

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

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

Call to Order: The meeting was called to order by President Benucci at 7:02 pm. The meeting was held via Zoom.

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

Meeting Minutes: Motion by Paulson and seconded by Ortkiese to approve the February 8 meeting minutes. Passed unanimously.

Correspondence: None

COMMITTEE REPORTS:

Finance Committee Report: Ortkiese reported the following:

-The Finance committee met on zoom March 3rd at 7:00 pm. Paulson, Weber, and Myers were present. Ortkiese 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, Lake Doctors contract, Lowe's gift certificate, City of Deland water, Tinker Graphics web hosting, Duke Energy electric bill, Tisa Houck interim recording secretary.

Additional: 16 GB thumb drive for rescue media HOA laptop--under \$10

- Expenses forecasted and paid since the last report: Quality Quick Print \$115.37 copies. Liliane Benucci \$171.60 postage. Lorin Myers #10 stamped envelopes \$354.95.

- Expenses not forecasted and paid since the last report- None

- Two closings are pending.

- No closings have occurred since the last report

- Paulson is researching other options for property and liability insurance on the common areas to replace the Bankers Policy that is being cancelled on May 1st.

- One property was **not** turned over to the attorney for 45 Demand/ITL letters for past due second quarter assessments when Myers realized he had not copied the 30-day notice to the parcel; pending effective March 10th.
- Clean Cuts contract and bookkeeper contract addendum were discussed.
- The increase in the new Clean Cuts contract and how it affects the balance sheet and profit and loss was discussed
- The committee discussed presenting a draft of the 2022/2023 budget at the May meetings.
- Third quarter assessment reminder letters will be mailed around April 10th.

ARB - Benucci reported for Quinn:

PENDING

Date	Address	Request	Status
2-24-22	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	Revd by Myers APPD by Samper
2-22-22	Burgoyne Rd	Received an app to replace the screen over the pool, deck and Porch. Work to start between 2-25 & 3-3-22	Revd by Myers APPD by Samper
2-20-22	Burgoyne Rd	Received an app to remove 2 dead trees from the backyard. (not started)	Revd by Myers APPD by Samper
2-20-22	Kings Mountain	Received an app to paint home Gristmill Greige. Left VM of approval.	Revd by Myers APPD by Samper
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
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 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
2-19-22	Bennington PL	Putting Fence in the backyard for the dog. Getting started on the Fence in August. Matching the neighbors on either side of them & sent photos. Daughter will be calling the County to find out if she needs a survey and permit.	On hold until August
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.	Complete

Beautification:

-Houck reported that the Beautification award was presented to June and Donald White of Lancaster Rd.

-Two appreciation cards were sent.

-At Houck's suggestion, the Board agreed to reimburse her for the future purchase of 6 Lowe's gift cards to be used through this fiscal year (Sept.). She will give a card to the award winner each month, either by mail or personal visit.

Grounds & Maintenance: Benucci reported for Graesart:

Duke Energy repaired the light by the bench / bridge.

Light by Lafayette & Brandywine still not repaired. Second request submitted 2/18/2022.

Graves 2-year Clean Cuts contract approved.

Graves mulching approved and the project completed by 2/24/2022 except at the 17/92 entrance. Will be completed there once the leaves stop falling.

Have begun trimming the crape myrtles. Resident on Shenandoah requested bushes be not cut this year. Mike complied but explained that next year they will have to be trimmed back.

The garbage trucks are still cutting their turns around the islands too tight and causing ruts.

Feb 22, 2022 Lake Doctors – nothing untold. Added pond dye.

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.

-A hole was observed and reported today (03-08-2022) in the fence near a corner post. At the time of this writing, Campanella has not been able to respond to the lot to check on it. No incidents of theft or vandalism have been reported to the Storage Lot committee.

Rules Compliance: Houck reported the following:

No unresolved violations from February

New Notifications

On 2/22 a letter was sent to a member asking them not to park in the street. Member responded that the vehicle would be in the driveway going forward.

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.

On 3/7 an email was sent to a member about a commercial sign in the front yard. Sign was removed.

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.

Welcoming Committee: Hill's report indicated:

- 2/28--Mailed renter information to new neighbor on Saratoga Rd.
- GARAGE SALE: Ads for March 12, Saturday, 7-2pm--in DeLand Beacon (Free)2x; Daytona NewsJournal (paid), Pennysaver in papers & online (paid); Hometown News in paper & online (paid). Also placed on social media, including Facebook Marketplace and Craig's List.

Communications: The following items were discussed:

- Updates were made to the web page.
- Password was amended by Tinker Graphics for format compatibility. An email notification will go out, as well as announcement on the Brandywine FB Page.
- Lorin Myers' letter of resignation as Bookkeeper, effective May 31, 2022.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Director Cheryl Johnson has the new back-up flash drive.

Adjournment: Moved by Wickett, seconded by Paulson to adjourn at 7:43pm. Carried.

Next Regular Board Meeting – April 12, 2022, at 7:00 pm. on Zoom.

Respectfully Submitted: Tisa Houck, interim Recording Secretary