

**BRANDYWINE HOMEOWNERS ASSOCIATION, INC.
P.O. BOX 37 DELEON SPRINGS, FLORIDA 32130**

Minutes of the 38th Annual General Membership Meeting, held on Saturday, November 8, 2014 at 11:30 AM at the Deland Inn.

CALL TO ORDER-The meeting was called to order at 11:30 PM by President Renee Weber.

INTRODUCTION OF DIRECTORS-President Weber introduced the Board members.

ESTABLISHMENT OF A QUORUM-A quorum was established having 91 members represented either in person or by proxy.

PROOF OF NOTICE-Secretary Liliane Benucci read the proof of notice, verifying that notice of the meeting was mailed or hand delivered to all members at their last known address.

ROLL CALL-Officers present were President Renée Weber, Secretary Liliane Benucci, Treasurer Richard Fletcher. Directors Diane Hill and Lorin Myers were present. Director George Marshall was absent.

READING OF THE MINUTES- As the minutes were distributed in the October Mailing, they were not read aloud. There being no questions or corrections it was moved by David Slachter and seconded by Jerry Hill to approve the minutes as distributed. Carried unanimously.

PRESIDENT'S COMMENTS

President Weber thanked all the Directors for all their help during the past year. She informed the members of the following goals:

- To increase communication between directors
- To create committees to share the knowledge, work and responsibilities of the HOA
- To put procedures in writing and draft policies for HOA committee work
- To create a Brandywine HOA mission statement to summarize the role of the Board

COMMITTEE REPORTS

FINANCIAL

Treasurer Fletcher reported the following:

Fiscal year 2013-2014 was once again a successful year financially, with a net income of \$4,271. We were very fortunate to have had no exceptional expenses during the year. Nature was kind to us again.

We have continued to fund a reserve account to further insulate our membership against unexpected major expenses. The reserve fund stood at \$19,141 at the end of the fiscal year and we have added an additional \$3,207 since the start of the new fiscal year. This financial commitment to funding a reserve account provides a pool of funds for exceptional and unanticipated expenses and thus shields us from the need to use special assessments to pay for such expenses.

We must take note again, as we have in prior years, of the efforts by members known as the Brandywine Boys. They have saved us a bundle by taking on projects that would otherwise be contracted out.

Your board has been vigorously enforcing the collection of delinquent dues. At present we have seven property owners with long term arrears balances. This is a small number considering our community of 280.

During the year legal actions were moved forward on three liens. This action resulted in payment of the outstanding dues, the recapture of legal fees, and the collection of \$904 in fees which added to our income. We will continue these efforts where it is financially feasible. Fees for the preparation of closing certificates added an additional \$1,100 to our revenue.

Fletcher concluded by thanking the members of our finance committee, Lorin Myers, Chris Sorensen, and Mark Zirkle, stating that it has been a pleasure to work within the group.

GROUNDS AND MAINTENANCE

The year began with securing bids for the Brandywine common area lawn care and maintenance. In the end, we signed a two-year contract with Clean Cuts based on no increase in cost and past performance with the HOA. However, because of HOA Board and Clean Cuts personnel changes resulting in limited supervision, the crew's work

deteriorated over a period of several months. After vigorously voicing concerns to Mike Graves about the poor lawn and grounds service, he took responsibility and now personally oversees the work in Brandywine. With improved communication with Mike and his crew the appearance of our common areas is meeting our standards.

Late in the season, we carried out some spring cleaning. Vegetation along the walking trail was trimmed back and the 24/7 Exterior Cleaning company pressure cleaned the mold from the trail and bridge. Also, Reeve's Tree Service was hired to cut down two dying trees, grind tree stumps, and trim trees growing into streetlights.

We can agree that the ponds along Brandywine Road create a tranquil and appealing entrance into our community. Maintaining the ponds therefore is a priority. Both pond #2 and pond #3 fountain pumps had to be repaired this year requiring expenditures exceeding the budgeted line item amount. During the summer, the water quality and appearance of the ponds declined. The Lake Doctor's technician recommended the addition of ten grass carp to control the plant growth. We are still waiting for a response from the state for the requested carp.

Again this year, The Brandywine Boys donated their time and labor for the completion of many common area projects, maintenance issues and repairs. Whether pulling a fountain pump and taking it to be repaired, caring for the irrigation system, replacing boards on the bridge, or changing a burned out light on the entrance sign, Ken, Jim, George, Mark and Eddie see that the job is done at nominal cost yet done well!

A major project we plan to begin in the coming year, is replacing aging shrubs and other plants throughout Brandywine. Any members who have expertise in this area and are interested in assisting with this plant renewal project are asked to sign up on the yellow pad.

LAWN CARE & BEAUTIFICATION

Benucci congratulated all the residents who received the Beautification Award this year. Their hard work keeping their yards looking so nice has a terrific impact on the appearance of our community. This year we also gave an award for the best holiday decorations.

Benucci encouraged members to contact her if they have a yard to nominate.

ARB/TREE REMOVAL

Marshall explained that the Architectural Review Board's purpose is to keep the Homeowner's Association and all the Brandywine members aware of activity in the community pertaining to enhancement and improvement of the properties and that the activity is done in a professional manner and according to local rules and governing codes.

During the year 2014 the following activity was reviewed and approved by the members of the ARB:

For the months November 2013 through October 2014 there were a total of 32 requests:

1. Eight requests for new roofs (roof replacement, permits required).
2. Twelve requests for tree removal (larger than 6" at the base and 30' above ground).
3. One request for a shed (permits required by the county)
4. Two fence replacements (permits required by the county)
5. Two new fence installations (permits required by the county)
6. One retaining wall between property (landscape, no permit required)
7. Three exterior paint jobs
8. One for storm shutters
9. Two for additions (permits required by the county).

On behalf of the ARB Marshall thanked those who followed the guidelines and used proper procedures to conduct the improvements to our great community. Not only does this enhance the neighborhood, but it helps to increase the values of all the homes.

STORAGE FACILITY

Schrader reminded the members that the Brandywine HOA has an outdoor storage facility located behind the Brandywine Shopping Center, more specifically, right behind the State Farm insurance office. It is available to all qualified residents and owners for the temporary storage of boats, boat trailers, cargo trailers, utility trailers, campers, travel trailers, RVs and motor homes. All units must have current state licenses and in the case of boats, must have current state registrations. All units must be registered with the Facility Manager. The facility is NOT used for storage of any commercial items or for derelict or abandoned units. There is no charge or fee for its use.

The facility has a 6' high chain link fence all around with three (3) strands of barbed wire along the top and it is adequately lighted. The association, however, does NOT have insurance of any kind to cover any losses to any stored units. Insurance is the responsibility of the unit owner. Generally there are about 20 units in storage at any given time.

Schrader indicated that if anyone was interested he has several copies of the registration form and copies of the "Rules of Use" and would be available after the meeting.

WELCOMING

Weber reported that this year 19 new owners were welcomed to Brandywine. Every effort was made to visit new owners in person to ensure they received copies of the Brandywine documents, answer questions about living in a deed restricted community, and to extend the Board's hospitality. In a few instances, Email message exchanges or phone calls were relied upon for welcoming. New owners were encouraged to register their email addresses with the HOA so they can receive the monthly Brandywine Board meeting minutes and timely news updates.

In addition, letters were sent to ten renters to establish contact with the Board of Directors, remind them of the HOA rules and regulations, and to let them know where to obtain governing documents if necessary.

RULES ENFORCEMENT

Hill thanked all the residents of Brandywine who follow the rules set in place. She remarked that in an effort to keep Brandywine the beautiful, peaceful community it is and in an attempt to keep property values as positive as possible, our Rules Enforcement Committee has observed infractions and listened to others with reports of violations in the Brandywine area. They have then addressed these issues as fairly as possible to all neighbors adhering to the Covenants, Rules and Restrictions as set forth in our deed-restricted community.

The BHOA Rules Enforcement Committee has sent at least 50 letters this past year to Brandywine homeowners regarding such matters as disabled vehicles, dangerous trees, property appearance, upkeep or maintenance of the yard or home, violation of parking vehicles including autos, boats or trailers, signage and placement of garbage or recycle containers. One huge and obvious request has been the "clean up after your dog" signs, which are posted in various strategic places. Several calls were also made to Volusia County regarding code enforcement issues.

For the most part our neighbors have adhered to all of these rules and requests. We continue to invite your contacts, welcome any comments and, of course, help in these ways for any of the neighbors who may not be aware or are not able to take care of certain issues themselves.

Hill thanked everyone for their help in continuing to keep this one of the greatest neighborhoods to live in.

PLANNING COMMITTEE REPORT

Weber reported that there was concern among HOA and Condo Association members when Calamity Jayne's Night Club opened in the Brandywine Plaza. However, since the single outdoor concert resulting in music blaring through the community for hours, things have been uneventful.

The Brandywine Plaza is being managed by a new company 3 C Cohen Commercial Realty. The parking lot was recently repaved and the parking stripes repainted which was a good improvement.

Regular contact with the property manager for the bank owned "townhouse" property on US 17 and Brandywine Rd. has been necessary to ensure the lawn was maintained. The requests for mowing and trimming have been politely received and carried out in a timely manner.

The Brandywine Tennis and Fitness Club has a new owner. The club manager, Ryan Bauman, shared the proposed ideas and vision for the club with the HOA Board. Extensive improvements and upgrades to the tennis courts have begun and the clubhouse and the grounds will be refurbished. Future plans, also, include opening the restaurant facility. Ryan hopes to create special programs and memberships for Brandywine members.

The saga of the problem property continues with the case now fully in the hands of the Volusia County attorney's office. A show cause hearing took place in October but no judgment was handed down. The next steps will be discovery and the taking of depositions. There is a possibility that select Brandywine residents could be deposed. It appears this case will go to trial before a foreclosure judge for resolution in 2015. The HOA attorney and the Board are closely monitoring this case.

COMMUNICATIONS COMMITTEE

Myers informed the members that the communications committee was established this year to manage the HOA email, website, US postal mailings of newsletters and neighborhood watch. Between Myers, Weber, and Benucci, notices, monthly meeting minutes and reports to the residents regarding crime, animal activity and other pertinent information for the community is distributed.

OLD BUSINESS

Renewal of Financial Coordinator Contract

Weber Reported that Lorin Myers has overseen the finances for the Homeowners Association for over eight years. At the September 2014 Board meeting, the revised duties of the Finance Coordinator position were approved. In addition, Lorin's Finance Coordinator contract, which stipulates payment of \$400 per month, was renewed. Florida law requires this contract be reported to the membership since Lorin, also, serves on the Board of Directors.

NEW BUSINESS

Entrance Sign Replacement Project:

The Brandywine signs at the 15-A and US 17 entrances are the original ones erected in 1976. They have been puttied and repainted and patched but now Mother Nature is taking her toll, the wood is rotting and they need to be replaced. The Board has contracted with Mike Orr, a local sign maker, to create new signs. We will maintain the Revolutionary War theme and character of our neighborhood, and will consider cost and quality in choosing new signs to enhance our entrances. Weber held up pictures of the proposed signs).

Ken Jonas added the sign committee is thinking about doing away with the center sign at the US17 entrance and replacing it with a decorative light post.

Report of the Nominating Committee: Myers reported that the nominating committee is very pleased to announce a full slate of nominees for the five director seats that are available this year. Two newer members have accepted a nomination and three past directors have agreed to run again. There will be four for two-year terms and Liliane Benucci will run for a one year term in order to return to the 4x3 rotation next year that is established in the Bylaws. Myers then introduced the five nominees - Tisa Houck, Deidre Robertson, Diane Hill, Liliane Benucci, and Renee Weber. Jean Fletcher moved

and Eddie Cress seconded to accept the five nominees for the five vacant board seats.
Passed unanimously.

ADJOURNMENT- David Slachter moved and, Jerry Hill seconded to adjourn the meeting at 12:15 pm. Carried unanimously.

Respectfully submitted, Liliane Benucci, Recording Secretary.