

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

Minutes of the Regular Board meeting of April 12, 2016

**Call to Order:** The meeting was called to order by President Myers at 7 pm.

**Roll Call:** - President Lorin Myers, Secretary Liliane Benucci, and Directors Diane Hill, Renee Weber, Mike Campanella and Treasurer Al Sirutis were present. Vice President Tisa Houck was absent.

**Minutes:** Motion by Benucci, seconded by Hill to accept minutes as amended.

**Correspondence:** Benucci received an email that was erroneously directed to the Brandywine HOA regarding non-receipt of a mailbox key. She directed the individual to the proper person.

**COMMITTEE REPORTS:**

**Financial:** Sirutis reported the following:

The Finance committee met on April 4<sup>th</sup>; Sirutis, Sorensen and Myers were present. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed. 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, Condo Association meeting rental, Duke Energy utility bill, Traveler's Commercial Property and Liability annual premium, Tinker Graphics new tab for Condo docs.
- Expenses not forecasted but paid:** Diane Hill, reimburse Pennysaver/garage sale ad \$24.30; Clean Cuts replace 2 timers and 1 faucet at 17 entrance, \$551.05; Clean Cuts new plantings at 17 entrance, \$625.00; Diane Hill reimburse News Journal ads, \$39.25.
- As of the meeting date there are 17 properties in arrears for third quarter assessments.
- On April 12<sup>th</sup> 17 Reminder letters for third quarter dues were mailed.
- 1 property closed since the last meeting.
- 4 properties are expected to close.
- A release of lien has been filed on one property after the balance of the arrears were paid in full.
- The signature cards at Mainstreet bank have been changed to replace the signature of the new Treasurer.
- The signature cards were updated at the Post Office.
- CD cash 069 will mature on May 23<sup>rd</sup>. The Finance committee will review options and make recommendations at the meetings in May.

- The Finance committee recommends the purchase of a second external hard drive for catastrophic pc failure or replacement. Cost should be about \$75.00, including a case. Moved by Benucci and seconded by Campanella to purchase the drive and case. Carried unanimously.
- Myers has not yet contacted the attorney regarding the proposed Payment Plan.
- The 2016 -17 budget proposal recommendations from the Finance committee will be discussed under Old Business

**ARB:** Campanella Reported the following:

- On March 1, 2016 he received an application to repaint the exterior of a house on Valley Forge Road in the same color. Fletcher and Campanella reviewed and approved.
- On March 4, 2016 he received an application to re-roof the house and remove all rotted wood on a residence on Burgoyne Road. Schrader and Campanella reviewed and approved. **Project completed.**
- On March 24, 2016 he received an application to repaint a residence on Burgoyne Road brown with white trim. A color swatch was provided. Campanella approved.

**OLD**

- An application was received for a residence on Freemans Farm Road for a new roof in medium brown architectural shingles. Preliminary approval granted.

**Beautification:** Benucci reported that the beautification award was presented to Stephen and Robin Anderson of 1045 Burgoyne Road.

**Grounds & Maintenance:** In Houck's absence, Weber reported the following:

- On March 15 Houck, Weber, and Myers met with Mike Graves of Clean Cuts to discuss plans for the 17 entrance, as well as irrigation issues. The timer at the ponds has been replaced, but the water meters at the 17 entrance were removed several years ago; therefore, there is no irrigation except in the center island, to the condos, and on the north side of the entrance. (Mike also installed a timer in the center island.) Because we have chosen plants that will require watering until they are established--red ruffle azaleas, variegated schefflera, golden mound, and mondo grass--Mike will install a nozzle connection at the north side irrigation pipe, bring a hose to connect there, and he will water the new plants 3-4 times a week until the plants can thrive on summer rain.
- The cost to install the timer, a control in the center island, and a single hose connector at the 17 entrance was \$551.05.
- On March 29 Clean Cuts crew planted the new plants at the 17 entrance and put down mulch. The cost for the project was \$625.00.
- Graves and Myers are still monitoring the water usage at the 15A entrance. When the next bill comes, the usage dates should encompass an entire billing period (not part of

one and part of another), giving us a better understanding of how accurate the usage has been.

- We received a notice that we have a new Lake Consultant for Lake Doctors.
- The ponds were treated for shoreline weeds.
- Houck spray painted a black stripe at ground level on the sagging posts of the walking bridge. We can monitor these stripes over the next year or so to see if the posts are sinking.
- We signed a new two-year contract with Clean Cuts on March 15, 2016. There was no change in cost or terms.

**Storage Facility – Jerry Hill:** Hill’s report indicated that at this time, the storage lot has 18 units. All are up to date tags, with two being due end of May.

**Rules Compliance:** Hill reported the following:

- The Rules Committee sent letter(s) regarding an AT&T van parked consistently at the rental on Charleston Pl. Both the owners and tenants received the letter.
- The realtor was contacted regarding long grass/weeds at the Concord Rd. listing. As of this date, the property remains unmowed. A letter to the owner and/or a call to the County may be next if the matter is not taken care of this week.
- The Rules Committee, met to further discuss Letters. The first letter is usable as is and has been successful thus far for the most part.

**Welcoming Committee:** Myers reported on behalf of Lynn Sorensen that three residents were welcomed via mail and three tenants were also welcomed via mail.

**Communications:** Myers reported the following:

- Updates were made to the website.
- The Living with Wildlife section was replaced with a Muscovy duck message.
- A new tab was created for the Condominium docs on the website.
- A dog poop email went out to all residents.
- A 15a road closure email went out to all residents.
- The next mailing will be on Monday July 18<sup>th</sup>, 2-4 weeks prior to August meeting. The Newsletter for the mailing will be finalized June 30<sup>th</sup> if you have any contributions contact Tisa Houck.
- One identity theft, one domestically related petit theft and one aggravated assault at the Mallards apartments were reported by VCSO last month on Crimemapping.com.

#### **UNFINISHED BUSINESS:**

- **2016/17 Budget Proposal:** Myers and Sirutis went over several line items and will continue to monitor projected budgetary expenses until the budget is approved.
- **Payment Plan for Delinquents:** Tabled
- **Annual Yard Sale Recap:** Hill reported that the yard sale was a success. There was some discussion regarding extending the official hours. The Board will discuss this in

future meetings. There was also discussion regarding charities offering to come by after the yard sale to take away unwanted items.

**NEW BUSINESS:**

**Muscovy Duck Problem:** Shirley Abeles spoke to the Board regarding the overpopulation of Muscovy Ducks. She mentioned that the Condo Association has been told that the pool must be closed if droppings are found on the pool deck. They are currently removing eggs that are being hatched in various places, but the population continues to grow. A huge contributor is the fact that people continue to feed these ducks.

The ducks have been relocated in the past, but they always seem to find their way back. The Condo Association is currently researching alternate methods of duck removal and will keep the Board updated.

**Adjournment:** Moved by Benucci, seconded by Sirutis to adjourn at 8:15pm. Carried.

Next Regular Board Meeting – May 10, 2016 at 7:00 pm

**Respectfully Submitted:** Liliane Benucci – Recording Secretary