

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

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

**Call to Order:** The meeting was called to order by President Myers at 6:57 pm.

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

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

**Correspondence:** There is an HOA certification class on February 27<sup>th</sup> in DeBary.

**COMMITTEE REPORTS:**

**Financial:** Haaland reported the following:

The Finance committee met on February 3<sup>rd</sup>. Dale Haaland, Mark Zirkle and Lorin Myers were in attendance for the meeting 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, VF retention pond repair, QQP 2,000 bulk rate \$10 return address envelopes \$205.23, Clean Cuts mulch project \$1,200 - \$1,400

- Expenses forecasted and paid since the last report: Florida Department of State, annual filing \$61.25. E.A. Zebell \$372.00. Email communications regarding parking issue, opinion on rulemaking authority, draft and file one Satisfaction of lien. Quality Quick Print Winter mailing \$537.71
- Expenses not forecasted and paid since the last report: None
- No closings are pending
- One closing was completed since the last meeting.
- All second quarter assessments have been received except the 2 in long term arrears.
- The Park at Messina Apartments payment has been received for 2019.

**ARB:** Chant reported the following:

**Pending Applications**

- On February 7, 2020 an application was received from a resident on Lancaster Road for a fence to finish off fence on fourth side of back yard. A 6 ft. cypress or cedar painted taupe / gray to match the

house. A permit has yet to be applied for with the county. Also waiting on a manufactures printout and color prints for our files.

- On February 3, 2020 an application for a roof replacement was received from a resident on Concord Road. Material description received. Approved by Chant reviewed by Graesart.
- On January 23, 2020 an application was received from a resident on Lancaster Road to paint the exterior of the house. The colors are walls chocolate brown with crème trim (color swatches included). Approved by Chant and reviewed by Graesart.
- On October 30, 2019 Chant received a request to rebuild a hurricane damaged fence at Princeton Place. It is a 6ft. high cedar wood stockade fence approximately 50 ft. in length. Permit applied for on 10/29/2019. Current status as of 12/11/2019 - zoning review. Application approved by Chant and reviewed by Graesart.

### **Completed Applications**

- On January 22, 2020 an application was received from a resident on Concord Road to paint the exterior of the house. Colors are gray walls with blue trim (color swatches included). ARB application approved by Chant and reviewed by Graesart. No permit applied for with county.
- On January 20, 2020 an application was received from a resident on Freemans Farm Road to replace and repair sections of the existing fence. Approximately 70 feet. No permit received by ARB and no permit applied for with county. Approved in person by Chant and reviewed by Graesart.
- On January 6, 2020 Chant received a request from a resident on Burgoyne Road for a new roof exact same color – dark forest green – three tabs timberline asbestos shingles. Resident was informed they need to complete an ARB form and acquire a permit from the city. Waiting on permit, ARB form, and sample of shingle/color. No permit given to ARB but it was filed with the county on January 7, 2020. Approved by Chant and reviewed by Graesart.
- On January 14, 2020 an application was received from a resident on Church Place for the removal of four dangerous oak trees in the back yard. Approved by Chant and reviewed by Graesart. Trees have been removed.
- On January 13, 2020 an application was received from a resident on Shenandoah Road for the removal of one dead oak tree in the driveway. Approved by Chant and reviewed by Graesart. Tree removed.

**Beautification:** Benucci reported that the monthly beautification award was given to Carissa and John Winderweedle at 2685 Concord Road.

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

- Clean Cuts performed regular slow growth season maintenance. At the committee's request, Mike Graves and his crew cut back a large mass of vines that had fallen on the right of way on Brandywine Rd. They cut up the dead tree branch that was entangled in the vines and cleaned up the area so that walkers could pass by.
- Mike was given a list of 14 areas, mostly islands in cul-de-sacs, to be mulched this year. The estimate for this project using pine bark is \$1200-\$1400 and Mike wants to complete it while the temperatures are cool.
- Weber reported the dead tree on Brandywine Rd. where Mike's crew had removed the vines and limb to Volusia County Road and Bridge. The tree and the remaining vines were removed the next day.

- Lake Doctors treated all ponds and added pond dye in January but Weber had to, again, request a report be emailed for our records.
- Weber contacted Duke Energy about two streetlight outages. The lights were fixed.
- Myers posted an additional pick up dog waste sign in the common area (on a streetlight pole) near the 15A entrance in response to concerns near that location.
- As the sewer main replacement project was winding down, some feeder lines were cut near the section of the concrete trail from the bridge to Yorktown Pl. Several sections of concrete, including the section that was severely eroded underneath and mentioned in the January G&M report, had to be removed in order to repair the lines. These concrete sections of the trail have been replaced. The City of DeLand was in charge of these repairs plus the finalization of the entire project.

Myers reported that there are issues with the reliability of the water bills for the sprinklers at each entrance. He will follow up and report back to the Board.

Myers discussed the erosion of the dirt at the retention pond at Valley Forge Road. He is currently waiting on bids and will report back to the Board.

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

- 44 marked Lot Spaces
- There are currently no spaces available.
- All units inside the lot are current
- 1 item was removed.
- 1 new item was added
- A waiting list will be generated from this date forward.
- We have combined a few lot spaces to accommodate larger items.
- There was a burglary to the lot (**3120 N Woodland Blvd**) this past month

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

#### **Unresolved from January**

- On January 16 the member on Lexington Road removed the vehicle that had been parked in the front yard.

#### **New Violations**

- On January 29 Houck sent a letter to a member on N. Saratoga Road about a trailer that had been parked in the driveway for an extended period of time. Trailer has been removed.
- On February 10 Houck sent an email to the property manager for homes on Charleston Place and N. Concord Road about a trailer in the driveway on Charleston Place and about the blue tarps that have been on the roofs of both houses for an extended period of time.

One thank-you card was sent.

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

Yvette Anderson on Concord Road was given the Welcome Letter and contact information.

**Communications:** Myers reported the following:

- Updates were made to the website.
- The Winter mailing was sent out with a newsletter, board and committee directory and draft of the 2019 Annual meeting minutes.
- A modification was made to one of the three questions on the request for membership routine at the Facebook page.

**UNFINISHED BUSINESS:**

**Annual yard sale:** The annual garage sale will take place on Saturday, March 7, from 7 am until 2 pm. The week prior ads will appear in the DeLand Beacon newspaper, DeLand Pennysaver, Daytona News Journal, Hometown News, Craig's List and Facebook Marketplace (to include all local garage sale and sale online sites).

Leftovers may be donated to your charity of choice. Several can be contacted prior to arrive upon completion of the garage sale.

**NEW BUSINESS:**

**Annual Meeting:** A tentative date date of November 5, 2020 was selected. Weber will get quotes on meeting room rentals from the Sanborn Center and the Marriott Downtown.

**Adjournment:** Moved by Capps, seconded by Benucci, to adjourn at 7:55 pm. Carried.

Next Regular Board Meeting – March 10, 2020 at 7:00 pm.

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