

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

Minutes of the Regular Board meeting of January 11, 2022.

**Call to Order:** The meeting was called to order by President Benucci at 7:10 pm. The meeting was held via Zoom.

**Roll Call:** - President Liliane Benucci, Vice President Stan Wickett, Secretary Tara Kicklighter, Recording Secretary, Ali Kicklighter, and Directors Elise Paulson, Cheryl Johnson and Jim Graesart were present. Lorin Myers and Tisa Houck were present. Treasurer Donna Ortkiese was absent.

**Meeting Minutes:** Motion by Stan Wickett and seconded by Tara Kicklighter to approve the November 9, 2021 Meeting Minutes. Passed unanimously.

**Correspondence:** There was no correspondence to report. Benucci recommended that committee reports not be read verbatim, that highlights (if any) could be noted.

**COMMITTEE REPORTS:**

**Finance Committee Report, January 2022 Ortkiese reported**

The Finance committee met on Zoom December 7th at 7:00 pm Weber, Paulson and Myers were present. Ortkiese was absent.

The Finance committee met on Zoom January 4<sup>th</sup> at 7:00 pm. Ortkiese, Paulson, Weber and Myers were present. The financial statements and bank statements were reviewed, the Profit & Loss, Check Detail, Balance Sheet and Accounts Receivables Aging Reports were discussed at this meeting. Highlights of the discussions are found within this report.

**Forecasted expenses:** Clean Cuts contract, Lorin Myers Contract, Ali Kicklighter contract, Lake Doctor's Contract, Lowe's gift certificate, City of DeLand Water, Tinker Graphics web hosting, Kracht Law Firm ITL demand letter \$267.66, Florida Department of State annual fee, \$61.25, Ink Cartridges for the printer, \$75, Tree removal at the storage lot, \$1,500, Repair to the fountain control panel, \$250, Traveler's Insurance, \$2,440.52, D&O crime bond wrap annual premium.

- Expenses forecasted and paid since the last report: \$900 Arrington & Mapili CPA's. \$1233.73 Kracht Law Firm, foreclosure filing. Kracht Law Firm ITL, lien, consultation \$472.50. Kracht Law Firm research records request \$351. JLS Holdings, pond one fence agreement \$1.00. Tisa Houck Xmas décor/Big Lots receipt \$69.34. Travelers Insurance \$2,440.52 annual premium Crime bond wrap. Myers printer ink \$ 80.92. Clean Cuts \$300 repair irrigation in the 17 entrance median. Florida Dept. of State \$35 amendment.
- Expenses not forecasted and paid since the last report- Proplogix cancelled closing \$100. Myers Zoom license \$107.60 and \$10.62 postage.
- Three closings are pending
- Seven properties have closed since the last meeting.
- One property was turned over to the attorney for a 45 day demand/Intent to lien letter effective 11/17/21. \$280 payment received 11/29 mailed on Nov. 22nd. A second payment was received on Jan. 4<sup>th</sup> bringing the account current pending any other charges from the attorney.

- The CPA has prepared a compilation of our Revenue and Expenses for the last fiscal year and IRS Corporate form 1120 H.
- Myers renewed the Zoom license for 1 year on a recurring contract.
- Myers added T. Kicklighter and Benucci to the PO Box list of people who can sign for certified mail.
- The FC recommends an increase of \$50 to the estoppel fee to reimburse the preparer \$50.00, under New Business.
- Myers prepared and delivered the billing for the annual 2021 Facilities Maintenance contract to the Messina apartments.
- We received a cancellation notice from our insurer, Bankers Property and Liability insurance effective May 1<sup>st</sup>.
- 20 second quarter reminder letters were mailed on Monday 1/10. As of today's date, 21 properties are in arrears for second quarter assessments.

**ARB - Benucci Reported for Quinn:**

**PENDING**

<b>Date</b>	<b>Request</b>	<b>Status</b>
<b>12-29-21</b>	Concord Rd Received an app to repaint house olive green. Requested paint swatch. (pending)	Revd by Myers APPD by Quinn
<b>12-29-21</b>	Valley Forge Rd. Received an app to remove 2 trees from the front yard.	Revd by Myers APPD by Quinn
<b>11-23-21</b>	Kings Mtn. Rd Received an app to replace the wood on the house with a natural color vinyl siding. (scheduled for later this month)	Revd by Myers APPD by Quinn
<b>11-22-21</b>	Concord Rd Received an app to remove a decaying tree from the front yard. (pending)	Revd by Myers APPD by Quinn
<b>11-7-21</b>	Lancaster Rd Received an app to add screen enclosure with shingle roof to closely match shingles on the home. (waiting on permit)	Revd by Myers APPD by Quinn
<b>8-6-21</b>	Burgoyne Rd Received an app to repaint house the existing color light grey with dark gray trim. (rescheduled to Spring)	Revd by Graesart APPD by Quinn

