

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

Minutes of the Regular Board meeting of November 11, 2014

Call to Order: The meeting was called to order by President Weber at 7:00 pm.

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

Treasurer Mark Zirkle also attended the meeting.

Minutes: Motion by Myers, seconded by Marshall to accept the October Board Meeting Minutes as amended. Carried unanimous.

Correspondence: Weber responded to a concern about the speeders in the neighborhood and one regarding the entrance sign project. A local Boy Scout Troop was advised that in the future, they should contact the Brandywine HOA Board regarding their Scouting for Food service project. Two different individuals were observed opening trash totes on separate collection days. Weber reminded them this was illegal and the sheriff would be called if they persisted. An agent for the Tennis Club owner contacted Weber to clarify the HOA's relationship to the club's C&Rs.

COMMITTEE REPORTS:

Financial/Membership:

Financial: Myers reported the following:

- ✓ The finance committee met on November 4, 2014. All members were present.
- ✓ Myers discussed the monthly financial reports including the Balance Sheet, Profit and Loss report: Line item 20625 Interest Fees was added to properly report interest on IRS form 1120-H, the Checking Detail Report. The following highlights were discussed in the AR Aging Report:
- ✓ The attorney for the HUD/USA property has contacted us and intends to pay the arrears. Demand for claim of lien (unpaid first quarter dues) letters from our attorney went out to three properties on November 5, 2014. One property has since paid in full and one property partially paid their arrears.
- ✓ Forecasted expenses include the Clean Cuts contract, Lorin Myers' contract, City of DeLand, Duke Energy, Tinker Graphics, BV Condo Association, and The Lake Doctors.
- ✓ Expenses that were not forecasted include Quality Quick Print, ballots, registration sign, table tents and sign-in sheets for the Annual Meeting.
- ✓ This month we will make signature changes, close our Reserve Fund checking account and open a Reserve Fund money market account at Mainstreet Bank.
- ✓ 2013 1120H Corporate Tax Filing was amended and filed. There were no taxes due.
- ✓ The Department of Business and Professional Regulation annual filing was submitted.

- ✓ We are currently waiting for a quote from our Insurance We are currently waiting for a quote from our Insurance Broker for an umbrella policy or increase in loss limits for the Commercial Property package and the Directors & Officers (D&O) liability. We have requested quotes to double or triple our coverage. These were the conservative suggestions from two risk management specialists.
- ✓ President Weber asked the Finance Committee” why we refer to Dues, not Assessments on all our financial reports.” The terminology was found to not be consistent with Florida Statute or our Governing documents. Dues was found to be carried over from earlier years’ financial reports and will be replaced by Assessments at each instance of occurrence.

ARB: Marshall reported that a request for a new roof at Burgoyne Road was received. It was reviewed by Marshall and Jonas. The project has begun, but we are waiting on a copy of the permit.

Lawn Care & Beautification: Benucci reported that the Beautification Award for the Month of October was given was given to David & Carol Newkirk of 329 Lafayette Place. There was discussion of the necessity to use a regular camera to adequately capture the property that receives the award for the best holiday decorations.

Grounds & Maintenance: Jonas reported the following via email:

- ✓ He repaired two broken-off sprinkler heads and adjusted the patterns on some of the sprinklers along Village Green Rd. between the Condo entrance and the exit. The two broken-off sprinklers appeared to be acts of vandalism.
- ✓ He also checked all of the sprinkler heads on Zone 1 in the boulevard at the Route 17 entrance, adjusted the pattern on some, and replaced one sprinkler head.
- ✓ He straightened three of the posts outlining the parking area near the ponds along Brandywine Road. One had been hit and was severely askew and two others were leaning. He also replaced the cap, which had been broken off the one post that had been hit and tripped over.
- ✓ He installed the banner on the center sign at the Route 17 Entrance, announcing the upcoming Annual Meeting.
- ✓ As of this morning (November 11, 2014) he reset all the time clocks for the fountains and the irrigation to Standard Time. The fountain start and stop times have also been adjusted to come on between 7:30 and 8:00 AM and to go off between 5:30 and 6:00 PM. The irrigation is now set to run on Tuesday morning only, per County Regulations for businesses, but the cycle times are now 30 minutes per zone instead of 20 minutes to give the plantings sufficient water.
- ✓ Weber reported on upcoming grounds care and maintenance Clean Cuts promised to complete before the holidays including drastically pruning the eleagnus hedge along Brandywine Road.

Storage Lot: Schrader reported via email that as of this date there are 19 units in storage. Two units have Florida tags expiring at the end of October. Both owners have been notified by email.

Schrader also noted that the grass (weeds) had been recently mowed.

Rules Enforcement: Hill had nothing to report.

Planning Committee: Weber reported that she has been in communication with our HOA attorney and the Assistant County Attorney's office regarding the "problem property" case. The defendant in the case claimed homestead at the just cause hearing, so no judgment was rendered. The case has entered the discovery phase and the defendant will be deposed in January 2015. Brandywine residents and Board members may be deposed in preparation for trial. The trial will be a hearing in front of a foreclosure judge with no jury involved.

There was discussion regarding having our attorney, Mike Kelton, attend the deposition in this case. Considering the deposition would take many hours and his participation would be minimal, the Board agreed we would not ask Kelton to attend.

Welcoming Committee: Weber reported that Phyllis Gillihan of Burgoyne Road was welcomed and that one tenant letter was sent.

Communications: Myers reported the following:

- ✓ A bear alert email went out on October 28. Updates and the meeting announcement were added to the website.
- ✓ A Policy and Procedures draft was distributed by the committee for a Facebook account.
- ✓ Myers discussed the components for the upcoming January newsletter.
- ✓ HOA members will be reminded by email to deter people from rummaging in trash totes.

OLD BUSINESS:

It was decided that the Annual Meeting was a success, with more members attending than in previous years. Many commented that it was nice to sit down and share a meal with neighbors.

- ✓ The Board continues to consider the feasibility of erecting an Info Kiosk, as well as setting up a Facebook page for residents of the Brandywine subdivision.

Entrance Signs Orr Signs Proposal – Marshall discussed options for the entrance signs. Due to some minor adjustments we received a price reduction - \$5,500 for two signs with 50% payable in advance and the remaining 50% payable after completion.

Sign to Slow Traffic – Marshall informed the Board that Mike Orr quoted \$90 for two signs.

NEW BUSINESS:

- ✓ The Board discussed whether or not tenants should be registered with the HOA. The matter will be further discussed at upcoming meetings.
- ✓ The Board also discussed if it would be necessary to make rules or suggestions for exterior decoration of properties (sports flags, statuary, ornaments, lighting, mailboxes, etc.) This matter will also be revisited.
- ✓ The HOA was contacted regarding a business that wanted to sponsor our newsletter. The Board decided to decline the offer at this time.
- ✓ Weber proposed that committee chairs forward their monthly reports to the secretary via email to expedite December's meeting.
- ✓ Myers reminded signed copies of HOA letters to members regarding storage facility, Rules, or ARB issues need to be scanned into the HOA computer for storage.

- ✓ The Board voted to limit public/member input at Board meetings to three minutes per individual and ten minutes per topic (per FS 720.306 (6). Motion by Benucci, seconded by Hill. Approved unanimously.

Adjournment: Moved by Myers, seconded by Robertson to adjourn at 8: 57pm. Carried. The next Board meeting will be held on December 9, 2014 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary