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

Minutes of the 44th Annual General Membership Meeting, held on Thursday, November 5, 2020 at the Sanborn Center in DeLand, Florida.

CALL TO ORDER-The meeting was called to order at 7:00 PM by President Lorin Myers.

INTRODUCTION OF DIRECTORS-President Myers introduced the Board members. He thanked all the Directors, committee members and volunteers for their service during last year and the registration team for handling the sign in. And many thanks to Renee, Cindy, Nancy Parks, Donna Ortkiese, Jim Capps, Elise Paulson for handling the registration and organizing the meeting today.

ESTABLISHMENT OF A QUORUM-A quorum was established having 103 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-Board members present were Director John Chant, Director Cindy Capps, Treasurer/Director Dale Haaland, Secretary/Director Liliane Benucci, Vice-President/Director Renee Weber, and President/Director Lorin Myers.

READING OF THE MINUTES- President Myers stated that as the 2019 annual meeting minutes were distributed in the January 2020 mailing and delivered to all new members during the year, they would not be read aloud. There being no questions or corrections it was moved by Shannon Krueger of Burgoyne Road and seconded by Chris Griffin of Shenandoah Road to approve the minutes as distributed. Carried unanimously.

COMMITTEE REPORTS

FINANCIAL

Haaland reported the following:

Committee members were himself, Myers, Elise Paulson and Weber.

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Each month the finance committee meets with the bookkeeper to reconcile the bank statements, accompanying financial reports, checks and deposits from the previous month.

We are glad to report that for 2020 fiscal year that the revenue exceeded expenses. For that reason, the board has determined that there is no need to increase the assessments. Under Florida statute we are again announcing that 2 Board Members also provide contracted services to the Brandywine HOA. Last year their contracts were \$50.00 a month for our Recording Secretary, Liliane Benucci, and \$550.00 a month for our bookkeeper, Lorin Myers.

This year, as in the past, we have contracted with our CPA to prepare a Compilation of our Revenue and Expenses. They have prepared the Federal 1120-H corporate tax filing, which has been completed and returned for the last fiscal year.

Currently, for this fiscal year there was one property in long term arrears.

GROUNDS AND MAINTENANCE

Director Weber reported the following:

The Grounds and Maintenance Committee is responsible for the condition of basically everything in Brandywine that is not on members' private property. It is an ongoing job keeping up with growing, flowing and man-made things large and small throughout our neighborhood. Complete details of the year's work can be found in the monthly minutes posted online.

This year we renewed a two year contract with Mike Graves's lawn maintenance and landscaping company Clean Cuts with no increase in cost. Mike also maintains the irrigation system at the Brandywine entrances. She created checklists as a specific way for Mike to report the mowing, edging, trimming and weeding completed by his crew each month.

With safety in mind, over two dozen streetlight repairs were reported to Duke Energy; protruding screws on the walking bridge were reset; and Volusia County Road and Bridge was contacted about cutting down dead trees along the roadway and shoulder improvements.

Beautification projects included the addition of decorative boulders donated by the Park at Messina apartments, replacing a deteriorated development boundary fence, putting down pine bark mulch in 14 areas, removing dead trees in common areas and coordinating with the City of DeLand to restore the grounds following the sewer main replacement project.

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The ponds were regularly assessed for water level, any obstructions, condition, appearance, and to make sure The Lake Doctors performed necessary treatments. The ropes securing the pond 2 fountain had to be replaced and fountain timers were adjusted as needed.

She thanked the Grounds committee members Tisa Houck, Gary Filip and Lorin Myers and the many residents who volunteered their manpower and expertise on individual projects. Also, our appreciation goes out to the folks who anonymously pick up litter, pull weeds, maintain the walking trail and more. Together, we can keep Brandywine beautiful!

Shannon Krueger of Shenandoah Road asked about the possibility of changing all lights to LED to reduce our electrical costs for the year. Weber explained that this is something that Duke Energy regulates and that when lights need to be replaced they are evaluated as to whether or not LED lights will be installed. Myers broke down the electrical costs (we have 96 lights) and explained that if the HOA didn't absorb these costs they would be added to each individual's property tax.

Tanya Archuleta-Fuentes of Valley Forge Road asked about using seasonal colors for the Highway 17 entrance plantings. Weber explained that we have tried to change the colors to reflect the seasons and that after a very short time the colors fade and the plants need to be replaced. This is why we have chosen to use plantings that are appropriate for any season.

BEAUTIFICATION

Director Benucci congratulated the members who received monthly beautification awards. Keeping your yards looking nice has a terrific impact on the appearance of our community. Benucci reminded the membership Board awards a \$25 Lowe's gift certificate to monthly award winners.

Since yards are typically non-productive in the winter months, the December award will be given to the property with the best holiday decorations. The committee welcomes suggestions from the membership on regarding who is deserving of the beautification award.

ARCHITECTURAL REVIEW BOARD (ARB)

Chant reported the following:

The Architectural Review Board's purpose is to keep the HOA and all Brandywine members aware of activity in the community pertaining to enhancements of the Brandywine properties. The ARB ensures that all qualifying improvements are completed in a professional manner according to local rules and our governing

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documents. He thanked Lorin Myers and James Graesart for their hard work and assistance. There were 50 ARB applications for improvements during the 2019/2020 reporting year. The applications ranged from tree removal, roof replacement, new fencing, in ground swimming pool, shed installation, and exterior painting. All applications were provided to the ARB in a timely manner. The ARB would like to thank all members for following proper procedures and guidelines while making improvements to their properties. These improvements aesthetically enhance the community and help increase property values throughout Brandywine.

STORAGE FACILITY

John Chant, committee member, reported the following on behalf of Mike Campanella:

For those who do not have property in the lot, there are many different items that are stored there. Motor Homes, Boats and trailers, car haulers, utility trailers, car dollies, and enclosed trailers make up a majority of the items that are kept in the lot.

The Storage Lot has a total of 44 spaces individual spaces, four of them currently vacant. This year we reduced the lot spaces by one space, allowing for easier access in one corner of the lot. We've also recently cleared brush and debris from around the perimeter fence.

We have had a fairly uneventful year at the storage lot. No major incidents of vandalism, theft, or burglary have occurred. The Volusia Sheriff's Office closely monitors the storage lot, and has logged many hours of extra patrol in the area. Their efforts have no doubt deterred criminal activity.

As the manager of the lot, he plans to work closely with the members of this community and assist them when he can regarding their storage needs. He also plan to work with the members on a voluntary basis in an effort to increase security at the lot during this coming year.

Shannon Krueger of Burgoyne Road asked if there were cameras set up at the storage lot and John Chant confirmed that he had set up cameras.

Chris Caldwell of Burgoyne Road offered his assistance with any Storage Lots matters.

WELCOMING

Diane Hill reported the following:

During the past year, ten new Members have been welcomed and three new Residents have been welcomed (tenants).

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All new Members have been contacted and given or sent the Welcome letter. They have been provided with other Brandywine information and news as well. All have been invited to attend the monthly meetings, explore our web page and join the Brandywine Facebook page. This was accomplished via phone, the mail and/or in person at the neighbor's convenience.

ANNUAL GARAGE SALE

The Brandywine Homeowners Annual Garage/Yard sale was held March 7, 2020. Advertisements were published in all local newspapers and social media market places. The 2021 date for the garage sale will be determined at a future Board meeting. As always, it was a huge success.

RULES COMPLIANCE

Houck reported the following:

The Rules Compliance Committee did its best to see that our neighborhood remained attractive and that the Covenants & Restrictions were observed. Thanks to members Cindy Capps, Diane Hill, and Rene'e Weber for their help. For the coming year, Tara Kicklighter will serve in Diane Hill's place. Thanks to Diane for all her years of service, and welcome to Tara for her willingness to serve.

A summary of the issues that we addressed this year is as follows:

Total number of contacts this year (as compared to 2019) – 52 in 2020; 40 in 2019

Category breakdown was as follows:

- General Property/Home Maintenance – 11
- Signs -- 5
- Grass/Yard Maintenance -- 12
- Parking/Vehicles -- 21
- Farm Animals – 1
- Operating small business – 1
- Yard Sale -- 1

She thanked everyone for their cooperation. Brandywine always gets positive comments from realtors and new residents.

Tonya Archuleta-Fuentes asked about the often un-mowed grass at the tennis courts. Houck responded that she calls Code Enforcement regularly to report this violation and that eventually the grass is mowed. She also advised that anyone is able to call the realty company with a complaint.

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Dale Haaland of Kings Mountain Road commented that he mowed an area between his house and the tennis courts just to keep it looking acceptable.

Jane West of West Village Green Road asked who owned the property. Myers replied that it was an LLC out of Hawaii, but that was all the information he had.

Debbie Cedar of Lexington Road asked about the property that is for sale. Myers responded that the land was currently zoned for townhouses but it could be re-zoned for residences.

COMMUNICATIONS

Myers reported the following:

He, Tisa, Liliane, and Renee comprised the committee last year. They prepare the hard copy mailings, newsletters, group email, the HOA Facebook page and the website. Over the course of the year issues such as lost and found pets, solicitors, sales and give-a-ways, estate sales, garage sales, bear sightings, have been circulated over Facebook and email. We encourage members and their tenants to sign up for our Facebook page. We have a list of members that receive a hard copy mailing of the minutes. If you are not receiving the HOA emails or hard copy mailings please contact him.

COMMENTS/QUESTIONS FROM THE FLOOR:

Shannon Krueger of Burgoyne Road responded to Myers' notice that he would not be running for a seat on the Board next term (2021). Myers explained that he is merely giving others the opportunity to serve, and that he would still remain active. He also answered Krueger's question regarding the need for new committee members.

UNFINISHED BUSINESS

None to report.

NEW BUSINESS

None to report.

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REPORT OF THE NOMINATING COMMITTEE:

Director Capps announced that this term we have four vacated seats on the board, and four nominees that have agreed to accept nominations for the vacating seats. They are Tara Kicklighter, Donna Ortkiese, Elise Paulson, and Dale Haaland.

There being no additional nominations from the floor the nominations were closed and the four candidates were unanimously elected by acclamation.

ADDITIONAL COMMENTS:

None

ADJOURNMENT- There being no further business to discuss, Diane Jordan of Lancaster Road moved and Tonya Archuleta- Fuentes seconded to adjourn the meeting at 7:37 pm. Carried.

Myers announced that the annual Organizational Meeting would be held November 10, 2020, at 6:30 pm at the 941 Kings Mountain Road. The current directors will elect Officers and the ARB for the following year. Committee appointments will be announced. The regularly-scheduled monthly meeting will follow at 7:00 pm.

Respectfully submitted, Liliane Benucci, Recording Secretary.