**COMPLETED**

<b>Date</b>	<b>Request</b>	<b>Status</b>
<b>9-20-21</b>	Concord Rd Received an app for replacing fencing with vinyl fencing. Fence co. pulling permit. (Waiting on permit)	Completed
<b>8-13-21</b>	Concord Rd Received an app for adding a screen porch enclosure. Spoke with Win Tin and screen enclosure will be screen top like a screened pool. (Waiting on permit)	Completed
<b>10-28-21</b>	Burgoyne Rd Received an app to reshingle roof to match the colors of the current roof, Resawn Shake.	Completed
<b>11-18-21</b>	Saratoga Rd Received an app to remove a decaying tree from property close to house and leaning towards home.	Completed
<b>12-11-21</b>	Valley Forge Rd Received an app to remove a decaying tree from the front yard.	Completed

## **Beautification:**

December 2021 Holiday Decorations award went to Jimmy and Cindy Capps, Lexington Rd. The January 2022 Beautification Award went to Betty Ryals, Concord Rd.

## **Grounds & Maintenance:** Graesart reported the following:

- Street light repaired across from the tennis court.
- Street light reported out by 810 Freemans Farm
- Street light repaired by the Rt. 17 entrance
- Ponds treated by Lake Doctors
- Ric Ortkiese replaced the ground fault electric receptacle at the 17 entrance
- Ponds were treated for mosquitoes by Lake Doctors – fountains inoperative.
- Clean Cuts monthly report indicates the meadow and bridge were mowed, invasive growth on the curve before W. Village Greed Rd. was cut back. The hedge on Brandywine Rd. was trimmed and the growth at the fence at pond one was trimmed. Routine mowing was complete.
- Street light at 2810 N. Concord reported to Duke
- Both ponds treated for algae by Lake Doctors
- Street light repaired near 2810 N. Concord
- Small pond pump repair was approved. Approximately \$250.00 for components for one timer, one new breaker and two new padlocks.
- Houck cleaned the sign at the 15a entrance
- Irrigation repaired at the Rt. 17 entrances by Mike Graves and an irrigation contractor for \$300. Mike donated his time.
- Beautification mulching under consideration and will cost approximately \$1500.00. Tree removal at the Storage Lot estimated \$1,100.
- Village Green culvert and retaining wall repair estimated at approximately \$10,000.
- Robert Hogan to buy, paint, and install 7 tops for the community sign poles. Expected completion date is 1/15/2022.

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

- 44 Lot Spaces
- 9 Vacant Spots
- VSO continues to conduct routine "Extra Patrols" in the Brandywine Shopping Center and storage lot area.
- No incidents were reported.

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

### **Unresolved from November**

- On 9/15 an email was sent to a tenant on Kings Mountain Road. as a reminder to either remove the commercial sign on the vehicle in the driveway, or park the vehicle in the garage. The tenant responded that it would be rectified right away.

## **New Violations/Issues**

- On 12/5 a response to an email message was sent to a member on Saratoga Road. who inquired about how to address a constantly barking dog. The member was encouraged to speak with the dog owner and was also given contact info for Volusia County Animal Control dispatch.

## **Welcoming Committee:** Hill's report indicated:

- Left voicemail and mailed the Welcoming info to the new resident on Lexington Road., Concord Road, Valley Forge Road, Charleston Place, Burgoyne Road, Yorktown Place, and Kings Mountain Road.

## **Communications:** Kicklighter reported the following:

- Updates were made to the website.
- Discussion to add a new field/picture on the website to post December Best Holiday Decorations, Myers will handle it.
- The January mailing was discussed
- Website edits were: the Estoppel & PUD Request and Purchase-Sale Disclosure Summary reflects that Lorin Myers is bookkeeper, and Liliane Benucci is president.
- Change password for directory in the next mailing.
- Five members who moved away were removed from our Facebook group.

**Property Management Ad-Hoc Committee:** Paulson noted that there was nothing new to report. The goal is to have information sent via email for everyone to review before meetings.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** Myers proposed to increase the Estoppel Fee from \$100 to \$150, so the preparer would be compensated \$50 for each closing. Wickett moved and Graesart seconded. Passed unanimously.

**Adjournment:** Moved by Paulson, seconded by Kicklighter, to adjourn at 7:48pm. Carried.

Next Regular Board Meeting – Feb. 8, 2022 at 7:00 pm

Respectfully Submitted: Ali Kicklighter - Recording Secretary