

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

Minutes of the Regular Board meeting of November 12, 2019.

**Call to Order:** The meeting was called to order by President Myers at 6:59 pm.

**Roll Call:** - President Lorin Myers, Vice President Renee Weber, Treasurer Dale Haaland, Secretary Liliane Benucci, Directors John Chant, Cindy Capps, and Jim Graesart were present. Members Tisa Houck and Diane Hill, were present.

**Minutes:** Motion by Weber and seconded by Capps to approve the October 8, 2019 meeting minutes. Passed unanimously.

**Correspondence:** Myers received two thank-you notes from members, in appreciation for the work the Board has done in keeping Brandywine a wonderful place to live.

**COMMITTEE REPORTS:**

**Financial:** Myers reported the following:

The Finance committee met on November 7<sup>th</sup> Haaland, Zirkle and 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, Quality Quick Print January mailing - \$800, Directors and Officers/ Liability crime bond wrap, JLS Holdings - \$1 fence agreement, Florida Corporation Commission (amend new directors and officers - \$35), E.A. Zebell – approximately \$430, Rip Rap Boulders to repair the retention pond at Valley Forge Road - \$100.

- **Expenses forecasted and paid since the last report:** Courtyard by Marriott \$292.87.
- **Expenses not forecasted and paid since the last report:** Myers \$65.21; postage, 3 x certified mail and color ink cartridges.
- Two closings are pending,
- Two closings were completed during the last month.
- One title change was due to a death in the family.
- As of today there are two properties in arrears first quarter assessments. 31 First quarter Reminder letters were mailed on Oct. 10th. On November 4<sup>th</sup> two properties were turned over to the attorney for ITL demand letters.
- CD 1002 is maturing on 12/22.

**ARB:** Chant reported the following:

### **Pending Applications**

- On November 8, 2019 a request was received for a residence on Lancaster Road to install 35 feet of tan PVC fence in the back yard. No gate indicated. Job is to be completed on November 22, 2019. Permit acquired by Dave's Fence. Reviewed by Graesart, approved by Chant.
- On October 30, 2019 Chant received a request to rebuild a hurricane damaged fence at a residence on Princeton Place. It is a 4ft.high stockade fence approximately 100 ft. in length. No permit posted on house. Left message for resident to call with the particulars. Reviewed by Graesart, approved by Chant.

### **Completed Applications**

On October 20, 2019 Chant received a paint request for a residence on Kings Mountain Road. Job completed to match neighbor. Tan color swatch was provided. Approved by Chant and reviewed by Graesart

**Beautification:** Benucci reported that the monthly beautification award was given to Lynn and Bill Matherly at 931 Kings Mountain Road.

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

- Weber requested a member trim a large oak on their property that was blocking the illumination from a streetlight onto Brandywine Rd. The member responded positively and the branches were trimmed promptly.
- Myers trimmed a tree off Kings Mountain Rd. and cut down a camphor tree growing in front of a streetlight post.
- Weber contacted Volusia County Road and Bridge about the asphalt patch on Green Mountain Rd. that had buckled. The patch was redone.
- Weber contacted the Lake Doctors again by email and phone concerning the lack of reports for three months. She pointed out that the HOA payment to the Lake Doctors is made at the beginning of the month and without a report there is no verification that the service was carried out. Several excuses were offered up by the company but once again Weber was reassured that the reports would be forthcoming. An additional email was needed before the reports for three months were sent.
- The Neighborhood Watch wooden sign at the 15A entrance rotted and was removed.
- Clean Cuts performed regular maintenance on the rotational schedule as well as some weeding in a couple cul-de-sac islands. Mike Graves contacted Lorin about future projects for the slow growing season.
- Weber contacted Duke Energy about two streetlight outages. Both were repaired including one requiring a cable repair.
- The Park at Messina (apartments) management donated decorative boulders to the HOA. Gary Filip was in charge of this project. Clifton Groundworks was hired at a cost of \$825 to move these boulders and others that were already in our neighborhood to islands throughout Brandywine in order to improve their appearance and discourage vehicles from driving through them.
- The City of DeLand is nearly done repairing the sewer system from the lift station off Valley Forge Road to US 17 and continuing north. The Grounds Committee will ensure that any HOA common areas damaged by this work are satisfactorily returned to their original state.

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

- 5 lot spaces are confirmed as available.
- One resident is inquiring about a space. Have yet to meet.
- All registrations are current.
- Extra patrols by VCSO have continued.

**Rules Compliance:** Houck reported the following:

### **Unresolved from August**

On 9/20 Houck sent a letter to a member on Lexington Road about parking in the yard. On 10/8 Myers sent second violation letters by first class and certified mail about vehicles that continue to be parked in the yard. Myers did receive a delivery signature for the certified letter. On 10/22 Houck sent an email, asking the member to respond with a plan. On 10/24 Houck sent a text message, asking member to check for an email message. There have been no responses. On 11/5 Houck sent a letter informing the member that the Board would address this violation at the November meeting unless there has been satisfactory compliance. After discussion, the Board decided that Myers would contact our attorney to determine the next course of action.

### **New Violations**

- On 10/8 Houck called a restoration company and asked them to remove their sign in the yard where they are working on N. Concord Road. Sign was removed same day.
- On 10/9 Houck sent a letter to a member on Saratoga Road about a commercial vehicle that has been parked in the driveway for an extended period of time. Vehicle is being parked in garage.
- On 10/11 Houck sent a letter to a member who owns property on Lafayette Place about the wooden fence that needs to be replaced or repaired. Fence has been repaired.
- On 10/24 Houck sent a letter to a member on N. Concord Road about a trailer that has been parked in the driveway for an extended period of time. Trailer has been removed.
- On 11/4 Houck sent an email to a member on Green Mountain Road about an untagged vehicle in the driveway. The member said that the vehicle does have a current tag, but the tag has a dark film that covers it.
- On 11/5 Houck sent letters to the property manager and the tenant of a home on Charleston Place about a large trailer that has been parked in the backyard for an extended period of time.

Two appreciation postcards were mailed

**Welcoming Committee:** Hill stated that during October 2019, two new residents, Diane Jorden on Lancaster road, and Jane & Chris Griffin on Shenandoah Road were welcomed. All were given the Welcome Letter, list of directors, and invited to meetings.

**Communications:** Myers reported the following:

- Updates were made to the website.
- He received several communications about the digital speed signs that were installed by VCSO.

- A friendly black cat was hanging around Lexington Rd. eating very well from the neighbors.
- The January mailing was discussed.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- **Annual Meeting Recap:** Weber thanked the members who assisted with the annual meeting. There was discussion regarding the time of the meeting (2:00 pm), with some members indicating that this was inconvenient. Weber reminded the Board that various meeting times have been used over the years and there will always be someone who cannot make it. Benucci stated that she felt the price (almost \$300) was a little steep, but everyone agreed that there are few places in town that can accommodate us for less.
- **December Meeting:** After discussion Benucci moved and Chant seconded to cancel the December 2019 meeting.
- **Annual Yard Sale:** Hill informed the Board that the 2020 yard sale will take place on March 7, 2020, from 7:00 am to 2:00 pm. Details will be forthcoming.

**Adjournment:** Moved by Chant, seconded by Haaland, to adjourn at 8:08 pm. Carried.

Next Regular Board Meeting – January 14, 2020 at 7:00 pm.

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