

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

Minutes of the Regular Board meeting of September 9, 2014

Call to Order: The meeting was called to order by President Weber at 6:56 pm.

Roll Call: - Directors Weber, Marshall, Hill, Myers, and Benucci were present.

Members Mark Zirkle, Tisa Houck, and Dee Robertson were in attendance.

Minutes: Motion by Myers, seconded by Marshall to accept the August Board Meeting Minutes as presented. Carried unanimous.

Correspondence: Myers noted that the Tennis Club has changed owners.

COMMITTEE REPORTS:

Financial/Membership:

Financial: Myers reported the following:

- ✓ The finance committee met with Weber on August 18, 2014. Among other items she requested the committee look into was the feasibility of using vendors that specialize in HOA accounts for our Insurance, Accounting and Legal needs and to draft a Policy and Procedures document for the board to adopt. The committee also met for its monthly meeting on September 2, 2014. All members were present for both meetings. Additional information is provided under **New Business**.
- ✓ Myers reviewed the profit and loss report, the checking account details report and the liquid assets report. There were no questions.
- ✓ Forecasted expenses are as follows: Clean Cuts, BV Condo Association, Lorin Myers' contract, Betty Kelly CPA, Tinker Graphics, Duke Energy, The Lake Doctors, and City of Deland.
- ✓ Expenses since last meeting not yet reported are as follows: Betty Kelly additional \$50 for Quick Books assistance, Clarion Hotel deposit for room rental, Quality Quick Print August mailing, Intuit Quick Books 2014 application for \$147.00. We will need to purchase the new version every three years for support and data recovery. Marshall moved and Benucci seconded to approve the Quick Books expense. Passed unanimous.

Membership: Myers reported that 2 properties closed last month and no properties are currently scheduled to close.

Collections: Myers reported the following:

- ✓ The collections report that eight properties' assessments are currently in arrears.
- ✓ An Order to Show Cause court notice is set to be heard on October 21, 2014 on one property.
- ✓ A Chapter 13 (payment schedule) bankruptcy 36-month plan was received for one property.

ARB: Marshall's report indicated the following:

- ✓ A request for an exterior paint job was received for a residence on Lancaster Road. Schrader and Marshall reviewed the request and the job has been completed.
- ✓ A request for exterior painting of trim soffits, gables was received for a residence on Lafayette Place. Schrader, Fletcher and Marshall reviewed the request and the job has been completed.
- ✓ A request for a 10 x 20 storage room on Lancaster Road was requested. Schrader, Fletcher and Marshall reviewed the request. The project is now under construction and the paperwork is on file.
- ✓ The request for a bedroom and basement at a residence on Lancaster Road was received. Schrader, Fletcher and Marshall reviewed the request. The project is under construction and the permit is on file.

Lawn Care & Beautification: Benucci reported that the Beautification Award for the Month of August was given was given to Jim Schrader of 1105 Yorktown Place.

Grounds & Maintenance: Weber reported the following:

- ✓ Condo Association President Shirley Abeles was concerned about flooding on Village Green Road after a storm dropped three inches of rain in a short amount of time. She requested the HOA look into the pond drainage systems. Weber, Zirkle and Jonas agreed that the issue was the drain grates on either side of Village Green road, which were clogged with debris. Zirkle cleared the debris and Clean Cuts removed it. Ms. Abeles was informed of the actions by the HOA and was reminded that the upkeep of these grates was the responsibility of the Condo Association.
- ✓ Mike Graves, as well as his Clean Cuts crew, contacted Weber asking if there were any critical common areas that needed attention. They made it a point to clean up the US 17 entrance the day after a storm came through even though it wasn't their scheduled day to work in Brandywine. Mike continues to be on the property weekly to oversee the maintenance of the common areas.

Storage Lot: Schrader reported via email that as of this date there are 20 units in storage. Activity is as follows:

- ✓ A small boat and trailer have been properly registered and put in storage
- ✓ A motorcycle trailer has been properly registered and put in storage
- ✓ The pontoon boat trailer still has a flat tire. The owner has been sent another notice via email.

There are no other violations.

Marshall reported a large tree from an adjacent undeveloped lot fell on the storage facility fence and damaged it. Jonas and Schrader contacted the owner of the property. The owner has assumed responsibility for the damage caused by the tree and will have the fence repaired. Schrader reported no units in storage were damaged and the storage lot is secure.

Rules Enforcement: Hill reported that two non-compliance letters were sent out this month. Hill also reported that political and realtor signs were removed and that one vehicle did not have a tag.

Planning Committee: Weber reported the following:

The HOA received notification of an “order to show cause” hearing on October 21, 2014 in regard to the “problem property.” This hearing is an opportunity for the defendant to produce documentation to prevent the foreclosure of the lien on the property by the County of Volusia. The judge will also determine whether the County has adhered appropriately to procedures in this case. There was discussion among the Board as to whether or not our attorney should appear at the hearing. It was decided the matter would be addressed at the next meeting, since the hearing is in late October.

Welcoming Committee: Weber welcomed new owners Jim and Deidre Roberts of West Village Green Road and James and Maryellen Smithers of Bennington Place.

Communications: Myers reported the following:

- ✓ Monthly updates and the Mission Statement were completed on the web site.
- ✓ A street and director-specific email was distributed when it was reported that a neighbor had fired four rounds, apparently in the air, on Kings Mountain Rd. on August 27th.
- ✓ He discussed the contents of the October mailing.

OLD BUSINESS:

- ✓ **Annual Member Meeting** – Clarion Hotel, November 8, 2014:
 - Agenda – Weber will prepare
 - List of Candidates/Notice of Annual Meeting/Proxy – Benucci will prepare.
 - Myers moved and Benucci seconded to approve a \$2,500 budget for the luncheon. Passed unanimous.
 - Myers moved and Marshall seconded to approve a \$100 budget to update the annual meeting signs.
- ✓ **Entrance Signs Graphic Sign Design Proposal** – After looking at several submitted designs, it was decided to give the job to Mike Orr Signs . Benucci moved, Myers seconded, and the vote was unanimous.
- ✓ **Info Kiosk** – the Board is still considering the feasibility of erecting the Info Kiosk.
- ✓ **Sign to Slow Traffic** – Benucci reported that after several attempts and messages left, that she was informed Road & Bridge does not provide the sign we are looking for. Marshall reported the same information but added that he was told a member of Road & Bridge would call him back to discuss alternatives.

NEW BUSINESS:

- ✓ After Weber's recommendation of using vendors that specialize in HOA accounts for our diverse needs, Mapili CPAs met with the finance committee on August 29th. Mapili appeared to be extremely well-versed in HOA matters. Myers moved and Benucci seconded to change accounting firms. Passed unanimous.
- ✓ We have been researching to find an insurance consultant that would provide an unbiased audit of our insurance liabilities and policies. Evidently a consultation is not available for our limited situation. We have been referred to two broker/agents specializing in HOAs and Condos.
- ✓ The board members were emailed a draft Policy and Procedures document prepared by the Finance Committee and President Weber. Benucci moved and Hill seconded to adopt the procedures as presented. Passed unanimous.
- ✓ Since the Finance Coordinator's contract expires September 30, 2014, the board members were emailed a draft of the Duties of the Finance Coordinator and Treasurer, prepared by the Finance Committee and President Weber. Benucci moved and Marshall seconded to accept the new duties as presented. Passed with Myers abstaining.
- ✓ Benucci moved and Hill seconded to retain Myers as the Finance Coordinator. Passed with Myers abstaining.
- ✓ Marshall moved and Benucci seconded to budget \$300 for Quickbooks training for Myers. Passed unanimous.

Adjournment: Moved by Myers, seconded by Benucci to adjourn at 8: 25pm. Carried. The next Board meeting will be held on October 14, 2014 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary