

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

Minutes of the Regular Board meeting of December 10, 2013

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

**Roll Call:** - Directors Myers, Marshall, Rabits, Hill, Weber, and Benucci were present.

Weber indicated that, per Florida Statute, the ARB Board must be appointed by the board and, since this was not officially done at the last meeting, Myers moved and Benucci seconded that Marshall be appointed as chair, with Ken Jonas, Jim Schrader, and Dick Fletcher as committee members. The motion carried.

**Minutes:**

- ✓ Motion by Myers, seconded by Hill to accept the November Organizational Meeting Minutes. Carried.
- ✓ Motion by Myers, seconded by Rabits to accept the November Board Meeting Minutes. Carried.

**COMMITTEE REPORTS:**

**Financial/Membership:**

**Financial:** Myers reported the following:

- ✓ The finance committee met on December 1<sup>st</sup>. 280 pre-addressed envelopes were sent with the coupon payment cards this August; 150 were returned. If the Board wants to continue the policy the current cost per 1,000 is \$140.00 or .14 each. The Board elected to pursue this question sometime next year.
- ✓ Credit for the light pole power outage was received from Duke Energy in the amount of \$49.37.
- ✓ One 18-month \$10,000 CD was purchased with reserve funds in November.
- ✓ The signature cards were updated at Mainstreet Bank after the November meeting.
- ✓ A new account, Bad Debt, Expense #40895, was added to the P&L Statement to account for uncollectable collection fees, interest, and quarterly assessments due to the “12-month look-back law.” Carried.
- ✓ Myers moved and Benucci seconded to approve the amount of \$56.30 over budget to the Fountain Maintenance & Repairs account (40760) to allow for the underestimated tax for the pump and motor replacement at Pond #3. Carried.
- ✓ Myers moved and Marshall seconded to amend the fees schedule document under notices – “the legal action will result in approximately \$150 (from \$125) in attorney fees plus the past due assessments and related costs.” Carried.

**Membership:** Myers reported the following:

- ✓ Four closings occurred since last month's meeting. Two more are scheduled this month. Four Demand for Claim of Lien letters are still outstanding for first quarter dues; the time runs out on December 20<sup>th</sup> for those demands. Once time runs out the liens will be filed and should be researched by Attorney Kelton for the prospect of foreclosing our liens as set forth in our Fees Schedule.
- ✓ One property received the 15-day notice that first quarter dues were due. That property had previously paid the first two months.

**ARB:** Marshall reported the following:

- ✓ A new roof was installed at 2834 Concord Road that was approved by Committee member Ken Jonas. Marshall visited the house and viewed the new roof as Jonas was out of town. The roof looked good and to specs with the exception of a few shingles that were not laying down flat. The owner told Marshall that the inspector had given him a tentative approval for the job; however, the owner did not want him to sign off until he could see that the shingles would seal. A copy of the final inspection was received by Myers, dated 11/26/13.
- ✓ No further action has taken place at 805 Lancaster for their addition. They are waiting on permits from the county.
- ✓ A request for a tree removal at 2800 Trenton Place was approved by Marshall. The tree is in the process of being removed as of 12/6/13. (Completed on 12/11/13).
- ✓ Marshall will send a letter to the owner of a recently-erected shed regarding procedures if the shed needs rebuilding in the future.

**Lawn Care & Beautification:** Benucci reported that the Beautification Award for the month of December was awarded to Kathleen Kirby at 1075 West Village Green Road. Next month's award will be given for the house with the best Holiday decorations.

**Grounds & Maintenance:** Jonas submitted the following via email to Benucci:

- ✓ As most of you have probably noticed the new pump and motor are installed in Pond #3. We also replaced the anchor ropes on the fountain float as long as we had it out. Thanks to Jim and Wayne Sanborn for their help in getting this accomplished!
- ✓ The Christmas decorations are up at both entrances. We did have to purchase some new light strings, bows and garland, as some were a little worse for the wear. Jonas thanked Nancy for helping him get this accomplished. Just in case anybody wonders, after the holidays are over, the decorations will probably not come down until approximately Jan. 8-10 unless someone else wants to take them down sooner as the Jonases will be out of town until then.
- ✓ Jonas, Schrader and Eddie Cress placed 12 of the worst deck boards on the bridge and re-caulked the joints on the railings. There is some other maintenance needs to be done on the bridge which we hope to accomplish after the holidays are over. Jonas also trimmed back some of the low hanging branches along the walking path west of the bridge.

- ✓ As the old locks on the electric panels had corroded so bad they would not open, Jonas has replaced all of them with new locks which are all keyed alike. He has additional keys if any director would like a key to those panels.
- ✓ Jonas and Schrader also removed, lubricated and reinstalled the rollers on the gate at the storage lot as the gate was getting very hard to open and close.

Rabbits reported that she contacted Clean Cuts regarding cuttings left on Freeman's Farm Road and Village Green Ct.

**Storage Lot:** Schrader's report indicated that as of this date there were 19 units in the storage facility.

- ✓ One boat trailer has an expired tag and the owner has been notified by email.
- ✓ Three units have been placed in the facility without being properly registered. It is presumed that these units have been put in by current users of the facility since only current users would have a key. Two current users have been contacted by email as likely owners of two of the unregistered units and a notice has been placed on the third, requesting that the owner contact Schrader.

**Rules Enforcement:** Aside from the usual parking and lawn-care issues, Hill reported that we continue to experience problems with residents not keeping their dogs leashed

**Planning Committee:** Fletcher submitted the following:

- ✓ The long saga of THE BLUE TARP HOUSE has continued this last month. We have been waiting for the County Attorney to proceed as promised with the foreclosure of the very large code enforcement lien. However, we recently became aware that the long-time owner has transferred the property via Quit Claim deed to a new owner. The County Attorney tells us that this action may require them to restart the entire code violation process from the beginning. This is not good news. Your Board President and other members met with our Attorney on Monday, December 9, to discuss our options. Our attorney was tasked with setting a meeting with county building and zoning staff and the county attorney assigned to this case. WE hope this meeting will result in a plan of action and that we will be able to inspire the county to move forward. Our attorney is also going to contact the new owner to determine what plans this owner has for the property.
- ✓ The hearing related to the "Pin Ups" matter at the shopping center has not yet been scheduled in court.

**Communications:** Myers reported that one stolen license plate was reported at the Mallards. Two lawn items were reported stolen at residences in Brandywine. More bear sightings have been reported and trash cans have been overturned. One dog was bitten, possibly by a bear.

**Welcoming Committee:** Weber reported the following:

- ✓ New owners Kevin and Brandy Stack of Green Mountain Road were welcomed.

- ✓ Documents were sent to Debra Swindle of Valley Forge Road.

#### **OLD BUSINESS:**

- ✓ Valley Forge Property – Our attorney will be contacting the new owner, but it appears that the county is moving forward on resolving this issue, so the meeting with County officials and the HOA representatives will not be pursued at this time.
- ✓ Board Vice President and Final Committee Appointments – It was decided that the Board would continue without a Vice President for the time being.
- ✓ Board Member Certification Form for All Directors – The Board members were reminded that this certification must be completed with 90 days.
- ✓ Financial Procedures – Discussion regarding requiring Board approval for any expense over \$100. Moved by Benucci and seconded by Marshall to table until next month. Carried
- ✓ Clean Cuts Contract/Lawn Care Bids – Rabbits will drive through the entire property to be able to accurately provide a scope of work for any bids for our lawn maintenance contract.

#### **NEW BUSINESS:**

- ✓ ARB Approval Process and Form Revision – it was decided that it would be prudent to required two approvals for all future ARB requests to ensure compliance with HOA rules. A new form with the extra signature requirement added was presented by Marshall and the Board voted unanimously to accept the revised form.
- ✓ Rabbits suggested sending HOA documents electronically to title companies, realtors, etc. would save money and time over hard copy delivery.

**Adjournment:** Moved by Marshall, seconded by Benucci at 9:00pm. Carried. The next Board meeting will be held on January 14, 2014 at 7:00 pm.

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