

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

Minutes of the Regular Board meeting of August 13, 2013

Call to Order: The meeting was called to order by Vice President Weber at 7:00 pm.

Roll Call: - Directors Weber, Alonzo, Hill, Fletcher, and Benucci were present. Director Jonas was absent.

Member Jim Schrader attended the meeting.

Minutes: Motion by Myers, seconded by Fletcher to accept the July minutes as amended. Carried.

Correspondence: None.

COMMITTEE REPORTS:

Financial/Membership:

Financial: Fletcher reported the following:

- ✓ We still have substantial cash on hand and are operating within budget. To better manage our cash and maximize interest earned we bought a \$10,000 twelve-month CD last week.
- ✓ Our water bills continue to run higher than planned, going up \$50.00 last month. There have been no changes or known leaks, so we will ask Jim Schrader to take a look at the system to determine if there is a problem.
- ✓ Discussion and voting on the next fiscal year budget will be addressed under Old Business.
- ✓ We have had one closing this month and two more are scheduled.

Collections: Fletcher reported the following:

- ✓ We currently have eight delinquent properties, seven with liens plus the one government-owned house. These eight properties represent a total due the association of approximately \$11,000. These eight are the only properties currently in arrears; all other dues are current through this quarter.
- ✓ Reminder letters were sent to 15 owners on July 13. All have paid so no 4th quarter demand letters were needed.

Grounds & Maintenance:

- ✓ Weber contacted the Clean Cuts crew in person about keeping up with mowing, especially along Brandywine Road, since the grass had grown quickly with all the rain. Weber sent an email a week later to thank the crew for cutting along Brandywine Road, including the “knoll” between Valley Forge Road and Lexington Road.
- ✓ Weber contacted Duke Power about a street light outage on West Village Green Road. It was repaired two days later.

Lawn Care & Beautification: Weber reported the following:

- ✓ The Beautification Award certificate was delivered to the Gammages.
- ✓ The Beautification Award for the month of August was given to Noemi and Fausto Beltran at 2810 Concord Road.

Storage Lot: Schrader reported that as of this date there were 16 units in the storage facility.

Activity is as follows:

- ✓ One tag expires in August.
- ✓ The same trailer and boat still have expired tags. The owner has indicated he has current tags, and he will attach them when he returns in the fall.

There are no other violations at this time.

ARB: Alonzo reported that no requests were received. There was discussion about a roof replacement done without ARB approval.

Rules Enforcement:

- ✓ Hill had nothing new to report. We continue to experience issues with improperly parked vehicles, and it was decided that in a specific incident, both the owners and tenants would be contacted.
- ✓ Weber visited Lafayette Place about a commercial dumpster parked on the road as part of a driveway replacement project. The dumpster was removed the next day.

Web Site: Myers reported updates were made and one dead link was removed under “Landscaping”. After a motion and discussion no action was taken on the issue of creating a 'log on' page to store internal documents for members only.

Neighborhood Watch: Benucci had nothing new to report.

Welcoming Committee: Weber informed the board that she delivered a welcome packet to new tenants on Valley Forge Rd.

Planning Committee: Fletcher reported the following:

- ✓ The status of the home at 1002 Valley Forge has changed. The permits issued late last year have expired. The County staff told Fletcher the Chief Building Official does not intend to renew the permits.
- ✓ Today (August 13) the interim Director of Building and Zoning stated that the county Attorney's office is reviewing the County's options.
- ✓ Our HOA attorney is reviewing our options.
- ✓ Schrader encouraged the board to continue contact with county personnel about this property and suggested action to facilitate getting this issue resolved.

OLD BUSINESS:

- ✓ **Adoption of 2014 Brandywine HOA Budget:** there being no new discussion regarding the budget, Fletcher moved and Alonzo seconded to approve the 2014 budget as presented. The motion was unanimously carried.
- ✓ **Nominations for HOA Board/Committees:** there are two possible candidates for Board membership. The present Board members will continue to seek replacement candidates for those members whose terms are up.
- ✓ **Affidavit of Board Eligibility:** completed affidavits were turned in to the Secretary; the remaining affidavits will be notarized at next month's meeting.

NEW BUSINESS:

- ✓ **Content of Email Messages to HOA Members:** After a short discussion it was decided that any emails going out to HOA members would be reviewed by the Board President (or the Vice President in his absence). This review would be primarily to check for clarity and content.
- ✓ The Proxy Form for the 2014 Brandywine HOA member meeting was reviewed.
- ✓ **Finance Coordinator Contract:** Myers briefly reviewed the Finance Coordinator Contract. There were no questions and Alonzo moved and Benucci seconded to approve the contract. The motion was unanimously passed.
- ✓ **New Florida Statutes HB7119 for HOA Boards – Effective July 1, 2013:** Weber briefly summarized Florida statutes that will affect the HOA board. Since directors elected after July 1, 2013 must certify in writing they have read the Brandywine HOA governing documents, Benucci volunteered to draft a form for this purpose.

Adjournment: Moved by Myers, seconded by Benucci to adjourn at 8:30pm. Carried. The next meeting will be held on September 10, 2013 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary