

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

Minutes of the Regular Board meeting of May 11, 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. Members Robert Hogan, Tisa Houck, Jim Graesart, and Renee Weber were present.

Meeting Minutes: Motion by Paulson and seconded by Ortkiese to approve the April 15, 2021 Meeting Minutes as amended. Passed unanimously.

Correspondence:

- Annual Meeting Sign-in Sheets have been scanned.
- Ortkiese moved and Paulson seconded to appoint Jim Graesart to the ARB committee. Passed unanimously.
- Benucci moved and Kicklighter seconded to release Gary Philip and Tony Aichner from the ARB committee. Passed unanimously.
- The Board accepted ***** resignation. Motion by Benucci second by Paulson. Approved unanimous.

COMMITTEE REPORTS:

Finance Committee Report, May 2021. Ortkiese reported:

The Finance committee met on Zoom May 4th 6:30 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 doctors contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Duke Energy utility bill, Tinker Graphics \$70 storage lot fillable form.

Expenses forecasted and paid since the last report: Tinker Graphics \$175, 2 fillable forms.

- **Expenses not forecasted and paid since the last report:** Myers reimburse ink and MS Office 2010 \$119.92. Florida Department of State \$70.00; resignation Haaland and Gagnon.
- Four closings are pending
- Three properties have closed since the last meeting.
- The committee had no changes on the proposal for the 2021/2022 budget to be discussed under New Business.
- Myers wrote off the \$20.50 balance at one property.
- One NSF check for 3rd quarter payment is the last payment not yet received other than the one ITF.
- The committee discussed shredding 50-75# of bank statements and invoices older than 7 years upon receipt

of a 'certificate of destruction' at the UPS store for \$1.25 per pound. There are complications with the certificate.

- The committee discussed purchasing a 1 T HDD to replace the one that failed for about \$70.
- The committee discussed problems with our current insurance agent. Since that discussion the Property & Liability policy was upgraded to represent the current values of our properties. The new policy is scheduled to be revised again next year. The premium for this year \$4,582.00
- It was decided that our attorney will affix the Bad Check Statute to a demand for payment Intent to Lien letter being sent to a resident.

ARB: Quinn;s report indicated the following:

PENDING

<u>Date</u>		<u>Request</u>	<u>Status</u>
5/4/21	Lancaster Rd	Received and app for exterior painting of house in natural color Diversion and application of Air stone siding in natural rust colors, (already installed).	Revd, by Paulson APPD by Quinn
4/21/21	Saratoga Rd	Received app for replacing fence. Board on Board natural color. Fence Co. to pull permits. Not done	Revd, by Paulson APPD by Quinn
4/16/21	Burgoyne Rd	Received app for replacing fence. Board on Board natural color. BFC to pull permits. Not done	Revd, by Myers APPD by Quinn
2/23/21	Lancaster Rd	Received app for tree removal, tree cracking driveway. Removal scheduled.	Revd. by Myers, APPD by Quinn
7/30/20	Burgoyne Rd	Received app for replacement screen pool enclosure and resurface of the pool Update via text, looking for new contractor. 5/4/21	Revd. by Graesart. APPD by Chant
7/7/20	Concord Rd	ARB request and plans for a new home. Building plans are thorough. Permit approved 9/25/2020 Roof description and color have been recd and appd. Exterior colors have been rec'd and appd.	Revd. by Aichner, APPD by Quinn

COMPLETED

<u>Date</u>		<u>Request</u>	<u>Status</u>
4/17/21	Kings Mountain Rd	Received app to replace 2 mailboxes. Black w/brown post	Completed
4/10/21	N. Saratoga Rd	Remove 2 water oaks NE corner of the house	Completed
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.	Completed

3/31/21	Old Church Pl	Received app for replacing fence. Board on Board natural color. Permit 4/1/21 done	Completed
3/22/21	N. Saratoga Rd	Received app for replacing fence. Board on Board natural color. Permit 4/13/21 done	Completed
2/26/21	Kings Mountain Rd	Received app for Vinyl Siding/new gutters. Shingle color CertainTeed Landmark Mojave Tan Permits: 3/24/21 Roof, 4/16/21-Siding, 4/19/21-Soffit & Fascia	Completed

Beautification: Ortkiese reported that the Beautification award was presented to Cheryl and Ron Johnson of 2705 Burgoyne Place.

