

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

Minutes of the Regular Board meeting of October 8, 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, Secretary Liliane Benucci, Directors John Chant and Jim Graesart were present. Treasurer Dale Haaland and Director Cindy Capps were absent. Members Tisa Houck, Diane Hill, and Jane West were present.

Minutes: Motion by Chant and seconded by Weber to approve the September 17, 2019 meeting minutes. Passed unanimously.

Correspondence: Weber received a message regarding a patch of road on Green Mountain Road that the appearance of the patch had changed.

COMMITTEE REPORTS:

Financial: Myers reported the following:

The Finance committee met on October 2nd 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 Doctor's contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Condo Association meeting rental, Duke Energy utility Bill, Courtyard by Marriott \$300, Quality Quick Print annual sign-in sheets/ballots, Mainstreet Bank 200 deposit tickets approximately \$60.

- **Expenses forecasted and paid since the last report:** Nonprofit Insurance Services \$250, volunteer secondary med insurance. Quality Quick Print \$26.63 relabel annual banner. Arrington & Mapili CPA's, LLC \$900 annual compilation report and 1120-H IRS filing.
- **Expenses not forecasted and paid since the last report:** Aaron's Pest Control \$200, wasps in Village Green Court cul de sac.
- Two closing are pending.
- One closing was completed during the last month.
- As of today there are 42 properties in arrears first quarter assessments Reminder letters will go out around the 10th.
- The bank statements and Quick Books file were turned over to the accountant for Compilation and IRS form 1120-H on Oct. 1st and returned on Oct. 7th.

ARB: Chant reported the following:

Pending Applications

- On July 11, 2019 an application was received for a retractable awning on Lancaster Road. Color is beige. Reviewed by Fletcher and Myers. Approved by Chant.
- On September 12, 2019 Chant received a request for exterior paint on Concord Road. with paint description. Approved by Chant, reviewed by Myers.

Completed Applications

On August 14, 2019 Myers received a request for a chain link fence on Valley Forge Road. He replied that we do not allow chain link. Holt replied with a request for metal picket to replace the chain link. Pictures of the materials and drawings were submitted. Approved by Chant. Reviewed by Myers. Final inspection by Chant.

Beautification: Benucci reported that the monthly beautification award was given to Lorenda and Bruce Jackson at 1110 Burgoyne Road.

Grounds & Maintenance: Weber reported the following:

- The electric line to the streetlight at the walking bridge was cut during the sewer line work. The contractor reported the outage to Duke Energy. Another streetlight repair is pending.
- Clean Cuts performed regular maintenance on the rotational schedule.
- Myers posted two “closed until further notice” signs on the gate and put a lock on the gate at the walking path from Village Green Rd. through condo property to the shopping center due to safety and liability concerns. Future outcomes for the path will be researched.
- The sewer force main replacement project by the city of DeLand is still in progress.
- Ground wasps at the Village Green Court island were treated by Aaron Pest Control.

Storage Facility: Campanella’s report indicated the following:

- 45 Lot Spaces
- Five lot spaces are confirmed as available
- All registrations are current
- Extra patrols by VCSO have continued.

Rules Compliance: Houck reported the following:

Unresolved from August

On September 10, 2019 Houck sent letters to two members on Freemans Farm Road about fences that needed repair. Repairs have been made.

New Violations

- On September 19, 2019 Houck sent a letter to a member on Burgoyne Road about yard maintenance. On October 1, 2019 Myers sent second notification letters by first class and certified mail because the violation had not been addressed. Yard issues have since been corrected.
- On September 20, 2019 Houck sent a letter to a member on Lexington Road about parking in the yard.

- On September 30, 2019 Myers received a call from a member on Princeton Place about how to repair their portion of the fence along SR 15A.

Two appreciation postcards were mailed

Welcoming Committee: Hill stated the following:

- She contacted new residents, Bob & Jamie Lin Sullivan on Valley Forge Rd. She spoke with Bob and sent welcome letter with other info via mail and invited them to future meetings.

Communications: Myers reported the following:

- Updates were made to the website.
- He discussed problems with the Yahoo email account since the last upgrade.
- One lost found dog on Facebook.
- He discussed hard copy communication with some members such as the force main replacement, waste collection updates from the hurricane.
- The October mailing was discussed.

UNFINISHED BUSINESS:

Nominating Committee - Cindy Capps: No new information to report.

NEW BUSINESS:

- **Annual Meeting:** Weber will confirm the room this week. She is working on getting assistance with member registration.
- **December Meeting:** Tabled until next meeting.
- **Holiday Decorations:** Annual Holiday decorations for the HOA will be put up the weekend of Thanksgiving. Several members expressed an interest in assisting with this task and they will be contacted to further discuss. Details regarding the Holiday Beautification Award will be discussed at November's meeting. The judging will be on Dec. 17th.
- **Members in Good Standing:** Weber moved and Chant seconded to accept the updated list of Members in Good Standing for voting eligibility at the annual meeting. Passed unanimously.

Adjournment: Moved by Benucci, seconded by Weber, to adjourn at 7:51 pm. Carried.

Next Regular Board Meeting – November 12, 2019 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary