

## **Branford Village Home Owners Association**

### **Member's Meeting Minutes**

**15 October 2024**

Minutes of the membership meeting of the Branford Village Homeowners Association, Inc., East Fallowfield, Pennsylvania, held hybrid via Zoom at the Westwood Fire Company Hall, 1403 Valley Road, Coatesville, PA 19320 at 7p.m. EST on 15 October 2024.

#### **I. CALL TO ORDER**

Board member Mike Borrello called the meeting to order at 07:05pm EST.

#### **II. ROLL CALL AND QUORUM**

Officer attendance

Board members present are as follows:

Mike Borrello, President

Ross Nicolini, Vice-President

Bob Flinchbaugh, Treasurer

Christine Trenkler-Nicholson, Treasury Secretary

Laura Ehrhart, Secretary

Committee Member Attendance

John Collier, Meadow Committee

Guest Speaker

Chad Osborn, Chief of Police East Fallowfield Township

Residents attended in person and via Zoom.

#### **III. PROOF OF NOTICE OF MEETING**

Notification, agenda, and treasurer's report were mailed to all resident along with annual dues statement on Monday, September 16, 2024. Additionally, online disclosure was given via the HOA website ( [www.branfordvillage.net](http://www.branfordvillage.net)) on September 24<sup>th</sup>, 2024 and "Brandford Village Neighbors Official HOA" Facebook page on October 5, 2024.

#### IV. CALL TO ORDER

Mike Borrello called the meeting to order at 7:05pm.

#### V. President's report

Mike introduced our guest speaker Chad Osborn, Police Chief of East Fallowfield Township.

Chief Chad Osborn – provided background and local history information.

- He started as Chief of East Fallowfield Police Department in January 2023.
- East Fallowfield no parking on any street other than Newland Road.
- Neighborhoods in EF were built without insight to develop overflow parking for special events.
- Residents have called EF PD to let them know they had events
- Residents have also called to request strict enforcement of the regulations
- Residents number of drivers have increased, and many have outgrown the space allowed.
- Officers report occasional parking on both sides. Resulting in blockages that have impeded emergency vehicles

Chief – is open to updating parking policies. We may submit an update plan that would be realistic. Emphasized that he does not want to ticket all parking. Conversely cannot have cars parked next to Each other so much that obstructions that are not safe occur.

Chief approached Mike Borrello, HOA president to discuss possible next steps.

- Prepare a plan which proposes one side parking only and other common restrictions regarding distance from hydrants, driveways and corners.
- Submit plan send to planning commission then board of supervisors
- Twp will employ a traffic survey to vet realistic of the rules.
- Chief would like more reasonable rules before enforcing rules consistently. Parking on sidewalks is not reasonable.

Chief Osborn suggested he would like to use our plan as a possible example to share with other neighborhoods. He is looking for collaboration to create solution that allows for safe reasonable parking.

#### Resident Questions for Chief Osborn

John Collier: observed local trailer park routinely has parking on their streets.

Chief: Their lot is private parking and not subject to the same requirements because of that. Chief's experience has been easy to maneuver even with two cars in the trailer park. BV HOA's roads are not private and subject to township rules.

Sam Chalfont - Suggest community meeting including other HOA's like Brooks crossing could share their opinion

Chief –Each neighborhood may have specific needs. He is interested in our community existing as a pilot template starting point. HOA will provide sway and direction to the board when creating changes.

Other resident – name not clear – question to Mike about the info we have suggested already.

Mike: Overflow lots are not an option for our area in part due to permeable surface requirements. The reality is there is not enough parking in the development with the current restriction.

Other resident – asked about east Fallowfield park parking.

Mike and Chief: Not likely to be approved by township due to other areas that would like to use the area.

---

Mike reviewed a proposal suggested last month that incorporated many ideas. It is a working document filled with all resident provided suggestions. We're in the process of narrowing it down. Board is representing the residents. Working to present a majority of residents would like.

#### 1<sup>st</sup> proposal – 17page document (Had been reviewed by Police Chief prior to meeting)

- NOT a final notice. Compilation of ideas from all residents.
- Map of neighborhood areas presented with marking where parking is not permitted ever including corners, narrow curves, intersections. Typical of parking regulations
- Parking on one side of the street. Curb side to allow passengers to exit
- No blocking driveways, mailboxes, or corners
- Emergency conditions still need to be considered. Where do they go?
- Parking permits and registration. – Not realistic. Too much administration, too invasive regarding was staying at residents' home.
- Enforcement to be performed by township police. NOT residents.

Questions remain regarding who pays for, sets up and maintains signs and curb painting. Options will be summarized and provided to all residents to vote.

#### Resident Comments

Sam Chalfont – proposed suggesting other software companies for administration

Maria Carter – township should assume responsibility (cost and labor) for painting and signage.

Ross Nicolini (HOA Vice President)- agree that funding should be through township. Those details will be worked out.

Mike – charging the township may slow process. Process may be able to move forward much sooner if HOA partially pays for supplies.

Online resident (name not provided)– Concerned about parking behind driveways/ blocking driveways.

Mike – restrictions for parking would not permit parking obstructing driveways.

Maria Carter – by laws specify commercial trucks restricted in community. Restricting commercial vehicles would help reduce congestions and obstruct views.

Mike – Large commercial trucks have been restricted

Geridina Martin – clarify that parking should be in the street, NOT on the sidewalk

Mike – accessibility laws do not allow parking on sidewalks.

Bill Sierra – Parking should be in directions of travel.

Mike – will post on website and move forward by the end of the year as a goal.

**Treasurer’s Report - Bob Flinchbaugh, HOA Treasurer**

Reviewed Branford Village Budget to 2024/2025 that has been provided to all residents to review in advance with meeting notification and dues mailing previously mentioned/

<i>Revenue:</i>		2024/2025 Budget:	2024/2025 Actual:	Difference
	<b>Assessment/Resale Income</b>			
	2023 Annual Assessments (inc. 2024 posted after 12/31/24)	\$74,100.00	\$15,200.00	(\$58,900.00)
	Previous Year's Assessment's Late Fees	\$0.00	\$75.00	\$75.00
	Resale 5407 Fees	\$800.00	\$0.00	(\$800.00)
	Application Fees	\$0.00	\$50.00	\$50.00
	<b>Total Assessment/Resale Income</b>	<b>\$74,900.00</b>	<b>\$15,325.00</b>	<b>(\$59,575.00)</b>
	<b>Total Revenue</b>	<b>\$74,900.00</b>	<b>\$15,325.00</b>	<b>(\$59,575.00)</b>
<i>Expenses:</i>		2024/2025 Budget:	2024/2025 Actual:	Difference
	<b>Administrative Expenses</b>			
	Insurance	\$1,500.00	\$0.00	\$1,500.00
	Legal Fees	\$3,000.00	\$0.00	\$3,000.00
	PO Box	\$300.00	\$256.00	\$44.00
	Postage	\$300.00	\$219.00	\$81.00
	Office Supplies / Printing	\$300.00	\$355.57	(\$55.57)
	Website (Your-site.com)	\$200.00	\$0.00	\$200.00
	Billing Software / Electronic Payment Fees (Munibilling)	\$2,500.00	\$90.78	\$2,409.22
	Other Expenses	\$500.00	\$169.49	\$330.51
	<b>Total Administrative Expenses</b>	<b>\$8,600.00</b>	<b>\$1,090.84</b>	<b>\$7,509.16</b>
	<b>Total Landscaping</b>	<b>\$52,000.00</b>	<b>\$12,070.00</b>	<b>\$39,930.00</b>
	<b>Utilities</b>			
	Electric Expense (PECO)	\$2,500.00	\$308.67	\$2,191.33
	Streetlight Maintenance	\$8,000.00	\$0.00	\$8,000.00
	<b>Total Utilities</b>	<b>\$10,500.00</b>	<b>\$308.67</b>	<b>\$10,191.33</b>
	<b>Bad Debt</b>	<b>\$3,800.00</b>	<b>\$0.00</b>	<b>\$3,800.00</b>
	<b>Total Expenses</b>	<b>\$74,900.00</b>	<b>\$13,469.51</b>	<b>\$61,430.49</b>

- Budget based on Last year's expenditure September to August.
- Majority of expenditures are landscaping.

### Recent years' budget review

- Last couple of years issues going into the red based on expenditure when charging dues of \$200
- Raising dues to \$300. Result in \$20,000 reserve.

Looking to 2022 to 2023 budget (-\$13k) based on 200

2021 to 2022 (-\$13K)

Income vs Expenses 5-year file – bar chart

Variable expenses make require budgeting estimates. We budget conservatively to be prepared for the worst-case scenario without having to request additional unscheduled assessments from residents

Reviewed income and expenses

- Landscaping costs – mowing, tree maintenance, basin maintenance, safety issues– large variability based on weather conditions.
- Utility and light maintenance – PECO bill for cost of streetlight. Bill to electrician for repairs. One year almost 10k. 2k for PECO, and replacement. The 8K budget is based on worst case scenario.
- Administration cost. – accounting software, processing electronic payments, postage, mailing supplies, website provider, Zoom account.

5 years of data support maintaining \$300 annual dues for the 2024 – 2025 budget

Residents received a copy of the 2024 – 2025 budget with their bill for dues.

Expenditure are largely unchanged from prior year.

### Questions

Will Carter - question regarding \$500 for certificate 5407 for certificate budget. Collection of dues has been more efficient

Mike Borello– we reduced landscaping expenses this year. Factors contributing to these reduced expenses and income included:

- Fewer trees down due to Lanternflies this year.
- Improved compliance with paying dues.
- More permits processed for decks. Geridina = how did we make up our red years.

