

# **DRAFT**

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

Minutes of the 45<sup>th</sup> Annual General Membership Meeting, held on Saturday, November 6, 2021 at the Knights of Columbus Hall in DeLand, Florida.

**CALL TO ORDER**-The meeting was called to order at 11:00 AM by President Lorin Myers.

**INTRODUCTION OF DIRECTORS**-President Myers 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**-Board members present were Treasurer/Director Donna Ortkiese, Secretary/Director Liliane Benucci, Vice-President/Director Elise Paulson, President/Director Lorin Myers and Director Tara Kicklighter.

**READING OF THE MINUTES**- President Myers stated that as the 2020 annual meeting minutes were distributed in the January 2021 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 Marty Abernathy of 940 Kings Mountain Road and seconded by Paul Lanning of 2828 Concord Road to approve the minutes as distributed. Carried unanimously.

## **COMMITTEE REPORTS**

### **FINANCIAL**

Ortkiese reported the following:

Committee members include Ortkiese, Myers, Paulson and Weber. Each month, the finance committee meets with the bookkeeper to reconcile the bank statements, accompanying financial reports, checks and deposits from the previous month.

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For the first time in 11 years, assessments have been increased due to large ground and tree removal projects that were completed this fiscal year that lead to expenses outpacing our revenue.

Under Florida statute we are announcing that 1 board member and one member will be providing contracted services to the Brandywine HOA. Last year their contracts were \$50.00 per month for our Recording Secretary, Liliane Benucci (up for re-election) and \$550.00 per month for our bookkeeper, Lorin Myers.

This year, as in the past, we have contracted with our CPA to prepare a Compilation of Revenue and Expenses. They are in the process of preparing the Federal 1120-H Corporate tax filing. Once completed, they will be filed. On request, we will supply a copy of the Compilation when it is ready

Currently, for this fiscal year there two (2) properties in long term arrears.

### **GROUND AND MAINTENANCE**

Renee Weber reported the following:

The Grounds and Maintenance Committee made sure the common areas were mowed, weeded and trimmed; the ponds were kept looking good; and the streetlights were working. Clean Cuts mulched targeted common areas; the entrance signs, benches, parking posts, and the road and trail signs were hand cleaned by volunteers; the caps on the wooden signs were repaired; and the pond levels were monitored and adjusted depending on the amount of rainfall. The walking bridge needed a few boards replaced or secured. The split rail fence surrounding the channel from pond 3 to the weir had to be replaced. The water channel under Village Green Road from pond one to pond two had to be cleaned out. The 15A entrance sign electric plug was repaired. Both fountain timers and the 17 entrance electric plug are scheduled for replacement.

Even though Volusia County Road and Bridge was very responsive to requests to cut down dead trees or trim low hanging branches along the right of way, the HOA exceeded the budget for tree removal this year because many common area trees had died or were unstable.

After repeated contact with Volusia County Road and Bridge, they satisfactorily addressed the storm water erosion on Brandywine Rd. near West Village Green Rd. by paving the storm water ditch, filling in dirt along the road edge and putting down sod in the area.

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The dry retention/drainage basin at Valley Forge/Kings Mountain Rds. was re-engineered to prevent further erosion to the bank and to improve function during heavy rains. The County required the installation of a handrail so the entire project was completed on Nov. 2nd.

We are aware of four major projects to address in the next few years. A new retention wall is needed at the outflow area from pond one near Village Green Rd. The weir which controls the pond levels needs repairs. The area where the south end of the walking bridge meets the asphalt path needs reinforcing. The storm water outflow pipe under the asphalt path from Lafayette Place is rusting and should be assessed for repair or replacement.

Thanks to the folks who volunteer to help out on projects, who pick up litter, who pick up after their dogs, and who tend the islands in the cul-de-sacs near their homes. We appreciate everyone doing their part to keep Brandywine beautiful.

### **BEAUTIFICATION**

Tara Kicklighter reported the following:

Congratulations to the members who received monthly beautification awards and thanks to the committee members who helped select the winners. Maintaining our properties and improving their appearance have a well-proven, positive impact throughout our community. The monthly award comes with a \$25 Lowe's gift certificate, a recognition sign in the winning yard, an announcement in the monthly email, and an entry on the Brandywine website. The December award will be given to the property with the best holiday decorations and is chosen around the 15<sup>th</sup> of the month. The committee welcomes suggestions from the membership. Contact any member or director if you would like to nominate someone for the award.

### **ARCHITECTURAL REVIEW BOARD (ARB)**

Elise Paulson reported on behalf of Mona Quinn (chair):

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 3 governing documents and board rules.

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I would like to thank Lorin Myers for all his patience and guidance and for teaching me about the ARB committee. Another Thank you to James Graesart and Elise Paulson for their hard work and assistance. This year we put the ARB Application online on the website at <http://www.brandywinedelandhoa.com/documents.html> You may still fill out a paper form, online submission is preferred. We appreciated being notified when your project is complete.

There were 43 ARB applications for improvements during the 2020/2021 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. There were 3 applications submitted that could not be approved during the year.

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**

Lorin Myers reported on behalf of Mike Campanella.

My name is Mike Campanella and I am the Storage Lot Manager for the Brandywine Home Owners Association. I'm assisted by Chris Caldwell and John Chant. 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, 10 of them currently vacant. Maintenance at the lot is monitored and conducted when needed, to clear brush and debris from around the perimeter fence.

We have had an uneventful year at the storage lot. No major incidents of vandalism, theft, or burglary were reported. 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, I plan to work closely with the members of this community and assist them when I can regarding their storage needs. I also plan to work with the members on a voluntary basis in an effort to increase security at the lot during this coming year.

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- Paul Lanning of 2828 Concord Road mentioned that there were trees at the storage lot that looked like they needed to be removed. Myers said he would look into this.

### **WELCOMING**

Diane Hill reported the following:

During the past year Brandywine has welcomed a total of 28 new residents. Each was contacted by phone and provided the Brandywine Welcome letter and other Brandywine information in person or by mail.

### **ASSOCIATION MANAGEMENT AD HOC COMMITTEE**

Elisa Paulson reported the following:

Members: Chair-Renée Weber, Jim Graesart, Tara Kicklighter, Donna Ortkiese, Elise Paulson, Lorin Myers, Stan Wickett.

This committee was created by Brandywine HOA President Lorin Myers to look into additional Association management assistance because, presently, the majority of the administrative work falls on him. The committee participants relied on personal experiences, online research, direct company emails and phone calls to find out about various HOA management possibilities. The members acted in good faith to assist the Board of Directors find a timely solution to the current difficulty with Brandywine (BW) HOA self-management.

In May 2021, the committee participants evaluated full-service, select services, and independent consultant association management options. The committee identified five areas of need which depend upon association volunteers with expertise and time to execute them.

Since volunteers with this level of support have not been stepping forward, it makes sense to contract outside assistance to handle these jobs. However, because the committee determined BW HOA requires administrative help with only these five areas, the committee did not see the need for full-service association management at that time. The complete report is posted on the Brandywine website in the June 2021 Board meeting minutes.

In October 2021, while preparing for a new 2021-2022 Board, Brandywine HOA President Lorin Myers and Vice President Elise Paulson requested to reconvene the committee for additional discussion due to a continued lack of volunteers to serve on

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standing committees and to serve in officer roles. With a decreased number of volunteers, many more areas of operations would go unserved or a few volunteers would be overextended. The committee will resume activities once the new board is in place.

- Stan Wickett asked what the procedure(s) would be to select a management company to oversee the HOA. Myers explained that there were several different ways this could be accomplished: The Board can increase the assessments at the annual budget meeting, the membership can vote to increase the assessments at an announced meeting (requires a 75% approval of the attendees in person or by proxy), or a special assessment can be implemented.
- Renée Weber stated that we will still have to have a Board, even if a management company is hired.
- Robert Hogan asked if the main issue was financial or if the lack of help was the driving force in considering hiring a management company. Both Myers and Paulson answered that it was definitely due to lack of help; the same people end up doing all the work.

### **ANNUAL GARAGE SALE**

Diane Hill reported the following:

The yearly Brandywine Community Garage Sale held in March was by all reports a huge success. Ads were placed on Social Media and in all local newspapers prior. The date for March, 2022 Annual Garage Sale will be announced after the New Year.

### **RULES COMPLIANCE**

Tisa 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, Tara Kicklighter, and Renée Weber for their help.

A summary of the issues that we addressed by letter, phone, or text is as follows:

Total number of contacts this year (as compared to 2020) – 47 in 2021; 52 in 2020

Category breakdown was as follows:

General Property/Home Maintenance – 5

Signs (political, commercial, realtor) -- 8

Grass/Yard Maintenance -- 10

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Parking/Vehicles (cars, trailers, dumpsters, PODS) -- 11  
Expired car tags -- 2  
Tennis club Code Enforcement calls for high grass – 4  
Miscellaneous (1 contact each) – 7

Appreciation cards were sent to 8 members in recognition of outside improvements such as new fences, roofs, or painting.

Thanks to everyone for your cooperation. Brandywine always gets positive comments from realtors and new residents.

## **COMMUNICATIONS**

Benucci reported the following:

She, Tisa, Lorin, 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:**

- Jane West of 1065 W Village Green Road mentioned that there seem to be more solicitors than usual. She recommended asking them for their license, and politely reminding them that Brandywine has a no-soliciting policy.
- Ken De Forrest of 1105 Yorktown Place and Laura Remington of 940 Kings Mountain Road commented on the excessive speeding that continues to be a problem in Brandywine. Unfortunately, there is little the HOA can do to solve this problem. The County will not put speed bumps on Brandywine Road because they will hamper any rescue vehicles that may be responding. It was recommended to call the Sheriff's Office non-emergency number (386-943-8276). During business hours, calls can also be placed to the District 2 office, located at 1706 Woodland Boulevard. That phone number is 386-943-7866.
- Valerie Ellington of 2754 Saratoga Road commented that the No Soliciting sign is missing from the 15A side; however, Tisa Houck responded that the sign is extremely small, and is attached to another sign, so is easily overlooked.

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### **UNFINISHED BUSINESS**

None to report.

### **NEW BUSINESS**

None to report.

### **REPORT OF THE NOMINATING COMMITTEE:**

Renée Weber announced that this term we have four open seats on the board, and four nominees that have agreed to accept nominations for the vacating seats. They are Liliane Benucci, Stan Wickett, Cheryl Johnson (all two-year terms) and Jim Graesart, who is filling a vacated seat that still has one year left.

There being no additional nominations from the floor it was moved by Stan Wickett and seconded by Terry Huber, to close the nominations. The four candidates were unanimously elected by acclamation.

### **ADDITIONAL COMMENTS:**

None

**ADJOURNMENT-** There being no further business to discuss, Donna Ortkiese moved and Renée Weber seconded to adjourn the meeting at 11:50 pm. Carried.

Myers announced that the annual Organizational Meeting would be held November 6, 2021, directly following the annual meeting. The current directors will elect Officers and the ARB for the following year. Committee appointments will be announced. The regularly-scheduled monthly meeting will occur on Tuesday, November 9, 2021, via ZOOM.

Respectfully submitted, Liliane Benucci, Recording Secretary.