

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

Minutes of the Regular Board meeting of May 12, 2015

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

Roll Call: - Directors Weber, Robertson, Myers, Marshall, Houck, and Benucci were present. Director Hill was absent.

A motion was made by Myers and seconded by Robertson to approve the April 14, 2015 Meeting Minutes as amended. Carried unanimously.

Correspondence: Weber reported that she received correspondence regarding improperly-parked vehicles, loud music and mowing issues. She also received correspondence from a potential property buyer and disseminated information regarding an HOA Certification seminar.

COMMITTEE REPORTS:

Financial/Membership:

Financial: Myers reported the following:

- ✓ The Finance committee met on May 5th. All members were in attendance.
- ✓ Discussion of the Profit and Loss report (modified), Check detail report, Balance Sheet and AR Aging report.
- ✓ RF CD #906 matures on May 18, 2015.
- ✓ Myers discussed the Finance Coordinator/Treasurer duties doc. There were no changes recommended from last year at this time.

Membership: Myers reported the following:

- ✗ Forecasted expenses include: Clean Cuts contract, Lorin Myers contract, City of Deland, Duke Energy, Tinker Graphics, BV Condo Assn., The Lake Doctors, Quality Quick Print 2,000 return service requested bulk rate \$10 envelopes \$176.79; Mike Orr down payment for Entrance Signs (amount not known).
- ✗ Not forecasted but paid: Travelers \$535.25, 1st quarter premium on General Property Liability Insurance; Paul, Elkind & Branz \$410, General Consultation; Reeves Tree Service \$475, limbs & foliage clean-up around the storage lot.
- ✗ No properties closed during the last month; two properties are scheduled to close.
- ✗ One demand letter for third quarter dues was mailed out this month by the attorney.

ARB: Marshall's reported the following:

- ✓ New roof was installed at a residence on Lancaster Rd. Copy of permit is attached to home. No ARB request was made, so it is not signed off and approved.
- ✓ Request for tree removal at a residence on Valley Forge. Reviewed by Marshall and Director Hill and approved by Marshall.
- ✓ Request for tree removal at a residence on Kings Mountain Rd. Reviewed and approved by Marshall and Jonas
- ✓ Request for tree removal at a residence on Valley Forge Rd. Reviewed and approved by Marshall and Jonas

Lawn Care & Beautification: Benucci reported that due to the lateness of the awarding of The Beautification award for April it will stay with Valerie Fronk of 2606 Bennington Place for the Month of May.

Grounds & Maintenance: Jonas had nothing to report.

Weber reported the following:

- ✓ The Clean Cuts crew are keeping up with the regular mowing and trimming. They trimmed a palm tree around pond 3.
- ✓ The Lake Doctors treated the ponds for algae.
- ✓ The City of DeLand reconnected the broken water line at the 15A entrance by running the pipe under the road. This will prevent future issues with plantings on the island. Mike Graves will repair the irrigation system on the first island and is planning on having the planting completed within the next two weeks.
- ✓ One street light was report out and has been repaired.

Storage Lot: Jerry Hill's report indicated that there are 15 units in the storage area at this time. All have up-to-date tags.

Rules Enforcement: Hill had nothing to report. Weber reported that two violation letters were sent out by the committee.

Planning Committee: Weber reported the following:

- ✓ No updates concerning the Volusia County attorney's office foreclosure case have been received.
- ✓ Weber wrote a letter to Palmer Panton, Director Volusia County Planning and Development Services, requesting notification of any upcoming hearings or zoning changes regarding the undeveloped property adjacent to the Brandywine Tennis Club. There has been no response as of this date. After contacting the prospective buyer, Weber learned the property is still currently owned by the bank but a contract to purchase it is in process. The HOA was asked to allow the survey stakes and tape designating historic trees to remain in place until the developer removes them. After the closing on the property, the developer will contact the HOA to discuss the plans for the site.

Welcoming Committee: No new members were welcomed this month:

Communications: Myers reported the following:

- ✓ Monthly updates were made to the website and the Annual Meeting details were posted.
- ✓ One dog was returned to its owner via group email.
- ✓ The Volusia County Sheriff's office reported one criminal mischief by an unknown suspect. Three cars were broken into and burglarized in a two-day period around April 20, 2015 at the Mallards.
- ✓ The July mailing will be sent out two to four weeks prior to the August 11 meeting to announce the budget approval item of the meeting.

Signs: Marshall's reported the following:

- ✓ Four new signs were purchased for the Brandywine Trail.
- ✓ Sign posts were constructed by Marshall and they were installed by Marshall and Jonas.
- ✓ In conversations with Mike Orr about our entrance signs he stated that he had all the necessary paperwork for the permit and was going to apply to the County Monday May 11th; he will let Marshall know the outcome. Marshall stressed to Orr the dissatisfaction of the board with all of the delays and our need to complete the project. He said he understood .

OLD BUSINESS:

- ✓ Review Draft 2015-16 Annual Budget – Myers went over the budget again. In order to accommodate an anticipated increase in contract services, Myers explained that this line item would be increased and the reserve line item would be decreased in the same amount.
- ✓ **Annual Member Meeting** – a check was mailed to Brian's BBQ as a deposit for catering the meeting.
- ✓ **Rules Compliance Policy** – discussion continued.
- ✓ Treasurer Zirkle spoke in favor of increasing the Finance Coordinator's monthly compensation, as well as reinstating monthly compensation to the Recording Secretary. The Board agreed to move forward with this task and Zirkle will draft up contracts for the Board's approval.

NEW BUSINESS: There was no new business.

Adjournment: Moved by Myers seconded by Marshall to adjourn at 8:26pm. Carried. The next Board meeting will be held on June 9, 2015 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary