

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

Minutes of the Regular Board Meeting of July 14, 2015

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

**Roll Call:** Directors Weber, Robertson, Myers, Marshall, Hill, and Houck were present. Director Benucci was absent. Treasurer Mark Zirkle was also present.

A motion was made by Marshall and seconded by Myers to approve the June 9, 2015 meeting minutes as presented. Carried unanimously.

President Weber noted that she and Director Benucci had recently attended an HOA training session.

Correspondence: Weber reported that she received correspondence regarding young people throwing food over a fence, but she responded that the situation was not an HOA issue.

**COMMITTEE REPORTS:**

Financial/Membership:

Financial: Myers reported the following:

The Finance committee met on Tuesday 7/7. All members were present.

- Discussion of the Profit and Loss report, Check detail report, Balance Sheet and AR Aging report (one error).
- The committee is looking at the feasibility of investing in 2-3 year CDs at Florida Credit Union.

Forecasted expenses: Clean Cuts contract, Lorin Myers contract, City of Deland, Duke Energy, Tinker Graphics, BV Condo Assn., The Lake Doctors, Travelers Ins., installment for Property Liability policy.

- 13 fourth quarter Reminder letters went out on July 11<sup>th</sup>.
- As of today we have 11 properties outstanding fourth quarter assessments.
- Not forecasted but paid: \$71.31 to Ken Jonas, reimburse expenses for disposal of old 15A Brandywine sign.
- One property scheduled to close. (date pending). No closings were completed last month.

ARB: Marshall reported the following:

- Request for tree removal at Freemans Farm Rd. Reviewed and approved by Jonas and Marshall.
- Roof replacement at Burgoyne Rd. Reviewed and approved by Jonas and Marshall in March. No copy of permit on file.

Beautification: In Benucci's absence, Houck reported the following:

- This month's award goes to Pat Wilken on Freemans Farm Rd. Tisa will move the sign to her yard and give certificates to her and to last month's winners, Sanders and Wolfersteig on Burgoyne Rd.
- After some discussion, directors agreed that members of the Board of Directors are not eligible for the Beautification Award.

Grounds & Maintenance: Jonas reported the following via email:

- Jonas, Jim, and George removed the old signs from both the Route 15A and 17 entrances, prepped the area for the new sign at 15A, and erected 1 section of fence where the old sign was on the Mallards side and attached our electric panels to it.
- They also pressure washed the brick walls at the 17 entrance in preparation for the new signs there.
- Jonas cut up and removed a small tree that came down along Brandywine Road between Green Mountain and Village Green in the common area.
- Jonas reset the irrigation at the Route 15A entrance to run only 2 days per week (Tues. & Fri.) in accordance with County regulation, now that the new plantings seem to be well established. The 2 zones that cover the new plantings are still set to run 1 hour each to give them a good soaking each time.
- Jonas shut down the fountain in pond #2 until there is enough rain for the water level to return to an appropriate depth to run the pump safely.

Weber reported the following:

- Weber spoke with The Lake Doctors new technician regarding the acquisition of grass carp for the large pond. Tom said he would find out what stage our request to the State is in.
- Weber contacted Mike Graves about trimming and removal of dead Indian hawthorn bushes on some cul-de-sac islands. The Clean Cuts crew will attend to these tasks on their rotating schedule.

Storage Lot: Jerry Hill reported the following by email:

- 15 units are enclosed.
- One 5th wheel camper was recently place with key given to new resident on Saratoga Rd.
- One boat has tag expiring end of July. Owner will be notified if not updated.
- Notified of fence damage and break-in at end of June by resident Brown. All with enclosed units notified via phone that day. Only loss of property, to my knowledge, was to resident Loomis.  
Fence reconnected where bolts were removed & repaired.

- No reports of any other losses besides broken padlocks.

There was discussion concerning the definition of “vehicle” as it pertains to storage policy. A vehicle is one that has wheels and is movable; a storage POD is not a vehicle and does not qualify for storage in the BW lot.

Rules Enforcement: Diane Hill reported the following:

- Two letters were written and sent:
  1. First regarding a utility trailer in driveway for lengthy period. Issue resolved.
  2. Second regarding a window air conditioner visible after extensive shrub trimming. Owner/resident notified of C&R stating they were in violation. As of today, not resolved, but first letter was mailed on July 9.
- Also, there are questions of what to do regarding a 2nd letter to resident with a business truck parked at the residence, as well as another resident storing 'garage' items outside in front of the garage.

Planning Committee: Weber reported the following:

- The structure on the foreclosed property on Valley Forge Rd. was demolished at Volusia County's expense on July 7. Currently the concrete slabs and underground walls are being removed. The area of demolition will be filled, graded, and seeded according to county codes.
- There has been no indication that development of the US17 and Brandywine Road property is progressing.
- Weber resent emails and photos to the property manager concerning the overgrown weeds and grasses on this same parcel at US17 and Brandywine Rd. The property was mowed and trimmed, but with the frequent rain and warm weather, the property needs to be mowed again.

Welcoming Committee: Weber reported that no new members were welcomed in June.

Communications: Myers reported the following:

- Monthly updates were made to the website.
- One lost dog report was distributed by email.
- The August mailing and the July 20<sup>th</sup> mailing were discussed.

Signs: Marshall reported that the papers, permit forms, and commencement notifications have been filed with the county, but no installation dates have been given. When the posts are installed, they will need to be inspected before the holes can be filled with concrete. There may be a need for an electrician to install the lights in order to assure proper placement, avoid damage to existing irrigation, and provide safe installation if existing breakers/connections are not in good condition.

**OLD BUSINESS:**

Annual Budget was reviewed with these notations:

- Lowes gift cards (\$25) will be given to winners of the Beautification Award. That amount was added to the Miscellaneous category and subtracted from Office Supplies Postage + Printing in the most recent revision.
- The Finance Committee will make recommendations concerning insurance changes.
- The \$5700 budgeted amount should be sufficient to cover insurance next year.

#### Declaration of Intention to serve on HOA Board for 2015-16:

- The following declarations were made by those whose terms will expire this year: Myers will run and continue committee memberships; Marshall will not run.
- Other declarations regarding committee work and board membership were: Weber will remain on committees but will not accept a nomination for president; Houck, Hill, and Robertson will remain and continue committee assignments; Zirkle will continue committee assignments but not run for Board election.

#### Rules Compliance Policy:

- After some discussion, Myers made the motion to accept the policy, and Hill seconded the motion which passed unanimously.

#### Annual Member Meeting:

- Robertson confirmed that she will chair this committee.

#### Liability Insurance:

- Myers reported that he is getting additional quotes on liability insurance.
- Our insurance does not cover injuries incurred by volunteer workers. Adding medical insurance might be possible, but Workers Comp will not be a consideration. Monday Myers spoke with Lane Insurance regarding a quote for our increased property values.

#### Pond Signs:

- At this time, one sign is sufficient, but additional signs may be installed at a later date at ponds 2 and 3.

#### Additional action on delinquent assessments:

- Alternative measures to collect past due/liened assessments. These processes were recommended by the Finance committee at this point—1. Notify the bank that holds the owner's loan. 2. Offer a pay-off plan with consideration for future collection fees/interest.

#### Finance Coordinator Contract:

- Houck made the motion to accept the 3-year Finance Coordinator contract for Myers; Robertson seconded the motion. After some discussion, the motion passed unanimously with Myers abstaining.

#### Recording Secretary Contract and Duties:

- Duties: Myers made the motion to accept the description of the Recording Secretary position duties; Hill seconded the motion. Discussion followed which resulted in the deletion of the first sentence of the second paragraph under “Annual.” This paragraph will read: “Within 2 days after approval at this annual member meeting, the Recording Secretary shall coordinate with the Secretary to make certain a hard copy of these minutes is available for storage in the Secretary’s HOA files.” The motion passed unanimously and the duties were approved as amended.
- Contract: Myers made the motion to approve the Recording Secretary contract; Robertson seconded the motion which passed unanimously. Discussion included the fact that the Recording Secretary need not be a member of the Board.

#### Gift Card along with Beautification Award:

- Hill moved to award a Lowes gift card to each monthly Beautification Award winner; Houck seconded. The motion was approved unanimously.

#### NEW BUSINESS:

##### Florida statute—bids for lawn service:

- Weber and Myers interpreted Florida statute 720.3055 (2) to mean we are not required to secure bids for our lawn service if we continue with the same company.

Adjournment: Moved by Myers; seconded by Marshall to adjourn at 9:00 pm. Carried. The next board meeting will be held on August 11, 2015 at 7:00 pm.

Respectfully submitted: Tisa Houck – for Liliane Benucci