

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

Minutes of the Regular Board meeting of April 2022.

**Call to Order:** The meeting was called to order by President Benucci at 7:01 pm. The meeting was held via Zoom.

**Roll Call:** - President Liliane Benucci, Vice President Stan Wickett, Treasurer Donna Ortkiese, and Directors Jim Graesart, Elise Paulson, and Cheryl Johnson were present. Members Tisa Houck and Renee Weber were present.

**Meeting Minutes:** Motion by Paulson and seconded by Graesart to approve the March meeting minutes. Passed unanimously.

**Correspondence:**

Benucci reported that she had received a call from a member who had been contacted by the Rules Compliance Committee regarding a violation that she said was being taken care of. Weber reported that a pressure washing company had put advertising flyers on most of the mailboxes throughout Brandywine.

**COMMITTEE REPORTS:**

**Finance Committee Report:** Ortkiese reported:

-The Finance committee met on Zoom April 4<sup>th</sup> at 7:00 pm. Ortkiese, Weber and Myers were present. Paulson was absent. The bank statements were reviewed; the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed at this meeting. Highlights of the discussions are found within this report.

- Forecasted expenses: **Monthly:** Clean Cuts contract, Lorin Myers contract and one estoppel preparation \$50.00, Lake Doctors contract, City of Deland water, Tinker Graphics web hosting, Duke Energy electric bill, Tisa Houck interim recording secretary. Kracht Law Firm 1 Intent to Lien notice \$276.88. Diane Hill \$ 77.35 reimburse Hometown News, News Journal, Pennysaver garage sale ads.

**Additional:**

Replace the retention wall, etc. on pond one bid \$13,284.

Pressure washing of concrete walkways estimate \$500.

\$61.25 Florida Department of State, replace first check lost in the mail—Benucci will pay and ask for reimbursement.

**Expenses forecasted and paid since the last report;** Kracht Law Firm \$895.77 One foreclosure default filing and 2 ITL notices. Lowe's gift certificate through Sept. 2022. Kevin DeBruyne \$183.76 timer parts and breaker for fountain controls.

**Expenses not forecasted and paid since the last report.** Tinker Graphics \$20.30 upcharge for additional updates to the website.

- One closing is pending.
- One closing has occurred since the last report
- Paulson and Weber have been researching other options for property and liability insurance on the common areas to replace the Bankers Policy that is being cancelled on May 1<sup>st</sup>. Wickett moved and Paulson seconded to approve their proposal to contract with Lane-Lennon Commercial Insurance DeLand, carrier Philadelphia Insurance, for HOA liability and property insurance. Motion approved unanimously.
- One property was turned over to the attorney for 45 Demand/ITL letter for past due second quarter assessments. Ortkiese will consult with Myers about the next step in the process (claim of lien and ITF) which all agreed should be taken if not paid by deadline date of 4/26.
- 23 properties were mailed third quarter Reminder letters on April 11<sup>th</sup>.

**ARB** – Benucci reported for Quinn:

| <b>Date</b>    | <b>Address</b>    | <b>Request</b>   | <b>Status</b>                      |
|----------------|-------------------|--|------------------------------------|
| <b>3-31-22</b> | Lexington Rd      | Received an app to paint the house brown and replace fascia with chocolate brown.  | Revd by Myers<br>APPD by Samper    |
| <b>3-28-22</b> | Kings Mountain Rd | Received an app to replace the wood board on board fence with the same, 6' in height. 4-6 weeks start date               | Revd by Myers<br>APPD by Samper    |
| <b>3-24-22</b> | Concord Rd        | Received an app to replace the roof with a gray metal roof.  | Revd by Myers<br>APPD by Samper    |
| <b>3-24-22</b> | Valley Forge Rd   | Received an app to remove dead oak tree from the backyard.   | Revd by Myers<br>APPD by Samper    |
| <b>3-16-22</b> | Kings Mountain Rd | Received an app to paint the house the existing color brown  | Revd by Graesart<br>APPD by Samper |
| <b>1-26-22</b> | Concord Rd        | Received an app to replace the roof, shingles light tan or light gray, New front door, new mailbox. <b>(not started)</b> | Revd by Myers<br>APPD by Samper    |
| <b>1-24-22</b> | Concord Rd        | Received an app to put up black aluminum fence around the house and  | Revd by Myers<br>APPD by Samper    |

|                 |              |  |                                   |
|-----------------|--------------|--|-----------------------------------|
|                 |              | property. <b>(not started)</b>   |                                   |
| <b>12-29-21</b> | Concord Rd   | Received an app to repaint house olive green. Paint swatch received.   | Revd by Myers<br>APPD by Quinn    |
| <b>11-7-21</b>  | Lancaster Rd | Received an app to add screen enclosure with shingle roof to closely match shingles on the home. <b>(waiting on Start)</b> | Revd by Myers<br>APPD by Quinn    |
| <b>8-6-21</b>   | Burgoyne Rd  | Received an app to repaint house the existing color light grey with dark gray trim. <b>(rescheduled to Spring)</b>         | Revd by Graesart<br>APPD by Quinn |

**COMPLETED**

| <b>Date</b>    | <b>Request</b>    |  | <b>Status</b> |
|----------------|-------------------|--|---------------|
| <b>2-22-22</b> | Burgoyne Rd       | Received an app to replace the screen over the pool, deck and Porch. Work to start between 2-25 & 3-3-22   | Completed     |
| <b>1-27-22</b> | N Saratoga Rd     | Received an app to replace the roof, shingles Oakridge in color Beachwood Sand   | Completed     |
| <b>2-24-22</b> | Burgoyne Rd       | Received an app for 8X12 wood framed shed resting on capstone and positive anchorage into the ground. Shingle roof. Building color similar to house, with matching white trim. Shingle roof similar to house roof shingles | Completed     |
| <b>3-9-22</b>  | Old Church Place  | Received an app for solar panels. ARB Approval not required but needed by Solar Panel Company to proceed.  | Completed     |
| <b>2-20-22</b> | Kings Mountain Rd | Received an app to paint home Gristmill Greige. Left VM of approval.   | Completed     |
| <b>3-7-22</b>  | Valley Forge Rd   | Received an app to paint trim on home white.   | Completed     |

**Beautification:**

Houck reported that the Beautification award was presented to Samuel Hopkins of Concord Rd.

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

**Island** maintenance on Valley Forge and on Lexington brought to the attention of Clean Cuts.

**Island** damage caused by garbage trucks was discussed. Consensus was that we cannot do much to prevent it because of the tight turning radius around the islands. Also, it does not seem to be of much concern to the residents.

**The “Condo project”**—repairing the culvert and catch basin at pond 1--was discussed. It was deemed a priority over other projects i.e. the weir rebuild project on pond 3. Lorin has been meeting with a contractor about the Everlast vinyl synthetic sheet repair/rebuild project. Proposed project start date is summer 2022.

**The** weir on pond 3 is operational but in need of being rebuilt. Because it is currently functioning and has a smaller impact in the community, its rebuilding is probably going to be put off until late in 2022 or even 2023.

**The** bridge project has been put on hold until at least 2023. Rain runoff from the sidewalk to under the bridge causing a “gully” is being successfully mediated by positioning sticks and branches to disperse the water runoff. A more permanent solution would probably involve a concrete culvert and would require a budget allocation and a board expenditure vote.

**The newly** observed depression on Shenandoah was discussed. It now appears to be entirely on the property owner’s parcel and not in a common area. Myers and Graesart met this week with 4 tree services, and Myers also met with Geo-engineers. As stated in the first sentence, mediating the depression appears to be the owner’s responsibility and not that of the HOA.

**On one** occasion fishermen at pond 3 were warned off the pond property, and left after being warned. On another occasion a family was told about the posted “Do Not Feed the Ducks” sign. Also told the bread will swell up in their throats and choke the birds. They left after a few minutes.

**Also,** a young man was riding an off-road motorcycle on the tennis grounds at a rapid rate of speed. When approached, he quickly rode off towards pond 3. He left when told the area is private property, and as he saw that his plate number was being taken down.

**Pond 2** - Week ending 4/8/2022 a breaker was installed and the fountain is back in operation. Since then, the new GFI breaker has been tripping. Debruyne diagnosed that replacing the breaker was not the only problem. He will put in a standard breaker to replace the GFI breaker at no cost. We will still have a fault in the wiring or control panel that controls the small pond.

**The pond** timers have been set for daylight savings time.

**Route 17** entrance – the golden mound bushes died from the cold spell. Mike Graves suggested Foxtail ferns for their color, frost resistance, and they are not as tall.

**We are** getting a response from some thoughtful residents concerning the appearance/maintenance of islands throughout the community. Volunteers agreed to maintain

Princeton Place, Lancaster Rd., Freemans Farm Rd., Burgoyne Place, and both areas on Kings Mt. Rd.

**Mike Graves** is cleaning up the trail between Saratoga and Valley Forge. Frost bitten Plumbago on Valley Forge to be trimmed, trim back shrubs that surround the back retention pond, blow walkway at the end of Valley Forge, mow the lockup storage area, and finish the pine bark project in front of the two 17/92 entryway signs.

**Storage Facility:** Campanella's report indicated the following:

44 Lot Spaces

9 Vacant Spots

VSO continues to conduct routine "Extra Patrols" in the Brandywine Shopping Center and storage lot area.

No incidents of theft or vandalism have been reported to the Storage Lot committee.

**Rules Compliance:** Houck reported the following:

#### **Unresolved from March**

On 3/7 a letter was sent to a member who owns the property and the current resident about a commercial vehicle that has been parked in the driveway for a few weeks. Owner replied that they were working on a solution. An email was sent on 3/28, requesting an update on the solution. Second email sent on 4/9. The Board agreed that a second letter should be sent.

On 3/7 a letter was sent to the owner of a property about a completely loaded dumpster that has been in the driveway for several weeks. Dumpster has been removed.

#### **New Notifications**

On 3/11 a letter was sent to a member about a vehicle that appears to be inoperable and is parked in the side of the yard. Vehicle was moved to the driveway.

On 3/11 a letter was sent to a tenant and owner of a property about a vehicle that has been regularly parked in the yard. Vehicle has been moved to the driveway.

On 3/29 a letter was sent to a member about removing a window AC and disposing of old fencing materials and the need to clean up the area that was behind the fence that was removed. Member called to say a contract has been made to remove the old fencing and install a new fence at the end of the month

On 3/29 a letter was sent to a member about a vehicle that has been seen repeatedly parked in the yard. Vehicle has been parked in driveway.

On 4/1 a letter was sent to a member about an unlicensed vehicle that has been parked in the driveway for an extended period of time.

On 4/11 a letter was sent to a member about a commercial vehicle that has been regularly parked in the driveway.

**Additional contact:** A member contacted the Committee regarding numerous used dog waste bags that have been thrown in the area around the bridge/trail/meadow. Member has been picking up the bags but is no longer able to do that. Concern is for the health implications and the appearance of the area.

**Welcoming Committee:** Hill's report indicated:

One new resident contacted/spoke with on 4/12.  
Will meet with/and or send Brandywine Welcome letter & information.

**Communications:** None

**UNFINISHED BUSINESS:** Covered in Finance Report above.

**NEW BUSINESS:**

Bookkeeper search—Benucci will post the opening on the Brandywine Facebook page and send out an email to the membership, asking for interested persons to contact her.

Village Green culvert repair: Ortkiese will look for additional contractors for bids. Graesart will get additional bid proposals by the May meeting.

May minutes: Houck will be out of town; Wickett volunteered to take the minutes.

**Adjournment:** Moved by Ortkiese, seconded by Paulson to adjourn at 7:54 pm. Carried.

Next Regular Board Meeting – May 10, 2022, at 7:00 pm. on Zoom.

**Respectfully Submitted:** Tisa Houck, interim Recording Secretary