

**Hedgerow Homeowner's Association**  
**Culbertson Run**  
Board Meeting Minutes  
Wednesday, February 24, 2016 at 7:00 PM

A meeting of the Board of the Hedgerow Homeowner's Association was held on Wednesday, February 24, 2016 beginning at 7:00 PM. Present were Board members Brian McCarry, Jackie Englehart, Chris Mich, Michelle Walker and Upendra Tyagi. Also present: Hank Bienkowski, Pat and Sue Trofa, and Kim Bobik.

**REQUEST FOR MINUTES TO BE POSTED ONLINE** – Hank Beinkowski requested that Board meeting minutes be made more available to residents and possibly posted on website. The Board discussed this and agreed that, from this point on, OPEN MEETING minutes should be posted on the website. Due to confidential information discussed in closed meetings - including individual resident's private communications with the HHA Board – CLOSED MEETING notes will not be posted on the website. However, if any resident wishes to see the Meetings Minutes book – including CLOSED MEETING minutes – they can by requesting an appointment with a Board member at the Clubhouse. The Meeting Minutes book can only be reviewed in the Clubhouse office with a Board member present.

**BUDGET CLARITY/FINANCE COMMITTEE** – Hank Beinkowski requested more visibility to the HHA's payment on loans – which was not listed on the budget in the October newsletter. Brian McCarry explained how HHA's accountant designed the budget and why the loan is not reflected with the published budget. Pat Trofa shared that the Finance Committee used to share this information in the past and he would like to hear the Finance Committee's point of view on the budget, loans, etc. Since the Finance Committee is currently non-existent, Brian McCarry asked Pat Trofa if he would be interested in recruiting and organizing a new Finance Committee. Pat graciously agreed and Secretary Chris Mich will post Pat's "call-to-action" for Finance Committee volunteers in the next newsletter (Pat has already emailed Chris a write-up for the next newsletter to be published and distributed in April). Hank also asked what the HHA monthly payments are on the outstanding loans. Michelle shared that HHA is currently paying approximately \$1200/month on the loans.

**EAST BRANDYWINE TOWNSHIP/CEDARVILLE ASSESSMENT UPDATE** – Hank requested an update on the Cedarville Engineering Group, LLC study and the Township's planned course of action. Brian McCarry shared that Cedarville Engineering Group's findings/report was due to the Township this month. At the time of this Board meeting, the Board is unaware if the Township has yet to receive the report or if it is under review.

**CEDARVILLE ENGINEERING GROUP, LLC SURVEY** – Sue said she was completely unaware of Culbertson Run optional survey that Cedarville asked residents to take online. The Board informed her that the survey was posted on hhaonline.com, HHA's Facebook page and the direct URL to the survey was posted in the October 2015 newsletter which was printed and distributed to every house in the neighborhood.

**AUDIT** – Pat asked when was the last time HHA was contacted for an audit. Brian and Hank mentioned that it has been more than 5 years since they have had an audit. Since audits can be costly, the Board agrees that this should be researched and will work with Pat Trofa and the upcoming Finance Committee to discuss the timing and cost of an audit.

**STORM DRAINS PLAN** – In discussing the cost of the “unplanned” rebuilding of collapsed storm drains, Hank asked what the plan is for the untouched, remaining drains. Both Jackie and Brian commented that the Board is trying to draw up a plan and work within the approved budget to rebuild the last 4 original storm drains in our development. Hank also suggested a neighborhood storm drain map with the township to be shared online for potential homeowners to peruse before purchasing a house in our neighborhood.

**SNOW PLOW CONTRACT** – Pat Trofa asked the Board to clarify the process of selecting the neighborhood’s snow plower. Brian stated that the Plow Contractor was the same contractor from Winter 2014-2015, did a good job in last winter (the Board received no complaints from residents last year with his performance) and was selected again for winter 2015-2016 prior to the recent blizzard. Trofa explained that there were issues in 2014-2015, but they weren’t brought to the Board’s attention. Realizing that the contract is already in place, Pat agrees it would have been better to bring the 2014-2015 issues to the Board’s attention last year. That said, he is officially saying that there are concerns with the current contractor and he would like to know the status of the Plow Guy for next winter. Brian explained that contracts are currently under review for a contractor that could possibly handle 2016 spring/summer lawn and grounds keeping as well as 2016-2017 winter snow removal. Also, Brian agrees that while the current contractor had a rough start to cleaning the neighborhood streets during the blizzard, ultimately, the current contractor did an excellent job as our streets were cleared better and faster than half the streets in Downingtown. Sue also mentioned that she was not happy with the limited amount of snow clearing the contractor did during the winter of 2014-2015.

**GARDEN/VEGETABLE BEDS IN COMMON GROUNDS** - Hank Beinkowski suggested common ground gardens open to residents to grow vegetables for their own use. Sue Trofa likes the idea, as well. Brian mentioned that this idea has been kicked around the Board for several years but it’s hard to get people to commit to organize the gardens.

**NEWSLETTER: ONLINE vs. HARD COPIES** – Kim Bobik proposed taking a residents survey if they would like newsletters published only online to save cost and paper. The Board and other residents discussed this and feel due to the number of current residents that do not have computers, this is not an option at this time. Fortunately, the impact of printing newsletters is minimal (approximately \$40/newsletter). However, in a few years, the Board agrees that it would be ideal to avoid the printing and physical distribution of the newsletter.

**TREES** – Hank asked if a design plan for trees and plants on neighborhood property could be established and made some suggestions for planting on property. The Board said that while that is a good initiative, the budget currently is dedicated to fixing collapsing drains and paving cul-de-sacs that are in desperate need of repair. However, Brian pointed out, that Culbertson Run is on the Brandywine Conservatory List, if they ever need to plant trees in East Brandywine Township.

**WHYNDAM PAVING QUOTES** – Quotes are in from Leacock Paving (which paved Lambeth Court in 2015), Highland Orchard Paving, and Unitex Paving. Ross Paving quote is still pending. Leacock and Highland provided quotes for 2-inch finish depth; Unitex's quote was for 1.5-inch. Brian requested a 2-inch paving depth quote from Unitex to fairly compare cost. All paving quotes (which include parking spot line painting) are due in within the next few weeks. Board plans on awarding contract soon after to book paving time for as soon as the weather permits the paving process. Islands in parking lot have railroad tie timbers, river stone, and additional material. The TBD pavers need to be instructed on whether islands should have a rolled curb (and make sure rainwater runoff is properly addressed via drains, etc.) OR no rolled edge to permit islands to soak up water. Board will decide on course of action based on available budget to address basic paving and island curb paving options.

**WHYNDAM COURT LIGHTS** – Lights are out again. No one is certain where lines run underground. J.E. Mitchell is scheduled to come out to Whyndam and take a look at existing conduit and run new lines if necessary.

**LIGHT NEAR HASTING COURT** – Light is out due to bad ballast. J.E. Mitchell will look at this light as well and replace ballast.

**LANDSCAPING QUOTES** – Quotes are in from CBM (landscaping only), LCS (landscaping and plowing), and Brogan (landscaping and plowing). Board has requested CBM to supply a quote for both landscaping and plowing by Monday, March 7, 2016. Once that quote is in, Board will decide prior to Spring who will get our landscaping business. Board discussed that landscapers will be responsible to cut/weedwhack a certain amount of lawn between parking lots and front door of townhomes up to property line. Townhome owners are responsible for their lawn from front door to five feet out from their front door. Landscapers are responsible for maintaining from that 5'-line off the front door to parking lot.

**MONROE ENERGY FISH DONATION** – Monroe Energy is willing to supply and relocate fish from their lake – goldfish, coy, etc. - to our lake to help with algae removal at no cost to HHA. The PA Fish and Game commission has instructed the Board in the past that we can stock our lake – as it does not feed into another body of water.

**HIGHLAND COURT BLOCK CAPTAIN** – For the time being, Highland Court's copy of newsletters will be delivered to Brian McCarry in April. Brian will talk to Lori Kokoszka and see if she will be the block captain.

**EASTER EGG HUNT 2016** – Brian and his wife April will post to Facebook and print half-page flyers for the event.

**POOL TAGS** – Jackie and Michelle to handle pool tags. Blurb will be placed in April newsletter announcing that only residents that are current on their dues as of May 15, 2016 will receive pool tags, questions about your dues contact the Treasurer, etc. Pool tags this year will be laminated cards with individual's address posted on it. Pool cards will be needed to use the pool. Sign will need to be posted that explains you need to have your card to use the pool.

**NEXT HHA MEETING** – Next Board meeting is a BOARD MEMBERS ONLY meeting on Wednesday, March 16, 2016 at 7pm. Next OPEN MEETING will be on Wednesday, April 20, 2016 at 7pm. Next newsletter will be for April.