

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

Minutes of the Regular Board meeting of July 12, 2016

**Call to Order:** The meeting was called to order by President Myers at 7:01 pm.

**Roll Call:** - President Lorin Myers, Vice President Tisa Houck, Secretary Liliane Benucci, Directors, Renee Weber, Diane Hill and Treasurer Al Sirutis were present. Director Mike Campanella was absent.

**Minutes:** Motion by Weber and seconded by Houck to accept the June 14, 2016 meeting minutes as presented. Passed unanimously.

**Correspondence:** None to report.

**COMMITTEE REPORTS:**

**Financial:** Sirutis reported the following:

- The Finance committee met on July 9<sup>th</sup>. Al Sirutis and Lorin Myers were present, Chris Sorensen was absent. 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, Bauer & Associates < one hour consultation.
- Expenses forecasted and paid: \$60.00 Brian Hull replaced the keyboard and internal battery on the HOA laptop.
- Expenses not forecasted and paid: \$49.28 Lorin Myers reimburse certified mail, keys, black ink receipts.
- Each of the four long-term arrears was mailed an intro letter to the payment plan on June 17<sup>th</sup>. One property replied to argue their legal fees. Myers replied by mail to the owner and requested assistance from the Building and Zoning Department.
- One property closed since the last meeting
- Three properties are scheduled to close this month
- As of July 12<sup>th</sup> 23 properties are past due for fourth quarter assessments. On July 10<sup>th</sup> reminder letters were mailed to 25 properties.
- The 2016-17 budget proposal will be discussed under Unfinished Business. Increased 40750 pond contract to \$1,152.00

**ARB:** On behalf of Campanella Myers reported the following:

- On May 20, 2016, he received an application for the installation of a new fence at a residence on Lancaster Road. ARB has all the paperwork and gave a verbal to go ahead with the project, which was slated to start on June 23rd. The project has been completed and signed off.

- An application for a new roof for a residence on Valley Forge Road was approved. The work has been completed and signed off on.
- Painting is ongoing at a residence on Princeton Place, but Fletcher had signed off as the color is acceptable.
- Tree removal is completed for a residence on Valley Forge Rd.
- Tree removal is completed and signed off for a residence on Burgoyne Rd.
- Roof replacement for a residence on Old Church Place is completed and signed off.

**Beautification:** Benucci reported that the beautification award was presented to Betty and Eddie Cress at 2840 Green Mountain Road.

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

- Houck contacted RamJack about an estimate to repair the sagging post on the walking bridge. Houck and her husband Skip met with Jim Schrader on July 11 about how we could do that work ourselves if we can find enough equipment and people willing to help. Houck has another contractor to contact for a second estimate next week. Houck noted that there are other supports and floor boards that need to be replaced. Tree branches hanging over the bridge need to be trimmed as well.
- Ponds were treated twice for algae and emergent weeds.
- A tree near Saratoga Place that was obscuring the speed limit sign was cut back by the property owner.

**Storage Facility – Jerry Hill:** Hill’s report indicated 17 units are in the lot. All tags are up to date and the grounds are maintained well enough. The Sheriff’s Office was contacted regarding performing extra patrols on the storage lot facility.

**Rules Compliance:** Hill reported the following:

- A first violation letter was sent to the tenant at a residence on Village Green Court regarding a boat parked in the driveway/yard.
- A complaint was sent to Myers via email regarding a residence on Concord Road that had items out by the fence/garage. It has been resolved. The boat parking in the yard issue was resolved with a first letter sent in June to the owners regarding the violation.
- A complaint was sent to Myers via email from both parties regarding a complaint issue regarding tree limbs growing onto a neighbor’s property. The adjacent property owner responded today that he is making arrangements to take down the limbs.
- A second violation letter was sent to an owner on Concord Road regarding business truck parking. The issue appears to be resolved at this time.

**Welcoming Committee:** Myers reported for Lynn Sorensen new members Janet and David Holt on Valley Forge, Sarah and Jerry Derfuss on Concord Rd., Robin and David King Concord Rd., neighbors Linda Bond on Saratoga Rd., and Gary Filip on Lafayette Place.

**Communications:** Myers reported the following:

- Updates were made to the website.
- One member reported calling the Sheriff's non-emergency number on a solicitor giving window estimates.
- A 15A road closure email went out with a flyer from FDOT.
- The July newsletter is scheduled to go to the printer on July 18<sup>th</sup>.
- The next postal mailing will be August 22<sup>nd</sup>.

**UNFINISHED BUSINESS:**

- **2016/17 Budget Proposal:** Myers again went over the proposed budget changes, which will be approved in August. There were no questions from the board.
- Review Rules Compliance Policy and Procedure. Benucci moved to accept the Brandywine HOA Rules Compliance Policy and Procedures as presented, which replaced the previous policy of 7/14/15. Sirutis seconded the motion, which was unanimously approved.

**NEW BUSINESS:**

- Discussion regarding the walking bridge repair was handled in the Grounds Maintenance report.

**Adjournment:** Moved by Benucci, seconded by Sirutis to adjourn at 7:48pm. Carried.

Next Regular Board Meeting – August 9, 2016 at 7:00 pm

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