

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

Minutes of the Regular Board meeting of September 26, 2017

Call to Order: The meeting was called to order by President Myers at 7:00 pm.

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

Members Shannon Krueger, Lorene Richards, and Tonya Fuentes were present.

Minutes: Motion by Houck and seconded by Hill to accept the August 8, 2017 meeting minutes as presented. Passed unanimously.

Correspondence: None to report.

Member Tonya Fuentes addressed the board regarding her inability to procure a Type A business license from the County of Volusia. The Board recommended she go to the licensing office in person and speak with a representative who could better respond to her questions.

Member Shannon Krueger addressed the board regarding trees that needed to be cut down and also to obtain information on putting up a fence. The Board advised Krueger that both of these actions would need ARB approval and directed her to the web site, where the necessary paperwork can be found. Krueger also addressed the board regarding a community wide solar power engagement with a contractor. Board members responded that it was not within our capacity to assist in that endeavor.

COMMITTEE REPORTS:

Financial: De Land reported the following:

- The Finance committee met on Sept. 4th; Chris Sorensen and Lorin Myers were present. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed. Steve De Land and Lorin Myers met on Sept. 7th. 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, B.A. Barrick non-profit volunteer insurance, Mapili CPA \$900, reimburse Lorin Myers \$38.86, \$400 drop a tree in the common area.
- **Expenses forecasted and paid since the last report:** Nishad Khan P.L. \$475 default notice and foreclosure expenses. Quality Quick Print \$461.23 August mailing. Nishad Khan, P.L. (2) ITL letters \$425.00.
- **Expenses not forecasted and paid last since the last report:** Quality Quick Print \$26.63 re-label the storage lot ICE sign. Nishad Khan, P.L. \$50.00. FL Dept. of State \$35.00 change mailing address of the R. A. City of Deland, Sanborn Center \$300.00 final payment annual

meeting room rental. B.A Barrick & Co. annual volunteer insurance policy renewal \$250.

- One property is scheduled to close.
- Four properties have closed since last meeting.
- Myers provide documentation of payment for his 2017/18 assessments for the entire fiscal year.
- One Intent to Lien account was paid before the attorney acted last month.
- Two Intent to Lien actions were taken last month by the attorney.
- The mailing address for Registered Agent David Slachter was amended on our Sunbiz.org record.

ARB: The Board has adopted this policy temporarily due to the hurricane (moved by Weber, seconded by Houck, and approved unanimously):

‘In kind’ repair or replacement of exterior property due to Hurricane Irma damage will not require ARB approval. If you have any questions please contact an ARB member or Lorin Myers.

Campanella’s report contained the following submitted applications:

- On August 2, 2017, he received an application from a resident on Valley Force Road for a deck roof, a 8 X 24 by 3” composite roof. Permit and engineering pending. Approved by Fletcher and Campanella.
- On August 7, 2017, he received an application from a resident on Lafayette Place to paint the house same color. Approved by Campanella.
- On August 21, 2017, he received an application from a resident on Concord Road for a new roof, similar to the existing roof. Approved by Campanella and Fletcher.
- On September 1, 2017, he received an application from a resident on Kings Mountain Road to remove two trees close to power lines. Approved by Knowles and Campanella. Completed.
- On September 2, 2-17, he received an application from a resident on Kings Mountain Road to remove trees posing a threat to power lines. Approved by Campanella and Myers. Completed.
- On September 2, 2017, he received an application from a resident on Saratoga Road for tree removal plus stump grinding in the front yard. Approved by Myers and Fletcher. (tree fell as result of Hurricane Irma on 09-11-2017). Completed.
- On September 13, 2017, he received an application from a resident on Lancaster Road for a new vinyl fence. Approved by Fletcher and Campanella.
- On September 19, 2017, he received an application from a resident on Bennington Place for tree removal for two rotting oak trees in the back yard, threatening their fence. Approved by Myers and Fletcher.
- On September 20, 2017, he received an application from a resident on Bennington Place for tree removal of three large oaks threatening the house. Approved by Myers and Fletcher.
- Completed.

Beautification: Benucci reported that the monthly beautification award was given to Chris Caldwell at 1026 Burgoyne Road.

Grounds & Maintenance: Weber reported the following:

- Weber contacted Mike Graves of Clean Cuts about mulching the median on Brandywine Rd. at the US 17 entrance in the fall. He agreed to take on this project.
- Duke Energy finally repaired the cable to the streetlight across from Yorktown Place, but Houck observed that the light was out again on Sept. 24. She will report it again if it's still out on Sept. 25.
- The Lake Doctors treated the ponds for spike rush in July.
- After an HOA member reported the issue, the storm drain on N. Concord Rd. was cleaned and the erosion barrier was replaced by Volusia County Road and Bridge Storm Water department.
- A second request was made to FDOT for mowing up to the fence line along 15A.
- Myers had the removal of a dead tree in a common area bid the week before the hurricane and agreed with the adjacent property owner to contract with her contractor to remove the tree for the same price.
- Lake Doctors treated the ponds for algae in Sept. and noted that the water levels were very high.
- Details from Hurricane Irma clean up:
 - * Major damage from Hurricane Irma's winds and rain occurred at the Hwy 17 entrance when a large oak tree fell and crushed part of the north brick wall. Myers will determine who owns that piece of property and follow-up with estimates to clean-up and possibly rebuild the wall, if feasible. Mike Graves' Clean Cuts crew responded quickly and cleaned up both entrances within a few days.
 - * The following week, Myers, Bill Matherly, and Skip Houck cut up large limbs and trees along Brandywine Rd. and at pond 3. Clean Cuts piled this and other debris from the common areas at the roadsides for pick-up by the County and did a very good job of mowing around debris piles and clearing most common areas.
 - * Several trees on personal property were blown down completely or were removed because of extensive damage. Several fences were damaged, as well.
- Before the hurricane, Fletcher and Myers inspected the drainage system from ponds 1 and 2, and the weir at pond 3. All systems were clear. Everything worked as expected during the rains preceding the hurricane. The weir needs to be cleaned out.

