

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

Minutes of the Regular Board meeting of August 11, 2020.

**Call to Order:** The meeting was called to order by President Myers at 7:00 pm. The location of the meeting was posted and held at 941 Kings Mountain Rd.

**Roll Call:** - President Lorin Myers, Vice President Renee Weber, Secretary Liliane Benucci, Directors John Chant, Cindy Capps and Jim Graesart were present.. Treasurer Dale Haaland was absent.

**Minutes:** Motion by Capps and seconded by Weber to approve the July 14, 2020 Meeting Minutes. Passed unanimously.

**Correspondence:** Myers was contacted by Holly Rabits, President of the Condo Association regarding fishing at the ponds. She indicated that they were going to post “No Trespassing” signs on their side of the ponds.

**COMMITTEE REPORTS:**

The Finance committee met on August<sup>3rd</sup>. Haaland, Weber and Myers were present. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed at these meetings. 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 \$400.00

**Expenses forecasted and paid since the last report:** Quality Quick Print \$344.11. Mainstreet check print charge \$115.99. Clean Cuts mulch project \$1215.

**Expenses not forecasted and paid since the last report:** Gary Filip \$38.23 reimburse Office Depot printing architecture plans

- Three closings are pending.
- Two closings were completed since the last meeting.
- Myers produced his business license for 2020/21.
- As of today three properties are in arrears fourth quarter assessments. One of those in long term arrears.
- The 20/21 budget proposal was discussed.

**ARB:** Chant reported the following:

**Pending Applications**

- August 4, 2020 received an app and architecture drawings for a new in-ground swimming pool, deck and enclosure on Burgoyne Rd. Contractor is filing for permits.
- July 30, 2020 received an app for replacement screen pool enclosure and resurface of the pool on Burgoyne Rd.

- June 10, 2020 trim paint request on Kings Mountain Rd. swatch and app received. Reviewed by Graesart. Approved by Chant.
- In ground swimming pool and enclosure on Old Church Place. App and drawings received after the project was started. The contractor had contacted Myers a month previous. Permit has been pulled. Reviewed by Graesart. Approved by Chant.
- ARB request and plans for a new home on Concord Rd. was received on July 7, 2020. We have questions regarding the paint and roof color and landscaping before the app is approved. The building plans are thorough.
- July 9, 2020 ARB request for a fence on Concord Rd. We received the app, surveyor's diagram and material description of tan color 6' vinyl fence. Reviewed by Myers. Approved by Chant.
- July 15, 2020 received an app for a fence replacement on Old Church Place. We received the description picture of the 6' white on tan vinyl fence. Contractor has filed for the permit.

### **Completed Applications**

- On May 8, 2020 Chant received an app for 1 Sycamore tree to remove with rotted roots, cracking driveway, compromising the irrigation system. Reviewed by Graesart. Approved by Chant.
- On June 10, 2020, Chant received a request from a residence on Kings Mountain Road for a house and trim paint. Approved by Chant.

**Beautification:** Benucci announced that the Beautification Award Recipient for August is Nancy Cunningham at 2880 Green Mountain road.:

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

- The Clean Cuts crew completed the pine bark mulch project. Several of the islands that have elevated center ground but do not have curbs on the perimeter should be monitored for future landscaping solutions. Heavy rains and vehicles driving inside the edges of the islands often scatter the mulch into the roadway. Mike Graves purchased locks for the irrigation timer boxes at both Brandywine entrances to prevent anyone from outside of the HOA resetting the system. Mike submitted the monthly common area worksheets indicating the tasks completed by his crew.
- Weber reported four streetlight outages to Duke Energy.
- Yet again, Weber had to request the July service report from Lake Doctors. The vice president in charge of the HOA account assured that from now on the service reports would automatically be sent after service. All three ponds were treated in July.
- Bill Matherly and Myers removed a large log in pond one to prevent issues with the water outflow.
- David Weber dug out, removed roots and cleaned out the channel to the weir at pond three to maintain appropriate water levels during heavy rains.
- Tisa and Skip Houck trimmed foliage blocking a speed limit sign on Brandywine Rd. and Tisa voluntarily weeded the island on N. Concord Rd.

**Storage Facility:** Campanella's report indicated the following:

- 44 marked Lot Spaces
- There are currently seven lot spaces available
- Two new items were added
- There is a low stump near spaces 9 through 12 that should be ground. It causes a hazard to vehicles.

**Rules Compliance:** Houck's report included the following:

### **Unresolved from July**

- On 7/9 Houck sent an email to the Property Manager for a tenant on Lexington Road asking that she check to see if there are chickens and/or ducks being kept in the backyard. PM contacted the tenant and was told the poultry would be gone by 7/20. Tenant is in the process of moving.
- On 7/9 Houck sent an email to a member inquiring about the ongoing clearing project on Burgoyne Road (work resumed the week of 7/6) and asked for an estimate for how long the vehicles will be in use in the backyard. On 7/22 Houck received email and voicemail responses stating that all of the project vehicles had been removed and work would not resume for a few months.

### **New Violations**

- On 7/23 Houck sent a letter to a member on Lancaster Road about a truck bed cover and an orange road cone that have been in the driveway and yard for an extended period of time. On 7/28 Myers received an email from the member with an explanation for the items being in the driveway and yard. On 7/29 Houck replied to the email with suggestions for disposing of the items with the member's agreement. On 8/10 Houck sent an email asking for an update on the progress. Member will contact D. Hill tonight (8/10) for information on sources for selling the truck topper.
- On 7/23 Houck sent a letter to a member on Concord Road about a commercial sign in the front yard. On 7/26 Houck called the roofer and asked him to remove the sign. Sign was removed on 7/31.
- On 7/23 Houck called Volusia Co. Code Enforcement to report the tall grass on the tennis club property. Grass was mowed the week of 8/3.

Two appreciation cards were sent out.

**Welcoming Committee:** Hill reported the following:

- August 1 – met Betty Ryals on Concord Road. Obtained her phone number for contact. Not connected to email as of yet.
- August 1 – met Tony and Maria Aichner on Freemans Farm Road. Gave them welcome letter and other information.
- August 10 – spoke with Stephen Edwards on West Village Green Road. Will take welcome letter and other information to them this week.

**Communications:** Myers reported the following:

- Updates were made to the website.
- A couple of fishing rods were stolen from the back of a pick up truck at the Messina apartments in early July.
- The July bulk rate Newsletter mailing took an extraordinary time to be delivered. It appears the post offices are undergoing changes that has resulted in slow delivery, at least temporarily,.
- He discussed a 'notice' to all members explaining the ramifications over the next year if there is not more participation on the board.
- He discussed the August coupon card mailing. The mailing will go to the printer on August 12<sup>th</sup>.

**UNFINISHED BUSINESS:** 2020/2021 Budget Proposal.

Myers discussed the proposed budget line by line item. Benucci moved to approve the budget as amended and Graesart seconded the motion. Passed unanimously.

**NEW BUSINESS:**

One year Recording Secretary contract. Chant moved and Graesart seconded to renew the Recording Secretary contract for an additional year. Passed unanimously.

Director Graesart was appointed to the position of Nominating Committee Chair.

Annual meeting: Weber relayed modifications in place at the Sanborn Center due to the corona virus and offered ideas for holding the scheduled HOA annual member meeting on Nov. 5 safely.

**Adjournment:** Moved by Benucci, seconded by Chant, to adjourn at 7:50pm. Carried.

Next Regular Board Meeting – September 8, 2020 at 7:00 pm.

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