

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

Minutes of the Regular Board meeting of August 10, 2021.

Call to Order: The meeting was called to order by President Myers at 7:02 pm. The meeting was held via ZOOM.

Roll Call: - President Lorin Myers, Vice President Elise Paulson, Secretary Liliane Benucci, Treasurer Donna Ortkiese and Director Tara Kicklighter were present. Members Tisa Houck, Renee Weber, Jim Graesart, Pedro Santana, and Shirley and Stanley Wickett were present.

Director's Nominations: Ortkiese nominated Pedro Santana to the Board to serve a term that expires in November 2021. Santana accepted the nomination, the vote was unanimous.

Meeting Minutes: Motion by Paulson and seconded by Ortkiese to approve the July 13, 2021 Meeting Minutes as amended.

Correspondence: Myers announced a Clayton & McCullough Legal Update Seminar taking place on 8/19,

COMMITTEE REPORTS:

Finance Committee Report, August 2021. Ortkiese reported:

The Finance committee met on Zoom on August 3rd at 6:30. Ortkiese, Weber, and Myers were present. Paulson was absent. The bank statements were reviewed; the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed at this meeting. Highlights of the discussions are found within this report.

Forecasted expenses: Clean Cuts contract, Lorin Myers contract, Liliane Benucci contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Duke Energy utility bill, Florida Department of State \$35, Quick Books Version 2022 approximately \$250, Kracht Law Firm foreclosure proceedings approximately \$650, Kracht Law Firm one intent to lien letter, approximately \$275

- Expenses forecasted and paid since the last report Quality Quick Print \$315.69 budget mailing. Chip Wrecked LLC \$8,000, Quality Quick Print \$106.50 replace one meeting entrance sign.
- Expenses not forecasted and paid since the last report: Proplogix \$100 refund cancelled estoppel
- Three closings are pending
- Three properties have closed since the last meeting
- The committee corrected a calculation error in 'retained earning' on the proposal for the 2021/2022 budget to be discussed under New Business.
- CD 1004 was withdrawn early to cover expenses.
- As of today one property is in arrears 4th quarter assessments other than the two in long term arrears.
- The committee recommends revisions to the Assessment schedule under New Business.
- The committee in attendance recommends the purchase of second computer and necessary programs to share QB's approximately \$1,000, plus Microsoft office and a back-up drive, option for Zoom license in January. Paulson moved and Benucci seconded to budget up to \$1,200 for this expense.

ARB: Graesart reported for Quinn:

PENDING

Date	Request	Status
8-8-21	Lancaster Rd Received an app for adding a screen porch enclosure. Advised permit w/county is required. Requested architectural drawings from homeowner. Waiting on county permit review before approval.	Revd by Graesart APPD by Quinn
8-6-21	Burgoyne Rd Received an app to repaint house the existing color light grey with dark gray trim	Revd by Graesart APPD by Quinn
8-4-21	Concord Rd Received an app for 6' Shadow Box natural wood fence.	Revd by Graesart APPD by Quinn
7-23-21	Freemans Farm Rd Received an app for replacing fencing, matching the existing.	Revd by Graesart APPD by Quinn
7-22-21	Trenton Pl Received an app for 6' board on board fence.	Revd by Graesart APPD by Quinn
4/16/21	Burgoyne Rd Received app for replacing fence. Board on Board natural color. BFC to pull permits. 128' Completed	Revd by Myers APPD by Quinn

COMPLETED

Date	Request	Status
6-15-21	Green Mountain Rd Received an app for a new roof. Berry Roofing- black shingles.	Completed
7-2-21	Freemans Farm Rd Received an app to repaint the front door. 2 colors provided depending on the door that is purchased.	Completed
7-12-21	Lexington Rd Received an app for 6' board on board fence. Permit 6/30/21	Completed
7-23-21	Shenandoah Rd Received an app for a new roof. Weather Wood shingles.	Completed
8-2-21	Valley Forge Rd Received an app for a new roof. Mojave Tan Certainteed shingles.	Completed

Beautification:

- Houck reported that the Beautification award was presented to Nina and Daniel Perez of 2733 N. Saratoga Road.

Grounds & Maintenance: Myers reported the following:

- The irrigation at both entrances was turned back on July 12th when rainfall predictions warranted it.
- Lake Doctors treated the ponds for algae, underwater growth, floating growth and added dye on July 30th.
- Chip Wrecked completed his contract to replace the retaining wall, install splash pad with energy dissipating blocks and argentine sod at the retention pond on Valley Forge Rd.
- Jim Smith called concerned about the ruts left by our tree contractor to his property in June. R. Weber contacted Smith. She went to the property and did some excavating with hand tools to remediate the damage.
- County Road & Bridge trimmed up the overhanging tree limbs down Brandywine Rd. They are looking in to the washed out swale on Brandywine Rd. just east of W. Village Green.
- Clean Cuts trimmed back the low hanging branches over the asphalt path, over the west end of the bridge and next to the water lift station.
- D. Weber has been addressing an erosion issue with the sidewalk on the east end of the walking bridge.
- The fountain in pond three is turned off until we figure out why the timer is switching from am to pm settings. R. Ortkiese is trouble shooting whether it is a minor or major repair.
- Houck reported a light pole at the second Kings Mountain cul de sac cycling on and off. The work was completed on Aug. 4th.
- Matherly, Albarran and Myers repaired the outflow and splash area at the two pipes in the back of the Valley Forge retention pond.

Storage Facility: Campanella's report indicated the following:

- 44 Lot Spaces
- 10 Vacant Spots

One item was removed. Nothing significant to report.

Rules Compliance: Houck welcomed new member Tami Heaberlin; Tara Kicklighter will be taking over additional tasks. Houck reported the following:

No unresolved issues from July.

New Violations

- On 7/19 Houck called Code Enforcement about the high grass at the tennis club property. Property was mowed on 7/22.
- On 7/20 Houck sent a letter to the tenant and owner of a property on N. Concord Road about overgrown grass. Grass has been mowed.
- On 7/20 Houck sent letters to 37 members/neighbors whose properties border Brandywine Road thanking those who edge their property lines and asking those who do not to please take time to remove grass that has grown over the edge of the concrete border. Several have complied.
- On 7/21 Houck sent a letter to a member on Valley Forge Road about weeds that need to be eradicated and a pile of tree debris that needs to be removed. Weeding has been done.
- On 8/7 Houck called a member on Concord Road about a commercial sign in the yard. Sign has been removed.

The Board discussed repeated daytime burning with smoke and safety concerns in the neighborhood and suggested a letter informing about the VC burning regulations be sent.

Welcoming Committee: Hill's report indicated the following:

- On 8/9 sent via mail: Welcome letter, current newsletter, Board Officers & Committee Members list to new member/owner on Kings Mountain Road.
- On 8/9 left message, and will retry to contact, in person or via phone, new members on Concord Road.
- On 8/9 spoke with new member on Concord Road – parents will be living there. Will be taking Welcome letter, current newsletter and other info in person.

Communications: Myers reported the following:

- Updates were made to the website.
- A larceny report by VCSO was determined to be a domestic issue.
- Approximately eight responses were fielded over the last month from the July newsletter, Santana's FB post and the Brandywine news email with offers of assistance for the HOA.
- Other items discussed on Facebook were speed bumps on Brandywine Rd., a neighborhood picnic, coyote sightings, and a neighborhood picnic.
- He discussed the August mailing.

Nominations Committee: Weber was appointed chair of this committee. She explained the role of the committee, which includes ~~bring~~ bringing a slate of director nominees to the Board. We currently have four Director positions open, one of which will just be for one year, as opposed to the standard two-year term.

UNFINISHED BUSINESS: 2021 /22 Draft Budget Proposal – Vote Assessment schedule revisions

Myers went over the proposed budget line by line. Benucci moved and Ortkiese seconded to accept the Budget as presented. Passed unanimously.

The Assessment Schedule has been revised to conform to the new statute. The assessment was raised to \$70 per quarter (up from \$63). Benucci moved, Paulson seconded to amend the assessment schedule as revised. Passed unanimously.

NEW BUSINESS: Annual Meeting – Weber reported that the annual meeting will be held Saturday, November 6, 2021 at 11:00 at the Knights of Columbus Hall. There will be no charge for the rental hall.

Adjournment: Moved by Benucci, seconded by Paulson, to adjourn at 8:07pm. Carried.

Next Regular Board Meeting – September 14, 2021, at 7:00 pm. on Zoom.

Respectfully Submitted: Liliane Benucci – Recording Secretary