

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

Minutes of the Regular Board meeting of October 13, 2015

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

**Roll Call:** - Directors Weber, Hill, Myers, Marshall, Houck, Robertson, and Benucci were present. Treasurer Mark Zirkle, HOA member Ken Jonas and Condo resident Linda Lasher were present.

A motion was made by Myers and seconded by Houck to approve the September 8, 2015 Meeting Minutes as presented. Carried unanimously.

**Correspondence:** Nothing to report.

HOA member Ken Jonas addressed the Board, voicing his displeasure regarding the direction the Board has taken on several issues. Mr. Jonas' major concerns were that he believed the Finance Coordinator must have a business license, and the fact that the Board is requiring Worker's Compensation insurance for Contracted workers but not for the Finance Coordinator and Recording Secretary, who are, in effect, contracted workers. Mr. Jonas also indicated that he would no longer be assisting the Brandywine HOA in any capacity and instructed Weber to come and get the HOA items he was keeping at his house. After his address, the Board thanked him for his comments and Weber assured him that he would receive a response to his concerns.

**COMMITTEE REPORTS:**

**Financial/Membership:**

**Financial:** Myers reported the following:

- ✗ The Finance committee met on October 5<sup>th</sup>. All members were present.
- ✗ Bernie Mapili CPA is preparing a review of our books and related policies for the previous fiscal year. IRS filing 1120-H will be prepared by the CPA following the review.
- ✗ Discussion of the Profit and Loss report, Check detail report, Balance Sheet and AR Aging report.
- ✗ Myers noted on the Profit & Loss report the increased expenses were attributed to the Entrance Sign project and the one-time Reserve Fund transfer as was previously planned. On the AR Aging Report Myers noted that of the six properties in long-term arrears one was less than 90 days.
- ✓ **Forecasted Expenses:** Clean Cuts contract, Lorin Myers contract, City of DeLand, Duke Energy, Tinker Graphics, BV Condo Assn., The Lake Doctors, Lowe's, Quality Quick Print, Notice of Meeting mailing and sign-in sheets and ballots for the Annual meeting, Mapili CPA's, one-time annual review + 1120-H IRS filing estimated \$1,450, Sanborn Center, \$300 (including a \$200 damage deposit), Brian's BBQ catering for annual meeting, Bauer & Associates, \$177, Clean Cuts for plantings and irrigation at the 15A entrance, \$385.
- ✓ Not forecasted but paid: CFB Outdoors, \$1,400, removal of tree limbs in the common area, Clean Cuts for plantings and irrigation at the 15A entrance, \$385.
- ✓ One property closed and one is scheduled to close.
- ✓ The reserve fund money market was closed at Mainstreet Bank and a savings account was opened at Florida Credit Union on September 14, 2015.

- ✓ A three-year CD was purchased at Florida Credit Union on September 21, 2015.
- ✓ Twenty-three first quarter reminder letters were mailed out on October 12, 2015.
- ✓ As of today there are 25 properties in arrears for first quarter assessments.

**ARB:** Marshall had nothing to report.

**Lawn Care & Beautification:** Benucci reported that the monthly beautification award was given to Dana Allen of 845 Lexington Rd.

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

- ✓ Weber met with Shirley Abeles and Brandywine COA property manager Buz Nesbit concerning resolving flash flooding in the condos neighborhood. Nesbit has contacted the storm water department but has not received a response. He contacted County Commissioner Pat Patterson about the management of all the storm water from the Mallards, the BW Plaza and from US 17. Nesbit was contacted by the Operations Field Manager for Florida DOT, Charles Wood, who will look into cleaning out Pond 1. Abeles reminded that pond 1 had been “dredged” in 2013. Weber reiterated that the COA and the HOA need to coordinate efforts to address storm water management and shared a 2014 final evaluation of the system through the plaza by the County engineer.
- ✓ The Lake Doctors bio-technician serviced the ponds and treated them with enzymes to speed dead plant decomposition.
- ✓ Weber contacted Mike Graves about refreshing plantings in the neighborhood and taking out failing plants.
- ✓ Mike Graves was contracted to complete the 15A Brandywine sign irrigation and planting project. He hoped to have it completed by this week.
- ✓ Concerns regarding the water bill at the 15 A entrance were addressed with Ken Jonas and Mike Graves. No leaks in the irrigation system could be found. One sprinkler head needed replacing. The timer was reset so the system comes on only twice a week and the rain sensors were turned on. Myers contacted DeLand Utilities personnel about checking for a leak but was told the water bill increase was due to increased water usage.
- ✓ The County installed a section of asphalt to channel water off the road into the storm drain to reduce erosion on Brandywine Rd. near Shenandoah Rd. They are preparing the right of way on Brandywine Rd. near West Village Green Rd. for sod in order to reduce erosion in that area.
- ✓ Weber observed that the walking trail is moldy and should be pressure washed.

**Storage Lot:** Jerry Hill’s report indicated that there are 15 units in the storage area at this time. One car hauler appears to have not been used in some time and the owner will be informed that storage is only for items in working order. Clean Cuts mowed the property, which had become overgrown, and there is a stack of street sign poles laying in the back. These will be taken care of.

**Rules Enforcement:** Hill reported that the Rules Committee met to work on the first and second violation letter templates. Although no non-compliance letters were sent out, several complaints were received regarding overgrown lawns. Improperly-parked vehicles continue to be an issue.

**Planning Committee:** Weber had nothing to report. Weber suggested that Planning be removed as a standing committee since the issues which lead to its creation have been resolved. If/when the need arises planning issues will be addressed.

**Welcoming Committee:** Weber reported that no new members were welcomed this month.

**Communications:** Myers reported the following:

- ✓ Monthly updates were made to the website.
- ✓ The Hwy 17 entrance sign picture was changed on the website to reflect the new sign.
- ✓ Several overturned garbage cans and one bear sighting was reported.
- ✓ Two lost/found cat reports were circulated via email.
- ✓ On September 11, 2015, VCSO responded to a burglary in Kings Mountain Road that was determined to be unfounded.
- ✓ A pallet of sod left unattended for five days on the Concord Road cul de sac was reported. The sod was subsequently removed.
- ✓ The items for the October Annual Meeting Notice were discussed.

**UNFINISHED BUSINESS:**

✓ **Annual Member Meeting** – Preparations continue. Robertson reported that she and Myers had met with the event planner to discuss seating, layout, etc., at the Sanborn Center. She will meet with a representative from Brian's BBQ to discuss decorations. Myers spoke with Eddie at Brian's BBQ to confirm details. A check for the guarantee will be submitted on Monday, October 26th. Voting tabulation and registration committees have been established and a procedure for a vote (if necessary) was proposed. We still need placards for the registration tables and ballots and sign-in sheets printed.

✓ **Liability Issues:**

- **Volunteer Insurance** – Myers presented a medical insurance policy offered as a benefit through membership in the Association of Nonprofit Volunteers that will cover all HOA volunteers at an annual cost of \$250.00 Myers moved and Benucci seconded to approve the purchase of the policy. After some discussion the motion was unanimously passed.
- **Signs for Walking Bridge** – Houck previously presented signs that would go on either side of the bridge, cautioning residents that there could be a slipping hazard. Benucci moved and Robertson seconded to approve the \$25 cost to purchase two signs. Passed unanimously.
- ✓ **Legal Representation** – After interviewing two law firms, the Board elected to go with Kirk Bauer & Associates, who specialize in HOA-related matters.
- ✓ **Lighting on Brandywine Rd. from the US17 Entrance** – Weber reported that after speaking with several people at Duke Energy regarding lighting options it was determined that they were all cost-prohibitive. She will be pursuing changing the current bulbs on the five center island pole lights to LED lights, which should have a longer life and have a lower energy usage cost per month than the lights presently in place.
- ✓ Houck volunteered to research the cost/feasibility of placing a decorative light, removing the current sign, and leaving a shortened version of the metal poles up to serve as protection for the light.
- ✓ 15A Entrance Sign Plantings – addressed in Grounds report.
- ✓ **Ponds, Storm Water Systems** – addressed in Grounds report.

**NEW BUSINESS:**

- ✓ **Common Area Trees Assessment** – There was discussion as to whether an annual assessment of all the trees in the common area would be prudent. It was decided that issues with these trees would be dealt with on an as-needed basis.
- ✓ **Volunteer vs. Contracted Work for HOA Projects, Maintenance** – Although member volunteers have been reimbursed for materials and gas mileage when performing HOA repairs, it was noted that workers paid for labor do not fall under volunteer status. Deciding whether to use volunteers or contracted workers for tasks will continue to be handled as the situation warrants.

**Adjournment:** Moved by Benucci seconded by Marshall to adjourn at 8:29pm. Carried.

The Board of Directors Organizational meeting will be held on November 10, 2015 at 6:30 pm.

The next regular Board meeting will be held on November 10, 2015 at 7:00 pm

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