

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

Minutes of the Regular Board meeting of June 13, 2017

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

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

**Minutes:** Motion by Weber and seconded by De Land to accept the May 16, 2017 meeting minutes as amended. Passed unanimously.

**Correspondence:** After some discussion Benucci moved and Weber seconded for Myers to send a letter of response regarding Jonas' email and sign. Passed unanimously.

**COMMITTEE REPORTS:**

**Financial:** De Land reported the following:

- **The Finance committee met** on June 5<sup>th</sup> Steve De Land, Dick Fletcher Chris Sorensen and Lorin Myers were present. 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, Tinker Graphics web hosting, Condo Association meeting rental, Duke Energy utility bill, Quality Quick Print – Holiday decoration sign.
- **Expenses not forecasted and paid:** Jerry Hill reimburse Lowe's receipt \$59.39; 4 gallons of Round Up. US Postal Service \$88.00 annual PO Box rent. Tinker Graphics \$29.00 annual domain registration.
- Dick Fletcher has resigned his position on the Finance Committee effective June 9, 2017.
- No properties are scheduled to close.
- Three properties have closed since last meeting.
- The committee proposed changes for the 2017-18 Annual budget, to be discussed under Unfinished Business.
- The finance committee recommends a revision to the Fees Schedule based on a review by our attorney to be discussed under Unfinished Business.
- Two properties in long term arrears have failed to respond within the 45 day time period allotted in the Intent to Foreclose notice. Our attorney has made recommendations. Discussion and decisions will be made by the Board off the record as prescribed under Attorney/Client Privilege statutes.

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

- On May 20, 2017 he received an application for two different types of fencing from a resident on Valley Forge Road. Wood board on board in the back and sides and iron/rain aluminum 54" flat top across the front. Approved by the ARB committee and Myers. Completed on 6-13-17.
- On May 30, 2017 he received an application for a rotten tree removal from a resident on Lexington Road. Approved by Knowles and Myers. Tree removed on 6-6-17.
- Campanella contacted a resident at Charleston Place in regards to his request on his pending painting.

**Beautification:** Benucci reported that the monthly beautification award given to Doris Evans at 831 Freeman's Farm Road. A special mention was given to Kathy De Land for her outstanding efforts at their residence.

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

- An extensive sign maintenance project was undertaken throughout Brandywine. Thanks to the volunteer labor of Skip and Tisa Houck, Marty Abernathy, Lynn and Bill Matherly, and Ray Knowles the entrance signs, trail signs, street signs and more were cleaned.
- Duke Energy still has not repaired the streetlight across from Yorktown Pl. Houck is in communication with them.
- Weber contacted Mike Graves of Clean Cuts about trimming shrubs and the failing health of some of the plants at the US 17 entrance.
- Myers requested Jerry Hill spray along the fence at the storage facility to inhibit weed growth. This was accomplished.
- A large trim limb fell onto Brandywine Rd. after dark causing a driving hazard. A Brandywine resident, Jay Fogle, used his truck to move the limb to the side of the road. Myers contacted Volusia County Road and Bridge and the limb was removed and the debris cleaned up the next day.
- The pond fountains remain turned off.
- Weber sent an email to the owner and manager of the Brandywine Tennis Club, asking that all the property be mowed and maintained on a regular basis.

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

- There are 28 units enclosed at this time.
- All have up-to-date tags with the exception of one utility trailer, which will be checked on.
- Barnes will be moving their 5<sup>th</sup> wheel camper.

**Rules Compliance:** In Houck's absence Weber reported following:

- A letter was sent to a resident on Saratoga Rd. about removal of a trailer that has been parked in the yard for an extended length of time and large discarded items that are stacked by the garage door and in the upper part of the driveway.

- A letter was sent to a resident about overgrown grass, dead limbs, and tree debris in the yard and driveway at a home he owns on Charleston Place.
- A letter was sent to the owner of a home on West Village Green Rd. about overgrown grass, dead limbs, and tree debris in the yard and driveway.

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

- Tracy & Jeff Miller on Burgoyne Road were given all necessary information when they closed.
- Sue York on Valley Forge Road, whose daughter indicated that they had all the necessary paperwork.
- Doris and Chip Hutton on Shenandoah Road. Hill indicated she would visit the Huttons after Doris has moved in (sometime in mid-July)

**Communications:** Myers reported the following:

- Updates were made to the website.
- A domestic disturbance was reported by VCSO in May at the Mallards Apartments.
- A domestic disturbance was reported by VSCO during May in Brandywine.
- One fraud violation was reported and investigated by VCSO in Brandywine.
- One request to join the FB page was denied and followed up with an explanation.
- Myers was contacted by a resident to inform me she was going to call Animal Control regarding numerous stray cats being fed in the 2800 block of Valley Forge. Animal Control replied that they would come out and trap spay and neuter them.
- The July mailing was discussed.

**UNFINISHED BUSINESS:**

- **2017/2018 Budget Proposal:** Myers briefly went over the budget proposal regarding \$40 moved from Administrative Costs to Miscellaneous Costs. There were no questions from the board.
- **Fees Schedule:** De Land moved and Weber seconded a motion to remove late charges from the fee schedule. Passed unanimously.

**NEW BUSINESS:** Intentions of Board & Committee members for the next fiscal year.

Myers reminded the board that three members' terms were up and to perhaps get an indication of who would be returning for the next year. All Board and committee members are requested to contact him regarding their plans for next year.

**Adjournment:** Moved by Benucci, seconded by Campanella to adjourn at 8:20pm. Carried.

Next Regular Board Meeting – July 11, 2017 at 7:00 pm.

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