

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

Minutes of the Regular Board meeting of January 13, 2015

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

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

A motion was made by Myers and seconded by Marshall to approve the December 9, 2014 Meeting Minutes as amended. Carried unanimously.

Correspondence: Weber received correspondence regarding a Clayton & McCullough seminar on 2/7/15. Myers informed the board that the Condo Association has a new manager – Buz Nesbit

COMMITTEE REPORTS:

Financial/Membership:

Financial: Myers reported the following:

- ✓ The finance committee met on January 7, 2015. All members were present
- ✓ IRS forms 1096 and 1099's were prepared on Jan. 5, for 2014. The annual Corporation Commission filing for 2015 was prepared and mailed out on Jan. 7th.
- ✓ The billing went out for the Mallards 2014 expenses Dec. 26th. Payment was received on Jan. 10th.
- ✓ Discussion of the Profit and Loss report; an adjustment was made to charge of the Legal portion of the last bill to the Entrance Sign expense category, Check detail report, Balance Sheet and AR Aging report.
- ✓ Reserve CD #538 matures 1/22.

Membership: Myers reported the following:

- ✓ Fifteen reminder letters were sent out for late second quarter dues; by the date of the meeting there were eleven properties in arrears.
- ✓ Two properties closed last month.
- ✓ Forecasted Expenses include Clean Cuts contract, Lorin Myers contract, City of Deland, Duke Energy, Tinker Graphics, BV Condo Assn. The Lake Doctors, not forecasted in Dec., Quality Quick Print \$26.63 (update storage lot sign) and Florida State Corp filing \$61.25, Mapili Accountants; 1099 + AR Aging training, waiting for Mike Orr Signs; 2 'children playing' signs. \$36.00 Lane/Lennon or Travelers for the increase coverage on the General Liabilities policy. Expecting \$75.00 refund from overlapping previous D+O and current D+O + Crime bond wrap policy.

- ✓ We need envelopes for first-class mailings. Myers moved and Benucci seconded to purchase 500 pre-stamped pressure-sensitive adhesion envelopes for \$281.85. Passed unanimously.
- ✓ The Reserve Funds statement was distributed to the Board prior to the meeting.
- ✓ Robertson has been training on Quick Books for the last 2 months in the event of an emergency.

ARB: Marshall reported the following:

- ✓ The ARB received a request for tree removal, new roof, and exterior painting for a residence on Saratoga Road. The tree was removed and new roof was installed and was reviewed by Jonas and Marshall with a permit on file. The exterior paint has not yet been completed.
- ✓ A request for a new roof was submitted for another residence on Saratoga road. It was reviewed by Jonas and Marshall, has been completed, and the permit is on file.
- ✓ A request for removal of three trees at a residence on Trenton Place to allow room for new plantings was submitted. It was reviewed by Schrader and Marshall and the job has been completed.
- ✓ A request for a fence re-arrangement and extension for a residence on Burgoyne Road was received. It was reviewed by Marshall, Schrader and Jonas. The permit is not on file.
- ✓ A request for a new roof was received for a residence on Lancaster Road. It was reviewed by Marshall, Jonas and Jonas. The permit is not on file.
- ✓ A request for removal of a rotted tree at a residence on Burgoyne Road was received. It was reviewed by Marshall, Schrader and Jonas.

Marshall also advised the Board that Duke Energy has contracted with another company to update Electrical work throughout Brandywine. Marshall was not sure what exactly this work entailed.

Lawn Care & Beautification: Benucci reported that the Beautification Award for the best holiday decorations was given to Brandy & Kevin Stack of 2870 Green Mountain Road.

Grounds & Maintenance: Jonas reported the following via email that the Christmas decorations from both entrances were taken down and stored at Liliane Benucci's home.

Weber reported the following:

- ✓ A large branch from a tree on common area fell on an HOA member's property. The Clean Cuts crew removed the debris from the yard at no charge.
- ✓ Mike Graves sent an update on recent maintenance work. He thinks there is some disease or fungus causing the decline of the jack frost plants and possibly some of the crepe myrtles at the 15A entrance. Clean Cuts was asked to trim the shrubs past the hedge along Brandywine Rd. to make room for walkers.
- ✓ One streetlight was reported and repaired.
- ✓ Weber also informed the Board that Clean Cuts reported a yellow jacket nest off Brandywine road, near the smaller pond. Weber contacted Aaron Pest Control to remove the hazard – the cost was \$150.00

Storage Lot: Jerry Hill's report indicated the following:

- ✓ There are 18 units in the storage area at this time.
- ✓ One unit has a tag expiring on December 14, 2014, and the owner was informed of this via phone message.
- ✓ One unit may be leaving this week and one is returning to storage.

Rules Enforcement: Hill had nothing to report except that December's issues were resolved with letters.

Planning Committee: Weber reported that the Volusia County attorney's office requested a meeting with the Brandywine HOA attorney and specified HOA Board Directors and members to, exchange information regarding the problem property. The meeting was held on January 9, 2015. It appears the case will be going to trial.

Welcoming Committee: Weber reported that new residents Bill and Barbara Smith of Saratoga Rd were welcomed.

Communications: Myers reported the following:

- ✓ Monthly updates and the Board directory were updated on the website.
- ✓ An email went out when a resident reported finding a set of keys and reported it to VCSO.

Myers also discussed the January mailing, President's message, Board Directory and the draft of the annual meeting minutes.

Entrance Signs: Marshall reported the following:

On January 8th 2015 paper work was received from the county that will allow us to obtain a permit to replace our four signs at the two entrance ways that was presented by the sign committee and bid was awarded to Orr Signs by the Board. Orr Signs must now submit these papers to the county along with other requirements of him to obtain the permit, but will be allowed **without a survey** (a huge savings to us.) In his bid it is stated that the permit costs, taxes, and engineering fees, any electrical, and landscaping costs will be our obligation. The permit costs are based on a percentage of his estimate which was \$7,950.00 and Marshall was told that engineering costs are typically a couple hundred dollars. Electrical costs and landscape costs will be determined by the Board after the signs are installed. On Friday Jan 9th Marshall passed along the paperwork to Mike Orr and reminded him that this is a project that we are all anxious to get started on. He will start the process of engineering, and permits next week. When he is ready to pick up the permit he will then invoice us for half of the bid money plus the extended costs of necessary paper etc.

Also on January the 8th 2015 in discussions with a representative of Volusia County Road, Bridge, and Right-of-way he stated that we may put all of our signs on decorator posts along Brandywine Rd. and place them at our discretion as long as they are 6 feet off the ground at the bottom of the sign. We can remove the metal posts, call them and they will pick them up, or call them and they will remove the metal posts. They will not however be responsible for cost or maintenance of decorator posts if we put them in. Marshall volunteered to build and install the posts at cost, if the Board decides that is what they would like to do. ****Myers moved and Robertson seconded to allow up to \$1,000 for the cost of putting our signs on decorator posts along Brandywine Road. Passed unanimously.**** Orr Signs has submitted in his bid to

provide two caution (walkers, bikes, children playing) signs along with installation and said he will try to have them next week.

Marshall proposed to abandon the idea of an information Kiosk at this time based on the present implementation of a Facebook account that will provide the same information as a Kiosk would, and the undetermined location where it would be placed, and the costs of building one. He believes a small one store bought and ready to hang board could be located along the trail, perhaps close to the bridge that could serve as an additional information center if that is what we want as a Board decision.

OLD BUSINESS:

- ✓ Communication with Members – Facebook Policy: this item was continued until the February meeting.
- ✓ “Slow” and other traffic signs were previously discussed.
- ✓ Policy & Procedures for providing HOA documents to members. It was decided after some discussion to make these documents available on the HOA website. Myers moved and Benucci seconded to adopt the presented Policies & Procedures. Carried unanimously.
- ✓ Reserve Funds Clarification: Myers provided the Board a clarification regarding the finance committee’s reasoning behind our non-statutory Reserve Funds. There were no questions.

NEW BUSINESS:

- ✓ The date of the annual garage sale was confirmed as being March 7, 2014.
- ✓ A representative of the Citizens on Patrol (COP) contacted Weber regarding the possibility of soliciting members to join this voluntary organization. After some discussion it was decided that we would perhaps reference the organization in our newsletter, but that a separate meeting would not be necessary.

Adjournment: Moved by Benucci, seconded by Myers to adjourn at 8: 23pm. Carried. The next Board meeting will be held on February 10, 2015 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary