

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

Minutes of the Regular Board meeting of September 13, 2022.

**Call to Order:** The meeting was called to order by President Benucci at 7:18pm. 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. Treasurer/Director Elise Paulson, was absent.

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

**Correspondence:** NONE

**COMMITTEE REPORTS:**

**Finance Committee Report:** Myers reported the following:

The Finance committee met on zoom September 7th at 7 pm. Weber, Paulson, and Myers were present. The bank statements; the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports for July and August 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 \$5,892 final payment after finalized by the county permitting office. Arrington & Mapili CPA's \$900. Kracht Law Firm \$275; 1 ITL notice and \$112.25 one release of lien.

**Expenses forecasted and paid since the last report:** Chip Wrecked \$5,892, Quality Quick Print \$369.62 August mailing.

**Expenses not forecasted and paid since the last report:** Skip Houck reimburse Lowe's receipt for boards on the bridge bench \$73.74.

**Other Discussions:**

- Two closings are pending.
- One closing has occurred since the last meeting.
- CD #1008 was redeemed early for a \$2.87 penalty. CD #1009 with a 13-month maturity was purchased to replace it.
- The Lake Doctor monthly \$6 service increase that was to begin to August 1, 2022 has been

postponed to an undetermined date

- Duke Energy auto pay was cancelled on 9/8. It will be effective on the next billing cycle. City of Deland auto pay will be cancelled after 9/20 to affect the next billing cycle.
- Decisions need to be made regarding transferring possession of the computer, 2 external hard drive backups, the yahoo email account and password management once the management company takes control of the bookkeeping after Oct. 1st.
- Myers disputed the maintenance charges with Tinker Graphics for July and August and was told to disregard them.
- Myers is working on a possible calculation discrepancy in the Insurance expense line item on the 8/31/22 Profit & Loss report.
- One property was turned over to the attorney for Intent to Lien notice on 8/22.
- The property with Intent to Foreclose notice on the 8/31 AR Aging report paid the balance in full on 9/10.
- Myers closed out the Mainstreet Money Market into the checking account on 9/10 in preparation for the Specialty Management request of one-month operating funds.

**ARB** - Myers reported for Quinn:

<b>Date</b>	<b>Address</b>	<b>Request</b>	<b>Status</b>
<b>9-1-22</b>	Bennington Pl	Received an app to repaint house Blue Gray Sky when it gets cooler. Paint swatch received & on file.	Revd by Myers APPD by Samper
<b>8-21-22</b>	Burgoyne Rd	Received and app to remove fence, remove tree with roots lifting driveway, resurface pool and paint house same color. Getting color sample from Lowes.	Revd by Myers APPD by Samper
<b>7-13-22</b>	Valley Forge Rd	Received and app to remove existing deck and rebuild deck at ground level, install retaining wall by pool deck. Contractor pulling permits.	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>8-1-22</b>	Princeton Pl	Received app to replace roof with Driftwood tan shingles. Senez roofing has pulled permit 7-12-22.	Completed
<b>4-22-22</b>	Lancaster Rd	Received app to replace roof with same color shingles. Choosing a contractor	Completed
<b>4-19-22</b>	Trenton PL	Received an app to put a wood shed in the backyard, Paint colors will match the house. Roof and shed roof materials will match.	Completed

8/8/22:ms

**Beautification:** Houck reported:

Tami Heaberlin, 1025 Burgoyne Rd.

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

8/9/22 --Contacted Steven with Lake Doctors that pond 1 has algae on the surface again. Also, the rope on the pond 3 fountain is loose. Steven responded that both issues will be addressed this week. Myers emailed Lake Doctors again on Sept. 8th to report that the conditions on pond one had not been resolved.

8/22/22--Materials dropped off to begin the Pond 1 Village Green Rd. project. The permitting office has hampered the starting of the project.

8/22/22—Received an email response for the use of a boat to repair the rope/cable to the fountain on pond 3. Resident took it upon himself to secure the line.

8/31/2022--Found out today there was more complications at the permitting office. We will have to show him the hole that has opened up at the catch basin across the street.

Myers has called a couple of contractors about submitting a bid on repair of catch basin since the new erosion has occurred.

