

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

Minutes of the Regular Board meeting of August 13, 2019.

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

Roll Call: - President Lorin Myers, Secretary Liliane Benucci, Vice President Renee Weber, Treasurer Dale Haaland, Directors John Chant and Cindy Capps were present. Members Tisa Houck, Diane Hill, Jane West and Jim Graesart were present. Cynthia Starr, COA member, was also present.

Minutes: Motion by Chant and seconded by Haaland to approve the July 9, 2019 meeting minutes. Passed unanimously.

Correspondence: BOARD VACANCY Myers provided Director Campanella's letter of resignation. Capps moved and Benucci seconded a vote to accept Campanella's resignation. The vote was unanimous; Campanella will continue on as the Chair of the Storage Lot committee. Jim Graesart accepted the nomination by Dale Haaland to serve out the remainder of Campanella's term; Capps moved, Benucci seconded and the vote was unanimous. Myers received correspondence from Rick Ortkiese regarding the Little Library he will be erecting on his property. Weber noted that there was another tree service soliciting in the neighborhood.

COMMITTEE REPORTS:

Financial: Haaland reported the following:

The Finance committee met on August 6th. Zirkle, Haaland 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 Doctor's contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Condo Association meeting rental, Duke Energy utility bill, Quality Quick Print august mailing approximately \$400, EA Zebell \$198.55 remainder of stipulation charges, EA Zebell \$216.40 ITL letter, Florida Department of State amendment (pending director), moving of landscape boulders.
- **Expenses forecasted and paid since the last report:** Robert Hogan \$38.10 reimburse sand for walking path. Quality Quick Print July mailing \$ 322.70.
- **Expenses not forecasted and paid since the last report:** Postmaster \$55.00, 100 forever first class stamps
- One closing is pending.
- Four closings were completed during the last month.
- Sixteen reminder letters were mailed on July 11th. As of today one property is in arrears for July 1st fourth quarter assessments. It was turned over to the attorney on 8/5 for the 45 day Demand/Intent to Lien notice.

- CD #1001 matures on 8/23. The committee reviewed the options and makes a recommendation to 13 months approximately 2.42%.
- The committee reviewed the Recording Secretary contract and duties and recommends no changes for the upcoming year.
- The committee reviewed the budget proposal and recommended some changes.

ARB: Chant reported the following:

Pending Applications

- On Dec. 17, 2018 Myers received an application for painting house and trim on Lexington Road. Colors have been approved.
- An application was received for a retractable awning on Lancaster Road. Color is beige. Reviewed by Fletcher and Myers. Approved by Chant.
- On July 16, 2019 Myers received an application for exterior paint and a color swatch on Lancaster Road. Reviewed by Myers, approved by Chant.
- On July 25, 2019 Myers received an application with material description for a roof replacement on Lancaster Road. Approved by Myers reviewed by Chant, Permit pending.

Completed Applications

- Myers received a notice of an exterior paint on Concord Road that is best described as blue/grey. Since it was after the fact we didn't feel compelled to approve the color. It falls under a grey area between earth tones and pastels.
- On 7/26/19 Chant received an application for window replacement. We don't regulate window replacements but he contacted the owners on Concord Road and told them to proceed.
- Chant received a call and visited a property on Green Mountain Road. They had installed a shed. The application and permit has been received for screening in the patio, permit has been received. Reviewed by Fletcher. Approved by Chant.
- On July 9, 2019 Myers received a request for a pool screen replacement on Shenandoah Road. The permit and architecture drawings have been received. Reviewed by Fletcher, approved by Chant.
- On 8/6/19 Myers received a request for tree removal on Lancaster Road. Reviewed by Myers. The arborist indicated both water oaks were diseased and dying. Approved by Chant.
- On July 22, 2019 Chant received an application for tree removal on Valley Forge Road. Approved by Chant, reviewed by Myers.
- On 7/27/19 Chant received a request for one tree removal on Saratoga Place. Approved by Chant reviewed by Myers.

Beautification: Benucci reported that the monthly beautification award was given to Phyllis MacPherson at 2605 Concord Road.

Grounds & Maintenance: Weber reported the following:

- Mike Graves arranged for the irrigation system at the US17 entrance to be repaired by Blackwelder Pump and Irrigation. The irrigation clock was replaced and the system was checked out. Clean Cuts performed routine common area maintenance as well as mowing and trimming in several "as needed" areas by request.

