

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

Minutes of the Regular Board meeting of June 14, 2016

Call to Order: The meeting was called to order by President Myers at 7:01 pm.

Roll Call: - President Lorin Myers, Vice President Tisa Houck, Secretary Liliane Benucci, and Directors, Renee Weber, Mike Campanella, Diana Hill and Treasurer Al Sirutis were present.

Minutes: Motion by Houck and seconded by Hill to accept the May 10, 2016 meeting minutes as presented. Passed unanimously.

Correspondence: Myers reported one member with frontage on Brandywine Rd. requested sharing the expense of re-sodding their yard. There was no action taken by the Board to share the expenditure on private property so in effect the request was denied.

COMMITTEE REPORTS:

Financial: Sirutis reported the following:

- The Finance committee met on June 7th; Al Sirutis and Lorin Myers were present, Chris Sorensen was absent. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed. Highlights of the discussions are found within this report.
- Forecasted expenses:** Clean Cuts contract, Lorin Myers contract, Liliane Benucci contract, Lake Doctors contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Condo Association meeting rental, Duke Energy utility bill, HOA laptop keyboard and battery, Clean Cuts Kings Mountain (2) and Valley Forge culs-de-sac, Bauer & Associates one hour consultation.
 - Expenses forecasted and paid: We were reimbursed \$75.00 by the Condo Association for their page on our website. Clean Cuts total \$300, mulch at Freemans Farm, Valley Forge and \$25.00 sprinkler repair.
 - Expenses not forecasted and paid: US Postal Service, 1 year box rental \$84.00 Tinker Graphics \$29.00, Annual Domain renewal, Aaron pest control \$106.50 treat yellow jackets at the bridge, Jerry Hill \$50.00 reimburse cost to repair barbed wire at storage lot
 - 2 properties closed since the last meeting
 - 3 properties are scheduled to close this month
 - CD cash 069 was redeemed at Mainstreet. 24 month CD #1000 was purchased at Florida Credit Union.
 - Myers and Weber met with attorney Kirk Bauer on June 6th regarding Rules Enforcement and Collections. The attorney encourages the board to follow up with collections from tenants at properties that are in arrears and/or small claims court for the assessments and related costs.
 - The finance committee recommends adopting the Payment Plan as a tool for our long term arrears accounts. Discussion under Unfinished Business.

- The finance committee recommends the updates to the Fees Schedule. Discussion under Unfinished business.
- The 2016-17 budget proposal will be discussed under Unfinished Business.

ARB: Campanella reported the following:

- On May 6, 2016, he received an application for tree removal for a residence on Freeman's Farm Road. Approved by Campanella. The tree has been removed.
- On May 16, 2016 he received a request for a new roof for a residence on Lancaster Road. Approved by Fletcher and Campanella.
- On May 20, 2016 he received an application for the installation of a new fence at a residence on Lancaster Road. ARB has all the paperwork and gave a verbal to go ahead with project. Slated to start on June 23rd.
- On May 28, 2016 he received an application for a new roof for a residence on Valley Forge Rd. Verbal to move forward with the project.

Beautification: Benucci reported that the beautification award was presented to Wanda Lipscomb at 2708 Saratoga Road.

Grounds & Maintenance: Houck reported the following:

- Mike Graves' Clean Cuts crew put down brown hardwood mulch in the island on Freemans Farm Rd. at a cost of \$115; pine bark at the Valley Forge entrance for \$165; and repaired one sprinkler head at the 15-A entrance for \$25.
- Houck sent an email to the manager and a letter to the owner of the tennis club asking for clean-up of the dead tree and the fallen tree limb, and to mow the entire field on a regular basis. On June 9, Ryan Bauman responded that they intended to mow the entire field and more often in summer. He added that they were getting estimates for the tree removal, and "depending on the cost," the tree would be removed in a "timely manner." Myers had one offer by a tree-removal service to clean up the fallen tree, but he referred the individual to the tennis club manager.
- Streetlight on Brandywine Rd. between Valley Forge and Lancaster was repaired. This light had another bulb replaced a few weeks ago. Two lights in the storage lot were out and reported for replacement.
- On June 10 a member reported to Myers that she had been stung twice by yellow jackets that were flying around the walking bridge. Myers met a pest control agent from Aaron's at the bridge and did not see a nest but did see bees flying around. Houck put up a CAUTION sign on each end of the bridge. The exterminator came on Monday, June 13 to spray the wood and surrounding areas. Aaron's put up signs that prohibit walking on the bridge until the chemicals have dried--at least 24 hours. Myers roped off the bridge and Houck will remove the rope and signs when the chemicals have dried. Houck reported that as of the meeting date yellow jackets were still residing around the walking bridge.

- Houck reported to Myers that the sprinkler head in the Freemans Farm cul-de-sac has a very slight drip. Myers called City of DeLand, and a person came and spoke with Houck and checked the leak. He found that the water is not going through the meter, or is such a small amount, that the meter does not register the usage. He said it would be up to the HOA to replace the sprinkler head if we want the leak stopped. Houck told him that we probably would not do that right away.
- Ponds were treated for emergent and underwater shoreline weeds.

Storage Facility – Jerry Hill: Hill’s report indicated 18 units are presently enclosed with all up to date tags; one utility trailer was new. The lot was recently broken into by cutting the barbed wire above/beside gate. All unit owners were contacted. One had a broken lock, and one was vandalized but very minor with only loss of electrical cord(s). The Sheriff’s Office was phoned and arrived. The owner of the vandalized camper was offered finger printing etc., but declined and took the unit home to repair. Barbed wire was repaired end of week. Two street lights were found to be out, which made easier access to break in. Duke Energy was contacted and had work order scheduled to replace bulbs.

Rules Compliance: Hill’s report stated the following:

- Rules committee including Hill, Houck, and Weber met May 20 to discuss Rules Policies & Procedures amendments, etc. Third letter, if needed was also reviewed.
- Several violations noted this month; most have been resolved:
 - Utility trailer/business truck parked in grass/yard on Lexington Rd. was removed with trailer to storage lot after letter in reference to same. Renter did not know of rules nor that there was a parking place/storage.
 - Realtor was phoned to contact someone to take care of yard at For Sale residence on Yorktown Pl.. Mowed & cleaned up once.
 - Letter to owner regarding yard at their empty property/house on Burgoyne Rd. Yard was mowed and cleaned.
 - It was reported to the committee that a new renter on Trenton Pl. had parked in yard, set out pallets, etc. but was consulted by Myers, and issues were resolved thus far without letter or problems. Renter was not aware of rules.
 - A boat/trailer covered in blue tarp noted on Concord Rd. A letter was prepped and sent. The boat has been registered in storage unit since 2014 so the owner must have a key.
 - A third letter was sent regarding signage in the yard of a residence on Yorktown Place. Sign was removed.

Welcoming Committee: Myers reported on behalf of Lynn Sorensen that Karen and John Chant – Valley Forge Rd were welcomed and two welcoming letters were mailed to new residents on Trenton Place and Concord Rd.

Communications: Myers reported the following:

- Updates were made to the website.
- A couple of messages were received about fishing at the ponds. One instance was confronted by a board member. Everyone should be aware that the ponds are chemically treated for algae and weeds, have ropes to the features and present an accident liability to the HOA.
- The next postal mailing will be in Monday July 18th.

UNFINISHED BUSINESS:

- **2016/17 Budget Proposal:** Myers again went over the proposed budget changes, which will be approved in August. There were no questions from the board.
- **Payment Plan for Delinquents/Pursue Collections from Tenants/Fees Schedule:** Myers presented the proposed payment plan for delinquents. After some discussion regarding terms, Benucci moved and Weber seconded to accept the plan as proposed. Passed unanimously.
- Myers also presented the proposed changes to the fee schedule. Benucci moved and Campanella seconded to accept the fee schedule changes as proposed. Passed unanimously

NEW BUSINESS:

Review Rules Compliance Policy and Procedure – Diane Hill. Tabled.

Adjournment: Moved by Benucci, seconded by Campanella to adjourn at 8:27pm. Carried.

Next Regular Board Meeting – July 12, 2016 at 7:00 pm

Respectfully Submitted: Liliane Benucci – Recording Secretary