Communication was received regarding the need to mow the meadow near the bridge. Mike Graves mowed it and the storage lot a few days later.

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

44 Lot Spaces

6 Vacant Spots

1 New item added to the lot.

VSO continues to conduct routine "Extra Patrols" in the Brandywine Shopping Center and storage lot

Benucci will talk with Campanella about posting a sign at the lot regarding new keys that will be made soon.

**Rules Compliance:** Houck reported the following:

**Unresolved from August**

On 8/5 an email message and a letter were sent to the owner of a property on Lexington Rd. about the lack of maintenance of the property which has an eviction notice on the door, and other unsightly conditions that have prevailed for an extended period of time. On 8/17 Code Enforcement was called and asked to look at the condition of the property for violations. CE was called on 9/12 for an update. The house was inspected and designated as a code violation, and an advisory letter was sent. Since nothing has been done to the property as yet, a certified letter will be sent to the owner. On 9/14 an officer with the VCSO said that the property has been turned over to the bank (not specified) as of 9/14.

**New contacts**

On 8/26 a text message was sent to a member about a boat that has been in the driveway longer than they predicted. Boat has been moved.

On 8/27 a letter was sent to a member about a camper that had been returned to the driveway. Member said they are trying to sell the camper and it will be sold or moved back to the lot in a few days. Camper has been moved.

On 9/6 a letter was sent to a member about a dilapidated wooden fence that needs to be replaced or repaired. An ARB request has been submitted to address this and other maintenance repairs. The fence was removed.

**Welcoming Committee:** Johnson reported that she had welcomed new residents on Saratoga Place.

**Communications:** Houck and Benucci reported the following:

On 9/12 a member called to ask about the validity of a Facebook post advertising ductwork cleaning. After some investigation, it was determined that the ad was fake. The group member who posted the ad had been added to the group on 9/9, after he said he was the renter. When

the person who questioned the ad's validity publicly asked if the post was legitimate, the post was suddenly removed by the original poster. The owner of the property was called and she said he was not her tenant. Subsequently, the fake profile was removed and blocked from the group, and the Facebook member request questions were changed to:

"1. What is your Brandywine address?

2. Are you the owner or renter?

3. If you are the renter, please provide contact information for the owner or property manager as verification of your residency. Thanks."

Shortly afterwards, another member request was received for a person who was not on our members list. When asked for verification of residence, the person did not supply that information and the membership request was removed.

A couple of members posted Facebook messages about Tree Masters soliciting in the neighborhood.

**Association Management Committee:** Highlights of Wickett's report are:

--Wickett has agreed to be the contact person for communication with Specialty Management (SM), and he will lead the transition team. Any communication with SM should go to him first.

--The contract has been signed and SM will take over operations on Oct. 1.

--Wickett emailed a draft copy of an introductory letter from SM, but not everyone was able to open the attachment. He will save the letter as a Word document and re-send it after a few edits are made.

--The HOA and Condo documents that SM requested have been added to a Dropbox folder.

--SM agreed that the catch basin repair project on Village Green Rd. should continue.

--SM will conduct monthly property inspections and will consult with our Board. We should let members know that anyone will be able to report their concerns about C&R violations online.

--Checking and Money Market accounts are in the process of being opened, and both Wickett and Benucci will be signers on those accounts.

--SM will set up their own ledgers and accounting methods and will not use our QuickBooks documents.

--Payment coupons will be sent by Truist bank after Oct. 1.

**UNFINISHED BUSINESS:** NONE

**NEW BUSINESS:** Plans for the annual meeting need to begin. Benucci will contact Mike Graves about using the Knights of Columbus Hall again this year on 11/5 or 11/12. The regular board meeting may be moved to 11/15, if necessary. A Nominating Committee will consist of three members of the current Board (Johnson, Graesart, and Wickett), along with 2 other HOA members. Four Directors' positions need to be filled this year.

**Adjournment:** Moved by Wickett, seconded by Graesart to adjourn at 8:26pm. Carried.

Next Regular Board Meeting – October 11, at 7:00 pm. on Zoom, but may need to be rescheduled to in-person on a date that will accommodate a representative from Specialty Management.

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