- Lake Doctors treated all three ponds and reported the quality as clear. Ponds 1 and 2 were treated for algae and the terrestrial growth at pond 3 was treated.
- Weber reported one repeat streetlight outage to Duke Energy. The light was satisfactorily repaired.
- The management of the Park at Messina apartments offered the HOA fifteen decorative boulders for free. Gary Filip is overseeing this project.
- President of the Brandywine Village Condominium owners Association, Holly Rabits, has been in communication with Myers and Weber about the issue of the walking path from Village Green Road. The HOA Board will consider the best course of action, see UNFINISHED BUSINESS below.
- Rabits also contacted Myers regarding the ongoing concern about storm water flow from pond 1 and pond 2 along condo properties. Myers provided information gathered previously on this matter.
- Two quotes were received for moving the landscaping boulders from the Park at Messina to various locations within Brandywine. Both were for \$800, with one asking an additional \$400 to power wash the boulders, as they are extremely dirty. No vote was needed to approve the expense.
- There is a downed tree behind the ponds in the common area.
- A pine tree in front of Pond 2 could be a future problem and Myers recommended it be removed. Weber noted two areas that overgrowth around street lights should be addressed. Myers said they will be looked into as a total tree contracting project.

Cynthia Starr expressed concern that Pond 2 was not draining properly, as she had not noticed any rise in the level, even after extensive rain. She also noted that there was scum on top of Pond 2. Weber assured her that the ponds are treated monthly and this is not uncommon during the rainy season.

Myers was contacted by an owner on Valley Forge Rd. that the bushes were encroaching on her property. He replied that they would need to maintain their side of the hedge.

Storage Facility: Campanella's report indicated the following:

- 45 Lot Spaces (Viewed in person)
- One lot spaces is confirmed as available
- No changes since July 2019
- One vandalism incident was reported to VCSO.
- Extra patrols by VCSO have continued.

Rules Compliance: Houck reported the following:

Unresolved from July

On 7/3 Myers mailed first class and Certified second violation letters to the member on Lancaster Road about the inoperable vehicle in the driveway, vehicles parking in the yard and street, and a yard waste bin at the curb—all had been second violations for an extended period of time. All issues have since been resolved.

New Violations

- On 7/16 Houck sent a letter to a member on Village Green Court about what appears to be an abandoned vehicle with an expired tag that has been parked in the street in front of the property for an extended period of time. Vehicle was moved to the yard area next to the driveway. On 7/23 Houck called VC Code Enforcement and reported the vehicle violation. Vehicle has been removed.
- On 7/16 Houck sent a letter to a member on Lexington Road about a fence that needs to be repaired. Repairs have been made.
- On 8/2 Houck and Weber examined the length of the wooden fence that separates Brandywine properties from SR 15A. Several sections have deteriorated, fallen, or have loose boards and need to be addressed by the property owners. Subsequently, on 8/9 Houck sent letters to the members/tenants whose properties include that fencing. The letter asked members to examine their portion of the fence and repair, replace, or remove as needed, and thanked those who had done this already.

Two appreciation postcards were mailed

Welcoming Committee: Hill stated the following:

- She sent information to the company owners of a property on Lancaster Road.
- She left a message for a new member with property on Saratoga Road, and also mailed a welcome letter/list.
- She spoke with a new member with property on Old Church Place. They have received all Brandywine information and will visit them in a few days when they are settled.
- New member with property on Burgoyne Road has not moved in. She will contact them and visit and/or send Welcome letter next week.

Communications: Myers reported the following:

- Updates were made to the website.
- He discussed the August coupon payment card mailing.
- He reported that 4 people contacted him that their last mailing envelope was empty and he resent them.
- He received a thank you from a member to us for addressing people parking in the yards. “thanks for keeping our neighborhood as nice as it was when I moved in 28 years ago”.
- One bear sighting and one coral snake were reported during the last month.

UNFINISHED BUSINESS:

- **Myers’ Bookkeeping Contract:** Mark Zirkle explained the Finance Committee’s reasoning behind recommending that Myers’ monthly fee be raised from \$500 to \$550. Benucci and Weber discussed their reasoning why they did not feel that Myers’ payment should be increased.. A motion was made by Chant seconded by Haaland to accept the 3 year contract with Benucci and Weber against, Chant, Haaland, and Graesart for and Capps and Myers abstaining. Motion carried.

- **2019/2020 Annual Budget:** Myers went over the final budget figures again and Weber moved and Haaland seconded to accept the budget as presented. Carried unanimously.
- **Condominium Walking Path/Easement:** Weber reported that the HOA will take responsibility for the easement. For the moment, a lock will be put on the gate and signs will be put up, stating "Private Path Closed Until Further Notice."

NEW BUSINESS:

- **Benucci's Recording Secretary Contract Renewal:** Contract was renewed for an additional year after Chant moved and Haaland seconded. Passed with Benucci abstaining.
- **Nominating Committee Chair – Cindy Capps:** Capps reported that there were three open board seats, with Benucci, Myers' and Graesart's terms expiring at the Annual meeting. All three indicated that they would run again.

Adjournment: Moved by Benucci, seconded by Haaland, to adjourn at 8:20 pm. Carried.

Next Regular Board Meeting – September 10, 2019 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary