

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

Minutes of the Regular Board meeting of November 10, 2015

**Call to Order:** The meeting was called to order by President Myers at 7:21 pm.

**Roll Call:** - President Myers, Vice-President Houck, Secretary Benucci, Treasurer Zirkle, and Directors Weber, Hill, and Campanella were present. Director Robertson was absent.

A motion was made by Weber and seconded by Houck to approve the October 13, 2015 Meeting Minutes as amended. Carried unanimously.

Another motion was made by Weber and seconded by Houck to approve the October 17, 2015 Special Meeting Minutes. Carried unanimously.

**Correspondence:** Nothing to report.

**COMMITTEE REPORTS:**

**Financial/Membership:**

**Financial:** Zirkle reported the following:

- ✓ The Finance Committee met on November 2nd. All members were present.
- ✓ Bernie Mapili CPA has prepared a review of our books and related policies for the previous fiscal year.
- ✓ IRS filing 1120-H was prepared by the CPA and mailed on October 17, 2015.
- ✓ Discussion of the Profit and Loss report, check detail report, Balance Sheet and AR aging report. The Profit and Loss report was revised on November 6, 2015. The new monthly Journal Entries as directed by Mapili CPAs were discussed.
- ✓ Forecasted Expenses: Clean Cuts contract, President Myers contract, Secretary Benucci contract, City of DeLand, Duke Energy, Tinker Graphics, BV Condo Assn., The Lake Doctors, Lowe's.
- ✓ Not forecasted but paid: Quality Quick Print, updated annual meeting signs and banner \$106.50, Bauer & Associates \$236.00 regarding workers comp and contract issues, Quality Quick Print \$28.89, annual sign-in sheets and ballots, Clean Cuts Lawn Care \$425.00 for 15A irrigation and plantings for new sign. Quality Quick Print \$25.00 scan sign in sheets from annual meeting.
- ✓ No properties closed and none are scheduled to close.
- ✓ One property will be turned over to the attorney for collection/demand for claim of lien.
- ✓ Water usage is down but still high at the 15A entrance. That may be expected. Billing to the Mallards has resumed and terms of the facilities contract.
- ✓ The Finance Committee is planning to revise its best practices policy, and also review its policies and procedures to reflect the new Bookkeeper/Treasurer duties.
- ✓ Zirkle reminded the board that he will be overseeing the performance of the Bookkeeper and Recording Secretary in regards to their respective contracts.

**ARB:** Campanella reported the following and noted that the information he was providing was passed down from former ARB Chair Marshall:

- ✓ An application was made to re-roof a residence on Lancaster road with similar color shingles. Contact has been made but not signed and approved as of this date.
- ✓ An application was made to re-roof the shared roof with the previously-mentioned residence on Lancaster road with similar color shingles. Contact has not been made as of this date, but the request will be approved.
- ✓ An application to repaint the exterior of a residence on Kings Mountain Road in its existing color was reviewed and approved by previous ARB members.
- ✓ An application to remove trees and repair or replace the entire roof of a residence on Freeman's Farm Road in its existing color was reviewed and approved by previous ARB members.
- ✓ An application to repaint the exterior of a residence on Charleston Place in its existing color was received. Contact has not been made with the homeowner as of this date.

**Lawn Care & Beautification:** Benucci reported that the monthly beautification award was given to Ida and David Cyrus of 830 Freeman's Farm Road.

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

- ✓ She contacted Mike Graves concerning long plant shadows being cast on the new Brandywine 15A entrance sign and several plants that were not receiving enough water and were failing. Mike responded quickly. He reset many of the plants and added sprinkler heads to reach all the plants. He completed this project for under the maximum amount we had budgeted. Mike did not charge for labor on this project and he will replace any plants that fail.
- ✓ She requested edging along Brandywine Rd. as this is part of Clean Cuts contract to do twice a year. Mike has scheduled this for November.
- ✓ In light of the reduction of volunteer handyman workers, Mike offered to step and do whatever the HOA needed re: irrigation, timers, tree limbs, grounds needs. If he is unable to do a job, he will help us locate someone who can.
- ✓ She spoke with the bio-technician for the Lake Doctors concerning delivery of the grass carp for the ponds. Matt said now that the pond levels are returning to normal and the company has reached the number of fish needed to act on orders, our carp can be delivered. The 10 triploid carp were introduced to ponds 2 and 3 on November 6.
- ✓ The walking trail and bridge were a safety hazard because they were moldy and slippery. Justin Johnson of 24/7 Exterior Cleaning was hired to clean them for \$600, the same price he charged last year. Thanks to the Sorensens and the Browns for supplying the water used for the cleaning sections of the trail near their homes.
- ✓ When asked about maintenance for the asphalt section of the trail, Justin suggested this be sealed by hand every year with a product available at Lowes.
- ✓ Justin was asked about cleaning the five concrete light poles in the center island of Brandywine Rd. at the US17 entrance. He stated that because of the amount and type of mold on the poles, he would have to rent a lift to clean them. He, also, said even if the poles were cleaned, they would quickly become covered with mold and air plants since they are under the trees.

- ✓ She met with Jim Schrader concerning the condition of the walking bridge. Jim pointed out a noticeable sag in the middle of the bridge caused by an unstable support post. This should be repaired as soon as possible. He recommended all the floor boards and a broken rail board be replaced, too.

**Storage Lot:** Storage Unit Manager Jerry Hill's report indicated that there are 19 units in the storage area at this time, one of which has expired tag. There is also one unit with deflated tires and there is still a stack of street sign poles lying in the back.

**Rules Enforcement:** Director Diane Hill reported that one violation letter was sent out regarding an improperly-parked vehicle. That violation was reported resolved on the day of the meeting.

**Welcoming Committee:** Weber reported that Eric and Madison Mann of Concord Road were welcomed to the association.

**Communications:** Myers reported the following:

- ✓ Monthly updates were made to the website. Items for the January mailing were discussed. Houck will assume responsibility for the newsletter and encouraged board members to submit any information by Dec. 8<sup>th</sup> they felt was necessary or pertinent.

#### **UNFINISHED BUSINESS:**

- ✓ **Annual Member Meeting Evaluation** – Myers reported and the Board concluded that the annual meeting at the Sanborn Center was a success. Registration ran smoothly, a quorum was reached, the food was good, and the business portion of the meeting was informative and conducted in a timely manner. 81 properties were represented in person and by proxy.
- ✓ **Liability Issues:**
  - **Attorney's opinion regarding contract worker licensing and workers compensation coverage** – while it was our attorney's opinion that all contract workers should carry worker's compensation coverage, the Board deferred to State Statute, which indicates that non-construction industry sole proprietors are not required to carry this type of insurance (this matter was discussed in detail in the Organizational Meeting).
  - **Signs for Walking Bridge** - Houck reported that the signs are up.
- ✓ **Lighting on Brandywine Road from the US17 Entrance:**
  - **Center sign/light removal/replacement** - Weber and Houck met with Jeff from Freedom Electric regarding our desire to install a decorative lamp post in place of the middle sign. Before this can be done, however, the decaying sign must be removed. Houck spoke with ABC Demolition, who said they would send a quote. Houck will also request an additional quote to be able to offer the HOA a choice.
  - **Upgrading lighting for center island pole lights** - Weber reported that in an attempt to update the look of the entrance, it was found replacing the light poles with new, decorative poles was too costly. Another option to update the entrance and increase the brightness of the lights was that the light bulbs could be replaced with LED bulbs.

- If we change from our current HPS bulbs to LED the entire fixture would be changed. The cost is included in the proposal. We currently pay about \$79.30 per month rental fee to Duke Energy for the 10 bulbs in the five double concrete light poles. 150W LED bulbs would be brighter than what we have currently. Rental for 150W LED roadway bulbs is \$16.15 per month. Our total estimated rental per month would be \$161.50 for these bulbs.
- 108W LED bulbs would be about the same brightness intensity of what we have now. The rental for 108W roadway bulbs is \$12.57 per month. With these bulbs, our total estimated rental per month would be \$125.70.
- What is the advantage of switching to LED lights since they are more expensive to rent than the ones we currently have? According to Duke Energy personnel, the LED lights have a longer life span than the existing HPS bulbs and also provide a more natural type of white light. It was deemed unnecessary for the HOA to upgrade the lighting at this time since Duke Energy will be upgrading the fixtures in the future within the terms of the current maintenance agreement.
- ✓ **US17 Entrance Plantings** - no new report except that this area needs to be redone.
- ✓ **Ponds, Storm Water System Update** - the COA has expressed concern regarding this area flooding during heavy periods of rain. While the County and State do not claim responsibility for the amount of water coming into pond one, it will be up to the HOA to determine, once it dries out, if it needs to be dredged.

#### **NEW BUSINESS:**

- ✓ **Request for COA documents to be added to the HOA Website** – Weber was approached by Condo Association Manager Buz Nesbit with a request that the HOA allow the Condo Association to post their documents to our web page. Buz explained that this would allow anyone who might be interested in the Brandywine Condos to view their information as well. The Board decided that this small gesture on our part could only promote good will with the COA and agreed to their request and after Houck moved and Benucci seconded, the vote was unanimously in favor.
- ✓ **Buz Nesbit offer of CAM (Association Management) Services for HOA** – Buz also discussed the benefits of Association Management with Weber. Although the Board feels that at this time this is not a route we want/need to take, if the lack of interest of the membership in serving on the Board continues, this option may become a necessity. The company Mr. Nesbit works for typically charges between 10 – 15% of the HOA’s revenue as a fee.
- ✓ **Yard Sale** – the annual yard sale will take place on Saturday March 12, 2016.
- ✓ **No Board Meeting in December** - Benucci remarked that the Board is not required to meet monthly and moved that the regularly scheduled Board Meeting for the month of December be cancelled. After Benucci made this motion, Houck seconded it and the vote was unanimous.
- ✓ Benucci reported that she has the Christmas lights from last year and asked the group for help to set them up this year.
- ✓ Weber reminded the group that December 2016 marks the 40<sup>th</sup> year anniversary for the establishment of the development.

**Adjournment:** Moved by Benucci seconded by Weber to adjourn at 9:02 PM. Carried.

The next regular Board meeting will be held on January 12, 2016 at 7:00 pm

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