

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

Minutes of the Regular Board meeting of June 11, 2019.

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 Renee Weber, Treasurer Dale Haaland, Directors John Chant, and Cindy Capps were present. Director Mike Campanella was absent. Members, Diane Hill, Jim Graesart and John Seymour were also present.

Minutes: Motion by Weber and seconded by Haaland to approve the Special Meeting Minutes of May 14, 2019. Passed unanimously. Motion by Chant and seconded by Capps to approve the May 14, 2019 meeting minutes. Passed unanimously.

Correspondence: Contact was made by a resident regarding requirements/rules for business licenses. Resident was referred to the County.

COMMITTEE REPORTS:

Financial: Haaland reported the following:

The Finance committee met on June 4th, Haaland, Mark Zirkle and 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.

- **Forecasted expenses:** Clean Cuts contract, Tinker Graphics web hosting, Lorin Myers contract, Liliane Benucci contract, Lake Doctors contract, Lowe's gift certificate, City of DeLand water, Condo Association meeting rental, Duke Energy utility bill, Lorin Myers 1 ea 5 gallon Thompson's WS \$65.75.
- **Expenses forecasted and paid since the last report:** E.A. Zebell, PL \$1,000 foreclosure cost deposit. HPW, Inc. Pressure washing, bridge, signs, walkways, benches \$1,000.00. Quality Quick Print \$50.91 Looking Good/thank you post cards.
- **Expenses not forecasted and paid since the last report:** David Campos concrete grinding \$750.00. David Campos reimburse 2 concrete blades \$63.86. HPW, Inc. labor seal coat bridge \$150.00. Gary Filip reimburse concrete grinder rental \$349.50. Lorin Bruce Myers \$141.49, 2 ea. 5 gallon Thompson's water seal. Postmaster \$92.00 annual PO box rental. Tinker Graphics \$29.00 annual domain renewal. E.A. Zebell, PL \$450 foreclosure service. Roger Brown reimburse water for pressure washing \$124.00.
- No closings are pending.
- Two closings were completed during the last month, one on Burgoyne Road and one on Lexington Road.
- The committee reviewed the budget proposal with the YTD figures from the Profit and Loss report.

ARB: Chant reported the following:

Pending Applications

- On Dec. 17, 2018 Myers received an application for painting house and trim on Lexington Road. Colors have been approved.
- On June 6, 2019 Myers received an application for a roof replacement and new garage door on Lexington Road with appropriate descriptions, permit pending. Approved by Myers, reviewed by Chant.

Completed Applications

- On 3/20/19 Chant received a request for a roof and exterior paint on Kings Mountain Road. Approved by Chant, reviewed by Myers. The roof permit has been received. The roof is done and the exterior paint is done.
- On 5/15/19 Myers received a request for a roof replacement on Kings Mountain Road with a material description. Approved by Myers, reviewed by Chant, permit has been received. Roof is completed.

Beautification: Benucci reported that the monthly beautification award was given to Kathie and Jim Graesart at 845 Lancaster Road.

Grounds & Maintenance: Weber reported the following:

- Two major common area projects were completed this month.
- It had been five years since the walking trail had been cleaned and some portions had mold growth that became slippery in wet weather. HPW, Inc. was contracted to pressure wash the US17 Brandywine entrance brick wall signs, 4 benches, the wooden walking bridge and the entire concrete walking trail for \$1,000. Roger Brown supplied water and requested to be reimbursed. Gary Filip supplied water but did not ask for compensation. HPW also applied water sealant to the bridge to help preserve the structure. The HOA supplied the sealant. The cost of this entire job was \$1,481.24.
- The Grounds and Maintenance committee was concerned about the safety hazard the many uneven junctures on the concrete walking trail presented. In the past, the raised sections were painted with yellow caution paint; however, this did not remove the hazard but only alerted pedestrians to it. At last month's meeting of the committee, Weber suggested grinding the sections to create a more even walking path. With Myers's approval, Gary Filip rented a concrete grinder and arranged for David Campos to do the work. Two new blades for the grinder were purchased by the HOA. The total cost for this job was \$1,163.36.
- Clean Cuts performed common area trimming and mowing on a rotating schedule. There are unresolved issues with the irrigation system at the US 17 entrance.
- Weber contacted the Lake Doctors again about the lack of a monthly service report for May.

- Houck reported a streetlight outage to Duke Energy. Myers contacted a property owner about trimming tree branches to prevent them from repeatedly knocking the photo cell off the nearby streetlight. The owner/member was receptive.

Storage Facility: Campanella's report indicated the following:

- 45 Lot Spaces (Viewed in person)
- 1 Lot space is confirmed as available
- 05-16-2019 space #31 was filled by Bill Matherly.
- The lot was mowed and looks OK. No breaks in the fence were observed, and the gate is operating normally.
- All registrations are current.
- Extra patrols by VCSO have continued.

Rules Compliance: Houck's report indicated the following:

Unresolved from May

- On 5/11 Houck sent a letter to a member on Concord Road about a vehicle parked in the yard and a storage item in the driveway for an extended period of time. Both issues have been corrected.
- On 5/11 Houck sent a letter to members on Lafayette Place about miscellaneous items scattered on the driveway and in the yard for an extended period of time. Items have been removed and yard has been cleaned up.

New Violations

- On 5/26 Houck called a member on Freemans Farm Road about a commercial sign on display in the front yard. Sign was removed promptly.
- On 5/30 Houck sent a letter to a member on Concord Road about debris and items left in the yard at their rental property that need to be removed. Some clean-up has taken place, and a dumpster is in the driveway.
- On 5/30 Houck sent a letter to a member on Saratoga Place about a commercial sign in the yard. Sign has been removed.
- On 6/4 Houck sent an email to a member on Lexington Road and the realtor about the overgrown yard and discarded items at the end of the driveway. Items have been removed and yard has been cleaned up.
- On 6/7 Capps sent a letter to a member on Lancaster Road about a vehicle parked in a yard for an extended period of time.

Welcoming Committee: Two new members were welcomed:

- Left message for new member on Burgoyne Road and mailed the welcome letter and other information. Hill plans to meet with them in person.
- Left message for new member on Lexington Road. Will mail the welcome letter and other information.

Communications: Myers reported the following:

- Updates were made to the website.
- He received a call from a neighbor reporting a subject pilfering the recycle bins at the curb on pick up day. He told them they could call the sheriff's non-emergency number and report it.
- He received a call asking the board if they could do anything about all the aging Laurel (water) oaks on private and common property.
- He received a report a neighbor was dumping a substance just outside of the 17 entrance. The respondent explained to the dumper the environmental danger and how they can properly dispose of the substance.
- An online fraud was reported by Crimemapping in the 800 block of Freemans Farm Road.
- He confronted a neighbor about fishing at the ponds on Saturday June 1st when 5 people were fishing, they dispersed.
- He asked for Newsletter subjects and discussed the July mailing. It will go to the printer by Thursday July 11-Thursday July 25th. The mailing will go to all members and tenants of record.
- He responded to another notice about banana trees in Common Area behind Freemans Farm Road. He contacted the neighbor. Within two hours they were removed.

UNFINISHED BUSINESS:

- **2019/2020 Annual Budget** Nothing new to report.

NEW BUSINESS:

Condominium Walking Path/Easement: Preliminary discussion regarding the disrepair of the walking path and what steps, if any, the HOA will take. Myers will research and get back to the Board.

Adjournment: Moved by Benucci, seconded by Chant, to adjourn at 7:59 pm. Carried.

Next Regular Board Meeting – July 9, 2019 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary