

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

Minutes of the 41st Annual General Membership Meeting, held on Tuesday, November 7, 2017 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 87 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 Steve De Land and President Lorin Myers.

**READING OF THE MINUTES**- President Myers stated that as the 2016 annual meeting minutes were distributed in the January mailing, they would not be read aloud. There being no questions or corrections it was moved by Marty Abernathy and seconded by Wayne Sanborn to approve the minutes as distributed. Carried unanimously.

## **COMMITTEE REPORTS**

### **FINANCIAL**

Treasurer De Land reported the following:

As everyone knows all too well. Our last fiscal year was a challenge. With two tropical systems causing downed trees in both common areas as well as private property, destroying a portion of the brick wall at the Hwy 17 entrance and damage to the fence at the storage lot. Although funds were budgeted for Common Area Improvements and Tree Removal the heavy damage resulted in expenses over budget. In January after the

first storm, the Board recognized expenses could over run our revenue. As a result in an effort to save money, the Board decided to cancel the dinner that previously preceded the Annual HOA meeting.

At the August meeting the budget was passed by the Board and for the 7th consecutive year it was determined that an increase in assessments would not be necessary.

It is my obligation under Florida statute to announce there are 2 board members who also provide contracted services to the HOA. They are \$50.00 per month for Recording Secretary Liliane Benucci and \$500 per month for Bookkeeper Lorin Myers.

Currently we have 3 properties in collections, two of which are on payment plans.

This year as in past years we have contracted with our CPA to prepare a Compilation of our revenue and expenses and prepare the Federal 1120-H corporate tax filing.

Each month the finance committee meets with the bookkeeper to reconcile the bank statements, accompanying financial reports, checks and deposits for the previous month.

## **GROUNDS AND MAINTENANCE**

Director Weber reported the following:

The grounds committee is responsible for the upkeep of all common areas scattered throughout Brandywine. Without our dedicated committee members and terrific volunteers who donated their time, energy and expertise, we would not have been able to carry out the necessary oversight and maintenance in all areas this year.

Our contracted grounds maintenance company, Clean Cuts, owned by Mike Graves, delivered dependable mowing, trimming and mulching service. The HOA has a good relationship with Mike and he willingly carried out specific requests and extra tasks.

Without any prompting from the HOA, the crew was on site to begin cleaning up soon after Hurricane Irma came through.

The ponds required a lot of attention. The Lake Doctors treated the ponds to keep them clear of weeds and algae. Lopez Landscaping removed large branches and debris from pond one and volunteers replaced the rebar securing the beam retaining wall along pond two. When the water level in ponds two and three rose extremely high due to increased rainfall, volunteers dug out the channel to the weir and cleaned out the weir in order to divert more water to the overflow area under the walking bridge. We will continue to assess storm water drainage and the pond levels.

Grounds committee members and volunteers spruced up the neighborhood. The benches and the parking posts at pond three were refurbished plus the entrance signs and signs along the roadways and walking trail were cleaned. The condition of the walking bridge was checked regularly and any necessary repair or replacement of broken or rotten boards was completed as quickly as possible.

A major project this year was tree maintenance. Unhealthy and storm damaged trees in common areas were cut back or cut down. Low hanging limbs along the walking trail were clipped back. Also, many of the trees planted years ago near our streetlights had to be trimmed substantially in order to allow maximum lighting of our streets.

We are still dealing with the aftermath of the hurricane. An outstanding issue is the tree that damaged the brick Brandywine wall sign at the US 17 entrance. We are investigating the most efficient way to have both the tree removed and the wall sign repaired. In addition, we are waiting for the final FEMA hurricane debris pick up which the County expects to take place this week.

As our community matures, it is challenging to keep the appearance of the common areas up to Brandywine standards. Many of the plantings are showing their age, however, except for a few areas at the US 17 and SR 15A entrances; there is no functioning irrigation system to support replacement plants. In some areas where we did put in new plants, it was difficult to provide enough water for them to become established. We will continue to try to find ways to keep the common areas looking their best.

**Discussion:** In response to inquires regarding the downed tree and damaged wall at the US17 entrance, Weber reported that the county had been notified about the tree and that we were waiting for them to respond. She also mentioned that as the Condo Association says the tree is not their responsibility and that since there is no record of property ownership, we will take responsibility for the repairs to the wall.

## **BEAUTIFICATION**

Director Benucci congratulated the members who received monthly beautification awards. Keeping 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.

## **ARCHITECTURAL REVIEW BOARD:**

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 qualifying

improvements are completed in a professional manner according to local rules and governing codes. During the 2017 year, the following activity was reviewed and approved by members of the ARB:

For the months of October 2016 through October 2017 there were a total of 44 ARB applications for improvements. No applications for improvement were denied. The applications ranged from tree removal, roof replacement, new fencing, shed installation, and exterior painting. All applications requiring permits were provided to the ARB in a timely manner.

The ARB would like to thank all members for following proper procedures and guidelines while making improvements to their properties. These improvements esthetically enhance the community and help increase property values throughout Brandywine.

## **STORAGE FACILITY**

Member Mark Zirkle reported the following:

This year brought a few changes for the storage lot. Jerry Hill resigned his post as manager and we all appreciate his hard work and years of dedication to our community. I am now fumbling through as manager, and George Marshall is back-up manager, but mostly to keep me “headed north.”

We survived another hurricane this year and as far as we know, we have had no reported damage to our resident’s stored units. Part of our fence was not so fortunate, as we had damage to about 25 feet of fence by a downed tree. The damage has since been repaired. We had a great deal of tree debris that littered the lot, and Clean Cuts has cleared 90% of it so far.

We had to replace both sets of wheels on our gates as one of the dual wheels blew a bearing. We would appreciate the lot users reporting any damage they may notice to either the lot manager, or any member of the HOA director team.

We had a homeless individual set up camp at our north east outside corner of our fence. He has since moved on after several visits from our friends at the Sheriff’s Office.

Please be mindful of any people loitering around our lot, to help eliminate any possibilities of theft or damage to our stored units. Any buildup of trash might indicate that we have someone else loitering in our area, so again, please let us know if you see something. “SEE SOMETHING-SAY SOMETHING,” a quote our VP Houck uses.

We were informed that a travel trailer was reported stolen a couple of months ago. Our details are limited and the disposition of the case is unknown. Also reported was window damage to a motor home. Again we have limited details and no disposition reported. You are encouraged to have storage insurance on your unit for these types of unfortunate incidents.

## **WELCOMING**

Hill reported that to date there have been eleven (11) new Brandywine residents welcomed in person and given our welcome letter and provided with other helpful information. Two (2) others have been contacted but not officially moved in and settled into their new homes to personally greet. Plans have been made to do so soon.

## **RULES ENFORCEMENT**

Vice President Houck reported the following:

When she and her husband were looking for a home to buy in DeLand three years ago, one of the many reasons they chose Brandywine was its Codes & Restrictions. They moved from a neighborhood in Tennessee where there were no codes. As a result, boats were parked in front yards, political signs proliferated for every election, commercial vehicles were pervasive, grass was often overgrown, and home upkeep was spotty at best. Thanks to the developers who created Brandywine, our neighborhood has protections against these unsightly conditions. It is the duty of the Rules Compliance Committee to see that the Codes & Restrictions are upheld so that we all enjoy a beautiful, well-maintained, and desirable neighborhood.

In 2017 the Committee interacted with owners, members, and residents approximately 45 times by letter, phone, email, and in person. Most non-compliant issues were the ones named above—vehicles, signs, mowing, and upkeep. The overwhelming majority of issues were resolved after one contact. That makes the Committee's job less stressful, and code violations are addressed on members' behalf. Houck thanked Diane Hill and Renee Weber for serving on the committee with her, and gave a heartfelt thank-you to all our neighbors who make Brandywine the attractive area it continues to be.

**Discussion:** A question was posed regarding a letter received from the Rules Committee regarding a boat parked in a driveway. It was the member's opinion the letter was premature, as they had only just moved to Brandywine and were preparing to store the boat and also stated that he noticed other violations around the community. Houck explained that letters are sent out as violations are noted and are not sent out in any particular order.

## **COMMUNICATIONS**

President Myers reported that the Communications Committee is responsible for managing the HOA website, the HOA email account, the Brandywine news emails, the ground mailings, Volusia County Sheriff's Office reports, and the Facebook account.

The email account is used to forward timely news such as lost and found pets, bear activity, and pertinent criminal activity. Myers encouraged those who are not receiving emails from Brandywine to contact him.

#### **ANNUAL YARD SALE**

Director Hill reported that every year in March the HOA sponsors a community wide yard sale. Advertisements are posted in newspapers, electronic media, and social media. Last year we began enlisting donation services to assist participants with items that were not sold.

#### **UNFINISHED BUSINESS**

None to report.

#### **NEW BUSINESS**

None to report.

#### **REPORT OF THE NOMINATING COMMITTEE:**

Director Weber reported that the nominating committee is pleased to announce three nominees for the three director seats that are available this year; three past directors have agreed to run again. Weber then announced the three – Lorin Myers, Liliane Benucci, and Mike Campanella.

There being no additional nominations from the floor, Wayne Sanborn moved and Dick Fletcher seconded that the nominations be closed. VP Houck declared a vote by acclimation. The three candidates were elected.

**ADJOURNMENT-** There being no further business to discuss, Katherine Delouise moved and Susan Harkness seconded to adjourn the meeting at 7:49 pm. Carried.

Myers stated that the annual Organizational Meeting would be held November 14, 2017, at 6:30 pm. Officers and the ARB Committee will be elected at this meeting and committees will be appointed. The regularly-scheduled monthly meeting will follow at 7:00 pm.

Respectfully submitted, Liliane Benucci, Recording Secretary.