distributing newsletters and fliers.
5. **Old Business:**
  - a. Mike Larkin has met with the bookkeeper as noted in the October minutes and bills are now being paid quickly.
  - b. B.J. Barrett reported that there was no response from community in response to the flier soliciting volunteers for a Town Watch.
  - c. Kat Thack reported no additional information on the service project for the developmentally disabled.
  - d. B.J. Barrett reported that three Board members met with the HHA attorney, Chris Bailey and that Mr. Bailey made a generally good impression and the fee schedule was reasonable. The Board passed a motion to accept the fee schedule provided by Chris Bailey.

- e. Hank Bienkowski reported that the Little Washington Wastewater Company has not yet been contacted.
- f. B.J. Barrett asked that the book keeper provide summary of annual expenses by December 3rd so that the Board has an opportunity to review these expenses in preparation of the budget meeting.
- g. B.J. Barrett will send a copy of the HHA insurance policies to the Association's CPA to ensure the audit specified by the insurance policies is conducted.

**6. New Business:**

- a. B.J. Barrett reported that another complaint has been lodged with the Commonwealth of Pennsylvania Human Relations Commission (PHRC) by Christine Castorani and that the HHA attorney has sent a letter to the PHRC in response.
- b. B.J. Barrett asked the Board to keep him in the loop regarding any complaints by home owners and to help develop a list of multiple contractors for future HHA work.
- c. The Board passed a motion to spend up to \$90 for a holiday platter for the Brandywine Police in appreciation for services provided.
- d. The Board passed a motion to spend up to \$100 for a potential children's Christmas party.
- e. The Board passed a motion to spend \$50 for a large aerial photo showing property boundaries from the Chester County Department of Computing & Information Services / Geographic Information Services.

**7. Upcoming Events:** December Budget Meeting on December 9, 2008...

**8. Adjournment:** Meeting concluded at 9:15 pm.