

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

Minutes of the Regular Board meeting of February 9, 2021.

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

**Roll Call:** - President Lorin Myers, Vice President Elise Paulson, Secretary Liliane Benucci, Treasurer Donna Ortkiese, and directors Gregg Gagnon, and Tara Kicklighter were present. Members Robert Hogan, Tisa Houck, Steve Trombley, and Renee Weber were present.

**Meeting Minutes:** Motion by Paulson and seconded by Ortkiese to approve the January 12, 2021 Meeting Minutes. Passed unanimously.

**Correspondence:** Weber sent a sympathy card to the Sanborns on behalf of the Association due to the passing of Wayne Sanborn.

- Benucci moved and Paulson seconded to accept Director Dale Haaland's resignation. At this time there are no nominees to fill this vacant position.
- Complaints have been received regarding the loud music in the area. Unfortunately, the Sheriff's Office is unable to resolve this issue.

**COMMITTEE REPORTS:**

The Finance committee met on February 4<sup>th</sup>, Ortkiese, Weber, Paulson and Myers were present. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed at this meetings. 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, Duke Energy utility bill, Easement project bids are in – recommendation from Robert Hogan, Advertising expenses for Yard Sale – approximately \$75.00

**Expenses forecasted and paid since the last report:** QQP January mailing \$705.14, replace monthly meeting entrance signs, new Beautification Award sign, all three \$181.05. Lorin Bruce Myers \$149.90 1 year Zoom license.

**Expenses not forecasted and paid since the last report:** None

- One closing is pending.
- One property closed since the last meeting.
- There are no second quarter assessments outstanding except the 2 that were discussed at last month's meeting.
- The 2020 payment for the Park at Messina was received on Jan. 14, 2021
- CD #1006 18 month maturity @.698% was purchased on Jan. 14, 2021
- Auto pay for all the Duke Energy and City of Deland water bills were signed up on Jan. 14, 2021.

- CD #1005 matured and was redeemed. The funds were used to purchase 18 month CD # 1007 @.698% on Jan. 23, 2021.
- Florida Corp Commission annual filing due by May 1<sup>st</sup>.
- The Finance committee recommends edits to the Financial Best Practices rule under NEW BUSINESS.
- Myers spoke to an IRS agent to report an erroneous EIN form filing from IRS. She replied they had made a mistake.

**ARB:** Quinn;s report indicated the following:

**PENDING**

<b><u>Date</u></b>	<b><u>Request</u></b>	<b><u>Status</u></b>
2/4/21	Received app reroof on Lancaster Road Mojave Shingles. <b>Permit Pending 2/5/21 Work will not start until May2021</b>	Rev. by Aichner, APPD by Quinn
2/3/21	Received app reroof on W. Village Green Road Mojave Shingles. <b>Permit Issued 1/11/21</b>	Rev. by Aichner, APPD by Quinn
1/27/21	Received app reroof on W. Village Green Road. Mojave Shingles. <b>Permit Issued 1/06/21</b>	Rev. by Aichner, APPD by Quinn
1/26/21	Received app reroof on Burgoyne Road. Same shingles as on the house will go on shed. <b>No Permit yet.</b>	Rev. by Aichner, APPD by Quinn
1/19/21	Received app reroof on W. Village Green Road. Mojave Shingles. <b>Permit Issued 1/06/21</b>	Rev. by Aichner, APPD by Quinn
11/19/20	Received app to have home painted on Lancaster Road. Main house natural/earth tone, trim white or off white and attached to app. Fence removal/replacement on same app, advised separate app needed for fence removal. <b>Fence done. Paint not done.</b>	Rev. by Aichner, APPD by Quinn
11/18/20	Received app to put a shed in the back yard on Burgoyne Place. App completed. <b>Permit being pulled by Lowes. ETA 4-6 weeks, 2-2-21</b>	Rev. by Aichner, Pending Permit.
11/11/20	Received app for Re-roof on Lancaster Road. <b>Permit Issued 11/21/20 Not Started</b>	Rev. by Aichner, APPD Quinn
8/13/20	Received an app, job description and architecture drawings for an in-ground pool and enclosure on Lafayette Place. <b>Permit Issued 9/4/20, Project has begun. Update via text, not completed 1-10-21</b>	Rev. by Graesart, APPD by Chant
8/4/20	Received app and architecture drawings for a new in-ground swimming pool, deck & enclosure on Burgoyne Road. <b>Permit 9/10/20, work in progress.</b>	Rev. by Graesart, APPD by Chant
7/30/20	Received app for replacement screen pool enclosure and resurface of the pool on Burgoyne Road. <b>Update via text, work may start Feb. 1-10-2021</b>	Rev. by Graesart. APPD by Chant

7/7/20 ARB request and plans for a new home on Concord Road. The building plans are thorough. **Permit approved 9/25/2020 Roof description and color have been received and approved. Exterior colors have been received and approved.**

Revd. by  
Aichner, APPD  
by Quinn

**COMPLETED**

<b>Date</b>	<b>Request</b>	<b>Status</b>
1/19/21	Received app to replace windows on Lancaster Road.	Completed
1/6/21	Received app to remove large tree at Saratoga Road.	Completed
1/15/21	Received app to remove 3 Palm trees at Freeman’s Farm Road.	Completed
1/15/21	Received app reroof on Valley Forge Road. Mojave Shingles.	Completed

**Beautification:** Ortkiese reported the following:

- The new Beautification sign was delivered from the printer on 2/4.
- February 2021 Beautification Award was awarded to Catherine Delouise of 301 Lafayette Place.

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

- The five diseased Spruce trees in the common area behind 2800 Trenton Pl. have been completely cut down, leaving only the stumps by the adjacent homeowner Stan Wickett. The homeowner was met with on Feb 6<sup>th</sup> and agreed there is no need to dig them out or have the stumps ground. They were reduced to below ground level, covered with soil, and left to decompose on Feb 7<sup>th</sup> R Hogan
- Three of the four quotes requested, for the removal of the Condo easement/asphalt path and replacement with sod, have been received. They were e-mailed to the Grounds and Maintenance Committee members for evaluation on Feb 6<sup>th</sup> and will likely be discussed as part of this meeting. We anticipate making a decision by Wednesday, the 10<sup>th</sup>.
- Now that our first project is close to being contracted and schedule, we will accelerate the bid process on these two, currently identified priorities. 1) There are some cracks in the asphalt path from the foot bridge to Lafayette Pl. 2) The retention pond, on the townhome side of Valley Forge at Brandywine, has considerable erosion issues to correct where the runoff spills from the piping into the retention area and a lesser issue where homeowner, downspout runoff has been routed to the retention area.
- Clean Cuts will begin the previously discussed trimming of the Illiagnus hedge along Brandywine approximately the first to second week of February. Mike G.
- Fallen branch at 2805 Concord was called in to Volusia County Road and Bridge. It was cut up, apparently by the tenant, by the time VC R&B arrived.
- Lake Doctors pond service took place January 29<sup>th</sup>. Matt
- Street light 82725, at 2605 Burgoyne, was reported January 27<sup>th</sup> and was repaired on the 28<sup>th</sup>. M Quinn

Hogan also discussed the on-going easement project and informed the Board that he had received several quotes to complete the work. After discussion, it was decided to award the contract to Barker Outdoors (Kent), who offered a bid of \$2,500. Hogan will meet with Kent to determine when the work will start and how long it will take.

Myers also met with Kent regarding installing a retaining wall and repair and mitigation of the outflow at the Valley Forge retention Pond

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

- 44 Lot Spaces
- 7 Vacant Spots

33 Total items present in the lot on 01/10/2021 identified as:

- \* 7 Boats with Trailers
  - \* 2 Motor Coaches
  - \* 5 Travel Trailers
  - \* 1 Pop up trailer
  - \* 1 Boat Trailer
  - \* 5 Enclosed trailers
  - \* 14 open trailers
- 4 additional units were added to the storage lot. It was learned that 1 unreported vandalism occurred inside the lot over the past several months. The unit owner was encouraged to report any further incidents to the Volusia Sheriff's Office.
  - A recent survey of many listed lot owners revealed that they would voluntarily pay a small annual fee for the purchase and maintenance of trail cameras for the lot, since an operational and maintained surveillance system run by the HOA is not cost effective. More to follow on the trail cams in the coming months.

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

### **Unresolved from January**

On 1/8 Houck sent a letter to a member on Burgoyne Road about an expired tag on the vehicle in the driveway and a blue tarp that needs to be removed from the top of the shed in the backyard. Both issues have been taken care of.

### **New violations**

- On 1/11 Houck sent an email inquiry to a member on Concord Road asking how long the 2 dumpster bags would remain in the driveway. Bags have been removed.
- On 1/25 Houck sent a letter to a member on Valley Forge Road about a political sign in the yard. Sign has been removed.
- On 2/5 Houck sent a letter to a member about a sign and an upside-down American flag. No response as of this writing, 2/8. UPDATE: Houck received an email from the member shortly before the meeting. She will address it in next month's report.
- On 2/6 Houck sent an email to a member on Concord Road about their children who have been riding a golf cart on Brandywine streets. No response as of this writing, 2/8.

One appreciation card was mailed.

**Welcoming Committee:** Diane Hill's report indicated the following:

She welcomed one new member on Burgoyne Road, who plans officially to move in by end of February. Left message 2/8 and will contract in person when move is completed.

**Communications:** Myers reported the following:

- Updates were made to the website. The Board/Contacts directory is now password protected. The log on information was distributed by email and in the January mailing.
- The mailing went to the printer on January 13<sup>th</sup> and delivered on January 30<sup>th</sup>.

### **UNFINISHED BUSINESS:**

**Annual Yard Sale Update:** The Annual garage sale will take place on Saturday, March 6, 2021, from 7am to 2pm. The week's prior ads will appear in the Deland Beacon newspaper and the Daytona News Journal. We will also be blasting it on Craigslist, Facebook Market Place, Letgo, and Offer Up.

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

### **NEW BUSINESS:**

**Annual meeting date and venue – Capps & Weber:** Weber reported that she had been in contact with Mike Graves regarding the Knights of Columbus building. Mike offered the use of the building at no charge to Brandywine. In keeping with our tradition of alternating day/evening meetings, it was decided that this year's meeting would be held on Saturday, November 6, 2021, at 11:00 am. There was discussion regarding sanitization of tables/chairs; Weber will reach out to Mike for clarification/resolution. Weber will keep the Board updated.

**Financial Best Practices Revision:** The finance committee presented the updated Financial Best Practices document, which addressed the number of bids recommended for any project over \$1,000 and added that auto-pay for Duke Energy and City of DeLand Water has been set up, to be reviewed by two finance committee members prior to withdrawal of the funds. Motion by Paulson, second by Ortkiese and approved unanimously to amend the board rule as presented.

**Adjournment:** Moved by Benucci, seconded by Ortkiese, to adjourn at 7:58 pm. Carried.

Next Regular Board Meeting – March 9, 2021, at 7:00 pm.

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