

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

Minutes of the Regular Board meeting of February 14, 2017

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

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

**Minutes:** Motion by Hill and seconded by De Land to accept the January 10, 2017 meeting minutes as presented. Passed unanimously.

**Correspondence:** Correspondence was received regarding a big tree in common area on Burgoyne Rd. Correspondence from a resident on W. Village Green Rd regarding the light in the cul-de-sac going out when the wind is blowing and also regarding an overgrown tree that has grown into the light. Myers contacted the resident. All of the issues will be taken care of by a tree service contractor later in the week

**COMMITTEE REPORTS:**

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

- The Finance committee met on February 6<sup>th</sup> Steve De Land, Dick Fletcher, Chris Sorensen 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.
- **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, Affordable Tree Service (\$2,425), Florida Department of State (\$35), landscaping contractor for storage lot, Mike Orr Signs.
- **Expenses forecasted and paid:** \$100 reserve Sanborn Center for the November Annual Meeting. Clean Cuts Lawn Care, \$475.00 mulching. Quality Quick Print, \$835.36 for January mailing.
- **Expenses not forecasted and paid:** Lorin Myers reimburse rebar, postage, ink \$147.55
- 24 Reminder for 2<sup>nd</sup> quarter assessments were mailed on Jan. 12<sup>th</sup>.
- As of today's date no properties are in arrears 2<sup>nd</sup> quarter assessments.
- Two properties closed since the last meeting. 2685 Concord Rd. and 2680 Concord Rd.
- Three properties are scheduled to close; 1105 Yorktown Place, 910 Kings Mountain Rd. and 2738 N. Saratoga Rd.
- The signatures were updated at Florida Credit Union on Jan. 17<sup>th</sup>.
- IRS filing 1099 and 1096 were mailed on Jan. 18<sup>th</sup>.

De Land made a suggestion that the compilation provided by Mapili CPA not be included in the next applicable mailing. This would result in a significant savings in the cost of the mailing.

**ARB:** Campanella reported the following:

**Pending:**

- On October 11, 2016 an application was received from a resident on Burgoyne Rd. to remove a large rotten tree from the back yard. Approval given on 11-4-2016 by Campanella. Info sent to Fletcher for review and authorization. Tree has not been removed as of report date.
- On October 24, 2016 an application for a new driveway was received from a resident on Freemans Farm Rd. Project pushed of until late February or March of 2017. Research needs to be done on materials prior to approval.
- On October 24, 2016 an application was received from a resident on Green Mountain Rd. for a replacement roof due to storm damage. Roof will be similar color in architectural shingles. Approval given on 11-4-2016 by Campanella. Info sent to Fletcher for review and authorization. Project on hold per home owner as of 01-10-2017.
- On December 12, 2017 an application was received from a resident on Concord Rd. to replace a fence, pool screening, and roof due to storm damage. The project is still pending insurance approval.
- On January 10, 2017 an application to paint and trim a residence on Valley Forge Rd. was received. Colors approved by Campanella and Fletcher. Project is not complete as of 02-14-2017.
- On February 4<sup>th</sup>, 2017 an application for a pre-constructed shed was received from a resident on Concord Rd. All required paperwork submitted. Shed fits guidelines. Approval given by Campanella. As of 02-14-2017 the shed is not on the property.

**Completed:**

- On January 28<sup>th</sup>, 2017 an application for a new roof of similar color was received from a resident on Yorktown Pl. Approved by Campanella and Myers. Project completed. Copy of the permit was received on February 14.
- On January 30<sup>th</sup>, 2017 an application for a new roof due to hurricane damage was received from a resident on Lancaster Rd. Approved by Myers and Campanella on 02-02-2017. Project complete. Copy of the permit has been received.

**Beautification:** Benucci reported that the monthly beautification award given to Jean Mueller of 1003 Valley Forge Road. Houck has been in contact with Mike Orr Signs for a Best Holiday Decorations sign.

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

The Clean Cuts crew has been busy trimming crape myrtles in the neighborhood and putting down fresh mulch at the 15A entrance area.

- After Weber attempted to tackle the job, Mike Graves was asked if his crew would cut back the untended blue plumbago hedge near the entrance to Kings Mountain Road. This common area had voluntarily been maintained by the original owner of the adjacent property but now it has become the HOA's responsibility. Once the bushes were significantly pruned by the crew, it was apparent the fence running alongside of them was

in poor condition and needed to be removed. Mike offered to dismantle the fence and haul it away. This entire job- cutting back the bushes, edging along the road, dismantling the fence and hauling all debris away- was completed within 2 days of our request and at no extra charge to the HOA.

- Like Duke Energy, Volusia County Road and Bridge does not trim trees around street lights to improve illumination. Since the HOA was going to have to contract with a tree service to trim branches blocking the lights, this job was combined with other tree work needed in Brandywine. Weber and Myers designated 14 areas that need attention including a portion of a large oak that split and fell on common area on Burgoyne Road. Myers has secured Affordable Tree Service to complete the work.
- Houck cut and pulled tall, unsightly weeds growing along the berm on Concord Road.
- Houck submitted a request to Volusia County Road and Bridge for tree trimming on Saratoga Pl. After waiting many weeks for action and receiving a complaint from an HOA member because the low hanging branches were scratching car roofs, Weber and husband David Weber trimmed many of the branches. The next day, a Volusia County Road and Bridge crew arrived and extensively trimmed the tree. The HOA member expressed appreciation for the Board's actions.
- Following a request by Houck, Volusia County Road and Bridge removed a dead branch hanging in vines plus trimmed surrounding tree branches on Brandywine Road near Shenandoah Road. At the request of the HOA, Volusia County Road and Bridge cut down two dead trees in the median on Brandywine Rd. at the US 17 entrance.
- Dick Fletcher retrieved a beam that was floating in pond 2 for many days. Myers, Skip Houck, Bill Matherly and Jerry Hill replaced and secured the beam to its position as part of a retaining wall on the east side of the pond.
- Myers and David Weber each repaired and replaced one rotten parking post at pond 3.
- The fountains in ponds 2 and 3 were turned off due to low water levels. The Lake Doctors treated all ponds for algae.
- One street light outage on Brandywine Road was reported.
- Myers and J. Hill repaired a five-foot hole in the fence surrounding the storage lot on February 6, 2017.
- There was discussion regarding the imminent need to clean up the property in and around the storage lot. It was decided that this fell under grounds and maintenance and Houck moved and Campanella seconded to authorize up to \$1,500 to be spent to complete this project. The motion was passed unanimously.
- Houck will arrange for Mr. Lopez, who was responsible for the previous pond clean-up, to clear up debris from Pond #1 while the water level is still low.

**Storage Facility – Jerry Hill:** Hill's report indicated 23 units are in the lot at this time. All tags are current.

**Rules Compliance:** Houck reported the following:

- Update from last month's report: The resident on Kings Mtn. Rd. removed the trailer that had been parked in his driveway.
- A resident on Valley Forge Rd. complained that his next door neighbor kept a work-related trailer in his backyard, and it was visible from their house. After Myers contacted the owner by phone, the trailer was removed

- The son of an elderly resident asked to park a dumpster in the driveway of his mother's home on N. Saratoga Rd. while he and other family members cleaned out the house before it goes up for sale. Permission was granted and the son was thanked for letting us know.
- The NO PARKING sign has still not been installed. On Feb. 6, Houck was told that the installation has to be authorized, and a new person was starting that position that day. The person with whom Houck spoke (David) said he would bring it to the supervisor's attention. Houck called on 2/13 and the person said he would check on it and call her back.

**Welcoming Committee:** Hill reported that she welcomed Carissa and Josh Winderweedle, plus two children, at 2685 Concord Rd. They were given our new homeowner's information and asked to read and complete additional documents. They had already received the disc with other pertinent information.

**Communications:** Myers reported the following:

- Updates were made to the website. The January Newsletter mailing went out.
- One domestic, one tire slashing and one failure to appear warrant occurred at the Mallards Apartments last month.
- A bear was reported in the 2600 block of Valley Forge early in January.
- A couple of guys acting very suspiciously at the intersection of Concord and Brandywine was reported January 12<sup>th</sup>.
- In mid-January he fielded some questions about a solicitor from a couple neighbors.
- An aggressive dog complaint was addressed to the homeowner by email. Several loose dog and cat issues were addressed by email.

**Annual Garage Sale:** Just a recap that the date for the annual garage sale is March 11, 2017. The hours will be extended to 7 – 2 and arrangements will be made with some thrift companies to enter the area for pick-ups. The garage sale signs will be placed at the Hwy 17 and 15A entrances.

#### **UNFINISHED BUSINESS:**

**Bauer – Development Guidelines:** Myers reported that he had contacted our attorney two times since the third week of November regarding the HOA's Development Guidelines, but has yet to hear from him. This will be further discussed under New Business.

#### **Annual Meeting Catering:**

- At the request of the Board, the DeLand Garden Club was considered as a possible meeting place. However, we found out we would be responsible for setting up the rectangular tables and the folding chairs, would have to clean up and break down the furniture after the meeting and the rental cost was more. So, it was decided to hold the meeting at the Sanborn Center again. A deposit was made to the Sanborn Center for the November 7<sup>th</sup> evening event.
- Several catering options and issues were reviewed. There is concern that the attendance at the annual meeting has not increased over the past three years. In light of the low

number of members attending, any serving time should be shortened. A recent Clayton and McCulloh article as well as a Becker and Poliakoff publication suggested HOAs use caution when spending association funds for refreshments. Soliciting donations for refreshments or asking members to pay for them were discussed. Another factor involved is there have been necessary additional expenditures in other Brandywine HOA budget items this year.

Taking into consideration the above-referenced publications, Weber moved and Houck seconded to rescind the motion passed at the January 10, 2017 meeting to book "Take a Byte" to cater the annual meeting. The motion to rescind was unanimously passed.

**NEW BUSINESS:**

**Attorney Representation:** Myers has been in contact with the law firm of Wright & Casey P.A. in New Smyrna Beach regarding possibly representing the HOA. An engagement letter was presented and, after some discussion regarding fees, Myers recommended that the HOA secure their services. Benucci moved and Houck seconded to do just that, and the motion was unanimously passed.

**Proposed Change of Registered Agent:** Resident David Slachter has graciously offered to assist the Brandywine HOA in the capacity of Registered Agent. Mr. Slachter is declining compensation, but will be reimbursed for copying and postage expenses.

Weber raised the issue of the plastic flamingos on an undeveloped property. Although it was noted that they are very popular, factors including attractive nuisance, trespassing and ongoing HOA concerns with the property were discussed.

**Adjournment:** Moved by Benucci, seconded by Campanella to adjourn at 8:31pm. Carried.

Next Regular Board Meeting – March 14, 2017 at 7:00 pm.

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