

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

Minutes of the Regular Board meeting of April 10, 2018.

Call to Order: The meeting was called to order by President Myers at 7:00 pm.

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

Members Mark Zirkle and Chris Caldwell were present.

Minutes: Motion by Hill and seconded by Houck to approve the March 10, 2018 regular meeting minutes. Passed unanimously.

Correspondence: A question was posed by a resident regarding the placement of satellite dishes.
Our attorney informed us that there are several new statutes that will become effective July 1, 2018.

COMMITTEE REPORTS:

Financial: De Land reported the following:

The Finance committee met on April 4th. Steve De Land, Chris Sorensen and Mark Zirkle 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, Travelers Insurance Company, Affordable Tree Service, Quality Quick Print storage lot mailing.

Expenses forecasted and paid since the last report: None.

Expenses not forecasted and paid last since the last report: Diane Hill reimburse yard/garage sale ads \$56.95. Mark Zirkle \$24.64 reimburse lumber and keys. Lorin Bruce Myers reimburse Beautification certificate paper, breaker, hardware + postage. Diane Hill reimburse \$10.00 yard/garage sale ad.

- One property has closed since the last meeting. Estoppel was prepared for the Mallards Apartments expected closing.
- Commercial Property and General Liability is due for renewal before May 1st.
- '18/'19 budget proposal revision to be discussed under Unfinished Business.
- Third quarter reminder letters will go out around April 10th. As of today there are 19 properties in arrears for the third quarter.

- One property has made a final payment on their payment plan, leaving two properties in long term arrears. The '15 tax certificate was recently paid off on one of those properties.

ARB: In Campanella's absence Myers reported the following:

Submitted Applications – Follow Up

From March Report: Three applications were made for a new roof, replacing hardy board and repainting, and replacing/repairing the front and back porch from a resident on Burgoyne Road. Paint is almost completely finished as of this writing. Windows are completed.

Submitted Applications – New Business

- On March 6, 2018, he received an application from a resident on Lexington road for the removal of two trees. Approved by Myers and Campanella. Campanella spoke with the resident about painting the house. Contact is needed with her in person to avoid any further miscommunication.
- On March 19, 2018, he received a request from a resident on Valley Forge Road for the removal of two trees. Approved by Myers and Campanella.
- On March 21, 2018, he received an application from a resident on Lancaster Road to close in the back room of the house / make addition to existing room that's already under roof. Approved by Campanella and Myers (verbal). Plans of the project are projected to be submitted by April 13th, but the project will not start until September 2018. Painting of the new work will match existing color and scheme.
- On April 1, 2018, he received an application from a resident on Valley Forge Road to add a fence to close in the yard. Approved by Fletcher and Campanella. The resident was advised by phone by Campanella that a copy of the permit was required at the conclusion of the project and the resident advised he would get that to Campanella.

Beautification: Benucci reported that the monthly beautification award was given to Jeannie and Robert Wolfe at 909 Lexington Road.

Grounds & Maintenance: Weber reported the following:

- A special thank you goes to Claudia Trombley for voluntarily pressure washing a large portion of the walking trail alongside their property.
- Clean Cuts completed routine mowing, leaf blowing, edging and trimming and cleaned up additional islands in the cul-de-sacs. Mike signed his two year contract and provided documentation of his current insurance coverage.
- One streetlight outage reported to Duke Energy was repaired. One streetlight is still not working because it needs cable replacement.
- The Lake Doctors treated all the ponds for weeds.
- The breaker for pond two's timer is still not functioning properly even after it was replaced. Myers will continue to follow up on this problem.
- There are two dead pine trees at the entrance of Valley Forge/Kings Mountain Rds. Myers contacted Volusia County Road and Bridge to determine who is responsible for their

removal. The County cut down and removed the trees. Also, there is a dead tree in the common area leaning on member's fence that the HOA needs to cut down.

- Because of large tree roots, part of the concrete walking trail from Saratoga Rd. originally was made of wood. Several years ago, this section was replaced by the HOA with sand and concrete blocks. Now, the blocks are settling and separating and becoming uneven. It was reported a member tried adding more sand between the concrete blocks in an effort to improve this situation but it is apparent this section of the trail will need more attention. Remedies will be investigated.

Storage Facility: Zirkle's report indicated the following:

- One written notice was sent out to the registered owners whose unit tag has expired. All other units from previous months have become compliant.
- The storage lot is at full capacity with 5 new units added. All residents on the waiting list have been accommodated.
- We have a total count of 38 Units, broken down as follows: 6 Travel Trailers, 3 Motor Homes, 11 Utility Trailers, 10 Boat and Trailers, 4 Car Haulers, 3 Enclosed Trailers, 1 Car Dolly

Zirkle informed the Board that the storage lot is currently full. There was discussion about doubling up some smaller units to leave room for the larger ones. Zirkle offered to try to make lots more easily distinguishable by using wooden boards as guidelines. After discussion, Houck moved and DeLand seconded to approve up to \$200 to purchase boards for this project. Passed unanimously. Zirkle will update the Board on the storage lot situation as needed.

Rules Compliance: Houck reported the following:

On March 14 Houck called the Volusia County Sheriff's Office regarding how to report cars that are parked in the right-of-way. The procedure is to call the police department's non-emergency number, 386-943-8276, to report these violations. The officer or appointed person on duty will respond.

Welcoming Committee: Hill reported the following:

- Jane G. West on W. Village Green Rd.: Left message March 28th. Apparently she has/had not moved in yet, however will attempt again this month. If not in person will mail Welcome Letter, etc. to her.
- Richard Wilson on Lancaster Rd.: Left message March 18th. Not moved in at that time, however in interim, Lorin had mailed Annual minutes, Latest newsletter, Request for contact form, Payment coupon info, etc. and was in contact. I mailed Welcome Letter to him/them today as they're out of town again.

Communications: Myers reported the following:

- Updates were made to the website.
- A resident contacted him about neighbors partying loud late at night. He encouraged them to call VCSO.

- A resident asked him about his knowledge of home schooled adolescents in the neighborhood that they could network. He replied that he didn't have that information and offered the HOA Facebook page.
- A found car key email was sent out.
- A new member contacted him and asked about rules for satellite dishes. Myers replied that we request they be placed on the back of the house when possible.
- A resident reported someone fishing at the ponds. Unsure if he was able to make contact with the fisherman.

UNFINISHED BUSINESS:

- **2018/19 Budget Proposal:** Myers went over the 2018-19 budget proposal, indicating that an additional \$500 was being allocated for office supplies. The budget proposal will continue to be addressed until it is time to be approved.
- **Asphalt Path at Lafayette Place & Walking Bridge:** It has been determined that this area will erode rather quickly unless measures are taken to correct it. The consensus is that sod, properly placed, is the solution. After some discussion, Houck moved and Benucci seconded to spend up to \$400 on sod, which will be used to repair the eroded areas. Passed unanimously.

NEW BUSINESS:

Rules Committee Maintenance Letter (pending - not addressed at this meeting)

Tree Removal Project: There is one dead tree in Common Area behind Lexington Road that needs to be removed. Benucci moved and Houck seconded to approve up to 150.00 for the removal. Passed unanimously.

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

Next Regular Board Meeting – May 8, 2018 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary