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BOARD OF DIRECTORS REGULAR MEETING – May 10, 2022

CALL TO ORDER - 7:00 p.m. On Zoom

ROLL CALL/WELCOME

President Liliane Benucci, Vice President Stan Wickett, and Directors Jim Graesart and Elise Paulson were present. Member Renee Weber was present. Interim Recording Secretary Tisa Houck and Director Cheryl Johnson were absent.

APPROVAL OF MINUTES OF THE PREVIOUS MONTHLY MEETING

A motion was made and seconded to approve the April Monthly Meeting Minutes. Unanimously approved

CORRESPONDENCE

Resignation of Treasurer Donna Ortkiese; email received by all board members via Pres. Liliane Benucci.

COMMITTEE REPORTS

FINANCIAL – Finance Committee Report May 2022 Paulson reported:

The Finance committee met on Zoom May 9, 2022 at 7:00 pm. 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
- Lorin Myers contract
- Lake Doctors contract
- City of Deland water
- Tinker Graphics web hosting
- Duke Energy electric bill
- Tisa Houck interim recording secretary.

Additional:

- If Village Green project is approved at 5/10 board meeting - Chip Wrecked \$1,500 permitting fees.
- Weir Project - \$150 new grate in the weir; railroad ties for the weir \$50.
- Kracht Law Firm one ITF \$375.
- Kracht Law Firm ITL TBD by Board vote. Approx. \$265 per property.

Expenses forecasted and paid since the last report:

- Philadelphia property and liability insurance annual premium \$3,519.04.
- Benucci reimburse Corp Com filing \$61.25.

Expenses not forecasted and paid since the last report:

- Chip Wrecked \$375 install safety fence Shenandoah Rd.
- Clean Cuts mulch and plants \$384.

Other Discussions:

- Two closings are pending.
- No closings have occurred since the last report.
- Four properties are still unpaid and eligible, if unpaid, as of 5/10 for an Intent to Lien letter from the attorney.
- One property is eligible to claim our lien and an Intent to Foreclose notice from the attorney as of 4/26. Board needs to vote to claim the lien and prepare an ITF notice. (Need motion and vote tally include in minutes)
- Discrepancies on the Annual Corporation Commission report and the application for the Philadelphia liability & property insurance were discussed.
- CD #1007 matures July 23, 2022. Finance committee will need to make a recommendation on renewal prior to then. Board will need to vote.
- Bookkeeper applicants - two resumes received, Board needs to review and make a decision on who, if one of the two applicants, we want to hire (one member, one tenant)
- The Finance committee has prepared a draft budget proposal for the fiscal year 2022/2023 to be discussed in June 2022.

Paulson made the motion and Graesart seconded to file an intent to lien on four properties listed in the April 2022 Financial report. Motion passed unanimously. Note: If not paid **in full**, action will be taken.

Paulson made a motion to claim the HOA's lien and file Intent to foreclose on a Concord Rd. property listed in the April 2022 Financial Report that is eligible as of April 26, 2022. ITF is to be prepared by the HOA attorney. Motion was seconded by Graesart and passed unanimously.

Action Item: Liliane will contact the lawyer to move forward on these matters.

ARB –Mona Quinn

Chair – Mona Samper	Committee: Lorin Myers, Jim Graesart
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PENDING

Date	Address	Request	Status
4-22-22	Lancaster Rd	Received app to replace roof with same color shingles sometime in May. Requested color sample. Waiting to choose contractor and will get color over. 5-4-22	pending shingle color
4-19-22	Trenton PL	Received an app to put a wood shed with metal roof in backyard, Paint colors will match the house.	Revd by Myers APPD by Samper
3-31-22	Lexington Rd	Received an app to paint the house brown and replace fascia with chocolate brown.	Revd by Myers APPD by Samper
3-16-22	Kings Mountain Rd	Received an app to paint the house the existing color brown	Revd by Graesart 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 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
1-26-22	Concord Rd	Received an app to replace the roof, shingles light tan or light gray, New front door, new mailbox.	Completed
4-28-22	W Village Green Rd	Received an app to replace the roof using shingles in driftwood color	Completed
4-28-22	W Village Green Rd	Received an app to replace the roof using shingles in driftwood color	Completed
4-22-22	Lancaster Rd	Received app to remove dead trees from the front & back yard.	Completed
3-24-22	Valley Forge Rd	Received an app to remove dead oak tree from the backyard.	Completed
3-28-22	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	Completed
3-24-22	Concord Rd)	Received an app to replace the roof with a gray metal roof.	Completed

5/8/22:ms

Beautification – Liliame Benucci

Awarded to Sharon and Joe Burnette, 2690 Concord Rd.

Lucy Halavin volunteered to be a member of the committee beginning immediately.

Grounds & Maintenance – Jim Graesart

Village Green Road Project

Scope of work: (Chip – did Valley Forge rebuild)

- Construct a cofferdam so as to hold back water to be able to work on the bank.
- Remove several large trees from along bank to facilitate construction – remove by the roots not just cut and stump grind
- Remove and replace existing 18" drain pipe and reseal culvert box.
- Clean out from catch basin to pond
- Dispose of sledge, trees, and concrete
- Rebuild collapsing ground area on pond side of catch basin opening
- Clean out pipe as needed from sewer box to pond (pipe under road cleaned last year)
- Construct 20 +/- linear feet of vinyl sheet piling wall with 5 feet on embankment

and 5 feet of face, wood cap, tie backs, and deadmen around 18" corrugated pipe.

Install 4' wide wood cap on sheet piling

- Install 42" high metal railing around catch basin
- Regrade and sod disturbed areas
- Obtain all necessary permits from the city
- Call for city inspection upon completion of project Cost \$13,284.00

On two separate occasions men fishing in pond 3 were asked to leave. Both were compliant.

On 4/28/22 the fountain was turned off in pond 3. Water pressure was low and the fountain was not shooting very high. Pump may be bad or the water intake clogged.

Weir Project

Jordan, David, Renee, Lorin, and Graesart met at the weir to review deterioration and plan a rebuild strategy. Most work to be completed in-house to manage costs.

Scope of work:

Build a new board system for blocking / adjusting water level	
Remove railroad ties on one side of weir.	Estimated cost:
Replace with new railroad ties	railroad tie \$35.00
Have built a new iron grate	iron grate \$200.00
Construct a new board system	wood water control \$55.00

Since the last report Clean Cuts performed the following projects:

On the 17/92 entrance Gold Mound removed and replaced with Foxtail ferns and put down pine bark mulch. Did same on interior end of 17/92 center island. Cost \$384.99.

The hedge was trimmed on the Burgoyne Rd. retention pond.

Chip installed about 80' of safety fence around the hole behind Shenandoah Rd. About a week later we were able to determine that the hole was entirely on private property.

Claudia Trombley was thanked for her continuing efforts pressure washing the concrete path from North Saratoga Rd. We are planning to contract with a pressure washing company to clean the other paths.

Graesart made a motion to award a contract to Chip Wrecked LLC for work to be done. Motion was seconded by Wickett and passed by unanimous vote.

STORAGE LOT – Mike Campanella

Report emailed to Lillian. No changes to report.

RULES COMPLIANCE– Liliane Benucci

Unresolved from April

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. Call was made to owner, and vehicle is covered when parked in 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. Old fencing has been removed.

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 moved to the 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. Vehicle has a current license plate.

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

New contacts

On 4/25 a letter was sent to a member on Lancaster Rd. (790/Junior) about a truck that has been parking in the street against the flow of traffic.

On 5/1 a voicemail was left for a member on Burgoyne Rd. (1065/Braddock) about a roofing sign that has been in the yard for more than a week. Sign was removed the same day.

On 5/1 an email was sent to member on Green Mtn. Rd, (2870/M. Ortkiese) about a boat that has been in the driveway for more than a week. Member said she had been in touch with M.Campanella about a space in the storage lot. Member will move the boat to another location until it has been registered, then store it in the Brandywine lot.

On 5/4 a letter was sent to a member on Saratoga Rd. (2726/Cueto) about a rusty, unmoved vehicle that has been in the driveway for an extended period of time.

On 5/9 a letter was sent to a member on Old Church Place (2608/Martin) about a commercial sign that has been in the yard for more than a week.

WELCOMING – Diane Hill reports no update or changes.

COMMUNICATIONS – Liliane Benucci

Tisa emailed to the Board a document detailing website edits that need to be made and asked that Tinker Graphics be contacted regarding why the home page and other pages are not up to date.

Action Item: Lillian will investigate.

ASSOCIATION MANAGEMENT – Elise Paulson

Elise presented the RFP for solicitation of a management company. Wickett made a motion to allow Elise to proceed with the solicitation. Motion was seconded by Paulson and passed unanimously. RFP responses from vendors will be due by June 17, 2022 with services to begin on October 1, 2022.

Other items were discussed--the HOA Management Company relationship, contract review, and various other aspects with acknowledgement that interviews with the candidates would flesh out those questions.

UNFINISHED BUSINESS

None to report.

NEW BUSINESS

New Bookkeeper

Three resumes were received to fill the position of Bookkeeper; however, following the discussion about the options the board has with regard to securing a bookkeeper for the HOA, and after learning that Lorin is open to staying on month-to-month, a motion was made to offer Lorin the opportunity to continue as Bookkeeper on a month-to-month basis through the HOA transition to a management company expected at the end of the 2021-2022 fiscal year. The motion was seconded and passed by unanimous vote.

Action items:

Liliane will address the Bookkeeper position with Lorin.

Elise and Liliane will contact the applicants for the job to update them on our decision.

New Treasurer

Elise has graciously offered to assist with Treasurer duties beginning immediately.

ADJOURNMENT--Meeting was adjourned at 7:59 pm.

Next Regular Board meeting – June 14, 2022, 7 pm on Zoom

Stan Wickett (substituting for Tisa Houck)