

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

Minutes of the Regular Board meeting of August 9, 2022.

Call to Order: The meeting was called to order by President Benucci at 7:03 pm. The meeting was held via Zoom.

Roll Call: - President Liliane Benucci, Vice President Stan Wickett, Interim Treasurer Elise Paulson, and Directors Jim Graesart and Cheryl Johnson were present. Members Tisa Houck and Lorin Myers were present.

Meeting Minutes: Motion by Wickett and seconded by Paulson to approve the July 12, 2022 meeting minutes. Passed unanimously.

Correspondence: None

COMMITTEE REPORTS:

Finance Committee Report: Paulson reported:

The Finance committee met on Zoom July 20th at 8 pm. Weber, Paulson, Benucci, Wickett and Myers were present. The bank statements; the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports for July were not discussed at this meeting due to the timing. Highlights of other discussions are found within this report.

Forecasted expenses:

Monthly:

- Clean Cuts contract
- bookkeeper contract
- Lake Doctors contract
- City of Deland water
- Tinker Graphics web hosting
- Duke Energy electric bill
- Tisa Houck interim recording secretary.

Additional: Replace keys at the storage lot, approximately \$200. Tree removal at the storage lot; undetermined.

Replace 6 dog poop signs approximately \$250.

Expenses forecasted and paid since the last report: Kracht Law Firm \$1,294.59; ITL, ITF & claim of lien, Motion for Summary Judgement.

Quality Quick Print July mailing \$398.67.

Expenses not forecasted and paid since the last report: none

Other Discussions:

- One closing is pending
- One closing has occurred since the last meeting.
- CD #1006 was redeemed at maturity and deposited in to the checking account at Mainstreet Bank.
- RF CD #1007 was redeemed at maturity and RF CDs 1008, 12 month maturity (@.349%) and 1003, 18 month maturities (@1.73%) were purchased with the funds on July 27th. The finance committee recommends closing the 12 month CD #1008 with a rate of .349% and purchasing a 13 month CD, special rated at 1.98% on 7/28.
- The Finance committee has prepared a draft budget proposal for the fiscal year 2022/2023 to be discussed and approved in August 2022.
- As of this meeting 5 properties are in arrears 4th quarter assessments. Any properties not paid in full by August 18th will be turned over to the attorney for ITL demand letters.

DISCUSSION:

A motion was made by Paulson and seconded by Wickett to send three of the five properties that are in arrears to the attorney for Intent to Lien letters if not paid in full by August 18th . Passed unanimously. Myers has made several attempts to contact them but has had no response.

Myers discussed the change in CD rates and explained how it could impact CD #1008. Since the new CD was purchased, interest rates have increased. Closing the new CD would cause us to incur a small fee, but it would be more than made up through interest payments at the higher interest rate. A motion was made by Paulson and seconded by Johnson to redeem Florida Credit Union CD #1008 and purchase a new 13-month CD at a higher rate. Passed unanimously.

Myers presented the proposed budget. The proposed budget was presented. A motion to approve the budget was made by Paulson and seconded by Wickett. Passed unanimously. Myers will prepare a copy of the budget to be included in the August mailing. Assessments will increase to \$380/year per door for all properties, including the condos on Village Green Rd. and Revere Place.

ARB - Myers reported for Quinn:

PENDING

Date	Address	Request	Status
8-1-22	Princeton Pl	Received app to replace roof with Driftwood tan shingles. Senez roofing has pulled permit 7-12-22.	Revd by Myers APPD by Samper
7-13-22	Valley Forge Rd	Received app to remove existing deck and rebuild deck at ground level, install retaining wall by pool deck. Contractor pulling permits.	Revd by Myers APPD by Samper
4-22-22	Lancaster Rd	Received app to replace roof with same color shingles. Choosing a contractor	Revd by Myers APPD by Samper
4-19-22	Trenton PL	Received an app to put a wood shed in the backyard, Paint colors will match the house. Roof and shed roof	Revd by Myers APPD by Samper

		materials will match.	
1-24-22	Concord Rd	Received an app to put up black aluminum fence around the house and property. (not started)	Revd by Myers APPD by Samper
12-29-21	Concord Rd	Received an app to repaint house olive green. Paint swatch received.	Revd by Myers APPD by Quinn
11-7-21	Lancaster Rd	Received an app to add screen enclosure with shingle roof to closely match shingles on the home. (waiting on Start)	Revd by Myers APPD by Quinn
8-6-21	Burgoyne Rd	Received an app to repaint house the existing color light grey with dark gray trim. (rescheduled to Spring)	Revd by Graesart APPD by Quinn

COMPLETED

Date	Request		Status
6-15-22	Trenton Pl	Received app to replace roof with same color shingles in mojave tan. Choosing a contractor	Completed
7-8-22	Lancaster Rd	Made contact with the homeowner that is building a porch structure in front of home, advised she contact the county and get proper permits and fill out an ARB request.	No ARB App, No Permit on file.

8/8/22:ms

Beautification: Houck reported:

Cameron and Michelle Smith – 1026 Valley Forge Rd.

Grounds & Maintenance: Graesart reported the following:

- 7/12/2022 Text to Mike Graves to cut the storage lot. He will cut it this week.
- 7/13/2022 Reported high grass at tennis club to code enforcement. (Tisa)
- 7/13/2022 Reported branch across road and driveway at Concord Rd. cul-de-sac to VC Road & Bridge (Lorin). Road and Bridge removed the tree in the cul-de-sac.
- 7/19/2022 County cut down 2 trees at the Rt. 17 entrance just past the VGR entrance.
- 7/23/2022 Scrubbed the mold off of all BW street signs. Recommended ordering 6 new “dog poop” signs to replace worn out signs.
- 7/25/2022 Asked Mike to pick up some cut palm fronds on Yorktown Place next time he is in BW cutting this week

7/25/2022 Lake Doctors report – Everything normal. Some plankton affecting clarity. Also added dye to pond 2.

8/9/2022 Myers sent an email to Steve Zentner (Lake Doctors) about the continuing presence of scum on pond #1, and notified him that the rope on the fountain in pond 3 is loose, but the fountain is staying close to the center of the pond.

Storage Facility: Campanella’s report indicated the following:

44 Lot Spaces

6 Vacant Spots

1 New item added to the lot.

VSO continues to conduct routine “Extra Patrols” in the Brandywine Shopping Center and storage lot

Rules Compliance: Houck reported the following:

Unresolved from July

On 6/29 a letter was sent to a member about a camper that has been in the driveway for an extended period of time. Camper has been moved.

On 7/7 a phone message was left for the real estate agent who handles the tennis court property, asking that the property be mowed. On 7/10 an email message was sent to Equity Investment Services, the agent for the tennis club property, requesting that the overgrown grass be mowed. Code Enforcement was notified on 7/13. On 7/25 CE was called for an update. On 8/1 CE was called and they responded that they are working on it. If nothing is done by the responsible party, CE will mow it and a lien will be posted. Property was mowed 8/3.

New Contacts

On 7/25 a letter was sent to a member about a political flag hanging from the house. Flag was removed.

On 7/25 a second letter was sent first class and certified mail to a member about a commercial van repeatedly parking in the driveway. Member signed the certified letter.

On 8/5 an email was sent to a member about removing a commercial sign in the front yard. Sign was removed.

On 8/5 an email message and a letter were sent to the owner of a property on Lexington Rd. about the lack of maintenance of the property which has an eviction notice on the door, and other unsightly conditions have prevailed for an extended period of time.

Welcoming Committee: Hill reported that there were no new members to welcome this month.

Communications: Benucci reported that she had received two calls—one concerning the upcoming property management Board discussion and vote, and another asking about the appearance of the tennis club property.

The Communications Committee—Benucci, Houck, Weber—will work on the August mailing in which the approved budget will be presented and information about the management company will be provided. Myers

will send a copy of last year's cover letter to the committee as a reference.

Association Management Committee: Paulson reported the following:

As indicated in the July report, the Association Management Committee received three responses to the association management RFP. The Committee members have reviewed the proposals and the related documents submitted from each vendor and identified a leading vendor candidate.

Specialty Management Company was identified as the leading vendor candidate. The Committee met on Zoom July 20, 2022 at 7:00 pm. to interview Matt Jordan from Specialty Management Company. Benucci, Wickett, Weber, Paulson and Myers were present. In advance of the interview, the Committee provided the initial list of follow up questions to Specialty Management Company for their review and response. Written responses were provided prior to the interview.

During the interview, Mr. Jordan discussed his company and their approach to community management. He also answered follow up questions from the Committee.

Reference checks were conducted after the interview. Paulson and Benucci reached out to the eight potential references provided by Specialty Management Company. One email response and two phone call responses were received, totaling three references completed.

The report included PDF documents of Specialty Management's proposal and a list of supplies.

The Committee recommends that the Board consider a motion to move forward with contracting full management services through Specialty Management Company.

DISCUSSION:

A motion was made by Paulson and seconded by Wickett to contract with an outside company for full-service management. Passed unanimously.

A motion was made by Paulson and seconded by Wickett to choose Specialty Management Company to provide full-service management of the HOA. Passed unanimously.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

Adjournment: Moved by Wickett, seconded by Johnson to adjourn at 7:50 pm. Carried.

Next Regular Board Meeting – September 13, 2022, at 7:00 pm. on Zoom.

Respectfully Submitted: Tisa Houck, Interim Recording Secretary