

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

Minutes of the Regular Board meeting of June 12, 2018.

Call to Order: The meeting was called to order by President Myers at 6:58 pm.

Roll Call: - President Lorin Myers, Secretary Liliane Benucci, Treasurer Steve De Land, Directors Diane Hill, Renee Weber, and Mike Campanella were present. Vice President Tisa Houck was absent. Members John Chant and Stan Wickett were present. Condo Association member John Seymour was present.

Minutes:

Motion by Benucci and seconded by De Land to approve the meeting minutes of May 8, 2018. Passed unanimously.

Correspondence: Myers received correspondence regarding steam cleaning services. Benucci received correspondence regarding an ARB question; she referred the resident to Campanella. The Condo Association reported transients. Myers referred them to VCSO.

COMMITTEE REPORTS:

Financial: De Land reported the following:

- **The Finance committee met** on June 5th. Mark Zirkle and Chris Sorensen were present. Steve De Land was absent. Myers met with De Land on June 8th. 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, City of DeLand water, Lorin Myers contract, Liliane Benucci contract, Tinker Graphics web hosting, Condo Association meeting rental, Lake Doctor's contract, Duke Energy utility bill, Lowe's gift certificate.
- **Expenses forecasted and paid since the last report:** None
- **Expenses not forecasted and paid last since the last report:** Tinker Graphics annual domain renewal \$29.00. US Postal Service, annual PO Box rental \$90.00. Tisa Houck recording secretary duties/May \$50.00.
- One property closed since last meeting.
- No pending closings since last meeting.
- The new CD was purchased May 23rd.

ARB: Campanella 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. Fence erected/replaced on

May 18, 2018. Email correspondence sent regarding ARB housekeeping matters. ARB is awaiting response.

- On May 30, 2018, he received an application from a resident on Kings Mountain Road for a new roof. The job is in process as of June 12, 2018.

Submitted Applications – New Business

- On May 10, 2018, he received an application from a resident on Burgoyne Road to repaint the house in the same colors. Approved by Fletcher and Campanella.
- On June 4, 2018, he received a request from a resident on Bennington Place for a new garage door. Approved by Fletcher and Campanella.
- On June 5, 2018, he received an application from a resident on Yorktown Place for a new roof. Approved by Fletcher and Campanella. Copy of permit received on May 12, 2018, and the job is in-process.

Beautification: Benucci reported that the monthly beautification award was given to Sue York at 2875 Valley Forge Road.

Grounds & Maintenance: Weber reported the following:

- Clean Cuts has been mowing, edging and trimming. Some common areas have been difficult to keep up with due to the amount of rain which encourages growth and limits the time the crew has to do the work.
- One streetlight outage was reported to Duke Energy. One streetlight is still waiting for repair.
- The Lake Doctors treated the ponds for shoreline weeds and added enzymes and bacteria.
- The COA contacted Myers about the appearance of pond one. Also, at the request of the COA, Myers patched cracked concrete around the drainage grate at pond one.
- Myers reported a pot hole in the road near 1057 Valley Forge Rd. It was determined this was caused by a water line leak. The water line and the road were repaired.

Storage Facility: Zirkle's report indicated the following:

- Three (3) units were not in compliance. On all three units the tags expired in May of this year.
- On May 19th it was reported that we experienced a break in to our storage lot. The fence was severed from the top rail to the bottom rail where the person (s) gained entry. As of this date, two enclosed trailers had their locks cut where some small tools were taken along with miscellaneous items. One boat was tampered with and the owner reported a full 12 gallon gas tank for his outboard motor was stolen. The Sheriff was called and a report was filed as well as a request for additional patrols. The fence was temporarily repaired. The board may want to consider motion cameras for the lot as a deterrent for future attempts. The board should consider having the fence professionally repaired as well as having new fence and bumper for the south gate as it is getting tore up every time it is opened.
- The storage lot remains at full capacity with two residents on the waiting list. We have a total count of 40 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.

There was discussion regarding possibly adding wheels to the storage lot gates to bring them higher off the ground and prevent scraping. Clearing some of the brush/trees away to make the lot more visible and hopefully deter vandalism was also discussed, as well as posting signs indicating that the area was under surveillance. These items will continue to be discussed.

Rules Compliance: Houck's report indicated the following:

Unresolved Issues from May:

On 4/24 Houck mailed a letter to a member on Trenton Place about a utility trailer that had been parked in the backyard for an extended period of time. Trailer was removed the week of 5/14.

New Violations:

- On 5/15 Houck sent an email to a member on Burgoyne about the time frame for replacing the dilapidated fence. Fence was replaced 5/21-22.
- On 5/16 Houck sent a letter to a member on Burgoyne about a camper that had been parked in the front yard for an extended period of time. Camper was removed 5/18.
- On 5/22 Houck sent a letter to a member on N. Saratoga Rd. about overgrown grass and shrubbery, citing the HOA code and the VC code. Front yard was mowed and shrubbery trimmed on 5/24.
- 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 was parked in the driveway, but commercial lettering was still visible as of 6/8.
- 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.
- On June 11 Houck sent a letter to a member on Concord Rd. about grass that had grown to at least a foot high.
- 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.
- On June 11 Houck sent a letter to a member about grass that had grown to more than a foot high at his property on Old Church Place.
- 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.

Welcoming Committee: Hill reported the following:

- Jonathan Negron on Lancaster Road: Spoke via phone but have not met in person yet. He indicated that they had most of the needed information and knew the rules. Hill mailed Welcome Letter and all information they discussed.

Communications: Myers reported the following:

- Updates were made to the website.
- He responded to a member regarding enforcement of some of our C+R's and the complications to amend them.
- On 5/19 a report was made to VCSO regarding a break in at the storage lot. The fence was cut. At least a couple units were burglarized.
- He was contacted by a member that asked if HOA approval was needed to have a whole house generator installed. He responded that it was not necessary.
- The July mailing, which will be sent out 2-4 weeks before the August meeting mailing was discussed.
- He reported a condo property called VCSO at 3 am to report a woman at their front door requesting a ride home on June 9th. An officer responded and gave the woman a ride home.
- The Condo member in attendance requested the HOA move the Neighborhood Watch signage at the 17 entrance to before W. Village Green Rd. The Board requested he discuss other options with the Condo board.

UNFINISHED BUSINESS:

2018/19 Budget Proposal: Myers briefly went over the 2018/2019 budget proposal. There were no questions from the Board. The proposal will be adjusted to allow for the increased estoppel fee.

NEW BUSINESS:

Estoppel/PUD Fee Revision: Myers presented a proposal to raise the Estoppel/PUD Fee from \$50 to \$100. After discussion, Benucci moved and DeLand seconded to raise the fee and the motion was passed unanimously.

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

Next Regular Board Meeting – July 10, 2018 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary