

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

Minutes of the Regular Board meeting of February 13, 2018.

Call to Order: The meeting was called to order by President Myers at 7:03 pm.

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

Minutes: Motion by Houck and seconded by Hill to accept the January 9, 2018 meeting minutes. Passed unanimously.

Correspondence:

- Myers was contacted by a solar company wishing to address the group regarding laws and benefits.
- Myers received a request from a resident regarding concern that trees in a common area were a danger to their residence. After bringing in a consultant, Myers informed the resident that all the trees were healthy and posed no threat.
- Weber received a seminar notice from Leland Property Management.

COMMITTEE REPORTS:

Financial: De Land reported the following:

The Finance committee met on February. 5, Steve De Land, Chris Sorensen, Mark Zirkle 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 De Land water, Tinker Graphics web hosting, condo Association meeting rental, Duke Energy utility bill, Quality Quick Print mailing

Expenses forecasted and paid since the last report: \$100 City of Deland, Sanborn Center deposit for 2018 annual meeting Florida Dept. of State, Corp. Commission balance \$11.25.

Expenses not forecasted and paid last since the last report: Lorin Bruce Myers \$390.03 stamped USPS envelopes (forecasted), printer ink, cert. mail, concrete. E.A. Zebell, PL \$297.00 claim/release lien.

- No properties are scheduled to close.
- Two properties have closed since last meeting:
- Sixteen Second quarter Reminder letters were mailed on Jan. 11th.

- As of today there are no properties in arrears for 2nd quarter assessments except the three in long- term arrears. Two are on payment plans and are current.
- Annual Corporation Commission filing was made
- All the remaining bricks from the wall repair have been sold. \$80.00 was credited back to the 17 Entrance Wall repair (Common Area Improvements act # 40890).
- Myers is led to believe there is a sale contracted for the Mallard Apartments

ARB: In Campanella’s absence Myers reported the following:

Submitted Applications – Follow Up

- From January Report: On July 8, 2017, three applications were made by a resident on Burgoyne Rd. for a new roof, replacing hardy board and repainting, and replacing/repairing the front and back parch. Only the roof is completed as of this writing. Contact made with the resident and two remaining projects are still in progress with new windows being explored and the fixing the fence. Window project pre-approved and the resident was told to contact the county for permitting if applicable. Approval was given in July 2017. Windows are currently being installed, project is active week of 02-12-2018.
- From January Report: On December 19. 2017, an application for a new shed was made by a resident on Burgoyne Rd. Approval was given in December 2017. Shed hasn’t arrived due to a back log in permitting. The resident also plans to fix his fence after the shed is in. Installed February 9th.
- From January Report: On January 2, 2018, an application to repaint a house the same color was received from a resident on Kings Mountain Rd. Approval given in January 2018. Completed.
- On January 9, 2018, an application for removal of two trees and trimming a third was received from a resident on Burgoyne Rd. One of the two to be removed is dead, both being a threat to the house due to proximity. Completed.

Submitted Applications – New Business

- On January 9, 2018, an application for tree removal and a new driveway was received from a resident on Burgoyne Rd. Both approved. Driveway completed.
- On January 9, 2018, an application to repaint a garage and surrounding trim the existing color was received from a resident on Kings Mountain Rd. Approved. Project has not been completed yet.
- On February 5, 2018, an application for tree removal was received from a resident on Burgoyne Rd. Approved by Knowles and Campanella.

Beautification: Benucci reported that the monthly beautification award was given to Gail Scoville at 865 Lancaster Road.

Grounds & Maintenance: Weber reported the following:

- Affordable Tree was contracted to cut, trim and haul several trees in the neighborhood. This project has not been completed at the time of this report due to broken equipment.
- A member reported a service truck drove over the curb of the island at Lancaster Rd. Myers contacted the city of DeLand because water was flooding the area due to a damaged water

pipe. A temporary pipe was installed. One Indian hawthorn shrub was slightly affected but will not be addressed until the water repair is finished.

- Clean Cuts completed the regular bush trimming and mowing rotation as needed in this slow growth season. Mike Graves is in the process of working on the irrigation system at the 15A entrance and still has the water turned off in that area. Weber has requested a copy of Mike's two year contract as well as copies of his current license and insurance coverage in anticipation of a Clean Cuts contract renewal before the end of February.
- Four streetlight outages were reported to Duke Energy. One light is still waiting on cable repair.
- Weber reported to Volusia County Road and Bridge that one side of the Lafayette Pl. road sign is peeling and needs to be replaced. The sign was replaced.
- Pond 3 was looking very green. The Lake Doctors treated all the ponds for algae and emergent, underwater and floating weeds which seemed to remedy the problem.
- Skip Houck and Myers repaired and secured a walking trail sign off of Valley Forge.

Storage Facility: Zirkle's report indicated the following:

Below reflects a snapshot of stored units taken on 02-04-2018. It should be noted that two written notices will be sent out to the registered owners whose unit tag is now expired, and must be brought up to compliance.

We will need to have continued discussions regarding when the storage lot is at full capacity and have requests to store additional units.

We have a total count of 35 Units. Below is a breakdown: 4 Travel Trailers, 2 Motor Homes, 11 Utility Trailers, 10 Boat and Trailers, 4 Car Haulers, 4 Enclosed Trailers

Rules Compliance: Houck reported the following:

Previously addressed issues:

- On 1/10 Houck sent a first class and Myers sent a certified mail second letter to a member on Valley Forge Rd about a dilapidated fence that had not been repaired or removed. A read and signed receipt for the letter was returned to Myers. Since then new landscape timbers have been installed and some landscaping has been done
- On 1/11 Houck called code enforcement and filed complaints against the two members on Burgoyne Rd. for damaged fences that enclose swimming pools in both backyards. Houck mailed notification letters the same day. According to Code Enforcement, one member did not claim a Certified letter, so CE will follow up with another inquiry. The other member is in the process of replacing windows and siding and have said they will replace the fence when that work is done. Repairs were made to the fence following a CE letter.

New Items since January report:

- On 1/9 Houck sent four emails and one letter to residents and members who had Aaron Pest Control signs in their yards for extended periods of time.
- On 1/11 Houck sent a letter about a damaged fence to a tenant and owner on Lafayette Rd. A few days later Mrs. Filip called to say that they had been trying to get Patel to repair the fence for several months. Patel talked to Hill and said they are planning to get the fence repaired and do other work inside after the renters move out. Repairs have been made to the fence.

- On 1/30 Houck sent a letter to a tenant and a copy to the owners of a club villa on Kings Mountain Rd. about the need to install an enclosure around the swimming pool in the backyard. On 2/8 Houck filed a complaint about the exposed pool with Volusia Co. Code Enforcement.
- On 1/30 Houck sent emails to members on Lancaster Rd. and members on Burgoyne Rd. and a member on Concord Rd. and a letter to a member on Lancaster Rd. about removing Aaron Pest Control signs from their front yards. One sign has not been removed as of this meeting.
- Houck reported that she spoke with a representative at Aaron Pest Control regarding signs that are being placed on lawns that have received treatment. She was told that they are required by law to inform the public that lawns have been treated. It is, however, up to the resident to remove the signs in a timely manner.

Welcoming Committee: Hill reported the following:

The following were contacted/Welcomed:

- Mr. & Mrs. June & Don White – Lancaster Rd. Left two messages, but have not been able to make contact otherwise.
- Mr. & Mrs. Teresa & Ken Gasser – Village Green. Rd. Spoke with Teresa at length who says because was inherited property, they do not yet know what they will do with the unit. They do know BW rules, etc. and have accessed such online. They are not living there but in original home in Crawfordville, FL. Will be visiting to do some improvements and to decide to sell/rent.
- Mr. & Mrs. Jana & Gary Filip – Valley Forge Rd. Met Mr. & spoke with Mrs. by phone. They have all the info, and he is interested in board work and/or other in BW activities.
- Letter for Welcome to/for Renters info sent to residents on Charleston Pl.

ANNUAL YARD/GARAGE SALE:

- Hill will place Beacon newspaper ad for the end of February/week of arch prior to 3/10 (she can get free ads then).
- Ads will also go on Craig's List, All Facebook local sale sites online end Feb. for 'Save the Date' and again the entire week prior to 3/10.
- News Journal, Hometown News & Pennysaver Ads will all be placed end Feb./1st of March to be published week prior to date of sale, 3/10.
- If anyone else subscribes to the Beacon, use your free monthly ad during that time for further attention as well.

Communications: Myers reported the following:

- Updates were made to the website.
- He was contacted by several residents when they experienced sewer back-ups in their homes and couldn't find their sewer clean out.

- One neighbor contacted him to report a confrontation with an erratic and speeding driver.
- The newsletter mailing is ready and going out in the next week or so.
- A couple of loose dog sightings were reported.

UNFINISHED BUSINESS:

2018 Annual Meeting Venue: Although a deposit has been made to reserve the Sanborn Center for the 2018 Annual Meeting in November, the Board will continue to research other options, specifically a venue that is closer to Brandywine.

Annual Yard Sale: Yard Sale will be held on March 10, 2018, from 7:00 am to 2:00 pm. Hill reported that she will be advertising in the local papers, as well as on line. She also mentioned that there are several charitable organizations that will be happy to pick up what doesn't sell. Residents should contact them on their own.

NEW BUSINESS:

Clean Cuts Contract: Weber reported that she had been in contact with Mike Graves regarding renewing his contract for an additional two years. She also mentioned that, pending Board approval, the plan was to offer him a 5% increase (he has not increased his fee for six years). De Land voiced his concern, stating that we were already over budget due to unexpected expenses incurred from the hurricanes. The general consensus was that this is money well-spent. Keeping the grounds in good condition is what the residents expect and only increases the property values. It was also noted that Mike often takes on extra projects without requiring additional payment. After this discussion, Houck moved, and Benucci seconded to extend Clean Cuts' contract for an additional two-year period and to increase the amount 5%, which comes out to \$1,890 (\$1,102 for the remainder of the budget year). The vote was five in favor, with De Land opposing. Motion carried.

Adjournment: Moved by Benucci, seconded by Weber, to adjourn at 8:14 pm. Carried.

Next Regular Board Meeting – March 13, 2018 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary