

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

Minutes of the Regular Board meeting of October 10, 2017

Call to Order: The meeting was called to order by President Myers at 7:14 pm.

Roll Call: - President Lorin Myers, Vice President Tisa Houck, Secretary Liliane Benucci, Treasurer Steve De Land, Directors, Diane Hill, Renee Weber, and Mike Campanella were present.

Minutes: Motion by Campanella and seconded by Hill to accept the September 26, 2017 meeting minutes as amended. Passed unanimously.

Correspondence: Weber received notification regarding a Community HOA seminar being offered in the area.

COMMITTEE REPORTS:

Financial: De Land reported the following:

- The Finance committee met on Oct. 8th. Steve De Land and Lorin Myers were present. Chris Sorensen was absent. 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, fence repair (est. \$830), Nishad Khan PL, E.A. Zebell, PL, Mapili & Associates CPA (\$900), All County Fence Contractors, Gate/wheel repair at the storage lot, Quality Quick, October mailing.
- **Expenses forecasted and paid since the last report:** Nonprofit Insurance Services \$250, volunteer policy annual premium. Nishad Khan P.L. \$207.02 one ITL letter. All County Fence Contractors \$200.00 deposit on fence repair.
- **Expenses not forecasted and paid last since the last report:** None.
- One property has closed since the last meeting.
- Mapili & Associates is preparing a Compilation of our last fiscal year and federal income tax filing.
- As of today's date 33 properties are in arrears first quarter assessments

ARB: Campanella reported the following:

- On September 19, 2017, he received an application from a resident on 2605 Concord Rd to remove two diseased trees. Approval by Myers and Campanella.
- On October 10, 2017, he received an application from a resident on Concord Road for an 8 x 12 shed of wood construction with a shingle roof. Construction and design meets requirements. Approved by Campanella.

Beautification: Benucci reported that the monthly beautification award was given to Tanya and Joe Farr at 1018 Valley Forge Drive.

Grounds & Maintenance: Weber reported the following:

- Weber contacted Volusia County Road and Bridge concerning removal of the large tree at the US 17 entrance which was damaged and fell on the Brandywine wall sign due to Hurricane Irma. Weber was told this situation would be assessed in time but, since the road is not currently blocked by the tree, it would not be a priority.
- A few common areas were still in need of minor storm debris clean up. Even though these areas are not on the regular Clean Cuts schedule, Mike Graves agreed to see that these areas were addressed.
- The streetlight across from Yorktown Pl. once again is not working so Houck reported this to Duke Energy.
- Skip Houck and Myers cleaned debris from the weir at pond 3 to ensure water flow.

Storage Facility: Zirkle's report indicated the following:

- A fencing contractor has been selected to repair the damaged area of the fence where a tree came down during Hurricane Irma.
- We had a travel trailer stolen from our lot belonging to Richard Martyny and our main gate has suffered damage to the wheel bearing on the guide wheel wearing out on the South gate.
- A wheel assembly will be sought out from an area fencing contractor on Monday the 9th.

It should be noted that seven letters will be sent out to registered owners that their unit tag is now expired and must be brought up to compliance. We have a total of 32 units, broken down as follows: 5 Travel Trailers, 2 Motor Homes, 12 Utility Trailers, 6 Boat and Trailers, 1 Boat Trailer, 3 Car Haulers, 3 Enclosed Trailers.

Rules Compliance: Houck reported the following:

- On 9/1 a letter was sent to a member on Burgoyne Road regarding gutters that needed to be cleaned and repaired/painted and skateboard ramps in the yard that needed to be stored out of sight. Skateboards were removed.
- On 9/1 Myers emailed a member on Lancaster Rd. about a utility trailer in the yard. Trailer was moved to storage a few days later.
- On 9/5 a second letter was sent to a member on Burgoyne Rd. about overgrown weeds in the backyard and a broken ladder leaning against the roof. Resolved 9/8.
- On 9/23 a letter was sent to a member on Green Mountain Road about a boat parked in the backyard. Letter was follow-up to a couple of phone conversations with Myers. Resolved 10/1.
- An issue regarding a boat parked at a residence on Concord Place is being monitored. It was also decided that in future reports, notations will indicate which issues have been resolved and which are still on-going.

Welcoming Committee: Hill reported that she welcomed Donna Ortkiese on Green Mountain Road.

Communications: Myers reported the following:

- Updates were made to the website.
- He discussed the October mailing.
- He advised a resident to call County Road and Bridge regarding hanging limbs over the roadway.
- He advised a resident how to handle damage to their sidewalk from a County/FEMA contractor.

UNFINISHED BUSINESS: Annual Meeting.

- General discussion regarding the annual meeting, which will be held on November 7, 2017. Weber suggested that registration begin at 6:15, with the general meeting starting at 7:00 pm.

NEW BUSINESS:

- The Board was reminded that only members in good standing will be allowed to vote at the annual meeting. Per Florida Statute (FS) 720.305(4), members who are more than 90 days in arrears with their assessments will be considered to not be in good standing. Moved by Hill, seconded by Benucci to withhold voting rights for three properties over 90 days in arrears. Approved unanimously.

Recording Secretary Contract: Houck moved and Weber seconded to renew the Recording Secretary's contract. Passed; with Benucci abstaining and 6 yes votes.

Change of Legal Firms: The Board agreed to retain the services of E.A. Zebell, effective September 30, 2017, to assist with our legal needs.

Adjournment: Moved by Campanella, seconded by Houck to adjourn at 8:07pm. Carried.

Next Regular Board Meeting – November 14, 2017 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary