

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

Minutes of the Regular Board meeting of August 14, 2012

**Call to Order:** The meeting was called to order by President Stone at 7:02 pm.

**Roll Call:** - Directors Stone, Alonzo, Hill, Myers, Fletcher, and Benucci were present. Director Jonas was absent.

Member Lilliann Alonzo attended the meeting.

**Minutes:** Motion by Myers, seconded by Benucci to accept minutes as presented.

**Correspondence:** None.

**COMMITTEE REPORTS:**

**Financial/Membership:**

**Financial:**

We have closed our Reserve Money Market account and opened a no-fee reserve fund checking account and purchased a \$3,000 reserve fund CD. We also purchased a \$10,000 nine-month CD with General Fund cash.

**Collections:**

- ✓ Last month three properties were in the early stage of foreclosure by our HOA. Happily, we can report that all three situations have been resolved by payment of the outstanding liens, including fees, etc.
- ✓ In addition, one property previously in arrears has sold and closed and we have received payment.
- ✓ Seventeen (17) reminder letters were sent out on July 16 for 4<sup>th</sup> quarter dues. Only two properties remain delinquent and Demand for Claim of Lien letters have been sent to those two by our attorney.
- ✓ The HUD-owned property is still in arrears for 3<sup>rd</sup> and 4<sup>th</sup> quarter dues. Additionally, we have six liens outstanding and two demand letters for a total of nine properties in arrears.
- ✓ We have new owners at the Mallards. Contractually this should make no difference to our collections from them.

**Quick Books:** Lorin is now creating monthly reports on Quick Books as well as special reports related to mailings.

**Finance Coordinator Duties:** The duties statement for the Financial Coordinator has been revised to clean up the language now that we are on Quick Books. Motion to approve the Finance Coordinator's contract for fiscal year 2012/2013 passed, unanimous.

**2012/2013 Budget Proposal:** A few additional adjustments have been made to the budget proposal, which will be reviewed under old business.

**Membership:** 1015 W. Village Green Rd sold – no occupant for now. Other new members addressed under **Welcoming Committee**.

**Grounds & Maintenance:** Nothing to report.

**Lawn Care & Beautification:** The Beautification Award for the month of August has been presented to Valerie and Robert Seinfeld of 2603 Bennington Place.

**Storage Lot:** This past month the lock to the storage lot was cut and replaced. New keys are currently being given to residents with units in the lot. The Sheriff's Office was contacted and responded. There was no apparent vandalism or theft. There was one new unit added of unknown origin and sans a tag. All other units are in compliance with lot rules.

**ARB:** There was one request to the ARB last month – 1026 Burgoyne Road requested approval for exterior paint. The request was approved. It was determined that the trees referenced in the tree trimming request for 2850 Valley Forge road were inside the Association common area and the request is under consideration. The tree behind 934 and 936 Village Green Road appears to be on Condominium property. Final determination is pending.

**Rules Enforcement:** Lawns are looking good – still seeing a problem with unattended vehicles.

**Web Site:** The new Beautification Award was added to the home page as well as the June approved Board Minutes. Approved Estoppel and PUD forms were added as well as information regarding signage in Brandywine.

**Neighborhood Watch:** No new information.

**Welcoming Committee:** New owners Donald and Luci Halavin were welcomed to their new residence on Saratoga Place. They were given a folder containing important Brandywine forms and new homeowner information. Renters Sal Mancini and Allison Jason of Valley Forge road were greeted and given Brandywine information.

**Planning Committee:** The home which is still incurring the \$1,000/day fines from code enforcement has now been cited by the county building department as being an unsafe structure and given 45 days to comply, but has not. Hence, a hearing before the CLCA board is scheduled for 4pm on Wednesday, September 5, 2012. Members should plan to attend. We will let you know when we official confirmation that the home is on the agenda.

**Nominating Committee:** Nothing new to report.

## **OLD BUSINESS:**

**2012/2013 Budget:** It was moved by Myers and seconded by Benucci to accept the budget as presented.

**NEW BUSINESS:**

**August Mailing:** The mailing will include the new budget, a cover letter with explanations and the payment card.

**Adjournment:** Moved by Alonzo, seconded by Fletcher to adjourn at 8:30pm. Carried. The next meeting will be held on September 11, 2012, at 7:00 pm.

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