

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

Minutes of the Regular Board meeting of March 9, 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. Director Gregg Gagnon was absent. Members Robert Hogan, Tisa Houck, and Renee Weber were present.

Meeting Minutes: Motion by Paulson and seconded by Kicklighter to approve the February 9, 2021 Meeting Minutes. Passed unanimously.

Correspondence: None

Note: Paulson is keeping the back-up drives and extra PO Box key.

COMMITTEE REPORTS:

The Finance committee met on Zoom March 1st. Ortkiese, Weber, Paulson and Myers were present. 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, Lake Doctor's Contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Duke Energy utility bill, Valley Forge retention pond taking bids, Annual Property Liability Insurance premium approximately \$4,000

Expenses forecasted and paid since the last report: Barker Outdoors LLC \$2,500 easement. Florida Department of State annual filing \$61.25.

Expenses not forecasted and paid since the last report: None

- One closing is pending.
- One property closed since the last meeting.
- Third quarter Reminder letters will be mailed out April 10th.
- The finance committee is now sharing a Dropbox folder to review and sign off on invoices, bank statements and financial reports.

ARB: Quinn's report indicated the following:

PENDING

<u>Date</u>		<u>Request</u>	<u>Status</u>
3/6/21	Shenandoah RD	Received app reroof. Need shingle color No Permit yet.	Revd. by Quinn, APPD by
3/4/21	Kings Mountain Rd	Received app for exterior paint, color to match other ½ of duplex,	Revd. by Myers, APPD by Quinn
2/26/21	Kings Mountain Rd	Received app for Vinyl Siding/new gutters. No Permit yet.	Revd. by Myers, APPD by Quinn
2/23/21	Lancaster Rd	Received app for tree removal, tree cracking driveway.	Revd. by Myers, APPD by Quinn
2/23/21	Yorktown Pl	Received app reroof. No Permit yet.	Revd. by Myers, APPD by Quinn
2/11/21	Village Green Ct	Received app reroof. No Permit yet.	Revd. by Myers, APPD by Quinn
2/4/21	Lancaster Rd.	Received app reroof, Mojave Shingles. Permit Pending 2/5/21 Starting Work May 2021	Revd. by Aichner, APPD by Quinn
2/3/21	W Village Green Rd	Received app reroof, Mojave Shingles. Permit Issued 1/11/21	Revd. by Aichner, APPD by Quinn
1/26/21	Burgoyne Rd	Received app reroof, same shingles as on the house will go on shed. No Permit yet.	Revd. by Aichner, APPD by Quinn
11/19/20	Lancaster Rd	Received app to have home painted, main house natural/earth tone, trim white or off white and attached to app. Fence done. Paint Soon. 3/1/21	Revd. by Aichner, APPD by Quinn
11/18/20	Burgoyne Pl	Received app to put a shed in the back yard. Permit being pulled by Lowes. ETA 4-6 weeks, 2-2-21	Revd. by Aichner, Pending Permit.
7/30/20	Burgoyne Rd	Received app for replacement screen pool enclosure and resurface of the pool Update via text, work may start in 3 weeks. 3/3/21	Revd. by Graesart. APPD by Chant
7/7/20	Concord Rd	ARB request and plans for a new roof. Building plans are thorough. Permit approved 9/25/2020 Roof description and color have been recd and appd. Exterior colors have been recd and appd.	Revd. by Aichner, APPD by Quinn

COMPLETED

Date	Request	Status
8/13/20	Lafayette Place Received an app, job description and architecture drawings for an in-ground pool and enclosure. Permit Issued 9/4/20, Project has begun. Update via text, not completed 1-10-21	Completed
11/11/20	Lancaster Rd. Received app for Re-roof. Permit Issued 11/21/20	Completed
8/4/20	Burgoyne Rd. Received app and architecture drawings for a new in-ground swimming pool, deck & enclosure. Permit 9/10/20, work in progress.	Completed
1/19/21	W Village Green Rd Received app reroof, Mojave Shingles. Permit Issued 1/06/21	Completed
1/27/21	W Village Green Rd Received app reroof, Mojave Shingles. Permit Issued 1/06/21	Completed
1/12/21	Valley Forge Rd Received app reroof. Permit 1/18/21	Rev'd. by Aichner, APPD by Quinn
2/8/21	Concord Rd Received app reroof. Permit 1/29/21	Completed

