

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

Minutes of the Regular Board meeting of February 8, 2022.

Call to Order: The meeting was called to order by President Benucci at 7:06pm. The meeting was held via Zoom.

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

Meeting Minutes: Motion by Ortkiese and seconded by Graesart to approve the January meeting minutes. Passed unanimously.

Correspondence: Weber and Benucci mentioned that they had had interactions with a tree removal company employee who was soliciting in the neighborhood. Both told him of the “No Soliciting” rule in Brandywine and about the sign posted at both entrances.

COMMITTEE REPORTS:

Finance Committee Report February 2022. Ortkiese reported:

The Finance committee met on Zoom February 3rd at 7:00 pm. Ortkiese, Paulson, Weber 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:

Monthly: Clean Cuts contract, Lorin Myers contract, Lake Doctors contract, Lowe's gift certificate, City of Deland water, Tinker Graphics web hosting, Duke Energy electric bill
Additional: Diane Hill reimbursement for Yard Sale ads approximately \$75.00
Clean Cuts mulch project \$1,540.00
Quality Quick Print \$700.00.
USPS 500 forever first-class stamps \$320.00

Expenses forecasted and paid since the last report: \$35 Department of State amendment, Reeves Tree Service \$1,375 for Storage lot, Proplogix \$100 for canceled estoppel, FL Dept. of State \$61.25, Myers Quick Books '22, padlocks, postage \$227.28,

Expenses not forecasted and paid since the last report- None

- Two closings are pending.
- Cancellation notice received from Bankers Property and Liability insurance effective May 1. The committee is researching other options for liability insurance on the common areas.
- Two closings have occurred since the last report.
- As of this meeting one property is in arrears for second quarter assessments.
- Myers prepared, filed, and mailed IRS forms 1096, 1099 NEC and Misc for 2021.
- Myers purchased and installed Quick Books 2022 on an annual recurring license.
- Clean Cuts contract and bookkeeper contract addendum were discussed.
- One ITF (Intent to Foreclose) court action expires Oct. '22 for a Board action that was taken in 2017.
- One Foreclosure is currently in pre-foreclosure.
- Funding for the Grounds projects at the weir and on Village Green Rd. was discussed.

Discussion: Myers was asked how he will present proof of work on estoppels in order to be paid. He stated that he intends to provide the HOA with an invoice and a copy of each estoppel.

ARB - Benucci reported for M. Samper:

PENDING

Date	Address	Request	Status
1-27-22	N Saratoga Rd	Received an app to replace the roof, shingles Oakridge in color Beachwood Sand (not started)	Revd by Myers APPD by Samper
1-26-22	Concord Rd	Received an app to replace the roof, shingles light tan or light gray, New front door, new mailbox. (not started)	Revd by Myers APPD by Samper
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
1-22-22	Lexington Rd	Received an app to remove two oak trees that are old and dying. May be done at the same time. (not started)	Revd by Myers APPD by Samper
12-29-21	Concord Rd	Received an app to repaint house olive green. Requested paint swatch. (pending)	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 permit)	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
11-23-21	Kings Mtn Rd	Received an app to replace the wood on the house with a natural color vinyl siding.	Completed
12-29-21	Valley Forge Rd	Received an app to remove 2 trees from the front yard.	Completed
1-19-22	Kings Mtn Rd	Received an app to replace the wood on the house with a natural color vinyl siding that matches 931 Kings Mtn.	Completed
11-22-21	Concord Rd	Received an app to remove a decaying tree from the front yard.	Completed
2-2-22	Burgoyne Rd	Received an app to remove and prune a tree from the yard	Completed

2/5/22:mq

Beautification:

Houck reported that the Beautification Award was presented to Barbara Watson on Burgoyne Place.

Grounds & Maintenance: Jim Graesart reported the following:

Activity

- 1/13/2022 Reeves Tree Service trimmed back canopy of trees at entrance to storage area and removed large tree branches inside storage compound. Also cleaned up fallen branches.
- Lake Doctors report for December 2021-Ponds 1, 2, and 3 treated for algae, emergent, Underwater and floating vegetation.
- Lake Doctors report for January 2022 – Pond 1 needed the most attention: treated for algae and emergent, underwater and floating vegetation; pond 2 treated for algae and floating vegetation; pond 3 treated for algae only. Water determined to be clear and at a normal level.
- Reported to Duke –streetlight Green Mountain Rd.
- Weber contacted City of DeLand Utilities re: status of light outage by bridge and hole in ground along the walking trail. City has contacted Duke.
- Mulching project underway – coordinated by Weber
- Clean Cuts performed weeding and regularly scheduled maintenance.
- For the fountains, Kevin DeBruyne repaired the timer and has received the replacement breaker. Not yet installed.

Discussion: Mike Graves emailed his proposal for a new contract with Clean Cuts--\$2,350.00 per month for a two-year contract. After some discussion, Wickett moved and Graesart seconded the motion to accept the proposal. 'n order to avoid taking bids per Florida Statute, Weber stated that Mike's current contract should be changed to allow the Board to terminate service with 30 days' notice (not 60 days).

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 interest were reported.

Rules Compliance: Houck reported the following:

No unresolved violations from Dec/Jan

New Violations

On 1/15 a letter was sent to a member, recommending that he not park in the cul-de-sac in order to allow clear access for emergency vehicles and other large vehicles, such as garbage trucks and DeLand Utilities. Since the letter was sent, the vehicle has been seen intermittently but parked on the grass more than the street.

Welcoming Committee: Hill's report indicated:

- 1) January 17--Re-sent Welcome letter & Brandywine information, to new owner at 1033 Valley Forge Rd.
- 2) January 30-- Mailed Welcome letter & Brandywine information to new owner at 915 Kings Mountain Rd.

Spoke with and met with Cheryl Johnson Re: Welcoming Committee (see New Business)

Annual Brandywine Garage sale: Scheduled for Saturday, March 12, 7a.m. to 2 p.m.

- Will begin placing all free ads end of February/first week of March.
- Paid ads will appear in DeLand Beacon, News Journal, Pennysaver, Hometown News prior to the week of garage sale.
- Anyone subscribing to DeLand Beacon can place a free ad each month.
- Facebook Marketplace, Craig's List ~ possibly others~ are free and have Garage Sale areas for those who want to specify addresses or items, etc.

- Brandywine HOA will place signs at both entrances. Individuals can place signs in their yards during the time of the sale only. Balloons also suggested on mail box for visibility.

Communications: Benucci mentioned:

The contents of the winter mailing will include a new password for the Board/Contacts tab on the Brandywine website, as well as a new email address (Brandywinehoadeland@gmail.com) to use for general inquiries or comments to the Board. The mailing will go out in a few days.

UNFINISHED BUSINESS: None

NEW BUSINESS:

--The new Zoom license is an annual, recurring license through Dec. 2022.

--A motion was made by Ortkiese and seconded by Wickett to accept Tara Kicklighter's resignation from the Board and committee memberships. Carried. Ali Kicklighter also resigned as Recording Secretary.

--Benucci spoke with Cheryl Johnson, following Hill's meeting with her, and she agreed to become a member of the Welcoming Committee.

--Graesart mentioned that Jordan Samper is now a member of the Grounds & Maintenance committee.

Adjournment: Moved by Ortkiese, seconded by Wickett to adjourn at 8:04pm. Carried.

Next Regular Board Meeting – March 8, 2022, at 7:00 pm. on Zoom.

Respectfully Submitted: Tisa Houck, Interim Recording Secretary