

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

Minutes of the Regular Board meeting of March 8, 2016

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

Roll Call: - President Lorin Myers, Vice-President Tisa Houck, Secretary Liliane Benucci, and Directors Diane Hill, Renee Weber, and Mike Campanella were present.

Member Al Sirutis was present.

Minutes: A motion was made by Houck and seconded by Hill to approve the February 9, 2016, minutes as amended. Carried unanimously.

Correspondence: The Board received notice of Treasurer Mark Zirkle's resignation; Zirkle was also on the Finance and Rules Committees. A motion was made by Campanella and seconded by Houck to nominate Sirutis to fill the vacant Treasurer position for the remainder of this year term; Carried unanimously. A second motion was made by Houck and seconded by Benucci to nominate Sirutis to also fill the vacant Director position for the remainder of the term, Nov. 2016; Carried unanimously.

Treasurer Sirutis will be added as a primary signatory at our Mainstreet account. Since there is little effect at Florida Credit Union the discussion regarding signature changes was tabled.

COMMITTEE REPORTS:

Financial: Myers reported the following:

- The Finance committee met on March March 3rd. Al Sirutis and Chris Sorensen were present.
- Discussion of the Profit and Loss report, Check Detail Report, Balance Sheet and Accounts Receivable Aging.
- Forecasted expenses: Clean Cuts contract, Lorin Myers contract, Liliane Benucci contract, Lowe's gift certificate, City of Deland water, Tinker Graphics web hosting, Lake Doctors contract, Condo Association meeting rental, Duke Energy utility bill.
- Not forecasted but paid: Tisa Houck reimburse Lowe's receipt lumber, nails \$74.95. Lorin Myers reimburse Office Depot receipt ink, Postmaster certified mail. Lorin Myers reimburse past due water bill \$43.80. Tisa Houck reimburse Lowe's receipt lumber \$84.82. Quality Quick Print change phone numbers on storage lot sign \$26.63. Hometown News yard sale ads \$33.00.
- No properties closed since the last meeting.
- One scheduled closing was cancelled.
- Two properties are scheduled to close on April 7th.
- One property was turned over to the attorney on Monday 2/8 for a Demand letter regarding unpaid second quarter assessments. That balance was paid in full on Monday 3/7.

- The finance committee has prepared a 2016/2017 budget proposal to be discussed under New Business.

ARB: Campanella reported the following:

- On February 16, he received an application for a new roof in medium brown architecture shingles for a residence on Freeman's Farm Rd. Preliminary approval granted.
- On February 26, a request was received from a residence on W. Village Green Rd. to repaint the residence the same color. Application was made in January 2016, but contact and approval was not made until February 26. Preliminary approval has been granted.
- On February 29, he received an application to remove a large Camphor tree in the front yard of another residence on W. Village Green Rd. The resident stated that the tree poses a risk to her walkway and foundation. ARB members did search and found that the tree is invasive and that removal is the best course of action.
- The resident has a secondary issue not listed on the application, which involves a common area in her back yard. The resident was advised that a visit to her house will be planned to talk about the issue at a later date, and the board will address this issue in a future meeting.

OLD

- Application to remove two palm trees on Freeman's Farm Rd. One is dying, and one is overgrown. Approved by Fletcher and Campanella. **Trees have been removed.**
- Application to remove 2 oak trees on Lancaster Rd. Fletcher went to the residence and looked at the trees. Approved by Fletcher and Campanella. **Trees have been removed.**

Beautification: Benucci reported that this month's beautification award was given to Jackie and Ron Smith of 2780 Princeton Place.

Grounds & Maintenance: Houck reported the following:

- Weber and Houck met with Mike Graves on February 11 regarding selecting plants for the Hwy 17 entrance. Mike will submit a contract for this project. The work will begin mid-March after some newly discovered irrigation problems are repaired.
- Mike Graves told Weber and Houck that the irrigation timer located at the ponds is in critical need of replacement. He estimated \$400-500. Myers verified that funds are available and authorized Mike to make those repairs. Mike also agreed to monitor the high water usage at the 15-A entrance by turning off the water for a short time to see if there might be a leak.
- Mark Zirkle and Skip Houck replaced some footboards and handrails on the walking bridge.
- The Lake Doctors performed their monthly treatment on the ponds.
- One streetlight was replaced on Brandywine Rd. between Valley Forge and Lexington

Storage Facility – Jerry Hill: Hill's report indicated that the storage lot contains 19 units, all tags are up to date, etc. The sign on the fence for contacts was changed to reflect only Jerry Hill and Jim Schrader phone numbers. Ken Jonas' information was removed.

Rules Compliance: Hill reported that letters were sent for the following violations (all which were resolved with one notice):

- Political sign in the front yard.
- Cul-de-sac parking.

Welcoming Committee: Myers informed the board that Lynn Sorensen would be taking over responsibility for the Welcoming Committee. There were no new members welcomed this month.

Communications: Myers reported the following:

- Updates were made to the website.
- One fraud report was investigated by the sheriff's office.
- A few stray cats and one loose dog issues were dealt with by email.
- The committee proposed a Policy & Procedures for the Facebook account.

UNFINISHED BUSINESS:

- **Payment Plan for Delinquents** – Tabled.
- **Annual Yard Sale** – Hill informed the Board that ads were placed in the Beacon News, News Journal, Pennysaver, Hometown News, Craig's List and 4 Deland/West Volusia area online Facebook sites for personal advertising covering DeLand and West Volusia. It was also announced on the Brandywine Facebook page.

NEW BUSINESS:

- **Facebook Policy & Procedures** – The Communications Committee presented the Facebook Policy & Procedures, which will be located on the Web Site under Documents. A motion was made by Benucci and seconded by Sirutis to adopt the P&P as presented.
- **2016/2017 Budget Proposal** – Myers went over several points on the preliminary budget proposal. This will continue through July, up until the budget is approved in August.

Adjournment: Moved by Benucci, seconded by Hill to adjourn at 8:40pm. Carried unanimously.

Next regular Board meeting: April 12, 2016, at 7:00 pm

Respectfully Submitted: Liliane Benucci – Recording Secretary