

Brandywine Homeowners Association, Inc.
P.O. Box 37, DeLeon Springs, Florida 32130

Minutes of the Regular Board meeting of October 13, 2020.

Call to Order: The meeting was called to order by President Myers at 7:00 pm. The location of the meeting was posted and held at 941 Kings Mountain Rd.

Roll Call: - President Lorin Myers, Vice President Renee Weber, Secretary Liliane Benucci, Treasurer Dale Haaland, and Directors John Chant and Cindy Capps were present. Members Tara Kicklighter, Elise Paulson, Tony Aichner, Tisa Houck, Pam Hogan and Robert Hogan were present.

Minutes: Motion by Capps and seconded by Haaland to approve the September 8, 2020 Meeting Minutes as amended. Passed unanimously.

Correspondence: Myers received an email from Jim Graesart on September 23, 2020, tendering his resignation from the Board effective immediately. Benucci moved and Weber seconded to accept Graesart's resignation. Approved unanimously.

COMMITTEE REPORTS:

Finance Committee Report: Haaland reported the following:

The Finance committee met on October 8th. Haaland, Weber, Paulson and Myers were present. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed at this meetings. Highlights of the discussions are found within this report.

Forecasted expenses: Clean Cuts contract, Lorin Myers Contract, Liliane Benucci Contract, Lake Doctors contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Duke Energy utility bill, Florida Corporation Commission Amendment, \$35.00, Mapili CPA, \$900, Quality Quick Print October Mailing approximately \$450, KDS Diversified, Bid of \$2,500 to clean up storage lot, Quality Quick Print update annual banner, signs, sign-in sheets, ballots, approximately \$125.

- **Expenses forecasted and paid since the last report:** None
- **Expenses not forecasted and paid since the last report:** Sanborn Center \$290 balance due annual meeting. Reimburse Lorin Myers postage, cert. mail, ink, first class stamps \$99.63
- Five closings are pending
- One closing was completed since the last meeting
- CD #1004 was rolled over for 12 months.
- Myers turned over files to the accountant for EOY Compilation and IRS form 1120H on Oct. 1st. The compilation and tax forms were returned on Oct. 8th. Federal form 1120H was mailed on Oct. 8th.
- As of today's date 18 properties are in arrears first quarter assessments.
- 22 first quarter Reminder letters were mailed out on Oct. 13th with the Crisis payment plan.
- Haaland also reported that our CPA firm has changed their name to Arrington & Mapili. We are expecting a new letter of engagement for next years' contract.

ARB: Chant reported the following:

Pending Applications

- On August 17, 2020 received an application for a roof, fascia, and soffit replacement on Lancaster Road. John will contact to request material and color description for the roof and paint color for the soffit and fascia. Approval ARB pending.
- On August 13, 2020 received an app and material photo (same as existing) for a roof repair/replacement Yorktown Place. Permit acquired 8/25/2020. Job start date approximately 10/15/2020. Reviewed by Graesart, approved by Chant.
- On August 13, 2020 received an app, job description and architecture drawings for an in ground pool and enclosure on Lafayette Place. Reviewed by Graesart, approved by Chant.
- August 4, 2020 received an app and architecture drawings for a new in-ground swimming pool, deck and enclosure on Burgoyne Road. Contractor is filing for permits. Reviewed by Graesart, approved by Chant.
- July 30, 2020 received an app for replacement screen pool enclosure and resurface of the pool on Burgoyne Road. Reviewed by Graesart. Approved by Chant.
- June 10, 2020 trim paint request on Kings Mountain Road. Swatch and app received. Reviewed by Graesart. Approved by Chant.
- ARB request and plans for a new home on Concord Road was received on July 7, 2020. We have questions regarding the paint and roof color and landscaping before the app is approved. The building plans are thorough. Pending ARB approval.
- July 9, 2020 ARB request for a fence on Concord Road. We received the app, surveyor's diagram and material description of tan color 6' vinyl fence. Reviewed by Myers. Approved by Chant. On hold until January 2021.

Beautification: Houck announced the beautification Award Recipient for October is Pam Rivas of 930 Kings Mountain Road.

Grounds & Maintenance: Weber reported the following:

- The Clean Cuts crew completed usual seasonal mowing, edging and trimming each week plus weeding several islands. Mike turned the irrigation on at both entrances and made sure the timers were set correctly. Mike submitted the Brandywine August and September check sheets indicating the work completed during that time. Weber asked Mike to mow along the Brandywine wooden fence paralleling US 17 because the grass and weeds were unsightly. Although this area is not Mike's responsibility, he readily agreed to do this mowing and did so in short order. In this exchange with Mike and Weber, Myers shared he has had contact with the former and now current contractor in charge of mowing the right of way along US 17. Although each company is contracted to mow only up to the streetlight line, Myers struck up an informal, courtesy agreement with the supervisors to go beyond this boundary and mow up to Brandywine's wooden fence on their schedule.
- Apparently a vehicle jumped the curb in the first island at the 15A entrance and drove through the plantings for about 12 feet. Whether damage to the plants is permanent or not remains to be seen.
- Two streetlight outages were reported to Duke Energy by Houck.
- The Lake Doctors treated the three ponds for tannic and planktonic conditions.

- Due to an increase in rain, the retention area at the walking bridge is filled with water extending to the berm bordering the meadow. Also, there is an eroded area on the hill on the Yorktown Pl. side starting near the elevated sewer access and extending nearly to the bridge. Myers back-filled the rut located by the bridge and will monitor to make sure it stabilizes. Possible solutions will be researched.
- Due to its poor condition, the boundary fence put up by the original Brandywine developers on common area adjoining Parkway Dr. was replaced. Kevin Sommerville was hired to do this work. He clear cut and removed a large area of trees and thick underbrush on the lot in accessing the area.
- Member Claudia Trombley voluntarily pressure washed a large section of the walking trail from Saratoga Road.
- Myers cut up a small tree that had fallen on the right of way on Brandywine Rd. Mike Graves hauled it away as requested.
- Weber met with Robert Hogan and Dale Haaland in preparation for upcoming annual committee position changes.
- Myers and Skip Houck removed the offending tree stump from the storage lot.

Storage Facility: Campanella's report indicated the following:

- 44 marked Lot Spaces
- There are currently 6 spaces available.
- One new item added in space 30.
- Continued discussion with President Myers about the stump removal and the need to clear low hanging branches in and around the lot. *

*Myers produced one estimate of \$2,500 for the work at the storage lot. At the end of the discussion Benucci moved and Chant seconded to accept the bid with KDS Diversified Services. Motion was passed with Benucci, Chant, Haaland, and Capps voting yes, Weber voting no and Myers abstaining.

Rules Compliance: Houck reported the following:

Unresolved from September

Tiles and boards were removed from the driveway of the property on Lancaster Road

New Violations

- On 9/8 Houck called VC Code Enforcement about overgrown grass at the tennis courts. Grass was mowed on 9/25.
- On 9/10 Houck sent an email to a member on Old Church Place asking about their plan for replacing the grass in an area behind their new fence which backs up to Brandywine Road. The grass was destroyed when pool construction vehicles used the area for access to the backyard. On 9/12 an appreciation postcard was sent for the new fence with an added note to check for an email message. There was no response to the email.
- On 9/11 Houck sent a letter to the tenant and owner of a home on Concord Road about a truck that has been parked in the yard for an extended period of time. Truck has been moved to the driveway.
- On 9/15 Houck called a member on Saratoga Road about a concern for loud noise coming from the screened porch. Member said he did not realize the noise was bothering neighbors and would be more mindful in the future.

- On 9/15 Houck sent an email to a member on Concord Road inquiring about a blue tarp on the roof and two ladders that have been leaning against the house for an extended period of time. There was no respect to the email. Tarp was removed but ladders remain.
- On 9/16 Houck sent a letter to the owner of property on W. Village Green Road about high grass and overgrown shrubbery. Work was completed a few days later.
- On 9/16 Houck sent a letter to a member on Concord Road about weeds that need to be eradicated, and algae and mildew that need to be cleaned off of the roof edges and stucco. Work has been done.
- On 9/24 Houck sent a letter to the tenant and the property manager of a home on Burgoyne Place about grass that needed to be mowed. Grass was mowed a few days later.
- On 9/26 Houck sent first class and certified second violation letters to a member on Valley Forge Road about overgrown grass and shrubbery. Work was done a few days later.
- On 10/1 Houck called a member on Lancaster Road about a request to park a POD in the backyard behind a fence for a few months. Member was advised that our covenants do not allow that type of vehicle to remain on a property for more than 48 hours.
- On 10/1 Houck sent an email to a member on Concord Road about an RV that has been parked in the backyard for an extended period of time. RV has been returned to the storage lot.
- On 10/5 Houck sent a letter to a member on Shenandoah Road about exceeding the number of yard sales allowed in one year. On 10/8 Houck sent a second letter when a yard sale was being held on 10/8. In addition, Myers contacted the owner by phone. Yard sale was discontinued.
- On 10/13 Houck sent a letter to a member on Lexington Road about a large oven that is being stored in the backyard and a car that has been repeatedly parked in the front yard.

Two appreciation postcards were mailed to residents.

Welcoming Committee: Hill's report indicated the following:

August – welcomed new resident Brandon Groves and his mother Linda. Gave them welcome letter and other information.

Communications: Myers reported the following:

- Updates were made to the website.
- Facebook has been active with solicitors, free furniture, vandalism, recommendations for contractors, found jewelry, a loose dog, a coral snake and a complaint about dog walkers not picking up after their pets.
- He discussed the October mailing that went to the printer Oct 12th.

UNFINISHED BUSINESS: Annual Meeting, Weber requested funding for PPE, no disagreement.

NEW BUSINESS:

Members in Good Standing – Benucci moved and Weber seconded to accept the updated list of Members in Good Standing for voting eligibility at the annual meeting. Passed unanimously.

Nominations Committee – Capps reported that there are four individuals who will accept Board nominations.

Adjournment: Moved by Benucci, seconded by Weber, to adjourn at 7:40pm. Carried.

Annual members meeting November 5, 2020, at 7:00 pm

Organizational meeting of the new Board November 10, 2020, at 6:30 pm.

Next Regular Board Meeting – November 10, 2020, at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary