

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

Minutes of the Regular Board meeting of June 8, 2021.

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

**Roll Call:** - President Lorin Myers, Vice President Elise Paulson, Secretary Liliane Benucci, Treasurer Donna Ortkiese and Director Tara Kicklighter were present. Members Robert Hogan, Jim Graesart, and Renee Weber were present.

**Meeting Minutes:** Motion by Ortkiese and seconded by Kicklighter to approve the May 8, 2021 Meeting Minutes as amended. Passed unanimously.

**Correspondence: None.**

**COMMITTEE REPORTS:**

**Finance Committee Report, May 2021.** Ortkiese reported:

The Finance committee met on Zoom June 2<sup>nd</sup> at 6:30. Weber, Paulson and Myers were present. Ortkiese was absent. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed at this meetings. Highlights of the discussions are found within this report.

**Forecasted expenses:** Clean Cuts contract, Lorin Myers contract, Liliane Benucci contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Duke Energy utility bill, Quality Quick Print July mailing approximately \$400, Kracht Law Firm (Worthless check notice, ITL, Claim of Lien and ITF) approximately \$830, Clean Cuts mulch Phase II (\$540)

- Expenses forecasted and paid since the last report: First Community Insurance, dba Bankers Ins. Group \$3,604 Property & Liability premium balance. CFB Outdoors \$4,500; 2 trees in pond one (1 not forecasted). Clean Cuts Lawn Care \$1,095 mulch phase one.
- Expenses not forecasted and paid since the last report: Myers reimburse \$ 163.86; document destruction, external hard drive (forecasted), one certified mail. US Postal Service \$92.00 annual PO Box rental. Clean Cuts Lawn Care \$137.00 sprinkler repair median 17 entrance. Tinker Graphics \$29.00 annual domain renewal.
- One closing is pending.
- Four properties have closed since the last meeting.
- The committee had changes on the proposal for the 2021/2022 budget to be discussed under New Business.
- The committee recommends an additional fee to the Assessment schedule for Worthless check action handled by the attorney.
- Myers turned over 104# of documents for destruction. Myers turned over the old computer less the hard drive for recycling at the Volusia County recycling center E. New York Ave.
- Myers replaced the external hard drive that is kept off site.
- The Committee discussed civil action on the worthless check notice on or around June 14<sup>th</sup> and ITF by the attorney if the account is not paid on one property by June 28<sup>th</sup>.
- Fourth quarter Reminder letters go out around July 10<sup>th</sup>.

**ARB:** Quinn's report indicated the following:

**PENDING**

Date	Request	Status
5-24-21	915 Kings Mountain Rd Received an app for replacement roof & trimming of trees over the roof. RDG Roofing Resawn Shake color shingles.	Revd by Graesart APPD by Quinn
5-27-21	2726 Saratoga Rd Received app to paint exterior of house and garage. Trim color Evening eclipse/Voyage base color.	Revd by Paulson APPD by Quinn
5-26-21	800 Freemans Farm Rd Received app for removing a tree that is dying. Getting Estimates for removal.	Revd by Paulson APPD by Quinn
5/8/21	2700 Saratoga Rd Received app for replacing fence. Board on Board natural color. Fence Co. to pull permits.	Revd by Paulson APPD by Quinn
5/4/21	780 Lancaster Rd Received app for exterior painting of house in natural color Diversion and application of Air stone siding in natural rust colors, (already installed). <b>Not Painted yet</b>	Revd by Paulson APPD by Quinn
4/16/21	1110 Burgoyne Rd Received app for replacing fence. Board on Board natural color. BFC to pull permits. <b>128" Completed</b>	Revd by Myers APPD by Quinn

**COMPLETED**

Date	Request	Status
5-26-21	1005 Burgoyne Rd. Received an app for a shed, materials did not meet the ARB criteria being made out of metal both sides and roof. The request has been denied.	Revd, by Paulson Denied by ARB Committee
4/21/21	2715 Saratoga Rd Received app for replacing fence. Board on Board natural color. Fence Co. to pull permits.	Completed
2/23/21	855 Lancaster Rd Received app for tree removal, tree cracking driveway. <b>Stump grindings left.</b>	Completed
5/6/21	2655 Concord Rd Received an app for replacement roof. Owens corning Duration shingles in neutral color.	Completed
7/7/20	2680 Concord Rd ARB request and plans for a new home. Building plans are thorough. <b>Permit approved 9/25/2020 Roof description and color have been recd and appd. Exterior colors have been rec'd and appd. House to be complete 6/4/21</b>	Completed
7/30/20	1050 Burgoyne Rd Received app for replacement screen pool enclosure and resurface of the pool <b>Contractor was out 6/3/21 text from Fink</b>	Completed

**Beautification:** Ortkiese reported that the Beautification award was presented to Dale and Mary Haaland of 910 Kings Mountain Road.

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

- Four street lights were reported out and all were repaired within just a few days.
- The retention pond and wall project, at Valley Forge and Brandywine, contracted with Chip, of Chip Wrecked LLC, is still in the permitting process and not started. We hope for firm dates soon, but the approximate start date is still TBD.
- The fallen tree at Pond 1 was removed by CFB Outdoors. A few other items of concern were arranged to be addressed, between Lorin and CFB Outdoors, while they were there doing the original fallen tree. A second tree was removed at the discretion of the Board after an analysis with CFB Outdoors.
- The Pond 2 and 3 fountains have acted up a little but have been adjusted as needed.
- The spring mulching project has been completed. A few adjustments, agreed to by both parties, were made to the original agreement. The follow up mulching project is complete.
- The crepe myrtles growing close to the street lights were trimmed as part of the spring clean-up. The rest of the crepe myrtles are not being trimmed back this year and will be cut back significantly next year.
- The channel, from Pond 3 to the outflow by the bridge, was cleared to improve water flow. This is a regularly occurring item.
- The Lake Doctors did not send a report regarding when service was provided and what was done.
- The cracks in the asphalt path, from the foot bridge to Lafayette Pl, remain mostly unchanged. This will be included with new areas being evaluated for future repair/improvement.
- New areas of concern beginning to be evaluated for some short-term and some long-term planning. Some rough estimates are included. They include:
- There are more trees which need to be cut at Pond 1. It has been requested that we hire an arborist to provide a quote, as well as CFB Outdoors, in an attempt to make sure we do not remove any healthy trees. Quotes are currently being collected.
- Clean out the culvert under Village Green Rd, where it connects Ponds 1 and 2. Paulson moved and Benucci seconded to accept the \$1,300 bid. Passed unanimous.
- Replace the retaining posts at the weir. Approx. \$ 2500.00 - \$5,000.00 depending on material selection.
- Replace the retaining wall at the inflow of the culvert under Village Green Rd. Approx. \$3,000.00 – 7,000.00.
- Repair split rail fence at weir – Bid \$1,200. Benucci moved and Ortkiese seconded to accept this bid. Approved unanimous.
- The concrete cap at the southwest end of the bridge is need of repair and reinforcement. Approx. \$4,000.00 – 8,000.00 (labor and materials).
- Cleanout and reinforce the outflow pipe under the asphalt path from the bridge to Lafayette Place. A quote has been requested. No figures are available yet.
- The repair of the black, wooden trim pieces at the tops of the signs has been done for the ones at the Hwy 17 entrance, along front of the ponds. Additional pieces, that can be repaired, are in the process of being done. Once all the repairable pieces are done, we may need to buy a few more new ones. We may also want to replace the few that have plastic caps with the wood for consistency and because they are more attractive.
- Ortkiese moved and Benucci seconded to spend \$2,500 to remove an additional almost-dead tree at Pond 1. Passed unanimous.
- Ortkiese moved and Kicklighter seconded to allow up to \$2,000 to remove eight dead trees at pond one.

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

- 44 Lot Spaces
- 9 Vacant Spots

32 Total items present in the lot on 01/10/2021 identified as:

- \* 6 Boats with Trailers
- \* 2 Motor Coaches
- \* 5 Travel Trailers
- \* 1 Pop up trailer
- \* 1 Boat Trailer
- \* 5 Enclosed trailers
- \* 14 open trailers

Two items consolidated into a single lot space, resulting in an additional lot space. Nothing significant to report.

**Rules Compliance:** Kicklighter reported the following:

**No Unresolved Issues from May**

**New Violations**

On 5/14 Houck sent a maintenance letter to a member on Lancaster Road about the need to clean surfaces on the outside of the home that have mold and mildew. Cleaning has been done.

On 5/27 Houck sent a letter to a member on Burgoyne Road about a trailer that's been parked in the driveway for an extended period of time. As of this report, the trailer has not been moved.

On 5/27 Houck sent a letter to a member on Lexington Road about a trailer that's been parked in the yard for an extended period of time. Trailer has been moved.

On 5/27 Houck sent a letter to a member on Burgoyne Road about a vehicle that's been parked in the yard for an extended period of time. Vehicle has been moved.

On 6/1 Houck sent a message to a member on Burgoyne Road about a trailer that has been parked in the driveway for an extended period of time. Trailer has been removed.

One appreciation card was mailed out.

**Welcoming Committee:** Hill's report indicated the following:

- Left message and mailed Welcome info to new resident Morgan Lacey on North Saratoga Road
- Spoke by phone with new resident Scott Bonno on Concord Road. Plan to take Welcome letter & other info and meet in person this week prior to their returning north.
- Spoke by phone with new resident Phyllis Gillihan on Kings Mountain Road. Mailed Welcome letter and other information.
- Mailed information to Neighbor on Lexington Road.

**Communications:** Myers reported the following:

- He discussed the July mailing.
- He received a complaint about cats using the bathroom in their yard on N. Saratoga Road. He referred them to Animal Control.
- A fishing at the ponds complaint was responded to by VSO.
- A dog was hit by a car taken to Countryside Animal hospital by a neighbor. The owner was contacted by email.
- He was contacted by an out of the neighborhood neighbor who is taking legal action regarding the loud music specifically from OB's. He passed the gentleman's info along by email to our group.
- He was contacted by a neighbor at pond three about another neighbor trespassing. It was determined the neighbor was likely not trespassing.

**Association Management Committee:** Weber presented the report. It is attached to these minutes.

**UNFINISHED BUSINESS: 2021 /22 Draft Budget Proposal** – Common Area Improvements will be increased to \$12,000 due to approximately \$20,000 in future projects. The annual assessment proposal was increased to \$280 per year to offset some of the Common Areas expenses.

**NEW BUSINESS:**

**Revision Assessment Schedule** – Myers discussed a proposal to change wording and add Worthless Check Fee to notices sent by the attorney. Motion by Benucci seconded by Paulson to amend the Assessment Schedule board rule.

**Adjournment:** Moved by Ortkiese, seconded by Paulson, to adjourn at 8:10pm. Carried.

Next Regular Board Meeting – July 13, 2021, at 7:00 pm.

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

**Association Management ad hoc Committee**

Brandywine Homeowners Association

May 2021

Members: Chair-Renée Weber, Jim Graesart, Tara Kicklighter, Donna Ortkiese

HOA President & Bookkeeper Lorin Myers- Zoom host and resource regarding administrative operations of Brandywine HOA

This committee was created by Brandywine HOA President Lorin Myers to look into additional Association management assistance because, presently, the majority of the administrative work falls on him.

The committee participants relied on personal experiences, online research, direct company emails and phone calls to find out about various HOA management possibilities. The members acted in good faith to assist the Board of Directors find a timely solution to the current difficulty with Brandywine (BW) HOA self-management.

The committee used the following areas of association operations to evaluate full-service, select services, and independent consultant association management options:

Financial Accounting & Bookkeeping Monthly Reports  
Billing & Invoicing  
Late Assessment Management & Collections  
Rules Violations  
ARB Management  
Common Grounds Review  
Community Website and Updates  
Board meeting attendance and taking minutes  
Association Record Management  
Vendor Oversight and Project Management  
Insurance & Claims Accounting  
Assist Planning & Attending Annual Meetings  
Assist with Budget Preparation  
Annual Tax/Audit Facilitation  
Communication with Owners

**FULL-SERVICE COMMUNITY ASSOCIATION MANAGEMENT COMPANY**— A full -service company would assign a manager to BW to oversee all day to day duties as listed above. Since our HOA does not have an official office space it would not be practical to have full-service onsite management. Although it is common for full-service managers to furnish the majority of their services remotely, onsite community visits are needed for grounds and rules inspection but these usually occur only once or twice a month. The committee cautions giving up control of HOA finances, direct communication with members, ARB (Architecture Review Board) oversight and rules enforcement without a detailed contract outlining exactly all work to be done by the manager. Other administrative duties such as budget preparation, annual meeting planning, and website updates are easily handled by BW volunteers. Full service community management companies charge a flat monthly fee (such as \$2000 per month) or charge a fee per property per month (ex: \$10-\$20). In addition there could be start-up, termination, mailing and other fees. Full-service would be the most expensive management option. Even if a full-service management company is hired, an elected HOA governing board of corporation officers would still be required and would have to oversee the manager, approve expenditures and make HOA legal decisions.

*Myers was asked for input concerning the specific services he needed assistance with and an approximate timeline for each task.*

*He indicated the following areas:*

- ❖ *Collections, late assessments, referrals to HOA attorney- done quarterly; number of owners in arrears and time to resolve varies, not all require attorney referral*
- ❖ *Completing estoppels- form received from title company prior to a property sale, must be returned within 10 days of request, on average 20 sales per year, takes 2 hours to complete along with transferring owner documents and setting up a new member file*

- ❖ *Annual corporation filing with the state- form completed online once each year, if there is a change in HOA Officers or Directors an amendment is filed, takes less than an hour to complete, send in payment*
- ❖ *Insurance review- when policies expire usually every 3 years*
- ❖ *Soliciting vendor bids for common area special projects and project oversight to completion- examples of projects the HOA has hired vendors for-- tree removal, bridge support replacement, pressure washing walking trail, repairing hurricane damaged BW brick wall sign at US 17*

The committee agreed these five areas depend upon association volunteers with expertise and time to execute them. Since volunteers with this level of support have not been stepping forward, it makes sense to contract outside assistance to handle these jobs. However, because the committee determined BW HOA requires administrative help with only these five areas, the committee does not see the need for full-service association management.

**COMMUNITY ASSOCIATION MANAGEMENT COMPANY SELECT SERVICES** -- Finding a management company interested in providing only the five select services noted could be challenging. Some companies do offer specific services bundled as a flat priced HOA package but not necessarily a package that aligns with our association's needs. Some management companies offer a menu of available separate management services, such as common area maintenance, bookkeeping, preparing estoppels, enforcing rule violations, billing and collecting assessments. With this select services option, a manager would be assigned to BW by the company and would operate in a similar manner as a full-service manager but would focus on BW HOA's five areas of need. Some advantages of working with a manager employed by a community association company are: liability safeguards and more data security, manager replacement if the person assigned to BW moves out of the area, and additional company resources (software programs, vendor relationships, etc.). Pricing would depend upon the assigned services and would vary by company.

**INDEPENDENT COMMUNITY ASSOCIATION MANAGER**-- This management choice would allow the Board to maintain full control and yet receive assistance when there are no BW volunteers to handle tasks in the five defined areas. The Board would have the benefit of choosing the manager rather than being assigned one by a company. It could be advantageous for the HOA to form a relationship with a manager in our area who would be qualified and willing to provide specific services on an as needed basis. BW has no official office space from which to work so an independent contractor would probably rely on remote services and would have to use Quick Books software in order to share HOA data. Depending on one contractor without a company behind them could result in BW having to find a new manager if they decide to make a career change or move out of the area. An independent contractor may charge by the hour or at a flat rate by the specific service. Contractor and consultant fees range from \$40-195 an hour and it is reasonable to assume an HOA manager would charge similarly.

**CONCLUSION:** There are advantages and disadvantages to each method of external HOA management. **No matter what decision the Board makes, because BW HOA is a corporation, volunteer member corporate officers will be needed.**

Once the Board decides on a direction for managing the HOA, and if outside services will be hired, then a search committee should be tasked with researching individual companies or managers, contacting them for a proposal of services and costs, soliciting referrals, and interviewing the manager. It cannot be stressed enough that before a company, manager or independent contractor is hired, a written contract detailing the manager's services and tasks, time schedule, accountability, and the HOA's responsibilities be understood and agreed upon by both parties.

**BW SELF-MANAGEMENT**—The committee discussed the current issues with BW HOA self-management. Brandywine has been managed by a Board of Directors for 45 years but like many HOAs recruiting Directors

has been an ongoing issue. Referring back to the original list of operations, it is clear it takes a lot of work to manage the corporation and finding members willing to do administrative work for free can be a struggle. There is uncertainty when relying on volunteers. What abilities do they bring? How long will they serve? How much time do they have to devote to HOA work? There is potential turn over with BW 2 year terms for Directors and only one year commitment for committee members which hinders continuity and experience. BW already pays for the following administrative assistance: legal services as needed, monthly bookkeeping services, taking Board and annual meeting minutes, website hosting, annual review of finances and tax filing, and there are two contracted companies that perform grounds care and pond health services. But even though these are contracted services, they must be overseen by our volunteer officers, directors, and committee members.

***Committee reflections concerning BW HOA's current status:***

- Think outside of the box to inform members about their obligation to the HOA beyond paying assessments, maintaining their property and complying with rules. They, also, should attend meetings, sign up for HOA emails, read the Board meeting minutes and be prepared to take a turn on the Board. Right now, there is no full proof way to communicate with the entire HOA membership other than postal mail so it is difficult to engage with members personally. Brandywine has no club house or social events where residents get to know each other and build a sense of community to foster interest in volunteering on others' behalf. Develop a pamphlet or a new member questionnaire clearly identifying how members might lend their talents, interests and expertise to the work of the HOA. Stress that it is more than a "come to a meeting once a month" commitment and that everyone should plan on serving at some time.
- Utilize the Directors and officers in place today more effectively. Orientation, mentoring and certified training for people who volunteer to serve as Directors ought to be a priority. Distribute administrative duties among them using the BW ByLaws and traditionally accepted position descriptions. Secure a way to share Quick Books data to facilitate a division of labor.
- Analyze and simplify procedures such as handling collections and communications between members, point of contact (Myers), and committee chairs.
- Finding a successor or enlisting new Directors and other volunteers should not be the sole responsibility of the President. Everyone "in office" and anyone who served in the past could be an ambassador for the Board when interacting with their neighbors.

Renee Weber 06/21