Ross Nicolini – some additional expenses due to unavoidable price increases years were saved by prior year surplus. We should be expecting \$20 – 40k expenses for aging drainage and walking areas required for capital expenditures.

Bob Flinchbaugh – difficult to budget due to weather created issues.

Courtney (online)- What is comfortable?

Ross – estimates for infrastructure repairs and replacement pending. When we get those estimates. We will be able to better estimate. 5 yr plan for replacement of walkways and waterways.

Geridina Martin – would like to have more details available to understand what the surplus is being maintained to finance.

Bob- reviewed the operating budget and capital improvement funds.

- Capital improvement budget is funded by 5407 resale
- Operating budget covered by annual dues. Assessments/dues charged vs expenditures.
- Reserves were dangerously low prior to the dues increase.
- 44K in operating budget is appropriate, we were well below that. Expenses for damages add up very quickly.
- Our current assessments will prevent us from having to ask for additional unscheduled assessments from residents.

Sam Chalfont - line item request. Which line items do our dues go?

Bob – all budget items provided. Two accounts – resale request (ask bob to list)

Capital improvements is just from the 5407 resale . \$200 from seller, \$500 from buyer.

\$800 from 4 house sales. Approximately

Will Carter – What is our 5- and 10-year forecasted expenses.

Mike – working document and will be sent to everyone when complete. Estimates for old paths, drainage gates

Sam Chalfont – liens on homes?

Mike – will look at delinquents. Not many people in that situation presently.

Bob – There are expenses involved with placing liens on people's homes. Those that are past due, will be recouped when house sells.

Sam – explain “bad debt”?

Bob – “bad debt” is a safety factor in budget to account for delinquent /late payments of dues.

- There is a \$25 late fee, then outstanding balance from prior year charge addition 15% of late fee.
- Other expenses – hall rentals for meetings.
- Additional admin – po box and rental expenses have been increasing.

Mike – George contract cost less due to lower rainfall = less lawn cuts.

Ross – fewer tree falls performed by George (landscaper). Board members helped to take down multiple trees that were immediate hazards. Landscaper hauled away.

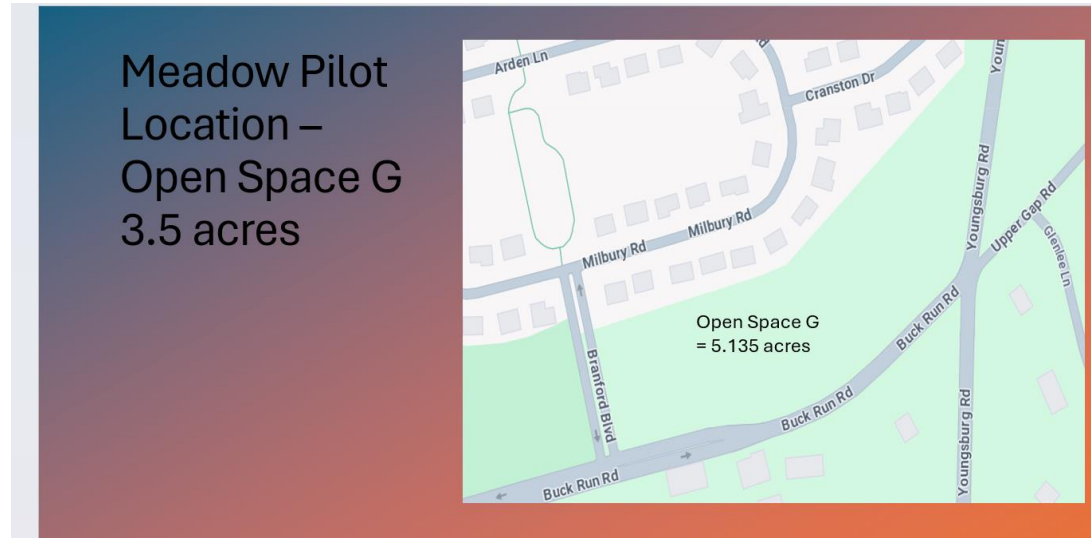
Sam – arborist?

Ross – We have one assessment in. Did not like the estimate. We will be getting a 2<sup>nd</sup> quote.

Mr. carter – request cleanup of bushes near entrance

## Meadow Project Status –

Presented by Laura Ehrhart, Board Secretary, Project Committee Chair Committee Member, John Collier present at meeting also.



Target area does not typically have resident activity.

- DCNR Grant for \$35,000
- Estimated to start Spring 2025
- Grant covers expenses to plan, prep, plant, mow and spot treat invasive plants for 5 years.
- Continued technical support for years 6 -10

- Few months before start DCNR will provide presentation.
- Will coordinate plans with us and approved contractors specifically experienced in meadows
- They will cover details of our responsibilities. Including not letting any other contractors service the area, monthly walk through for invasive species and woody growth for 6 growing seasons.



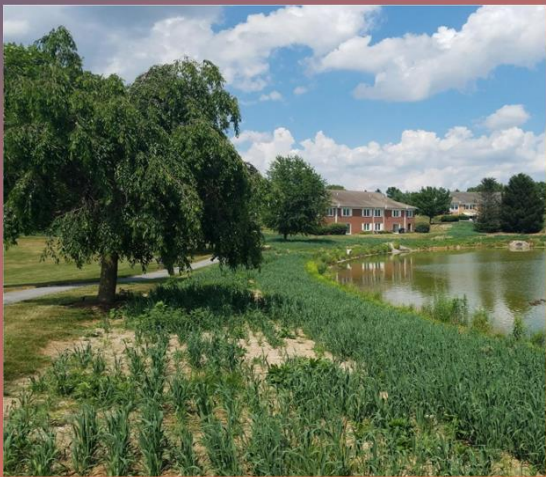
Examples of successful lawn to meadow conversions

Pleasant View  
Meadow 17  
days before  
planting



Photos by Landstudies. Provided by PA DCNR

Pleasant View  
Meadow -42  
days after  
planting



Pleasant View  
Meadow -407  
days after  
planting



Additional resident volunteered for the Meadow Committee. Will need a few more when project starts.

### Capital Improvement

Arden and Milbury – discuss how to address.

Bridges – liability and maintenance expenses make it cost prohibitive.

Water flowing options Ross getting quotes for fill in with drainage pipe

Other option concrete down low – would require some clean up

Estimates incoming \$20 - \$30 range.

Goal allows for walking, biking, strollers to safely pass

Mike approvals pre-existing from 15 years ago, needing to just push it though.

Run off mitigation biggest hurdle

Other possibility to lights – already converted standard lights to halogen lights

### Website updates

Updates to meeting minutes and budget available there

Maria carter – is 5407 available online

Christine Nicolson - Yes, also on Facebook.

Sam Chalfont – inquired about zoom cost

Mike – professional site – no time limit to allow full meeting length.

Sam Chalfont -reviewed session notes from June meeting. Requested clarification on stance non-executive board members.

Mike – all of the board positions are full, which they were not always. Non-executive board members are not needed. We are looking for more assistance from residents in committee capacity.

- Looking for at least 11 committee members.
- Board member will be executive chair

Ross Nicolini, Social Committee Chair

Spring and fall yard sale will continue.

Will update committees on website

Laura Ehrhart – Meadow Project Chair

John Collier – Meadow Project member

### New business from residents

Kelly Kelly – entrance is steep and difficult for people with any impediments

Mike Borello - 25' into park becomes township property.

Sam Chalfont - request us to look into improving park access.

1<sup>st</sup> resident (could not hear name) – fire pit question

Mike Borello - contact township for permit.

Online resident – maintenance on drainage basin around Cressent court needs to be addressed.

Mike Borello – will have George look at the basin

Sam Chalfont – requested fencing restriction clarification

Mike Borello – plot plan from township will show restrictions. 25' restrictions

Sam Chalfont – deed restrictions. Deed restrictions she thinks were HOA requirements.

Mike Borello - 25' restriction is where it ends.

Ross Nicolini – Will look into clarifying the issue. Not getting consistent information from all sources.

Maria Carter – trees around some houses are supposed to be replaced if taken down.

Ross Nicoilini – trees with structural damage potential is what the arborist address. Looking to keep people and homes safe from falling trees.

Mike Borello – Note to residents they are responsible cut back trees for pedestrian clearance and for school bus movement and visibility. School district has made complaints regarding obstructing school buses. Homeowners could be liable for damages. Homeowners are responsible for maintaining trees that obstruct views.

Homeowners can submit an email and arrange trimming with HOA landscaper. They would be responsible for trimming expense.

Christine Nicholson – safer time now to cut tree limbs for tree health. Note to residents. Oaks should have a couple of frosts for ideal trimming time, if possible.

Online resident – remind people to remove political signs in the community. Enforcement.

Fines that will be sent warning notes. Possibly include mailer information with

Marcia Carter – thanked the board for the work we do. Encourage to work through “negative or undermining” resident comments.

Sam Chalfont – communications from HOA board.

Chris – encouraging traffic to website for information, less Facebook. Mailers when required.

[Branfordboard@gmail.com](mailto:Branfordboard@gmail.com)

Sam CC&R 5.4 –Request that moving forward can we have the meeting before the end of the fiscal year for residents to discuss next year’s budget before year starts

Mike – ideally March of each year. Will return to meetings in March.

Adjournment 9:07 pm