

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

Minutes of the Regular Board meeting of July 11, 2017

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

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

Member Cathy Daunt attended the meeting.

**Minutes:** Motion by Houck and seconded by Weber to accept the June 13, 2017 meeting minutes as amended. Passed unanimously.

**Correspondence:**

- Weber informed a solicitor that Brandywine is a non-solicitation neighborhood and that there were signs stating this at both entrances.
- Weber received a phone call from a member notifying the HOA of a change in property manager for two rental properties.

**COMMITTEE REPORTS:**

**Financial:** In De Land's absence, Myers reported the following:

- Myers met with Weber on July 8<sup>th</sup>. 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. Updates for the attorney actions were discussed under the AR Aging report.
- **Forecasted expenses:** Clean Cuts contract, City of DeLand water, Lorin Myers contract, Liliane Benucci contract, Lake Doctor's contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Condo Association meeting rental, Duke Energy utility bill, Nishad Khan L.L. Trust, US Postal Service \$47.00 for 100 first class stamps.
- **Expenses forecasted and paid:** Nishad Khan L.L. Trust \$650.00. Quality Quick Print \$79.88 Holiday Decorations Sign.
- **Expenses not forecasted and paid:** Lorin Myers reimbursement for storage lot keys, padlocks and keys for fountain pumps, two letters by certified mail \$40.48.
- Three properties are scheduled to close.
- One property has closed since last meeting.
- On July 10, 2017 fourteen reminder letters were mailed.
- As of July 11, 2017 seventeen properties are in arrears for 4<sup>th</sup> quarter assessments.

**ARB:** Campanella reported the following submitted applications:

- On May 29, 2017 he received an application from a resident on to place a for sale sign in their yard. Approved by Myers and Campanella.
- On June 11, 2017 he received an application from a resident on Lancaster Road to replace existing fence with white vinyl fence. Additional request for a 8X12 shed to be located behind the fenced area of his back yard. Shed is vinyl and “looks” similar to residence. Initial approval by Campanella. Copies of materials provided.
- On June 13, 2017 he received an application for tree removal from a resident on Saratoga Road. There was an additional request to extend wood fencing along the back of the property. Sketches provided. Approval by Knowles and Campanella.
- On June 21, 2017 he received an application to remove two dying oak trees from a resident on Valley Forge Rd. Approved by Myers, Knowles, and Campanella.
- On July 5, 2017 he received an application to remove three trees from a property located on Burgoyne Road. Initial approval by Campanella.

**Beautification:** Benucci reported that the monthly beautification award was given to Mary Ann Lawrence at 2721 Charleston Place.

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

- Weber contacted Mike Graves of Clean Cuts about weeding the median on Brandywine Rd. at the US 17 entrance. Houck weeded the islands at Yorktown Pl. and Village Green Court.
- Duke Energy still has not repaired the streetlight across from Yorktown Place.
- Myers and Jerry Hill repaired the fencing along pond 1. Myers cut down weeds along the pond.
- At the request of a member, Myers and Vernon Dahllof cut back plastic drainage pipes at the small retention area off of Valley Forge Rd. to improve the appearance of that area.
- With the return of the rain, the water level in ponds 2 and 3 has risen enough for the fountains to be turned on. Myers replaced the locks on the pump controls. The Lake Doctors treated the ponds for weeds and added pond dye.
- Weber has scheduled a meeting with Tomoko Sukegawa with the Brandywine Tennis Club regarding property lines and mowing and maintenance responsibilities.

**Storage Facility – Jerry Hill:** Hill’s report indicated the following:

- There are 28 units enclosed at this time.
- All tags are up to date.

**Rules Compliance:** Houck reported following:

- A letter was sent to the corporation that owns a home, as well as the person who was residing at the home, on Concord Road about overgrown grass.
- On June 30 a first letter was sent to a resident on Burgoyne Road about a trailer that has been parked in the driveway and a boat that has been stored in the backyard. On July 10 a second letter was sent because the boat on a trailer was still in the backyard.
- A letter was sent to a resident on Lancaster Road about overgrown grass.

- Two realtors were called regarding overgrown grass at homes on Freemans Farm Road and Trenton Place.

**Welcoming Committee:** Hill reported that she welcomed the following new members:

Cathy Daunt, at Valley Forge Road, was given the Welcome Letter and Rules information.

**Communications:** Myers reported the following:

- Updates were made to the website.
- The July mailing was discussed.
- Solicitors were asked to leave by a resident on Burgoyne Place last month.
- A “found dog” email was circulated to the group. It was returned within an hour.
- Another lost dog email went to the group and it is believed that one was also found.
- A resident called about a dead tree on private property. She was advised to contact the property owner.

#### **UNFINISHED BUSINESS:**

- **2017/2018 Budget Proposal:** There were no questions from the Board. Myers reminded everyone that the Budget will be adopted at next month’s meeting.

#### **NEW BUSINESS:**

- **Fee Schedule changed to Assessment Schedule:** The document header was changed from Fee Schedule to Assessment Schedule. Benucci moved, Campanella seconded, and the change was unanimously approved.
- **Revise Estoppel and PUD doc to the new statute:** Due to a new Florida State Statute, which went into effect on July 1, 2017, Myers made changes to this document. Benucci moved, Weber seconded, and the changes were unanimously approved.

**Adjournment:** Moved by Benucci, seconded by Campanella to adjourn at 7:54pm. Carried.

Next Regular Board Meeting – August 8, 2017 at 7:00 pm.

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