

**BRANDYWINE HOMEOWNERS ASSOCIATION, INC.
P.O. BOX 37 DELEON SPRINGS, FLORIDA 32130**

Minutes of the 40th Annual General Membership Meeting, held on Wednesday, November 9, 2016 at 7:00 PM at the Sanborn Center.

CALL TO ORDER-The meeting was called to order at 7:00 PM by President Lorin Myers.

INTRODUCTION OF DIRECTORS-President Myers introduced the Board members.

ESTABLISHMENT OF A QUORUM-A quorum was established having 77 members represented either in person or by proxy.

PROOF OF NOTICE-Secretary Liliane Benucci read the proof of notice, verifying that notice of the meeting was mailed or hand delivered to all members at their last known address.

ROLL CALL-Board members present were Director Renee Weber, Director Diane Hill, Secretary Liliane Benucci, Director Mike Campanella, Vice-President Tisa Houck, Treasurer Al Sirutis and President Lorin Myers.

READING OF THE MINUTES- President Myers stated that as the 2015 annual meeting minutes were distributed in the January mailing and to all new members during the year, they would not be read aloud. There being no questions or corrections it was moved by Jim Schrader and seconded by Chris Sorensen to approve the minutes as distributed. Carried unanimously.

COMMITTEE REPORTS

FINANCIAL

Treasurer Sirutis reported the following:

Fiscal year 2015 – 2016 was, again, a financially successful year. We were fortunate to have few negative surprises, and ended the year with a net income of \$1,289. Even hurricane Matthew spared us, as damage to common areas was minimal. We have once again avoided any increase in our dues, which we last raised in October 2010.

Our CPA recently completed a "Compilation" of our expenses and revenue, which has given us the assurance that we are handling our books accurately and in accordance with generally accepted accounting procedures for homeowners associations. Our CPA also completed our Federal 1120-H corporate tax filing, and we again did not owe any federal taxes. We have continued to add to our Reserve Funds to insulate us against expenses that could prove extremely costly, and our reserves stand at over \$43,000. Our year-over-year retained earnings ended the year at \$27,723.

Currently, we have four properties in long term arrears, of a total of 280 properties. We have taken the necessary steps with our attorney to insure that when the properties are sold, we will collect those funds that are due, along with the owed legal and late fees that have accrued.

During the last several months, we have undertaken to improve our backup procedures for our Quick Books and other information, and now maintain an off-site backup, in addition to the scheduled backup to a local drive and to the cloud, that is performed daily. This new procedure gives us an added measure of security, should a disaster occur and we lose our computer through fire or theft.

As required by Florida Statute it is necessary to report that we continue to compensate two directors for services to our association, Lorin Myers for financial bookkeeping services at \$500 a month, and Liliane Benucci for preparing the minutes of each board meeting, at \$50 per month. This compensation is provided on a contract basis, and both contracts can be opened and renegotiated if necessary. From personal experience as a former secretary, and having worked these past several months with Lorin Myers, I believe that we are getting more than our money's worth for these contracted services! There is far more work in maintaining our association than meets the eye!

GROUND AND MAINTENANCE

Director Houck reported the following:

The Grounds and Maintenance Committee has had a busy year keeping our neighborhood well-maintained, safe, and inviting. I want to thank members of the committee who have helped accomplish many time-consuming projects--Dick Fletcher, Jim Schrader, and Renee Weber. Others who have given their time and a variety of talents include my husband Skip, David Weber, Lorin Myers, Kevin Antrum, and Mark Zirkle.

Much of the visible maintenance is related to landscaping, and once again we renewed our two-year contract with Mike Graves' Clean Cuts landscaping service. As in the past, Mike did not increase his fee or change any part of the contract. Typically, Mike's crew works in Brandywine on Wednesdays, but at times they work outside the contract to make sure Brandywine is well-kept. This was evident with the clean-up work they did for us after the recent hurricane.

In addition to everyday tasks related to landscaping, tree-trimming, street-light outage reporting, pond maintenance, and fountain monitoring, there were quite a few major projects that required significant time and money to accomplish.

Here is a brief summary of the major tasks we accomplished on your behalf:

1. Several repairs were made to the walking bridge: a) rotten or badly damaged floor boards and handrails were replaced; b) two support posts were replaced and the sag at those posts was leveled.
2. Broken reflectors were replaced with red reflecting tape on the posts at the Valley Forge trailhead. The wooden wall at the same cul-de-sac was rebuilt after a truck backed into and crushed one corner.
3. New plants were installed at the Hwy 17 entrance, and Mike Graves agreed to water them until they were established and summer rains began. However, after a drier-than-usual summer, the azaleas at the entrance died and Mike Graves and his Clean Cuts crew replaced them with dwarf loropelatum at no cost to the HOA.
4. Several culs-de-sac were refurbished with new mulch and plants and new plants were added at the 15A entrance.
5. Mike Graves took over maintaining the irrigation systems and timers at both Brandywine entrances. He replaced the irrigation timer located at the ponds on Brandywine Rd. and installed a second timer and a hose connector in the center island at the Hwy 17 entrance.
6. Wasps and yellow jackets were found at the storage lot and walking bridge, and after treatments by Aaron Pest Control, they were eradicated.
7. Volusia County Road & Bridge trimmed dead branches and removed a tree from the area across from Trenton Place.
8. A landscaping company was hired to clean out pond one, as well as mow and clean-up the area around the pond banks and the common area on the Hwy 17 side.

We are aware of a few outstanding issues related to hurricane Matthew's impact-lights out at the 15A entrance and clean-up in a few cul-de-sacs, for example. And just today the Volusia Co. Planning Department informed us that they will follow-up with additional storm debris removal in the next few weeks. They will send forms to Lorin for individuals to turn in to request the service. We will provide more information as we receive it.

We appreciate your letting us know when issues arise that we might not be aware of--downed trees, mowing needs, streetlight outages, or any other grounds problem you observe. It takes more than a committee to keep the neighborhood beautiful, well-maintained, and safe.

BEAUTIFICATION

Director Benucci congratulated the members who received monthly beautification awards. Keeping your yards looking nice has a terrific impact on the appearance of our community. Benucci reminded the membership that in addition to a certificate the Board also awards a \$25 Lowe's gift certificate to monthly award winners.

Since yards are typically non-productive in the winter months, the December award will be given to the property with the best holiday decorations. The committee welcomes suggestions from the membership on regarding who is deserving of the beautification award.

ARB/TREE REMOVAL

Director Campanella reported the following:

The Architectural Review Boards purpose is to keep the HOA and all Brandywine members aware of activity in the community pertaining to enhancements and improvements of Brandywine properties. The ARB ensures that all improvement are completed in a professional manner according to local rules and governing codes.

During the 2016 year, the following activity was reviewed and approved by members of the ARB.

For the months October 2015 through November 2016 there were a total of 49 ARB applications/requests. No applications for improvement were denied. The applications ranged from tree removal, roof replacement, new fencing, and exterior painting. All applications requiring permits were provided to the ARB in a timely manner.

The ARB thanks all members for following proper procedures and guidelines while making improvements to their properties. These improvements aesthetically enhance the community and help increase property values.

STORAGE FACILITY

Director Hill reported on behalf of Jerry Hill that there are presently 24 items in storage. She also reported the following:

- Clean Cuts has continued to maintain the grounds.
- Aaron Pest removed a nest of wasps recently.

- Signs have been placed on the fencing regarding regular patrol by law enforcement, and lights have been replaced.
- Tags are up to date with the exception of one that has recently expired. Owner to be contacted.

WELCOMING

Member Lynn Sorensen reported that a total of 26 welcoming letters were sent – 18 to residents and 8 to tenants.

RULES ENFORCEMENT

Director Hill reported the following:

The Rules Enforcement Committee continues to compose and send letters to residents regarding any violation noted in our deed restricted community. Neighborhood issues have been addressed to those residents in violation of the Covenants and Restrictions, requesting their compliance. There have been fewer letters needed this past year. If any resident notices something they believe to be a violation, please continue to let someone on the Rules Committee or our Board know so we may keep informed.

COMMUNICATIONS

President Myers reported that Liliane Benucci, Tisa Houck and he comprise the committee that manages the website, email and Facebook accounts. They are responsible for bringing you the newsletters, ground mailings, Brandywine news and sheriff's reports. There have been very few sheriff's reports. Luckily for us those few comprised a couple domestic incidents, credit card and IRS scams. Lately there was a trespasser reported to be homeless hanging out under the walking bridge.

ANNUAL GARAGE SALE

Director Hill reported that the next event will be held on Saturday, March 11, 2017. This is the Saturday the clocks are to 'spring ahead', so it will be lighter in the early morning for shoppers. Advertisements will be in the Pennysaver, News Journal, Beacon News, Hometown Newspaper, Daytona Craigs List and Deland FB news sites.

UNFINISHED BUSINESS

None to report.

NEW BUSINESS

None to report.

REPORT OF THE NOMINATING COMMITTEE:

Director Benucci reported that the nominating committee is pleased to announce four nominees for the four director seats that are available this year. One new member has accepted a nomination and three past directors have agreed to run again. Benucci then announced the four nominees - Steve De Land, Diane Hill, Tisa Houck, and Renee Weber.

There being no additional nominations from the floor, Jim Schrader moved and Chris Sorensen seconded that the nominations be closed. The motion was carried. The four candidates were elected by acclamation.

Before the meeting was adjourned, Ken Jonas asked for the floor and announced that Jim Schrader, a long-time resident would be moving in the near future. Ken indicated that Jim had been a great asset to the community, both as a board member and committee member.

ANNOUNCEMENTS:

Myers announced the Organizational meeting will be held at 6:30 on Thursday Nov. 17th at the Condominium Clubhouse. The current directors will elect Officers and the ARB for the following year. Committee appointments will be announced. The November monthly meeting will follow at 7:00 pm.

ADJOURNMENT:

There being no further business to discuss, Ken Jonas moved and Chris Sorensen seconded to adjourn the meeting at 7:27 pm. Carried.

Respectfully submitted, Liliane Benucci, Recording Secretary.