

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

Minutes of the Regular Board meeting of August 8, 2017

**Call to Order:** The meeting was called to order by President Myers at 7:01 pm.

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

**Minutes:** Motion by Houck and seconded by De Land to accept the July 11, 2017 meeting minutes as presented. Passed unanimously.

**Correspondence:** None to report.

**COMMITTEE REPORTS:**

**Financial:** De Land reported the following:

- The Finance committee met on August 8th Steve De Land and Lorin 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. Updates for the attorney actions were discussed under the AR Aging 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, Nishad Khan P.L. Intent to Lien (2), Nishad Khan P.L. Trust (foreclosure), Quality Quick Print August mailing.
- **Expenses forecasted and paid last month:** Quality Quick Print July mailing \$239.78
- **Expenses not forecasted and paid last month:** Freedom Electric replace one light at 17 entrance \$135.00 Quality Quick Print, 2000 #10 bulk rate envelopes \$176.79. Nishad Khan, PL \$675.00
- One property is scheduled to close
- Three properties have closed since last meeting
- Acting as Registered Agent David Slachter reported one incorrect service of process was reported to the attorney handling the lawsuit.
- The 2 properties in arrears 4<sup>th</sup> quarter assessments were turned over to the attorney for Intent to Lien action on Monday 8/7.

**ARB:** Campanella reported the following submitted applications:

- On June 17, 2017, he received an application from a resident on Saratoga Place to cut down a diseased tree. Approved by Myers and Campanella and Knowles. Completed by 08-06-2017.

- On July 8, 2017, he received an application from a resident on Burgoyne Road for a new roof, replace siding, replace wood on front and back porch, and paint of the same or similar color. Approval given by Campanella on 07-08-2017 via phone. Attempted contact on 08-06-2017 and left a voicemail.
- On July 11, 2017, he received an application from a resident on Lancaster Road for a new roof. Sample provided. Contact by telephone on 08-06-2017. Will call back when she knows the start date . Approval by Campanella.
- On July 18, 2017 he received an application from a resident on Valley Forge Road for tree removal, removal and replacement of concrete patio, and excavation work for better drainage. Sketch submitted. Approved by Myers, Fletcher, and Campanella. Needs a follow up phone call to establish timeline as of 08-06-2017.
- On July 20, 2017, he received an application from a resident on Saratoga Place to construct a new wood fence. Contact by telephone on 08-06-2017. Start date has not been determined. Approval by Campanella.
- On July 28, 2017, he received an application from a resident on Valley Forge Road for a new roof that matches the neighbors roof. Contact by telephone on 08-06-2017 and approval given. No start date has been established yet. Approved by Campanella
- On July 30, 2017, he received an application from a resident on Valley Forge Road for a new roof. Same color as the roof next door. Contact by telephone on 08-06-2017. No start date given. Approved by Campanella.
- On July 31, 2017, he received an application from a resident on Valley Forge Rd for tree removal, fence replacement, and a new front door (fire rated). Contact on 08-06-2017. The owner is aware of permits that need to be pulled. No start date yet. Approved by Campanella.
- On July 31, 2017, he received an application from a resident on Burgoyne Road for an in ground swimming pool and wood fence that meets county code. Work started on 07-31-2017 and still ongoing. Approval by Knowles and Campanella.
- On August 7, 2017, he received an application from a resident on Lafayette Place to repaint soffits and fascia the same color. Approved by Campanella.

**Beautification:** Benucci reported that the monthly beautification award was given to June Shearin at 2618 Bennington Place.

**Grounds & Maintenance:** Weber reported the following:

- Weber contacted Mike Graves of Clean Cuts about finishing the weeding in the median on Brandywine Rd. at the US 17 entrance and common areas needing to be mowed. All items were completed.
- Myers contacted Mike Graves about damaged coonties in the island on Kings Mountain Rd. Neighbors reported a Clean Cuts vehicle ran over them. Mike defended his crew but willingly agreed to replace the plants at his expense.
- Duke Energy still has not repaired the streetlight across from Yorktown Pl. despite a second request filed by Weber. Two other streetlights in Brandywine were reported and repaired.
- Myers reported a hole in the road on Kings Mountain to Volusia County Road and Bridge. The road was repaired.
- Houck inquired about mowing the city property on Lancaster Rd. Workers from the city of DeLand acted quickly.

- On July 12, Weber walked the grounds of the Brandywine Tennis Club with Tomoko Sukegawa (wife of the Club's owner) and discussed property lines, mowing, edging along the roadway and clearing out underbrush along the community entrance. Weber pointed out the areas serviced by the HOA and mutual boundaries. When the property north of the Club was still not mowed in August, an email was sent to the owner and manager of the Club. In response, Club manager Todd Hooper phoned Weber. No agreement was reached on the issue of property maintenance from this conversation.
- In response to a condo owner's complaint, Shirley Abeles, Brandywine Condominium Association president, met with Weber concerning clearing underbrush near pond 3. The area in question appears to be on a boundary line so Abeles will try to determine whose responsibility it is.
- Skip Houck reattached the letter "B" on the south Brandywine wall sign at US17. Also, the ground light for this same sign quit working. Freedom Electric inspected the light and replaced it the same day it was reported for \$135.
- Houck contacted FDOT concerning mowing between the sidewalk and Brandywine hedges/ fences along 15A. Mowing has not taken place as of this date.

**Storage Facility – Jerry Hill:** Hill's report indicated the following:

- There are 28 units enclosed at this time. Tags are up to date. Many are utility trailers at this time. One large unit had/has a "For Sale" sign.
- Weeds along the fence were sprayed again last week.

**Rules Compliance:** Houck reported following:

- Last month Myers had an email exchange with the member living on Saratoga Rd. regarding the 5th-wheel RV that had been parked in the driveway for an extended period of time. The owner was in the process of moving and was using the vehicle to store and move furnishings. The issue has been resolved.
- A letter was sent to the member living on Burgoyne Rd about a commercial vehicle parked in the driveway.
- A call was made to Volusia Co. Road and Bridge about mowing the overgrown grass around the pump station at the top of Lancaster Rd.
- A request to investigate illegal dumping was filed with VCR&B regarding a pile of rotten, wooden fencing that was dumped on an HOA common area adjacent to 770 Lancaster Rd. After Myers learned that the wood had been left by a member who had called the county for pick-up, Houck canceled the request, and the fencing was removed.
- Myers met with the owners of a home on Burgoyne Rd. about the boat in the backyard. They said that they will either build a structure to house the boat or put it in their garage.
- Myers had an email exchange with a member on Valley Forge Rd. regarding some rugs piled at the edge of a tenant's driveway. (The member owns and rents out the property.) The rugs were removed and the grass was mowed.
- An email was sent to a new member on Concord Rd. about a commercial vehicle parked in the driveway. Immediate reply was "Received and understood."

- A letter was sent to a member on Concord Rd. about a commercial vehicle parked in the driveway. This was the first violation this year, but there were previous violations in 2015 and 2016.
- A letter was sent to a member on Burgoyne Rd. about mowing and storage of a ladder in the backyard.
- Myers contacted a resident on Valley Forge Rd. when a boat and trailer was parked at the residence more than 48 hours. The resident responded that she wasn't aware of the rule, and the vehicle was removed.

**Welcoming Committee:** Hill reported that she welcomed the following new members:

- Martha and Charles Underriner on Saratoga Road were met and given the welcome letter and information, although they indicated they had already received them.
- Hill again spoke with Chip & Doris Hutton on Shenandoah Road via phone.
- Met sons of renter Cheri Ferguson and delivered Renters Welcome at residence on Concord Rd. She Spoke with new owners/residents at Trenton Pl., Faithe & Tim Stamey, whose son Trevor, will be living there for now as they're still living in S. Carolina. They received other info, but Hill will deliver the Welcome letter, etc, and meet Trevor on August 12.
- Hill attempted to meet/greet renters at Old Church Pl. and Trenton Pl. She will attempt to deliver renter's info in person before mailing.

**Communications:** Myers reported the following:

- Updates were made to the website.
- Three members have asked to have a hard copy mailing of the approved minutes each month.
- The August mailing was discussed.
- Emails were circulated for a found cell phone and a missing cat.
- Myers contacted an out of town neighbor when it was reported to him that a tree had limb had fallen in their back yard.
- A neighbor reported a hazardous situation in which overgrown brush was impeding the vision of on-coming traffic at an intersection. Myers contacted the property owner and Houck contacted County Road and Bridge.
- A neighbor contacted Myers about concerns about the upkeep of a rental property. He met with them and told them the HOA could not address those concerns but I would contact the owner.

**UNFINISHED BUSINESS:**

### **2017-18 budget adoption**

Myers discussed the final adjustments for the next fiscal year budget. Weber moved to approve, seconded by Benucci. No further questions and the budget was approved unanimously.

**NEW BUSINESS:** None

**Adjournment:** Moved by Benucci, seconded by Weber to adjourn at 7:59pm. Carried.

Next Regular Board Meeting – September 12, 2017 at 7:00 pm.

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