

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

Minutes of the 42nd Annual General Membership Meeting, held on Saturday, November 3, 2018 at 2:00 PM at the Knights of Columbus 230 E. International Speedway Blvd.

**CALL TO ORDER**-The meeting was called to order at 2:00 PM by President Lorin Myers.

**INTRODUCTION OF DIRECTORS**-President Myers introduced the Board members.

**ESTABLISHMENT OF A QUORUM**-A quorum was established having 81 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/Director Liliane Benucci, Director Mike Campanella, Vice-President/Director Tisa Houck, and President/Director Lorin Myers. Director Steve De Land was absent.

**READING OF THE MINUTES**- President Myers stated that as the 2017 annual meeting minutes were distributed in the January 2018 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 Dick Fletcher and seconded by Paul Lanning to approve the minutes as distributed. Carried unanimously.

**HOA DIRECTORS UNDER CONTRACT DISCLOSURE:**

Director Weber made the following comments:

No HOA director or officer can be paid for the performance of their duties. However, we have two directors, Liliane Benucci and Lorin Myers, under contract with the HOA to serve in additional capacities. We are required by Florida Statute to disclose these contracts each year. Liliane is paid to be the Recording Secretary and receives \$50 a

month for compiling the minutes of the monthly Board meetings and the annual member meeting. Lorin serves as the corporation's Bookkeeper and is paid \$500 a month for maintaining the financial records, generating monthly reports, and other bookkeeping tasks.

## **COMMITTEE REPORTS**

### **FINANCIAL**

Myers reported the following:

For the eighth consecutive year the Board did not increase the assessments for the next fiscal year. The Board budgeted \$2464.00 of year over year retained earnings to balance next year's budget. Last year the Profit and Loss sheet recorded \$4557.26 expenses over revenue due in most part to expenses over budget in Tree Removal and the repair to the brick wall at the 17 Entrance from hurricane damage.

Last year, at this time, we had 3 properties in arrears for multiple quarters. At this time we have one property in arrears for multiple quarters.

The finance committee meets every month to reconcile the bank accounts, provide oversight of our finances and make recommendations to the Board. Our accountant prepares a Compilation of our expenses and revenues and prepares our 1120-H Corporate IRS filing annually.

### **GROUNDS AND MAINTENANCE**

Director Weber reported the following:

The grounds and maintenance committee monitors around 40 maintained and natural common areas throughout Brandywine. This year we dealt with numerous streetlight outages, a pothole, yellow jackets, the replacement of two street signs, poisonous snakes, repairing the fountain control panel, and communicated with the Lake Doctors about the condition of the ponds. Volunteers stopped minor erosion under the asphalt walking path at the bridge, cleaned out the drainage grate under the bridge, replaced top rail boards on the bridge, repainted the caution stripes on uneven sections of the walking trail and secured a walking trail sign.

A major project this past year was dealing with damage caused by Hurricane Irma to the Brandywine US 17 entrance wall sign. Volusia County Road and Bridge removed the large portion of tree which caused the damage at no cost. Best Masonry, Inc. repaired the sign using the original bricks and about 200 repurposed bricks. The total cost of the repair was just under \$3000.

In February, we signed a 2 year contract with Mike Graves the owner of our long-time landscape company, Clean Cuts. The Board offered Mike a 5% increase to offset rising

operating costs over previous years. Mulching and regular mowing, trimming, leaf blowing and edging were performed on a rotating schedule. In July, R. Weber, Tisa Houck and Diane Hill assessed all landscaped common areas in Brandywine and provided Mike with a list of areas needing additional weeding, tree trimming or dead plant removal. Work began right away but weed removal is an ongoing issue because Mike hasn't been able to find an effective replacement for Round Up which is associated with health concerns.

The HOA paid to have trees cut down or trimmed and debris hauled away in a number of common areas. However, several smaller trees and fallen branches were cut up and moved by Lorin Myers. Also, Volusia County Road and Bridge did cut down dead pine trees in the road right of way at the entrance of Valley Forge/Kings Mountain Roads for no charge.

Due to a large amount of rainfall, the pond levels rose causing Condominium Association members to become alarmed about street and property flooding. The HOA contacted local storm water officials about the problem but was told they could not offer any assistance. HOA volunteers took steps to significantly lower the pond levels by regulating the water flow through the weir at pond 3, digging out the channel to the weir and clearing sand from the outflow near the walking bridge. Ultimately, the COA replaced the retaining wall at pond 2 to prevent future property flooding.

A sincere thank you goes out to the committee members and all volunteers who willingly offer their time, energy and expertise for the benefit of our entire community.

## **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 Campanella reported the following:

The purpose of the Architectural Review Board 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 course of the year, the role of Chairperson changed hands from Michael Campanella, to Steve De Land, to John Chant. He would like to personally thank both John and Steve for their diligence and hard work. During the 2018 year, the following activity was reviewed and approved by members of the ARB:

There were more than 45 ARB applications for improvements this year. One application for improvement was 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 aesthetically enhance the community and help increase property values throughout Brandywine.

## **STORAGE FACILITY**

Director Campanella reported the following:

He has taken the primary role of Manager from Mark Zirkle, who still remains on the committee and is an asset to the community. 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.

We started the year by expanding the lot to accommodate 39 units. Trees were removed and stumps were ground. Mark Zirkle and other members trimmed trees and cleared away brush. Notices were sent to members whose registrations had expired, typically resulting in quick compliance. For a period of time this year the lot was full to capacity and there was a waiting list established. As of this writing, there are open spaces available.

In April of this year Mark Zirkle installed steel posts and sectioned off 44 spaces, that were then marked. The steel posts now allow the Storage lot manager to shrink or expand the size of some “units” to better accommodate the members when needed.

There were a few incidents this year 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 storage lot manager worked closely with the Volusia County Sheriff's Office and assisted in their investigation by allowing access to the lot for the installation of surveillance cameras. Committee members Lorin Myers and Mark Zirkle have spent countless hours of their own time mending fences and fixing gates. Their efforts have resulted in better access and safety at the storage lot.

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**

Director Hill reported that during this year there have been sixteen (16) new members welcomed into our Brandywine community. They have been greeted and provided useful information either in person, by mail and/or phone.

Hill has also welcomed several new tenants, mailed them a welcome letter, and provided them with contacts and other useful Brandywine information.

## **ANNUAL GARAGE SALE**

The 2018 community garage sale was a great success. The 2019 date for the sale is set for Saturday, March 9, 7-2. Beginning early March, Ads will be placed in all local newspapers including: DeLand Beacon, Daytona News Journal, Hometown News, Pennysaver, Daytona area Craig's List as well as all free Facebook sites such as DeLand Swap/Shop, West Volusia online Yard/Garage sales, YardSale 4 Deland, etc. and several other local similar sites. Signs are placed at both entrances to Brandywine. The day of the sale you may place balloons on your mailbox and/or have your own signs during those hours. For any unwanted 'leftovers', several organizations will come by to pick up donations including: AMVets. S.N.A.P., Our Father's Closet, etc. however most must be phoned to do so. A few volunteer to drive around after the closing time.

## **RULES COMPLIANCE**

Vice President Houck reported the following:

In a recent conversation with a friend of mine, who is the realtor who helped us buy our home, she told me that most people prefer to live in a neighborhood with an HOA. "Those who don't like HOAs make sure they look in areas without them," she added. At my request, she determined that in the last 365 days, there were 9 sales in Brandywine, and the time it took for those sales to go under contract was as short as zero days and as long as 33 days. What that means to you and me is that people who live in Brandywine tend to stay in Brandywine, and when someone has to move, it is very likely that the home will sell quickly, indicating that our area is a desirable one. As you know, Brandywine is a Deed Restricted Community, and signs at each entrance state that. These Codes & Restrictions ensure a standard of property maintenance and provide guidelines for improvements. This year the Rules Compliance Committee—Diane Hill, Renee Weber, and I—made 61 contacts by letter, email, or phone call to members and tenants regarding violations of Brandywine codes, as well as Volusia

County Codes. The overwhelming majority of those violations were corrected with one contact. Having a strong, financially solvent, vigilant HOA is an important factor that makes Brandywine one of the most desirable areas in DeLand. With your help and continued cooperation in maintaining your properties, as well as our landscaper's thorough maintenance of our common areas, that desirability will continue and our property values will remain high. So, if you're ever contacted by the Rules Compliance Committee, just know that the whole neighborhood benefits from your willingness to correct the issue.

The Board and the committee thank you for taking pride in your homes and for being a good neighbor in the process.

## **COMMUNICATIONS**

The communication committee handles the postal mailings, group email and the Facebook page. Any crime, bear sightings or general timely information is being handled by email. We mail out hard copies of the monthly minutes to some members who have requested them because they don't use the internet. There are a few residents printing out the emails and handing them to neighbors who don't use the internet.

## **COMMENTS/QUESTIONS FROM THE FLOOR:**

On the subject of Brandywine's no solicitation policy, Dale Haaland asked for a definition of "solicitation". Director Houck responded that, while we do not allow solicitation in the community, there is little we can do, other than to ask the solicitors to leave. It appears that many solicitations are in reference to tree services. Al Sirutis commented that there is an exemption for religious groups and it was recommended again to just ask them to move on.

Paul Lanning commented that there were several low-hanging limbs at the entrance to the storage lot. After his indication that he would just get on a ladder and cut them down was met with dismay and horror, Director Campanella said he would get with him to figure out a solution.

Lois Frank expressed disappointment that information was distributed by email and she didn't think she was getting all the postal mailings. Myers replied there are 4 postal mailings per year and couldn't offer any remedy except what was already offered in the Communications report.

## **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 past director, Renee Weber, has agreed to run again. Benucci then announced the three new nominees – John Chant, Cindy Capps, and Dale Haaland.

There being no additional nominations from the floor, Al Sirutis moved and Dorothy Brening seconded that the nominations be closed. The motion was carried. The four candidates were unanimously elected by acclamation.

**ADDITIONAL COMMENTS:**

Director Weber encouraged members to serve on the Board/committees.

Director Houck commented that it was refreshing to not have to see political signs in yards.

**ADJOURNMENT-** There being no further business to discuss, Paul Lanning moved and Dale Haaland seconded to adjourn the meeting at 2:35pm. Carried.

Myers stated that the annual Organizational Meeting would be held November 13, 2018, 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.