Storage Facility: Zirkle's report indicated the following:

- Since taking over for Jerry Hill, Zirkle took a snapshot of the units out on the lot and completed an inventory of our records. It was apparent that our records needed updating as we had units out on the lot that had either updated tags, units replaced with other units/sales or no record found. Keeping clean records is almost impossible unless the resident contacts the manager and notifies him/her of the action. We have two units that need further action to determine if the registered owner is a resident or maybe a relative of the unit owner. Zirkle has this inventory on Excel if a Board member would like a copy.
- Prior to the Hurricane he completed an inspection of the lot showing no expired Tags with a total count of 34 Units. Following is a breakdown: 6 Travel Trailers, 3 Motor Homes, 11 Utility Trailers, 6 Boat and Trailers, 1 Boat Trailer, 3 Car Haulers, 4 Enclosed Trailers.
- After the Hurricane he completed an inspection of the lot showing we had 30 units present with 1 tag expired which a letter will be sent. Following is a breakdown: 4 Travel Trailers, 3

Motor Homes, 10 Utility Trailers, 5 Boat and Trailers, 1 Boat Trailer, 3 Car Haulers, 4 Enclosed Trailers.

- Storm damage included many limbs down with one large tree at back of lot down across the fence requiring repairs/replacement. Estimates are still being received. No damage to stored units apparent.

Rules Compliance: Houck reported following:

- Houck called code enforcement about the need to mow high grass on the entire tennis club property. After the property was mowed on 8/10, Houck called code enforcement to see if they had filed a violation which resulted in the mowing. They had not. They had talked to the property owner first, learned from her that a misunderstanding had occurred with her mowing crew, and she said she would clear up the misunderstanding and have the entire lot mowed as we requested. Resolved
- A letter was sent to a member on Burgoyne Rd. about a camper/RV that had been parked in the driveway for an extended length of time. Resolved
- A letter was sent to the owner of an unimproved lot on Concord Rd. for a lawn mowing violation. Resolved
- Houck called the realtor for a home on Concord Rd. and asked to have the yard mowed.
- Letter was sent to a resident and a copy to the owner on Lexington Rd. to remove a commercial landscaping sign in the yard. Resolved
- Myers called a member on Lancaster Rd. to remove or put in storage a utility trailer parked in the yard for an extended length of time. Resolved
- Letter was sent to a member on Burgoyne Rd. about gutters that need to be cleaned and repaired/painted and skateboard ramps in the yard that need to be stored out of sight. A second letter was sent to a member on Burgoyne Rd. about a wooden ladder leaning against the house, and overgrown weeds at the backyard property line next to an electric fence. Not resolved as of this meeting. Not resolved at the time of this meeting
- Letter sent to a member on Green Mountain Rd. about a boat parked in the backyard. Letter was follow-up to a couple of phone conversations with Myers. Not resolved at the time of this meeting

Welcoming Committee: Hill reported that she welcomed the following new members:

- Eric & Hilary Alleyn on Freemans Farm Road. She met Eric and gave him the welcome letter with other information. He was sure they'd received other docs. Hilary was out of town.
- Susan Harkness on N. Saratoga Road. She met Susan and two adult children. Susan asked a few questions, which were answered. Susan said she also received other documents that were somewhere as they were still unpacking.
- Vernon & Mary Haaland on Kings Mountain Rd. She met both and gave them the welcome letter with other info.
- She spoke via phone to Sharon Burnette on Concord Rd. They will get together when they complete redecorating and move in, probably by end October. They will check on our website and Facebook. They will also be contacting the ARB regarding a proposed shed.
- She also spoke via phone to Donna Ortkiese on Green Mountain Rd. They will try to meet over the coming weekend as they are working and not all settled yet. They received

documents and have been online. They are trying to get boat moved by the weekend as well after both phone calls and letter.

Communications: Myers reported the following:

- Updates were made to the website.
- Myers received questions regarding a ramp for an elderly resident that he replied as not a problem for them and the HOA.
- He replied to a complaint from a neighbor regarding a tree company leaving a mess in their property from work at another neighbor's property. We weren't able to take any action as the HOA.
- He replied to a homeowner's complaints of debris in the roadway. After the routine county pick up on Wednesday 20th he saw very little or no debris in the roadway. Again the situation is not actionable by the HOA. Any property owner could call the Sheriff's office and make a complaint.
- One missing dog email was sent out since the last meeting.

UNFINISHED BUSINESS:

NEW BUSINESS:

Annual Meeting: Myers reminded the board that the annual meeting will take place on November 7, 2017 at the Sanborn Center. Weber has agreed to be the Nominations Committee chairperson, and she and Myers will be in charge of the room lay out. Weber will be in charge of registration.

Adjournment: Moved by Hill, seconded by Benucci to adjourn at 8:12pm. Carried.

Next Regular Board Meeting – October 10, 2017 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary