

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

Minutes of the Regular Board meeting of November 13, 2018.

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

**Roll Call:** - President Lorin Myers, Secretary Liliane Benucci, Vice President Renee Weber, Treasurer Dale Haaland, Directors John Chant, Mike Campanella, and Cindy Capps were present. Members Tisa Houck, Diane Hill, Laura Wickett, Rick Ortkiese, and Gary Filip were present. Condo Association member John Seymore was also present.

**Minutes:** Motion by Weber and seconded by Chant to approve the meeting minutes of October 9, 2018 as amended. Passed unanimously.

**Correspondence:** None. There was discussion regarding Board Eligibility Certificates. Capps and Myers attended Board certification seminars since the last meeting.

**COMMITTEE REPORTS:**

**Financial:** Myers reported the following:

- The Finance committee met at 1:00 pm on November 5, 2018. Mark Zirkle, Chris Sorensen, Dale Haaland 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, Lane/Lennon Insurance Crime Bond D+O liability wrap (\$2,100), Florida Corp. Commission amendment \$35.00, EA Zebell PL two 45-day demand letters \$231.62 & \$208.37, all Quality Products, est. \$250.00.
- **Expenses forecasted and paid since the last report:** Quality Quick Print \$595.48 October mailing; Quality Quick Print \$ 53.25 annual signs + banner up dates. Quality Quick Print \$22.44 sign in sheets and ballots. Mapili CPA's \$900.00 annual compilation + taxes. E.A. Zebell, PL draft, file record one Satisfaction of lien \$73.00
- **Expenses not forecasted and paid last since the last report:** Lorin Bruce Myers \$125.93 reimburse ink, postage, storage gate wheel, bailing wire.
- No closings are pending.
- Two closings are completed.
- Twenty-four first quarter Reminder letters were mailed on October 11<sup>th</sup>. As of today there are two properties in arrears 1<sup>st</sup> quarter payments. Those two properties were turned over to the attorney for 45 day Demand/Claim of lien notices on Monday November 5, 2018.

**ARB: Chant** reported the following:

**Pending Applications:**

- On October 24, 2018 Myers received an application for exterior fascia replacement and exterior paint in ‘mindful gray’ and ‘smokehouse’, a shade of brown for a residence on Old Church Place. Through miscommunication by the contractor the work has begun. Still in progress.
- On November 5, 2018 Dick Fletcher received a request for a new roof for a residence on Valley Forge Road. Dimensional 3 tab shingle. Approved by Chant. Permit received. Still in progress.

**Completed Applications:**

- On November 5, 2018 an application was received from Valley Forge Road for tree removal. Approved by Chant and Myers.
- On October 11, 2018, Myers received an application, description and permit for a wood fence on Concord Road. Reviewed by Myers. Approved by Chant. Permit received.
- On October 5, 2018 De Land received an application for tree removal on Green Mountain Road. At least 3 trees are identified to be infected or pressing against the fence by an arborist. Chant met with Sirutis. Approved by Myers and Chant.
- On September. 22, 2018 De Land received an application for a roof replacement on Freemans Farm Rd. Preliminary approval by Fletcher. Approved by Chant.
- On August 22, 2018 De Land received an application for a fence on Lexington Rd. (931 Nancy Parks), “shadow box” privacy. Property has been checked for underground utilities by surveyors and approved.. Approved by Fletcher and De Land. The County permit has been received.
- On July 7, 2018 members at two addresses on Green Mountain Road put in an application to remove three water oaks on the property line, and one in the front yard. Both owners agree that the trees are a danger and should be removed ASAP. Approved in July by Myers and De Land. Follow-up 09-07-18.
- On May 4, 2018 Application to install a swimming pool in the back yard of a residence on Valley Forge Road. Approved by Fletcher and Campanella. Permit received.

**Beautification:** Benucci reported that the monthly beautification award was given to Christina and Dewaine Mancil at 2621 Concord Place. The award for Best Holiday Decorations will be given out on December 15.

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

- Clean Cuts completed the usual common area trimming and mowing. Mike reported that \$40,000 worth of his equipment was stolen so he has a limited amount of equipment to use until he can replace it. He did not indicate this would affect his service in Brandywine. Mike inspected the irrigation system at both entrances. He repaired the timer at the US17 entrance and will need to replace the timer at 15A. He hauled debris from several common areas. There is still a large collection of limbs in common area near pond 3 that Mike has repeatedly been asked to take away. He has not had a trailer to haul large loads for quite a while. The committee has previously offered to reimburse any expenses he might incur in hauling large loads but Mike has not reacted to this suggestion.

- The Lake Doctors' monthly report showed all three ponds were treated for algae and emergent, underwater and terrestrial weeds.
- David Weber shoveled out sand from the pond outlet near the walking bridge. Due to the decrease in rainfall, there is a minimal amount of water flowing from the ponds to this area.
- Two streetlight outages were reported to Duke Energy. One requires a cable repair which means a lengthy down time.
- In the coming months, the need for common area mulching and for pressure washing the walking trail and bridge will be evaluated.
- Skip Houck will begin replacing floor boards on the walking bridge.

**Storage Facility:** Campanella's report indicated the following:

- 45 Lot Spaces (Viewed in person)
- One registration showed expired as of November 5, 2018
- 8 Total Lot spaces were Vacant as of November 5, 2018
- 2 Lot spaces show available
- 3 Lot spaces were vacated since last report
- 1 Lot space was filled
- 5 of the vacant lot spaces have unknown dispositions. It is unknown at the time of this writing if the spaces have been permanently vacated. Correspondence will follow this month to verify their status. The 1 expired item has been identified as belonging to a deceased member. Correspondence will follow regarding that item.
- VCSO removed the trail camera inside the lot. Extra patrols that have been at the lot will continue.
- Myers cut back the overhanging tree growth at the gate entrance and replaced the broken wheel on the gate.

Member Laura Wickett asked about the repair of the chain link fence at the storage lot and also inquired as to whether the owner of the adjacent property had been contacted regarding clearing the area of the tall grass. Campanella responded that he would like to get together with members who currently are storing items at the lot and get it cleaned out by hand.

**Rules Compliance:** Houck's report indicated the following:

### **No Unresolved Violations from October**

### **New Violations for November**

- On October 10, 2018, Houck called Volusia Co. Code Enforcement and asked them to check on three properties where cars have been regularly parked in the yard – Charleston Place, Lancaster Road, and Concord Road. On November 12, 2018, Houck called Code Enforcement and was told that no code violations had been observed by CE officers. (Note: these are Volusia County code violations, not Brandywine violations.)
- On October 27, 2018, Houck sent a letter to a member on Lafayette Place about an inoperable vehicle parked at the property. Member called to say that the vehicle has a current tag and runs but hasn't been moved. Houck asked member to wash and clean up the vehicle if it's going to remain visible at the property. Vehicle was washed 11/1.

- On October 27, 2018, Houck sent a letter to a member on Burgoyne Road about a FOR SALE sign on a vehicle parked in the driveway. Sign was removed on October 31, 2018, but was replaced around November 3, 2018. Second letter sent first class and certified mail on November 6, 2018. Sign removed on November 9, 2018.
- On October 27, 2018, Houck called a member on Burgoyne Road about removing a political sign in the front yard. Sign removed on October 28, 2018.
- On October 30, 2018, Houck sent a letter to a member on Bennington Place about a trailer that has been parked in the driveway for an extended period of time. Trailer removed November 3, 2018.
- On November 9, 2018, Houck sent an email to a member on Concord Road about a trailer that has been parked in the yard but appeared to be part of a home project. Reply was that the trailer would be removed on November 10, 2018. Trailer was removed as promised.
- On November 20, 2018, Houck and Myers sent first class and certified mail second letters to a tenant and owner of a property on Lexington Road about a truck with a loaded trailer that has been repeatedly parked in the yard both in the daytime and overnight.

The question was raised as to whether or not there are any rules requiring members to park in their garages; there are not.

**Welcoming Committee:** Hill reported the following new members:

- Kendall & Aaron Russell on Saratoga Place. Left Messages via phone & mailed welcome letter end of October.
- Patti Vincent on Lancaster Road. Spoke with at the end of October via phone. Will meet with her when in DeLand and provide other info as needed. Has all documents otherwise.
- David & Elizabeth Fallows on Charleston Place. Spoke with David via phone. They have all info but want to meet in person. Living in Daytona motel and will be in Brandywine soon. Grown daughter/grandchild to be residing with them awhile. Questions/concerns about erecting a shed at back of home to be constructed from ground up. Told about Website and necessary form to fill out. They will get in touch with ARB when ready to do so. Have lived with homeowners association before, so understand the need to communicate

**Communications:** Myers reported the following:

- He discussed the January mailing.
- Updates were made to the website.
- A pick-up truck was stolen with credit/debit cards inside the truck by a guest at a Lancaster Rd. residence on September 29, 2018.
- On October 23, 2018, a residence was broken in to and a pistol was stolen on Lancaster Road.
- A found cat email went out October 26, 2018.
- Many bear reports were received mid-October.

**UNFINISHED BUSINESS:**

**Annual Meeting – Renee Weber:** Weber announced that 81 properties were represented with 41 members present. She remarked that members were pleased to have the meeting held during the day, as many do not like to drive at night. She also mentioned that the room was offered to us at no charge.

**NEW BUSINESS:**

**Little Free Library – Tisa Houck:** Houck talked about the Little Free Library, an organization that promotes a "give one take one" book library that is set up at a designated location. Rick Ortkiese also spoke about the Little Free Library and showed the Board a few sample sketches and indicated that he would be willing to place the library in his yard at his cost and would encourage members to drop off any books they wished to donate. Sizes vary, but the structure could most likely be comparable to a large bird house. The Board will look further into this at the next meeting.

**Adjournment:** Moved by Benucci, seconded by Campanella, to adjourn at 8:04 pm. Carried.

Next Regular Board Meeting – December 11, 2018 at 7:00 pm.

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