Beautification: Ortkiese reported that the March 2021 Beautification Award was awarded to Dana Avison of 875 Lancaster Road

Grounds & Maintenance: Hogan reported the following:

- The easement/path removal project was started on February 15 and completed on the 16th. Barker Outdoors managed the job well.
- The next priority is the retention pond at Valley Forge and Brandywine. There are considerable erosion issues to correct where the runoff spills from the piping into the retention area and a lesser issue where homeowner, downspout runoff has been routed to the retention area. We have received two bids, which utilize different approaches and materials. Both may be suitable for this application.
- The next priority may be the cracks in the asphalt path from the foot bridge to Lafayette Pl, likely due to tree roots under the path. This has not gotten worse since first evaluated.
- Clean Cuts completed the trimming of the Illiagnus hedge along Brandywine. Mike G.
- Items to be included in a “Spring Spruce-Up Effort” have been discussed with Mike G. The items are mostly recurring items with some additional items identified for attention.
- Lake Doctors pond service took place February 22nd, and the report was received March 3rd. Matt.
- The street light at Saratoga Place was cycling on and was reported to Duke Energy on March 6th. Will be notified when the repair is complete. R Weber
- Lorene Richards has offered 4 ligustrum plants in 7-gallon pots for the HOA to use as needed/wanted. We will find the best spots for them and then move them accordingly.

Myers presented the three bids received for the retention pond project on Valley Forge Rd. He discussed details of each bid and the Board, in turn, weighed the pros and cons of each bid. It was ultimately decided (moved by

Benucci and seconded by Paulson) to award the contract to Chip Wrecked LLC with a budget not to exceed \$11,000. Passed unanimously.

Storage Facility: Campanella's report indicated the following:

- 44 Lot Spaces
- 7 Vacant Spots

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

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

No Changes from last month

Rules Compliance: Houck reported the following:

Unresolved from February

- On 2/5 Houck sent a letter to a member about a sign and an upside-down American flag. US flag has been replaced with a Gadsen flag.
- On 2/6 Houck sent an email to a member on Concord Road about their children who have been riding a golf cart on Brandywine streets. No response.

New Violations

On 3/5 Houck sent a letter to a member who owns property on West Village Green Rd. about a vehicle with an expired tag that has been parked in the driveway for an extended period of time. No response as of this writing.

One appreciation card was mailed.

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

Two new members were contacted by phone and provided Brandywine information, etc.

Tambra Heaberlin on Burgoyne Road and Mark & Roberta Sica on Concord Road. She hopes to meet all in person one day soon!

Communications: Myers reported the following:

- Updates were made to the website.
- He addressed the discussion on the Facebook page about setting up cameras in the community to catch littering and dog waste bags found in the community.
- He notified the residents at the north end of Valley Forge by email when a suspicious pick-up truck was reported to him.
- He discussed posting the ARB app in a fillable pdf format on the website (see New Business)

- As posted on the Facebook page the sheriff's office does not normally get involved with loud music the residents are complaining about. The county department to contact is Code Enforcement.

UNFINISHED BUSINESS:

Annual Yard Sale Recap: Ads were placed in the W. Volusia Beacon newspaper (free), Daytona News Journal, Pennysaver and Hometown News. It appeared as well on Social media garage sale sections including Facebook Marketplaces & Craig's List. Many shoppers commented they saw ads on their computer/phones even more so than in print.

It appeared to be a great success even with drizzly rain and the threat of storms. An abundance of shoppers were able to visit the many homes 'saleing'!

NEW BUSINESS: Revised ARB Application for Improvements

The ARB Application for Improvements form has been revised and will be put on the HOA web page as a fillable form. Members will have the option to fill in the form and submit it directly on the website or they can download the form and either email it themselves or bring it to an ARB committee member. Motion by Paulson seconded by Benucci to approve the expense up to \$150-\$175. Approved unanimous.

Adjournment: Moved by Benucci, seconded by Paulson, to adjourn at 8:12 pm. Carried.

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

Respectfully Submitted: Liliane Benucci – Recording Secretary