Grounds & Maintenance: Hogan reported the following:

- The temporary piece of blocking at the footbridge was replaced with a piece of stone, which will last for many years to come.
- One street light was reported out and was repaired in just a few days.
- The retention pond and wall project, at Valley Forge and Brandywine, has been contracted and Chip, of Chip Wrecked LLC, is currently in the permitting process. He is on vacation until the 18th of this month. We expect to hear from him about permitting as new information is available. The approximate start date is still TBD.
- A tree fell into Pond 3. CFB Outdoors has been hired to remove it. The work is anticipated to be done in the week of May 10 – 14.
- A low-hanging limb was trimmed away from the Hwy 17 Brandywine entrance sign.
- Mike Graves/Clean Cuts has been focusing on the following items: 1) Trimming and cleanup of the plants at the 15A entrance 2) The large palm at Saratoga Place was trimmed and looks great. 3) Mulching project listed below 4) Significant time has been spent replacing and repairing sprinkler heads and blowing out lines.
- The Pond 3 fountain was out of service for a few days. It was repaired and is operating properly.
- Mike Graves/Clean Cuts provided the requested quote of \$975.00 and it was approved. The project is in-process and it is anticipated to be complete by next month's report.
- The channel, from Pond 1 to the outflow by the bridge, was cleared to improve water flow.
- The Lake Doctors performed April's service on the 12th and sent the report.
- The sign cleaning project is complete. Thanks to all who helped us rid the entrance signs, other signs throughout the neighborhood, and the benches, of dirt, mold, and mildew.
- The cracks in the asphalt path, from the foot bridge to Lafayette Pl, remain mostly unchanged. This will be re-addressed once a few items that are in-progress.
- The repairs of the black, wooden trim pieces at the tops of the sign posts are moving along. The purchased pieces have been painted and a few will be replaced over the next weekend or two. Additional pieces, that can be repaired, will be done a few weekends after that.

Storage Facility: Campanella's report indicated the following:

- 44 Lot Spaces
- 8 Vacant Spots

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

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

One item was removed from the lot. Nothing significant to report.

Rules Compliance: Houck reported the following:

• **Unresolved from April**

On 3/30 Houck called a member on Saratoga Road about the POD that has been in the driveway for an extended period of time. After a series of errors on Lowe's part, a project that began in October 2020, the project was recently completed and the POD was removed on 4/19.

- On 4/8 Houck sent a letter to the tenant and owner of a home on Saratoga Road about a vehicle being parked in the street against the flow of traffic that needs to be moved to the driveway per Brandywine HOA Parking Rules. Vehicle is now being parked in the driveway.
- On 4/8 Houck sent a letter to a member on Concord Road about family members who continue to ride golf carts on Brandywine streets. This is a follow-up to an email sent on 2/6/2021. No sightings since this letter was sent.

New Violations

- On 4/15 Houck sent a letter to a member on Lexington Road about high grass. Yard was mowed on 5/2.
- On 4/16 Houck sent a letter to a member on Shenandoah Road about a variety of vehicles that have been parked in the yard for an extended period of time. Vehicles are still being parked in the yard but sporadically, not continuously.
- On 5/5 Houck sent a letter to a tenant and property manager of a home on Burgoyne Place about a sign in the front yard that should be removed. Sign was removed a few days later.

One appreciation card was mailed out.

Welcoming Committee: Hill's report indicated the following:

- Mailed welcome letter with other information to new residents on Concord Road on 5/10 and left messages 5/7. No contact made with either resident as of yet.
- Valley Forge Rd. Spoke at length with new resident, 5/7. Mailed 5/10. Will try to meet in person after their return with remainder of household items and closing of Miami home. They discussed storage lot for boat/trailer which will be moved when trailer wheel is repaired. They will make contact for key, etc. Informed about BW Website and Facebook page.
- Freeman's Farm Rd, Spoke with new resident. Will try to meet in person when they(both police officers) have a weekend off or time to do so. They will be painting front door/trim and putting a new fence up for their dogs. Mailed Welcome letter and other info, 5/10. They were already quite aware of BW rules etc.

Informed about BW Website and Facebook page.

Communications: Myers reported the following:

After a complaint from a resident he contacted the owner of a rental property on Concord road about their tenant's dogs running loose.

- He researched a VSO report of a larceny that was a domestic issue.
- One found dog was returned to its owner by a group email.
- The utility locators on the sidewalks were determined to be a Duke Energy Contractor.
- He discussed the July mailing.

UNFINISHED BUSINESS: 2021 /22 Draft Budget Proposal - no changes

NEW BUSINESS:

Association Management Company - The Board discussed the possibility of bringing on a property management company to assist with HOA business. A committee will be formed to research further.

Adjournment: Moved by Benucci, seconded by Ortkiese, to adjourn at 8:00pm. Carried.

Next Regular Board Meeting – June 8, 2021, at 7:00 pm on Zoom.

Respectfully Submitted: Liliane Benucci – Recording Secretary