

Brandywine Homeowners Association, Inc.
 Board of Directors Meeting Minutes
 Condo Meeting Room
 10/11/2022

Call to Order:

- at 7:02 PM
- by Liliane Benucci

Verification of Quorum:

- 5 of 5 Board Members in attendance.
- Liliane Benucci, Elise Paulson, Cheryl Johnson, Stanley Wickett, James Graesart

Proof of Notice

- Notice provided in accordance with Florida Statutes
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Committee Reports

- **Report: Committe Reports**

Financial: 3 in arrears

Beautification: Given to the hurricane!

Grounds & Maintenance: Projects complete

Rules Compliance: 916 Lexington had landscaping cleaned up by LLC that owns

Association Management: SMC hired as new management company

- **Motion: ARB**

Two ARB denials escalated to the board and both were denied and in support of ARB committee decision:

1. Wired Fence
2. Patio roof that does not match home

- By: James Graesart
- 2nd by: Cheryl Johnson
- Vote: Unanimous by Members Present

New Business

- **Motion: Annual Meeting**

SMC to do annual meeting notice which is November 10, 2022

Motion to exclude owners not in good standing with HOA assessment unless they come current by annual meeting.

- By: Liliane Benucci
- 2nd by: Cheryl Johnson
- Vote: Unanimous by Members Present

- **Action Item: Flooding issues**

Glen to reach out to FDOT to review drainage systems for 3 ponds, inquire about Trails West disposing of water into community system and if anything needs to be repaired or updated.

- **Discussion: New Management Company and CAM**

Discussed:

1. How to process payments and reimbursements
2. Continuing to use their accountant and lawyer
3. Role: CAM will do meeting notices, minutes, SMC to pay invoices
4. New website to be created
5. HOA Assessments that are delinquent get escalated after 10 day late reminder and 30 day final letter
6. No need for rules committee as SMC will do monthly inspections.



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Adjournment:

- Motion to adjourn at 8:45 PM by Stanley Wickett
- 2nd by Elise Paulson
- Vote: Unanimous by Members Present



Rules Compliance Committee Report – September 2022
Tisa Houck, Rene’e Weber, Liliane Benucci

Unresolved from September:

The abandoned property on Lexington Rd. has been cleaned up by the LLC owner.

The camper that had been parked in the driveway on Saratoga Place was removed, but shortly afterwards an RV was brought onto the property and parked in the driveway.

The dilapidated fence at the property on Burgoyne Rd. was removed.

New Contacts:

On 9/16 a letter was sent to a member on Shenandoah Rd. (2836/Fairgrieve) about an enclosed trailer in the driveway. Trailer was moved to the storage lot with help from Chris Caldwell.

OCTOBER GROUNDS REPORT FOR SEPTEMBER 2022

9/8/2022 Chip contacted about the erosion by the catch basin on VGR. He thinks a sleeve may be needed to do the repair. He will investigate further as he rebuilds the intake by pond #1.

9/9/2022 Lake Doctors contacted again about the algae in pond #1

9/9/2022 Storage area mowed

9/10/2022 Meadow mowed

9/14/2022 911 email went out about the erosion on the VGR catch basin. Heard back from the board – it’s a go. Met with Chip in the late afternoon at VGR.

9/26/2022 VGR project is almost complete. It just needs the intermediate inspection, cap and rail, and final inspection.

9/29/2022 Hurricane passed over BW

Finance Committee Report - October 2022

The Finance committee met on zoom October 6th at 7 pm. Weber, Paulson, and Myers were present. **(The FC was disbanded as of this meeting)**. The bank statements; the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports for September were discussed at this meeting. Highlights of the discussions are found within this report.

Forecasted expenses: Monthly:

- Clean Cuts contract
- Lake Doctors contract
- City of Deland water
- Tinker Graphics web hosting
- Duke Energy electric bill
- BV Condo Assn. meeting room rental

Additional: Kracht Law Firm; one release of claim of lien \$112.25.

Expenses forecasted and paid since the last report: Kracht Law Firm \$277.99 one ITL notice.

Expenses not forecasted and paid since the last report: Chip Wrecked LLC \$6,000 Village Green Rd. pipe sleeve and infiltration repair.

Other Discussions:

- One closing is pending indefinitely (920 Kings Mountain Rd., ARVM 5>Amherst Residential). One closing (1012 Valley Forge Rd.) was cancelled.
- No closings have occurred since the last meeting.
- Decisions need to be made regarding transferring possession of the computer and 2 external hard drive backups after Myers reconciles the Mainstreet account for October and the accountant returns the Compilation and 1120-H federal filing. At any time the yahoo email account, 1 key to the PO Box and password management needs to be turned over.
- One property (2713 Burgoyne Place) was turned over to the attorney for Intent to Lien notice on 8/22. Partial payment was received 9/19. The ITL 45 day notice runs out on Oct. 10th.
- One ITF notice (2815 Concord Rd.) was paid in full on Sept. 10th. The attorney has filed the satisfaction/release of our claim of lien.
- The foreclosure (2704 Burgoyne Place) is still in the hands of the attorney with no updates from our attorney.

- One ITF (1002 Valley Forge Rd.) notice runs a 5 year expiration this month. (In effect our claim of lien will be void. A five year statute of limitations affects any balance. Any balance on the property will not be protected by the expired lien in the case of title insurance or foreclosure. The process begins with a new 30 day notice, etc.)
- Florida Credit Union Reserve Fund CD 1009 was redeemed early by the Board. The penalty was \$32.03. The balance of \$14,965.10 was deposited into the Truist checking account for the Homeowners Association on Sept.20th. Myers drew down line item 31000 Net Reserve Assets by those amounts on the Balance Sheet for Sept. 2022.
- The Finance committee is not distributing an AR/Aging report this month since the QB's records don't reflect all the customer payments in September.

Beautification Report – October 2022
Tisa Houck, Lucy Halavin

This month the award goes to Hurricane Ian for his uncanny ability to get us all to clean up our yards.
Thanks, Ian.

**Brandywine Homeowners Association
ARB Report October 2022**

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

Date	Address	Request	Status
10-6-22	2641 Saratoga Pl (Halavin)	Received an app to remove a tree that is dead in the backyard.	Revd by Myers APPD by Samper
10-2-22	2871 Shenandoah Rd (Woodard)	Received an app to replace wooden deck. Contractor pulling permits and the engineer has completed appropriate plans.	Revd by Myers APPD by Samper
10-1-22	1104 Yorktown Pl (Soto)	Received an email with pictures requesting to put up a farm fence with wire mesh behind it for small dogs. Wire is against our development guidelines, it wouldn't be approved by the ARB committee. **Homeowner is asking for consideration from the board for the wire in the wood fence, see image attached.**	No ARB APP submitted
9-25-22	1003 Valley Forge Rd (Mueller)	Received an app to remove trees that are dying and are a risk to the home.	Revd by Myers APPD by Samper
9-22-22	3015 Village Green Ct (Gesser)	Emergency Garage replacement (completed) replacement of vinyl siding. Staring 11/22	Revd by Myers APPD by Samper
9-19-22	801 Freemans Farm Rd (Aichner)	Received an app to put in an above ground pull. Notified homeowner we need to review county permit before approval (10-6-22 No Permit w/VCPA)	Waiting on County Permit
9-19-22	2701 Saratoga Pl (Smith)	Received app to install covered patio roof on back of home. Material aluminum being used can not be approved per HOA guidelines Shed & Storage Specs. **Homeowner is asking for consideration because you can't see it from the road.**	Denied Myers & Samper
9-15-22	1005 Burgoyne Rd (Campanella)	Received an app to remove 4 water oaks rotting and falling located in the middle island in the front yard. Leaving the Palm Tree.	Revd by Myers APPD by Samper
9-13-22	2881 Shenandoah Rd (Harrod)	Received an app to put up a shed in the backyard to match the house. All documents & permits on file. Starting 10/10	Revd by Myers APPD by Samper
9-1-22	2612 Bennington Pl (Smithers)	Received an app to repaint house Blue Gray Sky when it gets cooler. Paint swatch received & on file.	Revd by Myers APPD by Samper
7-13-22	1071 Valley Forge Rd (Davia)	Received an app to remove existing deck and rebuild deck at ground level, install retaining wall by pool deck. Contractor pulling permits. (10-6-22 No Permit w/VCPA)	Revd by Myers APPD by Samper

COMPLETED

Date	Request	Status
8-21-22	1050 Burgoyne Rd (Fink)	Received an app to remove fence, removed tree with roots lifting driveway, resurface pool and paint house same color.

		Getting a color sample from Lowes.	
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APPS ON HOLD

Date	Request		Status
11-7-21	850 Lancaster Rd (Jones)	Received an app to add screen enclosure with shingle roof to closely match shingles on the home. Not happening right now.	Not happening
1-24-22	2834 Concord Rd (Bast)	Received an app to put up black aluminum fence around the house and property. Sent emails, no updates	No Updates
12-29-21	2834 Concord Rd (Bast)	Received an app to repaint house olive green. Paint swatch received. Sent emails, no updates	No Updates
8-6-21	2605 Burgoyne Rd (Wooden)	Received an app to repaint house the existing color light gray with dark gray trim. (rescheduled to Spring)	Revd by Graesart APPD by Quinn

10/9/22:ms