

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

Minutes of the Regular Board meeting of February 12, 2019.

Call to Order: The meeting was called to order by President Myers at 6:59 pm.

Roll Call: - President Lorin Myers, Secretary Liliane Benucci, Vice President Renee Weber, Treasurer Dale Haaland, Directors John Chant, and Cindy Capps were present. Director Mike Campanella was absent. Members Tisa Houck, Diane Hill and Jane West were also present.

Minutes: Motion by Capps and seconded by Chant to approve the January 8, 2019 meeting minutes. Passed unanimously.

Correspondence: Myers reported on a response mailed to two Brandywine owners and a Parkway Drive owner regarding a dilapidated fence that is on adjoining private property.- Myers reported a Board Certification and a Landscaping seminar that are coming up.

COMMITTEE REPORTS:

Financial: Haaland reported the following:

- The Finance committee met at 1 pm on February 4th. Dale Haaland, Mark Zirkle and Lorin Myers were present. Chris Sorensen was absent. 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, fence repair Parkway Drive pending (est. \$800), Clean Cuts mulch, (est. \$300 - \$400), replace boards on the bridge (est. \$800), Zebell, 1 ITL letter \$231.40.
- Expenses forecasted and paid since the last report: Quality Quick Print, \$819.10 newsletter mailing and 2,000 envelopes (see below). Florida Department of State \$61.25
- Expenses not forecasted and paid last since the last report: Quality Quick Print 2,000 bulk rate envelopes last printed 6/2/15
- No closings are pending.
- One closings is completed.
- The Park at Messina payment in full was received on Jan. 29th.
- 16 second quarter Reminder letters were mailed on Jan. 11th. One property is in arrears 2nd quarter as of 2/4. It was turned over to the attorney on 2/4 for a 45 Demand (ITL) letter.

ARB: Chant reported the following:

Pending Applications:

- On Nov. 19, 2018 Chant received a request for a shed on Green Mountain Road., permit pending. This project has been postponed until approximately May.
- On Nov. 13, 2018 Chant received a request for tree removal and paint on Burgoyne Road. The tree removal is done and the paint is pending. Approved by Chant and Myers.
- On Dec. 17, 2018 Myers received an application for painting house and trim on Lexington Road. Colors have been approved.
- On Jan. 11th Chant received a request for a shed on Charleston Place. Chant replied to get back to him once he pulls the permit.

Completed Applications:

- On Jan. 16th Myers received an email about two roofs on Village Green Court. On Jan. 26th he received the ARB application for the 2 roofs. The application states the permits were pulled. The roofs were completed and appear to be within our guidelines. They are mailing copies of the permits, we haven't received them yet.
- On Jan. 11th Chant received a request for a shed with a description on Concord Road permit pending.
- On Jan. 19th Chant received a request for exterior paint on Kings Mountain Road.. Paint described as brown, Chant approved.
- On Jan. 28th Chant approved a request for exterior paint on Burgoyne Road.
- On Nov. 12, 2018 Chant received a request for a new roof on Freemans Farm Road, pending permit, material description pending.
- On Dec. 13, 2018 Chant received and approved removal of a dead tree on Lexington Road.

Beautification: Benucci reported that the monthly beautification award was given to Trish and Patti Moore at 835 Lancaster Road.

Grounds & Maintenance: Weber reported the following:

- There was lots of communication between the HOA and Mike Graves this month. Irrigation concerns including a broken sprinkler head at the US17 entrance were addressed. Clean Cuts performed the usual common area trimming and mowing plus weeded and removed dead growth and bushes in the specific areas requested by Weber. In preparation for Gary Filip taking over as the main HOA contact person for Clean Cuts, Weber set up a meeting to introduce Gary to Mike. A variety of topics were discussed and Mike related his 24 year history with the HOA. Upcoming projects were mentioned including trimming and fertilizing the azaleas, trimming the crape myrtles and other hedges, and mulching. Mike will submit an estimate for the cost of the mulch for the 15A entrance and the island on West Valley Forge Road.
- One streetlight outage was reported to and repaired by Duke Energy.
- The Lake Doctors carried out the regular monthly service for all three ponds.

- David Weber continued monitoring the outflow from pond 3 at the weir and near the walking bridge.
- Weber contacted DeLand Utilities and an HOA member about flooding due to a water line break. The water department responded quickly and made the repair.
- Weber contacted the Volusia County permit center to find out what documentation was necessary to replace a fence on HOA common area. There was some discussion as to whether a permit, survey and sight plans would be needed, since this could be considered a repair. Myers will try to get a determination from the County.

After additional discussion Haaland moved and Chant seconded to allot up to \$800 for the fence repair. The vote was five in favor with Benucci abstaining. Carried.

Storage Facility: Campanella's report indicated the following:

- 45 Lot Spaces (Viewed in person)
- Zero showed expired as of today's writing
- Five lot spaces are confirmed as available
- Zero lot spaces were filled
- Extra patrols by VCSO have continued

Rules Compliance: Houck's report indicated the following:

Unresolved from January—property on Lexington Rd

Following the letter that was mailed on 1/7, on 1/11 Houck received a call from an agent of Swann Realty who manages the property on Lexington Rd. The property owner wanted the agent to have a copy of the last letter we sent to the tenant and asked the agent to look into our concerns about HOA and county code violations. Upon inspection the Code Enforcement agent reported that the truck was at least 6-8 feet from the property line and not in violation; however, the truck had been moved by 1/15. The Swann Realty agent said she had sent the tenant an email explaining the importance of having a good relationship with neighbors by maintaining the property and following the C&Rs.

New Violation – property on Lexington Rd.

On 1/21 Houck notified the agent by email with pictures and information about the tenant's truck and trailer loaded with landscaping debris that had been parked in the street and front yard overnight. Upon inspection by Houck, the truck had been moved later that morning. In response to Houck's follow-up email on 1/22, the real estate agent said that she had notified the tenant that they were in violation of the HOA's restrictions, and the tenant said, "they would take care of it." The agent asked for copies of the C&Rs to give to them, but Houck referred her to the website and told her that the tenants had been given copies when they moved in. She responded that she would make sure they have the information. As of this HOA meeting, no further violations have occurred at this property.

Welcoming Committee: Hill reported that she spoke via phone with a new member on Concord Road. They have all the documents and have been on the BWHOA website. They will be joining Facebook and are not entirely moved in as of yet. They will be contacting the ARB for discussion about fencing. Hill meet with them in person once they get settled.

Communications: Myers reported the following:

- Updates were made to the website.
- The January mailing was delivered to all members with the draft of the Annual meeting minutes. Nine tenants received the mailing without the minutes.
- A question about keeping chickens was referred to the C&R's that livestock is not permitted.
- A question regarding approval for a solar heater for a pool from a contractor was replied that no HOA approval was necessary. We request that the assembly be placed on the back side of the roof.
- A resident on Kings Mountain Rd. contacted Myers and he asked her to call VSCO regarding a couple of homeless men camped out behind her fence on Jan. 31st.
- A couple of complaints were received about a property on Lancaster Rd. One of the issues was resolved in a couple days and the other issue didn't come under any HOA rules.
- A couple of loose dogs were evidently returned through email and Facebook.

NEW BUSINESS:

- **Little Free Library** – After copious amounts of research, it was determined that such a structure would not conflict with the HOA's C&Rs. The Board offered no objections, contingent on Ric Ortkiese indicating precisely where the Little Free Library will be positioned on his property.
- **Annual Meeting Date and Venue:** November 9th at 2:00 pm seemed to be agreeable to everyone. Location is still up in the air, but last year's location would be preferred. Weber welcomes suggestions.
- **Annual Garage Sale:** Ten days prior to March 9th, ads will be in all Volusia County social media sale sites and in the Pennysaver, Beacon, News Journal, and Hometown News. Whoever else subscribes to the Beacon can/should place their "free" ad as well during that week for more attention and maybe list special items. All on social media sale sites could do the same.

NEW BUSINESS:

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

Next Regular Board Meeting – March 12, 2019 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary