

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

Minutes of the Regular Board meeting of January 14, 2014

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

Roll Call: - Directors Myers, Marshall, Rabits, Hill, Weber, and Benucci were present.

Minutes: Motion by Myers, seconded by Hill to accept the December Board Meeting Minutes. Carried.

COMMITTEE REPORTS:

Financial/Membership:

Financial: Myers reported the following:

- ✓ CD# 625 matures on January 20, 2014 and the finance committee recommends purchasing one \$10,000 CD.
- ✓ Fifteen 15-day reminder letters were mailed out on Monday, January 13., 2014 for January 1st second quarter dues in arrears.
- ✓ The Mallards billing went out for 2013 in the amount of \$1,401.90. Our contract with them runs on 1/1/15 and will automatically renew for 10 years if no discussion occurs.
- ✓ Demand for claim of Lien actions were paid for three properties and one lien was claimed for October 1st first-quarter dues in arrears.

Membership: Myers reported that one property closed and one is schedule to close later this month.

ARB: Marshall reported the following:

- ✓ A letter pertaining to the mistaken approval of a metal shed at Burgoyne Road was delivered to and signed by the owner on December 16, 2013. A copy was given to them and a copy kept for our records.
- ✓ A request for a fence installation at 880 Lancaster Road was received. The owner was advised that a permit was required and the request was not signed-off on.
- ✓ A request for a wooden shed to be built on site at 2870 Green Mountain Road was received. Copies of the plans, and a written request explaining the color and roof details were also received. The owners were advised to check on permits, so the request was not signed-off on.
- ✓ An inquiry was made regarding the addition on 805 Lancaster Road, and Marshall was informed that they are going forward with the project, but are waiting on the plans to be drawn and permit obtained.

Lawn Care & Beautification: Benucci reported that the Beautification Award for the best Holiday Decorations was awarded to the Adams' residence at 343 Lafayette Place.

Grounds & Maintenance: Jonas submitted the following via email to Benucci:

- ✓ The Christmas decorations were taken down at both entrances.
- ✓ One streetlight repair request was sent into Duke Energy. The Trenton Place cul-de-sac light was cycling on and off and was repaired within two days.
- ✓ Rabbits added that she is starting to get bids from landscapers for our lawn maintenance contract. She is meeting with the people who do the Mallards' to show them the area and give them the scope of work.

Storage Lot: Schrader's report indicated that as of this date there were 20 units in the storage facility.

- ✓ All of the recently-added but not registered units have been identified and registered.
- ✓ The boat trailer that was without a current tag for several months has been brought into compliance.
- ✓ One boat trailer has a flat tire. The owner has been contacted by email.
- ✓ There are no violations at this time.

Rules Enforcement: Hill reported that no non-compliance letters were sent out this month. Aside from the usual parking and lawn-care issues, Hill reported that we continue to experience problems with residents not keeping their dogs leashed

Planning Committee:

- ✓ Weber reported that the concern with the problem property continues. Weber appeared before the Volusia County Council on December 19 during the public participation time to bring the issue to the members' attention and ask that they expedite any county procedures regarding this property. Weber has been in contact with Assistant County Attorney Mary Jolley and Brandywine HOA attorney Michael Kelton about this property and has been assured the county is moving forward with legal action.
- ✓ Myers reported that the injunction for Pin-ups remains in place – it has not been challenged by the defendant to-date.

Communications: Myers reported Leland Management has announced a free board certification training seminar for February 4, 2014, at the Hilton Hotel in Daytona Beach.

Welcoming Committee: Weber reported the following new owners were welcomed:

- ✓ James and Cindy Capps of Lexington Road.
- ✓ Dorothy Williams of Lancaster Road.

OLD BUSINESS:

- ✓ Valley Forge Property – Discussed under the Planning report.
- ✓ Financial Procedures – The Board approved (moved by Benucci and seconded by Myers) to adopt “Financial Best Practices” Guidelines to ensure there is a system of accountability for the handling of funds. The annual budget is the foundation for the corporation finances. The Finance Coordinator, Treasurer, and Finance Committee have direct oversight of all income and expenditures and, along with the board President, should maintain a system of accountability for the handling of funds. In addition, each Chairperson has oversight of his-her committee’s line items and budget amounts. The Chairperson and the Finance Coordinator should be notified of any committee expenditure as soon as possible prior to or after it is made. The following practices will be adopted:
 - Expenditures over \$300 must have prior approval by the committee Chairperson or the Finance Coordinator.
 - Any expenditure in excess of the line item budget must be approved by a majority of the board members.
 - **Emergency** expenditures exceeding \$1,000 (or the line item budget) should be approved by the Committee Chair, Finance Coordinator and one additional board member. An emergency expenditure would be a repair that would cause damage or harm to property, equipment or individuals if not immediately implemented.
 - A valid invoice or receipt must be submitted to the Finance committee for all reimbursements.
 - All expenditures and anticipated expenses should be reported at the regular monthly board of directors meeting.
- ✓ Clean Cuts Contract/Lawn Care – we are waiting for the third bid. After it is received they will all be reviewed and a decision will be made by the Board.

NEW BUSINESS: There was no new business.

Adjournment: Moved by Myers, seconded by Benucci at 8:28pm. Carried. The next Board meeting will be held on February 11, 2014 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary