

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

Minutes of the Regular Board meeting of November 12, 2013

Call to Order: The meeting was called to order by President Weber at 7:12 pm.

Roll Call: - Directors Myers, Marshall, Rabits, Hill, Weber, and Benucci were present.

Members Ken Jonas and Dick Fletcher attended.

Minutes: Motion by Myers, seconded by Hill to accept the October minutes as presented. Carried.

COMMITTEE REPORTS:

Financial/Membership:

Financial: Myers reported the following:

- ✓ The finance committee met at 12:00 on Monday, November 4th. Alonzo was absent. The committee recommends purchasing a \$10,000 CD with Reserve Funds. Myers requested credit from Duke Energy for the outage of the six light poles in September. A follow-up inquiry indicated there is credit forthcoming. Myers expects the November/December billing will reflect the credit. Our accountant, Betty Kelly, requested a new agreement, which shows there is no increase in costs projected over the next year. She further expounded on her office's disclaimer regarding its responsibilities to oversee our internal checks and balances.

Collections: Myers reported the following:

- ✓ Eighteen first quarter reminder letters went out on October 14th. On November 4th four were still unpaid and were turned over to the attorney for demand letters with 45 days to pay the balance or result in claiming our lien. One property reported to Myers that foreclosure is expected mid-November and paid two months. This property was not included in the demand list to the attorney, but they have until December 1st before the account is delinquent. Myers prepared estoppel for a property that is also in arrears for first quarter dues. That property was also not turned over to the attorney for a demand letter, but Myers advised in the estoppel that "collection" would be pursued if the past due fees and costs were not paid due to a cancelled closing.

Membership: Myers reported that there is one closing scheduled this month.

Grounds & Maintenance: Jonas reported the following:

- ✓ The Brandywine shopping center has done some work in an effort to clean out and repair their storm water retention area. While it may not be what we would consider a good job, it should be an improvement toward having the system function as it is designed to.
- ✓ Jonas repaired another broken pipe and sprinkler head at the Route 17 entrance, which appeared to have been deliberately broken off.
- ✓ All irrigation time clocks have been changed to EST and watering days cut to Tuesday only as per county watering rules.
- ✓ Schrader and Jonas have removed the pump from pond #3 and are waiting for an analysis from C&C Electric works. It appears the pump will have to be replaced as the casting has deteriorated badly, but we do not know about the motor until they test it. (Please refer to update under New Business.

Lawn Care & Beautification: Jonas had nothing to report other than the Beautification Award sign will be transferred to the new committee tonight.

Storage Lot: Schrader's report indicated that as of this date there were 16 units in the storage facility and that one utility trailer has an expired license. The owner has been notified by e-mail and all other units are in compliance with the Storage Lot "Rules of Use."

ARB: Jonas reported the following:

- ✓ Approval was granted for a new roof at 2834 Concord Road. A copy of the building permit will be sent in when obtained by the contractor.
- ✓ Preliminary plans for an addition to 805 Lancaster are being reviewed. We are waiting for the ARB request form and building permit to be submitted for approval.
- ✓ The previous approval for a metal storage shed was approved in error by the former ARB chairperson and does not set a precedent for further requests.

Rules Enforcement: Hill reported that three non-compliance letters were sent out in October. We continue to have issues with improperly-parked cars and lawn care.

Web Site: Myers reported that routine updates were made to the web site. He is working on a "holiday message" to replace the Annual Meeting message.

Welcoming Committee: Weber reported the following:

- ✓ New owners Mark and Patricia Zirkle of Freeman's Farm Road were welcomed.
- ✓ New tenants Tim Algieri, Freeman's Farm Road and Chad & Mary Jo Gibbs on Burgoyne Place were welcomed.

Planning Committee: Myers announced that, as reported at the Annual Meeting, the adult entertainment business "Pin Ups" has been temporarily ordered not to open by court order.

President's Notes: Weber made a short announcement regarding the new term for the directors and officers and indicated that we should all be working as a team.

OLD BUSINESS:

Board Member Certification: Rabits and Marshall received and signed the new Board Member Certification form. Benucci will notarize them.

ARB: In order to avoid any confusion regarding types of sheds approved it was suggested that the entire ARB committee review requests.

NEW BUSINESS:

- ✓ Pond Pump - Jonas reported that C&C Electric Works informed him both the pump and motor need to be replaced; the estimate Jonas received was \$1,586. The board voted (Myers moved and Benucci seconded) to approve the expense and approved an additional \$800 over the \$1,000 budget to cover any incidentals regarding the pump and motor replacement.
- ✓ Jonas requested that he and Schrader be compensated for the time spent removing the pump from the pond and all the extra work that went into this endeavor. Myers moved and Marshall seconded to authorize a payment of \$200 total.
- ✓ Clean Cuts' contract expires at the end of February 2014. Weber pointed out that we are required by Florida Statute to entertain other bids, regardless of our intentions regarding the renewal of their contract. Rabits will look into getting additional bids.
- ✓ Weber asked that any submissions to the January newsletter be sent to her.
- ✓ Florida Statute requires that associations list a registered agent. A 2009 Brandywine HOA board rule states that the treasurer will be the registered agent. At the time this motion was made and passed, Lorin Myers was the treasurer and has remained the registered agent. To avoid any confusion regarding who the registered agent is Myers moved and Benucci seconded to change the board rule to read that Lorin Myers is the Brandywine HOA registered agent.
- ✓ Weber reminded all directors that the Board Member Certification process and form must be completed within 90 days.
- ✓ Since the state requires documents be kept on file, Weber suggested all important, letters, reports, etc. be scanned and stored on the HOA computer first and then given to the secretary for hard copy storage.
- ✓ While the event is still fresh in everyone's mind, Weber asked for ideas regarding next year's annual member meeting.
- ✓ Ken Jonas passed on Brandywine HOA property (signs, etc.) to the appropriate directors for use and storage. He will continue to be in charge of tools and supplies needed for grounds maintenance.

Adjournment: Moved by Benucci, seconded by Myers at 8:30pm. Carried. The next Board meeting be held on December 10, 2013 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary