

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

Minutes of the Regular Board meeting of April 15, 2021. This meeting was rescheduled from Tuesday April 13, 2021 due to a lack of a quorum.

Call to Order: The meeting was called to order by President Myers at 7:00 pm. The meeting was held via ZOOM.

Roll Call: - President Lorin Myers, Vice President Elise Paulson, Secretary Liliane Benucci, and Director Tara Kicklighter were present. Members Robert Hogan, Tisa Houck, Jodi McGill, and Renee Weber were present. Treasurer Donna Ortkiese was absent.

Meeting Minutes: Motion by Paulson and seconded by Kicklighter to approve the March 9, 2021 Meeting Minutes. Passed unanimously.

Benucci moved and Paulson seconded to accept Greg Gagnon's resignation from the Board. Unanimous. Paulson moved to officially remove Gagnon from the ARB committee, Benucci seconded. Unanimous. Benucci moved to nominate Paulson for a position on the ARB committee and Kicklighter seconded. Unanimous.

Benucci moved and Paulson seconded to appoint [REDACTED] to the seat vacated by Jim Graesart's term that expires at the annual meeting November 2021.

Correspondence:

- Myers received an email from Flock Safety License Plate Reader Technology. At this point there is no interest.

COMMITTEE REPORTS:

The Finance committee met on Zoom April 6th. Ortkiese, Weber, Paulson and Myers were present. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables, Aging Reports were discussed at this meetings. 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, Duke Energy utility bill, Chip Wrecked LLC repair VF retention pond - \$8,000 balance, \$50.50 Mainstreet - Replace Deposit Stamp CFB Outdoors \$2,500 for tree removal in Pond One

Expenses forecasted and paid since the last report: Diane Hill garage sale ads \$69.35

Expenses not forecasted and paid since the last report: Lorin Bruce Myers postage and one board \$51.90. Tinker Graphics additional \$17.50 March maintenance

- One closing is pending.
- No properties have closed since the last meeting.

- 22 third quarter Reminder letters were mailed out April 10th. As of today there are 18 properties in arrears third quarter plus the one ITF property
- The committee has prepared a proposal for the 2021/2022 budget to be discussed under New Business.
- The committee recommends dismissing \$20.50 on a property in the HOA.

ARB: Quinn;s report indicated the following:

PENDING

<u>Date</u>	<u>Request</u>	<u>Status</u>
4/10/21	N. Saratoga Road Remove 2 water oaks NE corner of the house	Revd, by Myers APPD by Quinn
3/31/21	Old Church Place Received app for replacing fence. Board on Board natural color.	Revd. by Quinn, APPD by Myers
3/22/21	N. Saratoga Road Received app for replacing fence. Board on Board natural color. April 12 Start.	Revd. by Quinn, APPD by Myers
2/26/21	Kings Mountain Road Received app for Vinyl Siding/new gutters. Shingle color CertainTeed Landmark Mojave Tan No Permit yet. 3/24/21	Revd. by Myers, APPD by Quinn
2/23/21	Lancaster Road Received app for tree removal, tree cracking driveway. Removal scheduled 4/1/21	Revd. by Myers, APPD by Quinn
11/19/20	Lancaster Road Received app to have home painted, main house natural/earth tone, trim white or off white and attached to app. Fence done. Paint soon. 4/1/21	Revd. by Aichner, APPD by Quinn
7/30/20	Burgoyne Road Received app for replacement screen pool enclosure and resurface of the pool Update via text, work may start in 3 weeks. 3/3/21	Revd. by Graesart. APPD by Chant
7/7/20	Concord Road ARB request and plans for a new home. Building plans are thorough. Permit approved 9/25/2020 Roof description and color have been recd and appd. Exterior colors have been rec'd and appd.	Revd. by Aichner, APPD by Quinn

COMPLETED

<u>Date</u>	<u>Request</u>	<u>Status</u>
2/11/21	Village Green Court Received app reroof. Permitted 3/3/21	Completed
3/6/21	Shenandoah Road Received app reroof. Shingle color architectural GAF Timberline HDZ Weatherwood Permit 3/16/21	Completed
4/9/21	Lexington Road Received app for building a fence. Board on Board natural color.	Completed
3/10/21	Burgoyne Road Received app for tree removal, tree cracking driveway.	Completed
3/9/21	Kings Mountain Road Received app reroof. Certainteed burnt Sienna shingle color	Completed
3/4/21	Kings Mountain Road Received app for exterior paint, color to match other ½ of duplex	Completed
2/23/21	Yorktown Place Received app reroof. Onyx black shingles	Completed

11/18/20	Burgoyne Place	Received app to put a shed in the backyard. Permit by Lowes.4-6 weeks.	Completed
2/3/21	W Village Green Road	Received app reroof, Mojave Shingles. Permit Issued 1/11/21	Completed
1/26/21	Burgoyne Road	Received app reroof, same shingles as on the house will go on shed. Permitted 3/3/21	Completed
2/4/21	Lancaster Road	Received app reroof, Mojave Shingles. Permit Pending 2/5/21 Starting Work May 2021	Completed

Beautification: Ortkiese reported the following:

- The April 2021 Beautification Award was given to James Greene, Jr., 1080 W. Village Green Road

Grounds & Maintenance: Hogan reported the following:

- HOA was contacted by the Park at Messina Community Director, asking for access to the irrigation clocks and expressed that they have plants dying along 15A. Mike G looked and determined that our irrigation covers the median and the opposite side of the street. The Director was notified, by e-mail, that we have no irrigation on the apartment side where they are losing shrubs. Lorin M
- The street light that was out, at 1012 Valley Forge, was repaired on March 10th.
- Three Ligustrum plants were donated by a Brandywine resident. Mike at Clean Cuts planted them. They were used to supplement existing, common area landscaping. Two were planted at the Valley Forge island, at the top of the hill. The other was planted at West Village Green and Brandywine Rd.
- The retention pond and wall project, at Valley Forge and Brandywine, has been contracted and Chip, of Chip Wrecked LLC, is currently in the permitting process. The approximate start date is still TBD
- The fountain timers were adjusted to daylight saving time hours, previously in the month. On April 11th, the large pond was further adjusted to shut off at 8:00 PM. J Quinn
- Clean Cuts was sent a list of all areas to be mulched and a quote requested. Mike G acknowledge receipt of the e-mail and will provide a bid soon. R Weber
- Lake Doctors pond service took place March 31st. The report was received 4-1-21. Matt
- A temporary repair has been made at the footbridge, on the end where boards were loose. The piling has been blocked up, but a more permanent material will be put in place once the optimal material and thickness is located and test-fitted. Some future erosion prevention/reduction will be noted for the future, once this aspect of the repair is complete.
- An aged and curling handrail board was replaced on the footbridge. L Myers
- A rotten seat board was replaced on the bench at the footbridge. L Myers
- A much appreciated initiative to clean the signs, community wide, has been initiated by Tisa Houck. Tisa has worked on this before, has identified a few high priority spots, and will put out feelers for volunteers, coordination, etc.
- The cracks in the asphalt path, from the foot bridge to Lafayette Pl, remain on our radar, The unexpected footbridge work has pushed this back some. This has not gotten worse since first evaluated.
- An initiative to repair and replace the black, wooden trim pieces at the tops of the sign posts is also underway. A few have been purchased and painted and replacements will start at the ponds. Some need to be completely replaced. Others can be repaired/patched. This will take place over the next few to several weeks, depending on the pace at which the volunteer wants to tackle them. R Hogan

- Myers commented on the tree that fell down across pond one in the condos. Depending on which end of the pond they pull the tree out of, there may be more trees that will need to go. Myers will contact CFB Outdoors to get a quote for removing the additional trees. Benucci moved and McGill seconded to approve up to \$2,500 for tree removal. Unanimous.
- The Condo Association is concerned about erosion to banks on pond; they feel the culvert is not operating properly. Myers indicated it was looked at a few years ago and FDOT said it was working fine. He is not sure who to contact about this, so he will research further.
- Myers followed up with Chip Wrecked LLC on the status of the permits/contract for the pond at Valley Forge Road. He mentioned a couple of other projects that we have coming up.

Storage Facility: Campanella's report indicated the following:

- 44 Lot Spaces
- 7 Vacant Spots

33 Total items present in the lot on 01/10/2021 identified as:

- * 7 Boats with Trailers
- * 2 Motor Coaches
- * 5 Travel Trailers
- * 1 Pop up trailer
- * 1 Boat Trailer
- * 5 Enclosed trailers
- * 14 open trailers

Rules Compliance: Houck reported the following:

Unresolved from March

On 3/5 Houck sent a letter to a member who owns property on West Village Green Road about a vehicle with an expired tag that has been parked in the driveway for an extended period of time. Member was informed that the violation is also a Volusia County code violation. On March 24, Houck reported the violation to Volusia Co. Code enforcement, and on March 26, Houck sent a second violation letter by first class and certified mail and informed the owner of the report. On 4/1 the vehicle was backed into the driveway so that the license plate is no longer visible from the street. On 4/8 Houck called CE and was told that their staff are allowed on the property if the vehicle is in the driveway, and they will check the tag again because backing in the vehicle is not acceptable compliance.

New Violations

- On 3/11 Houck called Volusia Co. Code Enforcement about the tall grass at the tennis courts. Grass was mowed on 3/31. On 4/8 Houck called CE to say that the property had been mowed on 3/31 and was told that a violation notice had been issued on 3/24. The case was cleared by CE.
- On 3/12 Houck sent letters to members who own property on Valley Forge Road about a damaged swimming pool screen that needs to be repaired or replaced. Members were informed that the violation is also a Volusia County code violation. On March 24, Houck reported the violation to Volusia Co. Code enforcement, and on March 26, Houck sent a second violation letter by first class and certified mail and

informed the owners of the report. A few days later one of the owners contacted Myers and said that repairs are scheduled for April 26th.

- On 3/28 Houck sent a Facebook message to a member on Yorktown Place about a commercial sign in the front yard. Sign was removed right away.
- On 3/30 Houck called a member on Lancaster Road about a commercial sign in the front yard. Sign was removed right away.
- On 3/30 Houck called a member on Saratoga Road about the POD that has been in the driveway for an extended period of time. After a series of errors on Lowe's part, a project that began in October 2020 may be finished in about two weeks.
- On 3/30 Houck called a realtor about mowing the grass at a home for sale on Concord Road and was told that the grass would be mowed in a few days. Myers was informed that the new owner will take possession on 4/27. The grass was mowed on 4/12.
- On 4/8 Houck sent a letter to the tenant and owner of a home on Saratoga Road about a vehicle being parked in the street against the flow of traffic that needs to be moved to the driveway per Brandywine HOA Parking Rules.
- On 4/8 Houck sent a letter to a member on Concord Road about two ladders that have been leaning against the roof for an extended period of time. This is a follow-up to an email that was sent 9/15/2020. Ladders were removed 4/12.
- On 4/8 Houck sent a letter to a member on Concord Road about family members who continue to ride golf carts on Brandywine streets. This is a follow-up to an email sent on 2/6/2021.

One appreciation card was mailed out.

Welcoming: No new members were welcomed.

Communications: Myers reported the following:

- Updates were made to the website. As of 4/10 the fillable ARB app is not on the website but it should be soon. He discussed updating the Storage Facility registration form to a fillable file.
- He discussed a Facebook request that the board look in to sending a letter to violators of the 'no soliciting' signs posted in the community.
- There was a clarification on Facebook that County Code Enforcement has investigated the bar noise and found no cause for action.
- He shared the State Nuisance Alligator Program details and contact info on Facebook. The observer should call 866-392-4289.
- He signed a trespass order for fishing at all three ponds with the sheriff's office on April 12th.

UNFINISHED BUSINESS: None

NEW BUSINESS:

2021 /22 Draft Budget Proposal - Myers discussed highlights of the 2021-2022 budget proposal. He explained that the vote to approve the annual budget for next year will be in August, so we want to have everything finalized in July. At this time there were no questions from the Board.

PUD Buffer Zone - Discussion tabled until next meeting.

Adjournment: Moved by Benucci, seconded by Paulson, to adjourn at 8:20 pm. Carried.

Next Regular Board Meeting – May 11, 2021, at 7:00 pm on Zoom.

Respectfully Submitted: Liliane Benucci – Recording Secretary