

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

Minutes of the Organizational Meeting of November 10, 2015

**Call to Order:** The meeting was called to order by President Weber at 6:35 pm.

**Roll Call:** Directors, Campanella, Weber, Myers, Houck, and Benucci were present. Director Hill joined the meeting in progress. Director Robertson was absent. Treasurer Mark Zirkle was also present.

The first order of business was to nominate a President for the 2015 – 2016 term. Director Houck nominated Lorin Myers, Director Benucci seconded, and the vote was unanimous.

Following Myers' election for president Tisa Houck was nominated for Vice President for the 2015 – 2016 term. Director Campanella moved and Director Weber seconded, and the vote was unanimous.

Director Houck moved to retain Director Liliane Benucci as secretary and Director Hill seconded the motion, which passed unanimously.

Director Weber moved Mark Zirkle be retained as Treasurer. Benucci seconded the motion and the vote was unanimous.

**Appointment of ARB Members** – Director Benucci moved and Director Houck seconded to appoint the Architectural Review Board (ARB) committee, to consist of Mike Campanella, Jim Schrader, Dick Fletcher, and Al Sirutis. Carried unanimously

President Myers turned over the meeting to Vice President Houck who presented the topic of a new agreement and contract for an HOA bookkeeper that would eliminate the contract and position of the Finance Coordinator.

Benucci moved and Weber seconded to do away with the position of Finance Coordinator and create the Bookkeeper position, which will be filled by President Myers. During the discussion it was noted that Myers has procured a Class A Business License for “Lorin Myers Bookkeeping” and all that it entails to enable him to legally perform Bookkeeping duties for the HOA. Approved five in favor, with Director Myers abstaining from the vote.

Weber moved and Benucci seconded to approve a three-year contract between Lorin Myers Bookkeeping and the Brandywine HOA at the same rates as the previous Finance Coordinator contract. The legal agreement, drafted by our attorney, contains protection for the HOA, the specifics of the compensation and description of duties. Approved five in favor, with Director Myers abstained from the vote.

Vice President Houck turned the meeting back to President Myers.

**Designation of HOA Registered Agent** – Director Benucci moved and Director Houck seconded to designate Lorin Myers as the HOA registered agent. The motion was approved and passed with five Directors in favor and Director Myers abstaining.

**Designation of HOA Primary Signers for Financial Transaction** – After some discussion it was moved by Director Weber, seconded by Director Campanella to amend the previous board rule from the minutes of September 11, 2012 to read: The primary signers for all HOA bank accounts will be the President, and/or Vice President and/or Treasurer. The board will require 2 signatures on all checks. The second signature may be either of the primaries or any board member. No checks will be signed by a board member who is the payee. Myers will update this information with the Florida Corporation Commission via amendment, at a cost of \$35 to affect our account at Florida Credit Union. Approved unanimously.

Myers will notify Mainstreet Bank that the following has occurred to affect our accounts: signers coming off the account; Past President Renee Weber, Past Finance Coordinator Lorin Myers. The following will be primary signers on the account going forward; President Lorin Myers, Vice President Tisa Houck and returning Treasurer Mark Zirkle.

In light of concerns regarding Worker's Compensation for contracted employees it was noted that the State of Florida does not require a sole proprietor with no employees in a non-construction business to carry Worker's Compensation. That being said, it was deemed to be a moot point.

**Transfer of HOA Property/Any Needed Changes in Procedures Resulting From New Leadership:**

- Items from Director Weber – block and gavel, key to clubhouse, files.
- Items from Ken Jonas – Files, chain saw, key
- Key to P.O. Box, Key to President Myers' house, thumb drive with password/financial info.

Because financial records are located at Myers' residence, he has given access to his home in the unlikely event that entrance is needed and he is unavailable.

**Myers presented his HOA Standing Committee Recommendations as follows (chairperson in bold):**

- ARB (Architectural Review Board) – **Mike Campanella**, Jim Schrader, Dick Fletcher, Al Sirutis.
- Beautification Award – **Liliane Benucci**, Janet Rabin
- Communications – **Lorin Myers**, Dee Robertson, Tisa Houck
- Finance – **Mark Zirkle**, Chris Sorensen, Dee Robertson, Lorin Myers (ex-officio) . It should be noted that it was decided by the Board to turn over the chairmanship of the Finance Committee to Treasurer Zirkle.
- Grounds and Maintenance – **Tisa Houck**, Renée Weber, Jim Schrader, Eddie Cress
  - Maintaining Common Areas (Clean Cuts Contract & Plantings in common area) – Renee Weber
  - Irrigation system – repairs and set timers – Mike Graves
  - Ponds – Lake Doctor's contract, set fountain timers, organize fountain repairs – Jim Schrader
  - Street light outages – report to Duke Energy – Tisa Houck
  - Structures – walking trail and bridge – Tisa Houck
  - Beautification – refurbishing plantings around wall signs and center island at US17 entrance – Tisa Houck & Renee Weber
  - Increase lighting at US17 entrance – Tisa Houck
  - Removal of center BW sign and replacing with decorative lamp post – Tisa Houck
- Rules – **Diane Hill**, Renee Weber, Mark Zirkle, Tisa Houck
- Storage Facility – **Jerry Hill, Jim Schrader**
- Welcoming – **Dee Robertson**, Lorin Myers

## **Special Committees/Contacts**

Governing Documents – Board of Directors  
Nominations - Appointed at August board meeting  
Storm Water – Jim Schrader, Dick Fletcher, Wayne Sanborn  
Annual Yard Sale – Diane Hill

### **Appointments**

Bookkeeper – Lorin Myers (contracted services)  
Recording Secretary – Liliane Benucci (contracted services)  
Registered Agent – Lorin Myers

Director Houck moved and Director Benucci seconded to adjourn the meeting at 7:21 pm. Carried unanimously. The regularly-scheduled Board meeting followed immediately and those minutes are a separate document.

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