

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

Minutes of the Regular Board meeting of July 12, 2022.

**Call to Order:** The meeting was called to order by President Benucci at 7:00 pm. The meeting was held via Zoom.

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

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

**Correspondence:** 1. Mention of Facebook comments 2. Myers received a call about a man sleeping in a black Dodge Journey (vehicle) parked in the 2700 block of Valley Forge Rd. Myers suggested that the caller notify the Volusia County Sheriff's Office at the non-emergency number.

**COMMITTEE REPORTS:**

**Finance Committee Report:** Benucci reported for Paulson

The Finance committee met on Zoom July 6, 2022 at 7:00pm. Weber, Paulson and Myers were present. 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
- bookkeeper contract
- Lake Doctors contract
- City of Deland water
- Tinker Graphics web hosting
- Duke Energy electric bill
- Tisa Houck interim recording secretary

Additional: Chip Wrecked, LLC \$11,784 balance for retention pond wall on Village Green Rd.

Expenses forecasted and paid since the last report: None

Expenses not forecasted and paid since the last report: US Postal Service \$50.00, 6 month box rental. Robert Hogan \$83.80 sign post caps and paint.

Other Discussions:

- Two closings are pending; Saratoga Place and Lancaster Rd.
- No closings have occurred
- One property was turned over to the attorney for Claim of lien and Intent to foreclose notice. One property was turned over to the attorney for intent to lien notice, and payment in full was received on 6/27.
- One intent to foreclose could be turned over to the attorney for review, recommendation. 5 year statute of limitations on balance.
- CD #1006 matures July 14, 2022. If we do not make any changes to the CD, it will roll over at the same 18 month maturity with new dates and a new rate.
- RF CD #1007 matures July 23, 2022. Finance committee recommends purchasing approximately 1/3 in shorter term 12 months and 2/3 in longer term 16-24 months terms. Wickett or Benucci need to handle this transaction.
- The Finance committee has prepared a draft budget proposal for the fiscal year 2022/2023 to be discussed in August 2022.
- Ortkiese needs to be taken off the check signing cards at Mainstreet and Florida Credit Union. That needs to be handled by Benucci or Wickett. Finance committee is requesting an update.
- We received a check from Lane/Lennon \$430.49 reimbursement for a rate change. We received a check from Philadelphia insurance Co. for \$195. towards the Property and Liability policy annual premium for a rate change.
- The finance committee recommends contracting Arrington & Mapili CPAs to prepare a compilation and 1120-H IRS tax filing for fiscal year 2021/22 for \$900.
- As of July 9th there were 21 properties in arrears 4th quarter assessments. Fourth quarter reminder letters were mailed on July 11<sup>th</sup>.

DISCUSSION: The Board agreed to cash in CD #1006 and deposit funds into the Mainstreet Bank checking account in order to have access to cash. Money can be put back into a CD if needed. Benucci and Wickett will arrange that transfer.

**ARB** - Benucci reported for Quinn:

<b>Chair – Mona Samper</b>	<b>Committee: Lorin Myers, Jim Graesart</b>
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**PENDING**

<b>Date</b>	<b>Address</b>	<b>Request</b>	<b>Status</b>
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<b>7-8-22</b>	Lancaster Rd	Made contact with home owner that is building a porch structure on front of home, advised she contact the county and get proper permits and fill out an ARB request.	
<b>6-15-22</b>	Trenton Pl	Received app to replace roof with same color shingles in mojave tan. Choosing a contractor	Revd by Myers APPD by Samper
<b>4-22-22</b>	Lancaster Rd	Received app to replace roof with same color shingles. Waiting on material Sheet. Choosing a contractor	pending material sheet
<b>4-19-22</b>	Trenton PL	Received an app to put a wood shed in backyard, Paint colors will match the house. Roof and shed roof materials will match.	Revd by Myers APPD by Samper
<b>1-24-22</b>	Concord Rd	Received an app to put up black aluminum fence around the house and property. <b>(not started)</b>	Revd by Myers APPD by Samper
<b>12-29-21</b>	Concord Rd	Received an app to repaint house olive green. Paint swatch received.	Revd by Myers 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 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 APPD by Quinn

#### COMPLETED

<b>Date</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.	Complete
<b>4-26-22</b>	Shenandoah Rd	Received an app for an above ground pool to be built in backyard. Permit filed with county 5-27-22	Complete

7/10/22:ms

**Beautification:** Houck reported:

Awarded to Chris Caldwell – 1026 Burgoyne Rd.

Appreciation card sent to:

Usha Patel, 2670 Concord Rd. – new roof

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

6/22-- Notified that after delays, Chip Wrecked has received the permits for the Village Green retention wall project. Work should begin in 3-6 weeks.

6/22-- Lake Doctor service report - all normal, water clear but low

6/23-- Tisa called the VC Road and Bridge to report a low hanging branch at 2721 Charleston Place. Limb has been trimmed.

6/24-- Graesart took the weir “rebar filter grate” home. Replaced the missing top bar. Welded in new support bars (5). Coated the whole grate in rubber to extend the life expectancy.

6/24-- street light reported out in median on BW. 2<sup>nd</sup> light in median. Light was repaired.

6/29—Graesart met with Mike Graves to discuss the grounds maintenance. Outcome was very positive.

Robert Hogan replaced all the missing and damaged caps on the sign posts.

7/8—street light at the intersection of Brandywine Rd. and Saratoga reported staying on. Light has been repaired.

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

44 Lot Spaces

7 Vacant Spots

1 New item added to the lot.

Several additional items are pending.

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

Updated spreadsheet is forthcoming

**Rules Compliance:** Houck reported the following:**Unresolved from June**

On 6/1 an email was sent to a member on Lexington Rd. about the commercial sign in the yard.

On 6/10 a letter was sent since there was no response from the email. Sign was removed a few days later. Truck has not been seen in the driveway.

## **New Contacts**

On 6/18 a letter was sent to a member on Freemans Farm Rd. about a political candidate campaign flag that is hanging on the front of the house. A few days later, member was called, and the flag was removed.

On 6/20 a text message was sent to a member on Freemans Farm Rd. about a vehicle being parked in the cul-de-sac. Vehicle was moved to the driveway.

On 6/21 an email was sent to a member on Burgoyne Rd. about a commercial truck that's been parking in the driveway for an extended period of time. Truck has been moved into the garage.

On 6/28 an email was sent to a member on N. Concord Rd. about a trailer that has been parked in the yard for an extended period of time. Trailer has been moved.

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

On 7/7 a Facebook message was sent to a member on Concord Rd., asking that the Confederate flag in the yard be removed. Flag was removed a short time later.

On 7/7 a Facebook message was sent to a member on Lancaster Rd., asking that the truck that's parked against traffic and in the grass across the street be moved to the driveway. Truck was moved that day.

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.

DISCUSSION: Topic pertaining to the flying of flags on flagpoles throughout the neighborhood. Florida statute 720 (specifically for HOAs) states that "...only the US flag may be flown from a flagpole, and the only flags that may be flown below it are the official flag of the State of Florida or one representing the Armed Forces....or a POW/MIA flag." A notice of this statute will be added to the information in the August mailing. Houck will send that to Benucci.

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

New Concord Rd. new resident met in person by Johnson. Welcome letter & info given to her.

Mailed all information to new Yorktown Pl. resident. Not able to contact in person.

**Communications:** Myers reported:

July mailing is at the printer and will be mailed soon.

August mailing will include the approved 2022-23 budget, coupon cards, and other information.

**Association Management:** Benucci reported for Paulson:

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. The Committee met on Zoom July 7, 2022 at 7:00 pm. Benucci, Wickett, Weber, Paulson and Myers were present. The Committee discussed the proposals, drafted a list of follow up questions for potential vendors, and identified a leading vendor candidate.

Paulson has reached out to the leading vendor candidate via email to request an interview and has provided the initial list of follow up questions for their review and response. The Committee will conduct reference checks after the interview. Interview will be held on Zoom July 20 at 7:00pm.

If the Committee feels that the leading vendor candidate is not a good fit after the interview or reference checks, additional interviews will be scheduled. The Committee intends to make a vendor recommendation to the Board for consideration at the August meeting.

**UNFINISHED BUSINESS: NONE****NEW BUSINESS:**

Date and possible location for the November annual meeting will be chosen next month.

**Adjournment:** Moved by Wickett, seconded by Johnson to adjourn at 7:55pm. Carried.

Next Regular Board Meeting – August 9, 2022, at 7:00pm on Zoom.

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