

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

Minutes of the Regular Board meeting of November 10, 2020.

**Call to Order:** The meeting was called to order by President Myers at 6:59 pm. The location of the meeting was posted and held at 941 Kings Mountain Rd.

**Roll Call:** - President Lorin Myers, Vice President Elise Paulson, Secretary Liliane Benucci, Treasurer Donna Ortkiese, and Directors Dale Haaland, Tara Kicklighter, and Gregg Gagnon were present. Members Robert Hogan, and Tony Aichner were present.

**Minutes:** Motion by Paulson and seconded by Haaland to approve the October 13, 2020 Meeting Minutes as presented. Passed unanimously.

**Correspondence:** "Fireball 2020" was discussed. Someone is consuming and then throwing away copious amounts of single-shot bottles. Unfortunately, this is not something the Board has control over.

**COMMITTEE REPORTS:**

**Finance Committee Report:** Ortkiese reported the following:

The Finance committee met on November 3rd, Haaland (outgoing Treasurer), Renee Weber, Paulson and Myers were present. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed at this meetings. 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, Duke Energy utility bill, Travelers Insurance Company Director's & Officer's Crime Bond (approximately \$2,225), USPS 500 return address, first class stamp #10 envelopes (approximately \$350), JLS Holdings \$1 contract for fence at pone one, Attorney (one Intent to Lien letter, approximately \$215).

**Expenses forecasted and paid since the last report:** Arrington & Mapili \$900 annual compilation IRS form 1120-H. Nonprofit Insurance Program, volunteer supplemental insurance \$250. Quality Quick Print annual meeting banner and signs \$53.25. Quality Quick Print Oct. Mailing \$482.29. KDS Diversified \$2,500 storage lot clean up.

**Expenses not forecasted and paid since the last report:** None.

- Two closings are pending
- Three properties closed since the last meeting.
- As requested by the Board at the October monthly meeting Myers signed the engagement letter with the accountant Arrington & Mapili for fiscal year ending September 2021.
- As of today's date one property is in arrears first quarter assessments and will be turned over to the attorney on for an intent to lien letter.
- The Finance committee has a recommendation regarding line item 40891 Easement Improvements

- Lake Doctor's payment was made for October and November
- The finance committee discussed a recommendation for new legal counsel. The Board will decide under NEW BUSINESS.

**ARB:** Aichner reported for Mona Quinn:

### **Pending Applications**

- On Oct. 21, 2020 we received an application for a roof replacement on Lancaster Road. It is the same three-tab asbestos shingle as the adjoining club villa. Material picture has been submitted. Comer will pull the permit. Work has started. Reviewed by Myers, approved by Chant.
- On August 13, 2020 we received an application, job description, and architecture drawings for an in ground pool and enclosure on Lafayette Place. Project has begun. Reviewed by Graesart, approved by Chant.
- On August 4, 2020 we received an application and architecture drawings for a new in-ground swimming pool, deck and enclosure on Burgoyne Road. Contractor is filing for permits. Reviewed by Graesart, approved by Chant.
- On July 30, 2020 we received an application for a replacement screen pool enclosure and resurfacing of the pool on Burgoyne Road. Reviewed by Graesart. Approved by Chant.
- On July 7, 2020 we received a request and plans for a new home on Concord Road. We have questions regarding the paint and roof color and landscaping before the application is approved. The building plans are thorough. Pending ARB approval.
- On July 9, 2020 we received an application, surveyor's diagram and material description for a request for a tan-in-color 6' vinyl fence. Reviewed by Myers. Approved by Chant. On hold until January 2021.

### **Completed Applications**

- On June 10, 2020 we received an application and trim swatch paint request on Kings Mountain Road. Reviewed by Graesart. Approved by Chant.
- On August 13, 2020 we received an application and material photo (same as existing) for a roof repair/replacement on Yorktown Place. Permit acquired 8/25/2020. Job start date approximately 10/15/2020. Reviewed by Graesart, approved by Chant.
- On August 17, 2020 we received an application for a roof, fascia, and soffit replacement on Lancaster Road. Chant will contact to request material and color description for the roof and paint color for the soffit and fascia. Approved by Chant. Reviewed by Myers.

**Beautification:** Ortkiese announced the beautification Award Recipients for November are Pamela and Kenneth DeForest of 1105 Yorktown Place. She discussed the December Best Holiday Decorations award. She, Houck, and Benucci will be judging the displays on December 15, 2020. Also addressed were the HOA Holiday decorations, which will be put up on Sunday, November 29.

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

- Mike Graves submitted the Brandywine October check sheets indicating the work Clean Cuts completed. For safety reasons and with no objection from bordering neighbors, Mike was directed to allow the bushes to fill in along the 15A sidewalk access to the Brandywine common area near Trenton Place. By request, Mike significantly thinned a large flowering shrub on this same common area that was encroaching onto a member's property. Also, four spruce trees on the border of this common area and the member's property are infected with fungus and will be cut down.
- Two streetlight outages were reported to Duke Energy by Houck and Weber. Both were repaired.

- The Lake Doctors treated the three ponds for algae in October and November.
- The water in the retention area at the walking bridge has receded somewhat but is still significant.
- Myers cut off a tree branch on common area that was hanging over a member's property.
- The south side floodlight at the 15A Brandywine entrance sign went out. Ric Ortkiese replaced the photo-cell.\*
- Kevin Sommerville, KDS, was hired to cut low hanging tree branches and clear vines from the chain link fence at the storage lot.
- Myers contacted DeLand Utilities and Volusia County Road and Bridge about a hole in the road on Lafayette Pl. near the barricade to Village Green Rd.
- Tisa Houck cleaned the 15A Brandywine entrance sign.

\*He also reported that the south side floodlight at the 15A Brandywine entrance sign has gone out again. It appears to be a more complicated issue than previously thought.

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

- 44 marked Lot Spaces.
- There are currently 4 spaces available.
- Work crews came in to clear low hanging branches in and around the lot.
- Chris Caldwell volunteered to assist Campanella and Chant with the management of the lot.

**Rules Compliance:** Kicklighter reported for Tisa Houck:

### **Unresolved from September**

On 10/13 Houck sent a letter to a member on Lexington Road about a large oven that is being stored in the backyard and a car that has been repeatedly parked in the front yard. Oven has been removed. Parking continues to be monitored.

### **New Violations**

On 10/26 Myers called a member on Lafayette Place about a trailer that had been parked in the yard for an extended period of time. Trailer was moved to storage lot same day.

**Welcoming Committee:** Diane Hill's report indicated the following:

She welcomed new members Tara & Andrew Olson on Valley Forge Road, and gave them Welcome letter, list of directors, information re: storage lot, Website and Facebook page.

Mailed Welcome letter, list of directors and other Brandywine information to new owners, BAF 3 LLC, Austin, TX on Lexington Road.

**Communications:** Myers reported the following:

- Updates were made to the website.
- He reported the October meeting notice mailing time line was little tight and some adjustments will be made for next year.

- On Facebook a couple posts regarding face masks started to get argumentative and were removed.
- He discussed the January mailing.

### **UNFINISHED BUSINESS: Annual Meeting**

**Renee** Weber's report stated the following:

The 44<sup>th</sup> annual members meeting was held at the Sanborn Center DeLand at 7 pm on Thursday, November 5, 2020. Thirty-five members were in attendance and 103 properties were represented in person or by proxy. Following CDC guidelines and Sanborn Center requirements, COVID precautions were followed. Masks were worn by all, an outside door was kept open to supplement the central air system, there was ample room to social distance, and chairs were separated. Weber supplied check-in and registration tables with hand sanitizer and the podium with sanitizing wipes. Cindy Capps provided members with a new pen to keep after check-in and registration and Shannon Krueger brought bottled water.

The staff at the Sanborn Center was very accommodating and set up the room as requested.

A big thank you goes to our registration team: Jim Capps, Nancy Parks, Elise Paulson, and Donna Ortkiese. Some members did not attend because they do not drive at night. It is recommended that next year's meeting be held during the day and continue an alternating day/night schedule year to year.

### **NEW BUSINESS:**

#### **Easement Improvement Project** (line item from Profit & Loss Report)

Myers brought the Board members up to speed on the on-going Easement Improvement Project. A lock was put on the gate to discourage usage since the ground has become treacherous and unsafe. It had been decided that instead of attempting to repair the asphalt, it would be removed and the entire area would just be re-sodded. Estimates will be procured and the Board will be updated on the progress of this project. Haaland will be managing the project.

**Annual Yard Sale Date:** After some discussion, it was decided to hold the annual yard sale on Saturday, March 6, 2021. Benucci moved, Ortkiese seconded and the motion was passed unanimously.

**Replacement for Attorney:** Two options were presented by Myers. Kracht Law Firm P.A., out of Orlando and Hanson-Brown, out of Tampa. The board discussed the merits of both, and ultimately decided that Kracht would best suit our needs.

**Meeting Location:** Benucci brought up the possibility of moving the meetings back to the clubhouse. There was some discussion, but no decision was made. Myers and Paulson will inspect the room to see if it is acceptable and report back to the Board.

**Adjournment:** Moved by Benucci, seconded by Haaland, to adjourn at 8:15pm. Carried.

Next Regular Board Meeting – December 8, 2020, at 7:00 pm.

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