

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

Minutes of the Regular Board meeting of May 16, 2017

Call to Order: The meeting was called to order by President Myers at 7:03 pm.

Roll Call: - President Lorin Myers, Vice President Tisa Houck, Secretary Liliane Benucci, Directors, Diane Hill, Mike Campanella, and Treasurer Steve De Land were present. Director Renee Weber was absent. Member Ray Knowles also attended the meeting.

Minutes: Motion by Houck and seconded by Campanella to accept the April 11, 2017 meeting minutes as presented. Passed unanimously.

Correspondence: Myers received the monthly newsletter from Clayton & McCullough, highlighting several changes in HOA rules that are currently sitting on the desk of the Governor, waiting to be put into law. There was a brief discussion, and these issues will be addressed accordingly.

COMMITTEE REPORTS:

Financial: De Land reported the following:

- The Finance committee met on May 2, Steve De Land, Dick Fletcher and Lorin Myers were present. Chris Sorensen was absent. 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, Lorin Myers contract, Liliane Benucci contract, Lake Doctors contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics Web Hosting, Condo Association meeting rental, Duke Energy utility bill, Mike Orr Signs holiday decoration sign, Nishad Khan P.L. filing and release of lien.
- **Expenses forecasted and paid:** Travelers property & liability insurance, 1 year premium.
- **Expenses not forecasted and paid:** Nishad Khan P.L. \$528.08 Amended Claim of Lien, Intent to Foreclose and Payment Plan, certified mail.
- One property is scheduled to close.
- No properties have closed since last meeting.
- The committee proposed changes for the 2017-18 Annual budget, to be discussed under Unfinished Business.
- As of today all third quarter assessments have been paid except the three long term arrears.
- One property with our lien claimed has paid off the balance.
- One property with our lien claimed has agreed to a payment plan. The first payment has been received.

ARB: Campanella reported the following submitted applications:

- On March 27, 2017 he received an application from a resident on Lancaster Road to replace wood on firewall. Paint exterior stucco, front door, and replace/install new gutters. Approved by Fletcher and Knowles. Final inspection by Campanella on 05-15-2017.
- On April 9, 2017, he received an application from a resident on Concord Road for a new roof. Approved by Campanella and Knowles. Final inspection by Campanella on 05-15-2017. Copy of permit pending.
- On April 20, 2017, he received an application from a resident on Valley Forge Road for new landscaping and a new poured concrete circular driveway. Approved by Myers, Knowles, and Fletcher. As of 05-15-2017 permit has not been obtained for driveway. Permitting and start of work is expected by the end of this week (5-15-2017).
- On April 25, 2017, he received an application from a resident on Kings Mountain Road to remove a dead tree in the back yard. Approved by Fletcher, Knowles and Campanella. Final inspection by Campanella on 05-11-2017.
- On April 3, 2017, he received an application for a new roof from a resident on Kings Mountain Road. Job is completed and inspection has been turned in. Final approval by Campanella on 5-16-2017.
- Myers received an informal request from a buyer for a fence. An inspection of the property revealed the intention is to bring the fence up the side yard 14 feet into the front yard but not past the front of the garage. After an on-site review by Campanella, Knowles, and Fletcher, it was agreed that all else pending the request could be granted.

Beautification: Benucci reported that the monthly beautification award given to Donald and Lucille Halavin at 2641 Saratoga Place. Since Houck has not heard from Mike Orr regarding the Holiday Decoration sign, she will pursue other avenues.

Grounds & Maintenance: In Weber's absence, Houck reported the following:

- There were three street light outages. Duke responded that the underground cables were faulty and would be assigned to another crew for repairs.
- Clean Cuts has begun the mowing rotation of common areas.
- Myers responded to a member's request for the HOA to trim common area trees near her home. Affordable Tree Service determined the trees were healthy and no action needs to be taken.
- Skip Houck repaired a loose handrail board on the walking bridge. This was a temporary fix as the board will need to be replaced.
- Due to lack of rain and low water levels, the pond fountains remain turned off. The Lake Doctors treated the ponds for algae and emergent and underwater weeds.

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

- There are 27 units enclosed at this time.
- One trailer had an expired tag last month and the owner was contacted. Now the tag has been removed and as of today it has not been replaced.
- Weeds have been sprayed around the entire enclosure fence and will continue to be done as needed.
- Earlier in the month it was reported that damage occurred to one camper, including a broken window, dents in the body, etc., by possible/probable weapon.

Rules Compliance: Houck reported the following:

Lancaster Rd. Parking – A letter was sent to a resident on the Lancaster Rd. cul-de-sac informing her that parking her vehicle in the street violates our C&R #2.7. After receiving the letter, she called Hill to say that the vehicle is not hers. As a follow-up measure, a generic letter was sent to six residents of the Lancaster cul-de-sac, asking them not to park in the street for more than a few hours on an occasional basis, not regularly, and not overnight.

Welcoming Committee: Hill reported that she welcomed no new residents this month.

Communications: Myers reported the following:

Updates were made to the website. The July mailing was discussed. 2 loose dog reports and 1 stray cat report were sent out in April. One neighbor called about her neighbors barking dogs. I explained I couldn't help her at that property and she should call Animal Control. One neighbor called about a dog hit by a car. I asked her to call Animal Control. An alleged instance of a dog killing a cat was reported to me. I advised that the cat owner call Animal Control. A monthly and annual schedule of mailings and actions was developed and distributed to the Board members.

UNFINISHED BUSINESS:

2017/2018 Budget Proposal: Myers went over several budget proposal changes and there were no questions from the Board.

NEW BUSINESS:

Revise the Fee Schedule, Payment Plan:

- The fee schedule was revised to accommodate the new Budget changes. Benucci moved and Houck seconded to accept the changes made to the fee schedule. After some discussion the motion was carried unanimously.
- The payment plan was modified to remove outdated references. Benucci moved and Campanella seconded, and after no discussion the motion was carried unanimously.

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

Next Regular Board Meeting – June 13, 2017 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary