

DRAFT

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

Minutes of the 43rd Annual General Membership Meeting, held on Saturday, November 2, 2019 at 2:00 PM at the Courtyard by Marriot at 308 N. Woodland Boulevard.

CALL TO ORDER-The meeting was called to order at 2:02 PM by President Lorin Myers.

INTRODUCTION OF DIRECTORS-President Myers introduced the Board members.

ESTABLISHMENT OF A QUORUM-A quorum was established having 79 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 John Chant, Director Jim Graesart, Director Cindy Capps, Secretary/Director Liliane Benucci, Vice-President/Director Renee Weber, and President/Director Lorin Myers. Director/Treasurer Dale Haaland was absent.

READING OF THE MINUTES- President Myers stated that as the 2018 annual meeting minutes were distributed in the January 2019 mailing and delivered to all new members during the year, they would not be read aloud. There being no questions or corrections it was moved by John Chant and seconded by Al Sirutis to approve the minutes as distributed. Carried unanimously.

COMMITTEE REPORTS

FINANCIAL

Myers reported the following as prepared by Haaland:

The committee members for the previous year were himself, Mark Zirkle, Chris Sorensen and Myers.

DRAFT

He is glad to report that for the fiscal year of 2019 revenue exceeded expenses. For that reason, the board determined that there is no need to increase assessments..

Under Florida statute we are again announcing that two Board Members also provide contracted services to the HOA. Last year their contracts were \$50.00 a month for our Recording Secretary, Liliane Benucci; and \$500.00 a month for our bookkeeper, Lorin Myers.

Currently, for this fiscal year there were two properties in long term arrears and one of those is on a payment plan.

Each month the finance committee meets with the bookkeeper to reconcile the bank statements, accompanying financial reports, checks and deposits for the previous month. This year, as in the past, we have contracted with our CPA to prepare a Compilation of our Revenue and Expenses and prepare the Federal 1120-H corporate tax filing, which has been completed and returned for the last fiscal year.

GROUNDS AND MAINTENANCE

Director Weber reported the following:

The work of the Grounds Committee is detailed each month in the Board meeting minutes which are readily available online or by request. This annual report highlights major projects beyond the routine common area maintenance in our neighborhood.

Our very much appreciated volunteers replaced 108 floor boards on the walking bridge, kept the water flowing in order to maintain appropriate pond levels, secured the pond 3 fountain, washed the Brandywine 15A entrance sign, put down sod along the asphalt walking path from Lafayette Place to prevent erosion and increase safety, and levelled and reset the block portion of the walking path off of Saratoga Road.

The Board hired contractors to pressure wash the US 17 brick entrance signs, concrete walking trail, walking bridge, and four concrete benches; to level uneven sections of the concrete walking trail; and to trim or remove trees.

The Park at Messina (apartments) management donated decorative boulders to the HOA. A company was hired to place the boulders in islands throughout Brandywine to improve their appearance and discourage vehicles from driving through them.

Because the condition of the walking path from Village Green Road through the condominium property to the shopping center has deteriorated, the HOA Board, after consultation with the Condominium Association president, decided to close the path until further notice. Possible resolutions of this issue are being explored.

The City of DeLand is repairing the sewer system from the lift station off Valley Forge Road to US 17 and continuing north. The Grounds Committee will ensure that any HOA common areas damaged by this work are satisfactorily returned to their original state.

DRAFT

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.

ARCHITECTURAL REVIEW BOARD (ARB)

Director Chant reported the following:

The Architectural Review Board's purpose is to keep the HOA and all Brandywine members aware of activity in the community pertaining to enhancements of the Brandywine properties. The ARB ensures that all qualifying improvements are completed in a professional manner according to local rules and our governing documents. He wanted to personally thank Dick Fletcher, Mike Campanella and Jim Graesart for their hard work with helping him.

During the last fiscal year 2018/19 the following activity was reviewed and approved by the members of the ARB: there were more than 45 ARB applications for improvements during the year and one application for a chain link fence was denied. The applications ranged from tree removal, roof replacements, 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 the members for following proper procedures and guidelines while making improvement to their properties. These improvements aesthetically enhance the community and help increase property values throughout Brandywine.

STORAGE FACILITY

Mike Campanella reported the following:

He introduced himself as the Storage Lot Manager for the Brandywine Home Owners Association, assisted by Mark Zirkle, who was the former manager. For those who do not have property in the lot, there are many different items that are stored there. Motor Homes, Boats and trailers, car haulers, utility trailers, car dollies, and enclosed trailers make up a majority of the items that are kept in the lot.

DRAFT

This year we have had a fairly uneventful year at the storage lot. One minor, no major incidents of vandalism, no theft, or burglary have occurred. The Storage Lot has a total of 45 spaces individual spaces, 5 of them currently vacant.

Last year there were a few incidents involving criminal mischief and burglary at the storage lot. The outer perimeter fence was cut several times, and some personal property was damaged or stolen. The Volusia Sheriff's Office has continued to closely monitor the storage lot, and has logged many hours of extra patrol in the area. Their efforts have no doubt deterred criminal activity at the lot.

Mike indicated that as the manager of the lot, he plans to work closely with the members of this community and assist them when he can regarding their storage needs. He also plans to work with the members on a voluntary basis in an effort to increase security at the lot during this coming year.

WELCOMING

Diane Hill reported the following:

During the past year, 20 new Members have been Welcomed to our Brandywine community. There is one more pending as well before the end of this year.

All new Members have been contacted and given or sent the Welcome letter. They have been provided with other Brandywine information and news as well. All have been invited to attend the monthly meetings, explore our web page and join the Brandywine Facebook page. This was accomplished via phone, the mail and/or in person at the neighbor's convenience.

We also Welcome new tenants as we obtain their information from our members.

ANNUAL GARAGE SALE

The March, 2019 Brandywine Community Garage Sale was again a huge success with many participating and many shoppers attending.

The 2020 Brandywine Annual Garage sale will be early March, 2020, date to be announced. All members are invited to join in at no charge. Members are also permitted to have one other garage sale per year per residence as well.

Brandywine provides advertising for the Annual Community sale with signs at both entrances and ads in the Pennysaver, DeLand Beacon, Daytona News Journal and Hometown News. As well announcements are placed on Craig's List, and All Facebook Marketplace sale sites for Volusia County in order to reach the largest area possible.

DRAFT

RULES COMPLIANCE

Tisa Houck reported the following:

“Brandywine has proven to be an attractive and comfortable place to live, and a neighborhood in which we can take pride. In order to maintain these benefits, the HOA Board of Directors is responsible for seeing that all residents comply with the Covenants and Restrictions and rules of the homeowners’ association. If a violation occurs, we inform the homeowner and request that the non-compliance issue be corrected.”

If you have received a letter from the Rules Compliance Committee, you may remember that the first notification letter begins with that paragraph. It states our mission as a committee, and confirms what we hope is the reason people live in Brandywine and abide by our Covenants & Restrictions.

This year proved to be a less active year for the Rules Committee in that fewer violations occurred in 2019 than in 2018. This year Cindy Capps, Diane Hill, Renee Weber, and I made 40 contacts by letter, email, and phone, as opposed to 61 last year. Big improvement!

If you’re curious to know, the types of violations included yard clean-up and high grass, vehicles parked in the yard, commercial signs in the yard and on vehicles, fence repair, and inoperable or untagged vehicles in the driveway. Because many violations were due to parking and vehicle use, the Board adopted a few new parking rules. You received a copy of that document in the July mailing. We also began sending a “Thank-you” postcard once or twice a month to members whose properties are consistently well-maintained.

We appreciate it when those who are asked to correct a violation are compliant, and the overwhelming majority of those we contacted responded within a few days. When that happens, our job as a committee and as a Board of Directors is much less stressful. So, thank you to everyone who responded positively to our requests, as well as to those who “played well with others” and didn’t get a letter. We appreciate having good neighbors whose properties reflect their pride in owning a Brandywine home.

COMMUNICATIONS

Myers indicated that the communications committee is comprised of himself, Tisa Houck, Renee Weber, and Liliane Benucci. They prepare the hard copy mailings and group email, monitor the HOA Facebook page, and update the HOA website. Over the course of the year, we have had a found cell phone, snakes, lost/found dogs, bears, lost/found cats. There was one car break, a few suspicious people and one incident of stolen Christmas lights circulated over Facebook and email. We have a list of members that receive a hard copy mailing of the minutes and recently expanded those hard copy mailings for items that are not as timely as the email. If you are not receiving the HOA emails or hard copy mailings please contact Myers.

DRAFT

Marty Abernathy, Kings Mountain Road, inquired about the proposed Little Free Library, which should be up and running shortly.

Mike Campanella took a few minutes to address the members regarding preventing crimes whenever possible. This includes locking your car doors and reporting suspicious activity to the Sheriff's Office. He also indicated that if you are the victim of a crime you should report it immediately.

UNFINISHED BUSINESS

None to report.

NEW BUSINESS

None.

REPORT OF THE NOMINATING COMMITTEE:

Director Capps announced the three nominees for the three open Board of Directors seats that are available this year. All three are past directors and have agreed to run again. They are Liliane Benucci, James Graesart, and Lorin Myers.

Director Weber asked and there being no additional nominations from the floor the nominations were closed and the three candidates were unanimously elected by acclamation.

ADDITIONAL COMMENTS:

None

ADJOURNMENT- There being no further business to discuss, Laura Remington moved and Dorothy Brening seconded to adjourn the meeting at 2:39pm. Carried.

Myers announced that the annual Organizational Meeting would be held November 12, 2019, at 6:30 pm at the Condominium Clubhouse. The current directors will elect Officers and the ARB for the following year. Committee appointments will be announced. The regularly-scheduled monthly meeting will follow at 7:00 pm.

Respectfully submitted, Liliane Benucci, Recording Secretary.