

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

Minutes of the Regular Board meeting of May 10, 2016

**Call to Order:** The meeting was called to order by President Myers at 7:08 pm.

**Roll Call:** - President Lorin Myers, Vice President Tisa Houck, Secretary Liliane Benucci, and Directors, Renee Weber, Mike Campanella and Treasurer Al Sirutis were present. Director Diane Hill was absent.

**Minutes:** Motion by Houck and seconded by Weber to accept the April 12, 2016 meeting minutes as presented. Passed unanimously.

**Correspondence:** A request was received from a prospective buyer regarding blueprints for a Brandywine residence. Benucci checked the HOA files and was unable to find anything. She will contact him and recommend that he check with the Property Appraiser's Office.

**COMMITTEE REPORTS:**

**Financial:** Sirutis reported the following:

- **The Finance committee met on May 2nd;** Al Sirutis, Chris Sorensen and Lorin Myers were present. 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, 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.
- **Expenses forecasted and paid:** Bauer & Associates \$132.00; release one lien and 1/10 hr consultation. Travelers Insurance 1 year premium Commercial property and liability \$5,840.00 Tinker Graphics \$75.00 Condo web page.
- **Expenses forecasted:** Lorin Bruce Myers – reimburse Walmart and Home Depot invoices; hard drive, case for the drive and black printer ink \$76.64. Bauer & Associates \$10.50 release of lien email.
- **As of the meeting one property is outstanding for third quarter dues as well as the long term arrears on the AR Aging report.**
- **No properties are scheduled to close next month.**
- **CD cash 069 will mature on May 23<sup>rd</sup>.** The Finance committee recommends purchasing a 24 months CD at Florida Credit Union with the funds. Houck moved and Sirutis seconded to go with the Finance committee's recommendation and purchase the 24 month CD.
- **The Finance committee recommends repairing the HOA laptop key board and replacing the internal battery at an estimated cost of \$125.00.** Sirutis moved and Campanella seconded a motion to go with the Finance committee's recommendation to repair/replace the HOA laptop keyboard and replace the internal battery at a cost not to exceed \$125.00. Passed unanimously.

- Myers contacted the attorney regarding the proposed payment plan and our collections policies regarding our aging delinquent accounts.
- The 2016/17 budget proposal will be discussed under Unfinished Business.

**ARB:** Campanella reported the following:

- On April 3, 2016 he received an application for a new metal roof for a residence on Concord Place. The homeowner changed their mind and changed it to a shingle roof. Approved and the work was completed by the end of the month. A copy of the permit needs to be provided.
- On April 4, 2016 he received an application for removal of several trees for a residence on Burgoyne Rd. Approved and work was completed within the month.
- On April 8, 2016 he received an application for tree removal for a residence on Shenandoah Rd. Approved by Fletcher and Schrader. Work completed within the month.
- On April 9, 2016 he received an application for tree removal for a residence on Saratoga Rd. Approved by Fletcher and Campanella. According to Weber, the tree has been removed.
- On April 29, 2016 he received an application for tree removal for a residence on Bennington Rd for several trees on the back side of property that are close to Brandywine Rd. Reviewed and approved by Campanella. Work not done yet.

**Beautification:** Benucci reported that the beautification award was presented to Ken and Nancy Jonas of 2800 Trenton Place.

**Grounds & Maintenance:** Houck reported the following:

- Mike Graves' Clean Cuts crew replaced and added the flax lilies near the 15/A sign. He went through the irrigation again to ensure that everything is still working properly, and it is. Mike reset the timer for moderate watering and will monitor the irrigation. Once we start getting frequent rain, he will turn it off.
- Myers requested new plants for the cul-de-sac on Kings Mountain Rd., and he suggested limiting the budget to \$300 for said plants. Weber requested that Graves communicate with Myers regarding plant selection. Weber requested new mulch in the island at the Kings Mountain/Valley Forge/Brandywine intersection. Houck requested new mulch in the island at the Freemans Farm cul-de-sac, which will improve the look of the island and help maintain moisture for the new lantana and jasmine that the Houcks planted. They will keep the plants watered until established and summer rain takes over.
- The ponds were treated for the usual algae and other marine weeds.

**Storage Facility – Jerry Hill:** Hill's report indicated that at this time, the storage lot has 18 units with 19 units registered. There was one unit added in May and two tags are due at the end of May.

**Rules Compliance:** Hill's report stated the following:

- Two noncompliance letters were sent: First & second reminder/follow-ups to a residence on Yorktown Place regarding political signs displayed in the front yard. As of this date the signs do not appear to have been moved.
- One near-trailer issue was resolved after a resident phoned to place the trailer in storage before the letter was mailed.
- Lawn mowing at a residence on Concord Road was completed after a reminder call was made to the Realtor.

There was discussion regarding noncompliance letters and what the precise process should be regarding progressive notifications. The board agreed that the Rules Committee should continue to work on appropriate verbiage and report back to the Board.

**Welcoming Committee:** Myers reported on behalf of Lynn Sorensen that three residents were welcomed: Susan and Clint Jeckovich of Burgoyne Rd, Valerie Ellington of N. Saratoga Rd. and Trish Moore of Lancaster Rd.

**Communications:** Myers reported the following:

- Updates were made to the website.
- A request for email assistance to find an owner of a vehicle alleged to be driving maliciously was denied.
- A Bear Awareness seminar was sent out by email. A pedestrian, driver and cyclist email went out.
- The next postal mailing will be in Monday July 18<sup>th</sup> (2-4 weeks prior to August 8<sup>th</sup> meeting).
- The Newsletter for the mailing will be finalized by June 30<sup>th</sup> if you have any contributions contact Tisa Houck.

**UNFINISHED BUSINESS:**

- **2016/17 Budget Proposal:** Myers again went over the proposed budget, which will be approved in August. There were no questions from the board.
- **Payment Plan for Delinquents/Collections Policy:** Myers has contacted the attorney with questions/concerns and is waiting to hear back from him. He will then report back to the Board.

**NEW BUSINESS:**

Review Rules Compliance Policy and Procedure – Diane Hill. Tabled.

**Adjournment:** Moved by Benucci, seconded by Campanella to adjourn at 8:31pm. Carried.

Next Regular Board Meeting – June 14, 2016 at 7:00 pm

**Respectfully Submitted:** Liliane Benucci – Recording Secretary