

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

Minutes of the Regular Board meeting of July 10, 2018.

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

Roll Call: - President Lorin Myers, Secretary Liliane Benucci, Vice President Tisa Houck, Treasurer Steve De Land, Directors Diane Hill and Renee Weber were present. Director Mike Campanella was absent. Member John Chant was present.

Minutes:

- Motion by Hill and seconded by Weber to approve the meeting minutes of June 12, 2018 as amended. Passed unanimously.

Correspondence: Weber received and passed on information from Clayton & McCullough regarding Board Duties and C&R and ARB enforcement. Myers received a phone call regarding the hand rail on 15A being damaged.

COMMITTEE REPORTS:

Financial: De Land reported the following:

- **The Finance committee met** on July 6th. Steve De Land, Mark Zirkle 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 Associating meeting rental, Duke Energy utility bill, Intuit Quick Books 2018, Freedom electric service call.
- **Expenses forecasted and paid since the last report:** None other than above.
- **Expenses not forecasted and paid last since the last report:** None
- **Pending closings since last meeting:** None
- 2 properties closed since last meeting.
- The Lake Doctors, Inc. is requesting \$6.00 increase in their monthly fee. The FC recommends accepting the increase.
- Modifications to the budget proposal were discussed and forwarded on to the Board.
- The finance committee recommends purchasing a license for Quick Books Pro Desktop 2018 to replace the 2015 version that no longer offers technical support. The cost is estimated to be \$202.34. Al Sirutis has offered to handle the installation.
- Fourth quarter reminder letters will be mailed around July 10th. As of the date of this meeting there are 24 properties in arrears fourth quarter assessments.

ARB: In Campanella's absence, Myers reported the following:

Submitted Applications – Follow Up

- Updated from July 8, 2017 – three applications made for a new roof, replacing hardy board and repainting and replacing/repairing the front and back porch for a residence on Burgoyne Rd. Member is in full compliance with ARB as of this time. ARB status is finalized and closed.
- Updated from May 8, 2018 – application to paint a residence on Burgoyne Road the same colors. Approved by Fletcher and Campanella. Still pending.
- Updated from June 4, 2018 – application for a new garage door. Approved by Fletcher and Campanella. Replaced/completed.

Submitted Applications – New Business

- On June 9, 2018, he received an application from a member on Saratoga Road for a new roof – asphalt single in the same style as the current roof. Approved by Campanella and Myers.

Beautification: Benucci reported that the monthly beautification award was given to Dennis and Sabrina McDermott at 2640 Burgoyne Road.

Grounds & Maintenance: Weber reported the following:

- Weber, Tisa Houck and Diane Hill assessed the maintenance needs of 27 common areas in Brandywine. A list of these areas and required care including weeding, trimming and removing dead plants was provided to Mike Graves. Mike readily agreed that his Clean Cuts crew was able to take care of all tasks and work began on the areas right away.
- Four new streetlight outages were reported to Duke Energy. Two lights have been repaired. Weber contacted Duke Energy by phone and email and finally service was restored to a streetlight originally reported in January.
- Myers contacted the Lake Doctors about the scum on pond one. A call back treatment for new growth was scheduled and a supervisor suggested beneficial bacteria and degrading pellets be added as well. The Lake Doctors' monthly report showed all three ponds were treated for algae and emergent and underwater weeds and that bacteria and pond dye was added.
- Holly Rabits, COA president, contacted Myers about water from pond one flooding Village Green Rd. during a recent rain storm. Myers will follow up with the appropriate agencies in order to resolve the issue.
- The fountain at pond three is not working. The control panel to the fountains needs to be looked at by an electrician.
- Part of a top rail board on the walking bridge has rotted and broken off. This board needs to be replaced and the top rail board next to it may need to be replaced, also.

Storage Facility: Zirkle's report indicated the following:

- Below reflects a snapshot of stored units taken on 07-06-2018. It should be noted that one (1) unit was not in compliance. The unit tag expired in June of this year. All three units last month that received a friendly reminder letter that they had expired plates are now in compliance.
- The storage lot remains at full capacity with 1 member on the waiting list. We have a total count of 37 Units on the day of inspection. Below is a breakdown: 5 Travel Trailers, 3 Motor

Homes, 13 Utility Trailers, 10 Boat and Trailers, 3 Car Haulers, 4 Enclosed Trailers, 1 Car Dolly, 1 Boat Trailer

Rules Compliance: Houck's report indicated the following:

Unresolved Issues from May:

- Old Church Place and Concord Rd, yards mowed same day as the letters went out.
- On 5/31 Houck sent a letter to a member on Concord Rd. with a copy to his son, about the need to repair the damaged garage door and the overgrown yard. Yard was mowed on 6/8 and the garage door repaired with duct tape.
- On June 5, Houck sent a letter to a member on Lancaster Rd. about a commercial vehicle that has been parked on the front lawn, and a sign that has been erected in the front yard. The sign has been removed, and the truck is no longer being parked at the property.
- On June 11 Houck sent a letter to a member on Concord Rd. about a vehicle that has been parked in the front yard for an extended period of time. Vehicle moved to the driveway a few days later.
- On June 11 Houck sent a letter to a member on Kings Mtn. Rd. and a copy to her renter about grass that had grown to at least a foot high at her rental property on Valley Forge Rd. Grass was mowed a few days later.
- On June 11 Houck sent a letter to a member and her renter about grass that had grown to more than a foot high at her property on Charleston Place. Grass was mowed a few days later.

New Violations:

- On June 12 Houck sent a letter to a member on Burgoyne Rd. about the commercial vehicle in the driveway. Blank covers were placed over the commercial logo a few days later.
- On June 20 Houck sent a letter to a member on Concord Rd. about a car that has been parked in the yard for an extended period of time. Car was moved to driveway on 6/22.
- On June 20 Houck sent a letter to a member on Valley Forge Rd. about grass that needed to be mowed. Grass mowed week of 6/25.
- On June 20 Houck sent a letter to a member on Burgoyne Rd. about grass that needed to be mowed. Yard mowed same day as letter was mailed.
- On June 20 Houck sent a letter to a member on W. Village Green about piles of dead tree debris that needed to be cleaned up. Work completed week of 6/25.
- On June 20 Houck sent a letter to the owners of a property on Valley Forge and copies to the renter at that address and a co-owner on Kings Mtn. Rd. about foliage growing in the gutters, debris in the driveway, and tree limbs touching the roof. Work done week of 6/25.
- On June 20 Houck sent a reminder email to a member on Saratoga Place about the 48 hour limit for parking an RV at the property. RV was gone on 6/22.
- On July 5 Houck sent a letter to a member on Lexington Rd. about a vehicle being parked in the yard.
- On July 5 Houck sent a letter to a tenant on Saratoga Rd. and a copy to the owner about a vehicle being parked in the yard. Vehicle moved to driveway on 7/8.
- On July 9 Houck sent a second letter by First Class mail, and Myers sent copies by Certified Mail to a member on Concord Rd. and his son about the inadequate repairs to a damaged garage door. On July 11 Houck will send an email to his son with photos attached, showing

the neglected appearance of the house, yard, and mailbox, and request that he arrange to have repairs and regular maintenance done.

Welcoming Committee: Hill reported the following:

- Three new members – Tiffany Jackson and Daniel Feldpausch on Old Church Place and Kanessa Clark on N. Saratoga Road. She has not yet made contact with either one.

Communications: Myers reported the following:

- Updates were made to the website.
- The July mailing was discussed.
- One neighbor on Lexington called him to report a call to the sheriff but the deputies weren't able to verify that a shot was fired.
- One neighbor reported a tree service solicitor.

UNFINISHED BUSINESS:

2018/19 Budget Proposal: An adjustment was made to accommodate a \$6.00 per month increase to the Lake Doctor's contract.

NEW BUSINESS:

Myers commented that four current Board members' terms are ending in November.

Adjournment: Moved by Benucci, seconded by Hill, to adjourn at 7:53 pm. Carried.

Next Regular Board Meeting – August 14, 2018 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary