

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

Minutes of the Regular Board meeting of August 12, 2014

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

**Roll Call:** - Directors Weber, Marshall, Hill, Myers, and Benucci were present.

Members Dick Fletcher and Mark Zirkle were in attendance.

**Minutes:** Motion by Myers, seconded by Marshall to accept the June Board Meeting Minutes as amended. Carried unanimous.

**Correspondence:** Weber recommended the Leland Management Courses, stating that they offer a lot of valuable information relevant to HOAs. Myers has received complaints regarding the Racquet Club, over which the HOA has no authority. There have also been complaints that the lift station area is not being maintained by the City of DeLand.

**COMMITTEE REPORTS:**

**Financial/Membership:**

**Financial:** Myers reported the following:

- ✓ The finance committee met on August 1, 2014. Sorensen was absent.
- ✓ Coverage changes were made to our Fidelity/Crime Bond policy. We increased our total loss limit coverage at last month's meeting and via email vote added coverage for On Premises, Money Orders + Counterfeit, Computer Fraud, Funds Transfer, all combined for an additional \$160.00 per year.
- ✓ Myers reviewed the monthly expenses incurred since last meeting as well as highlights on the Profit & Loss report.
- ✓ Next month's assets report will show CD 713 was redeemed pm 8/11/14; those funds were transferred to the money market account.

**Membership:** Myers reported that two properties are scheduled to close this month.

**Collections:** Myers reported the following:

- ✓ There are no significant changes on the collections report. Fourth quarter assessments are current for all properties with the exception of the collections report.
- ✓ There is a bank foreclosure scheduled for one property this month.
- ✓ One notice for trial was filed by our attorney but did not result in any action.
- ✓ One demand/lien letter was turned over to the attorney for collection and was rescinded when payment was received a few hours later.

**ARB:** Marshall's report indicated the following:

- ✓ Preliminary plans were submitted to the ARB for review regarding a request for an addition on Lancaster Road, but the permit has not been received yet.

- ✓ A request for an addition on Lancaster Road was received. Plans and permit on file, and construction has begun, but the request has not yet been reviewed.
- ✓ A request for removal of three depreciated trees on Valley Forge was reviewed by Marshall and Fletcher.
- ✓ A fence was installed on Lancaster Road; the permit is on file. This was reviewed in December by Marshall and Jonas.

Lawn Care & Beautification: Benucci reported that the Beautification Award for the Month of July was given was given to Catherine DeLouise of 301 Lafayette Place.

Grounds & Maintenance: Weber reported the following:

- ✓ She has been in communication with Mike Graves concerning the care of the common areas. It was agreed that Mike needed to be more hands-on in Brandywine, work that was promised should be done, and more labor and more hours needed to be devoted to maintenance of the neighborhood. Ten areas were designated as "hot spots" that would receive immediate and thorough attention. Within a week there was a noticeable difference in the appearance of many areas.
- ✓ It was discovered that some common areas are being voluntarily maintained by HOA members. This has caused confusion for Mike and Weber in trying to oversee Clean Cuts' work. Also, there is not a clear understanding of the common area property lines in the meadow. Either some members are using areas of the meadow for long term personal use and hindering grass mowing by Clean Cuts of the Association has been paying for the mowing of members' property. Compromises have been reached with Clean Cuts and residents for now.
- ✓ Ponds 2 and 3 were covered with scum and pond 1 was overgrown with vegetation. Weber met with the Lake Doctor technician, Cory, who agreed the ponds looked the worst he's ever seen them despite having received the monthly treatment. The vegetation was resprayed in pond 1, pond 2 was re-dyed and retreated for scum, and pond 3 was re-dyed. Cory recommends restocking ponds 2 and 3 with grass carp to eat the bottom vegetation, which will prevent the rotted plants from coming to the surface as scum. There will be no cost for this project. The light bulb for the center Brandywine sign at the US 17 entrance was replaced by Schrader and Marshall at a cost of \$10.63.
- ✓ The pond 2 fountain pump was repaired by C&C Electric at a cost of \$1,050.02. Schrader, Marshall, and Zirkle reinstalled it.

Thanks to the Brandywine Boys for their readiness to work, free labor, and knowhow!

Storage Lot: Schrader reported via email that as of this date there are 16 units in storage. Activity is as follows:

- ✓ There are no violations or problems at the present time.
- ✓ The grass (weeds) have recently been cut.
- ✓ One pontoon boat trailer has a flat tire and the owner has been notified by email.

Rules Enforcement: Hill reported that five non-compliance letters were sent out this month. Hill also made phone calls to Code Enforcement regarding a vehicle that appeared to be abandoned and also an extremely unkempt yard. Multiple realtor signs associated with a single property were removed, with only one sign remaining.



Planning Committee: Weber reported the following:

- ✓ She called assistant County attorney Mary Jolley last week for an update on the case involving the "problem property". According to Ms. Jolley, the case involving this property is proceeding as planned. There was a recent hearing before a judge, which confirmed this case does meet the criteria for the specific foreclosure process being pursued. Ms. Jolley does not feel that the upcoming retirement of Judge Rouse will affect the case. She assured that she is "keeping the pressure on" and wants this case resolved.
- ✓ Calamity Jane's Nightclub doesn't seem to be causing any concerns according to the assistant manager of Winn Dixie.
- ✓ There is a new property management company for Brandywine Shopping Center – Cohen Commercial Realty.
- ✓ She called concerning mowing the bank-owned property near the US 17 entrance. The property was mowed in a week.

Welcoming Committee: Weber welcomed new owners Clark and Tisa Houck of Freemans Farm Road, George and Judy Keen of West Village Green Road, and Jason and Tania Laney of Yorktown Place. Weber also sent one tenant letter.

Communications: Myers reported the following:

- ✓ Monthly updates were made to the website. The Landscape Corner was removed due to dead links.
- ✓ He circulated communication regarding a water main repair and boil water notice in the 2800 block of Concord Road in early August to members on that block.
- ✓ The July mailing went out two weeks prior to tonight's meeting, announcing the budget adoption.
- ✓ An affidavit was recorded pursuant to Florida Statute.
- ✓ There will be a mailing to members only this month and should include the following:
  - New coupon payment cards
  - Cover letter with explanation to Condo members to disregard the coupons and make payment to their association in their normal fashion
  - Pre-addressed return #9 envelope
  - Copy of next year's approved budget with the Fees Schedule on the back
- ✓ A first class mailing will go out to all members that are delinquent or have credits towards next year's payment, institutional owners, international owners, owners that were out of town (not able to deliver) for the July mailing.

**OLD BUSINESS:**

- ✓ 2014 – 2015 Budget Adoption: Myers presented an updated version of the budget. Motion to adopt was made by Benucci and seconded by Hill. Unanimously approved.
- ✓ Adoption of HOA Mission Statement: Myers moved and Benucci seconded to adopt the presented version of the HOA Mission Statement. Passed unanimous.
- ✓ Set location, date and time of annual member meeting – Increase attendance: Discussion ensued regarding changing the day of the annual meeting to a Saturday to hopefully increase attendance. Saturday, November 8, was given as an option. The Board will continue to search for an acceptable venue and will make a decision at the September meeting.
- ✓ Rules committee Procedures: We need more rules committee members.

- ✓ Brandywine News Kiosk: Discussion continued regarding the possibility of setting up a news Kiosk for residents. This item will be readdressed in subsequent meetings.
- ✓ Entrance Signs: We need to form a committee – Dick, George and Renée volunteered.

#### NEW BUSINESS:

- ✓ Brian Howard job transfer – resignation from Board: Weber received an email from Howard, indicating that due to his transfer out-of-state he would be resigning from the Board. Marshall moved, Benucci seconded, and the Board voted unanimously to accept Howard's resignation.
- ✓ Election of directors – Nominating Committee – (5-2 issue): Weber, Hill, and Benucci stated they would run for re-election. Since members running for reelection may not serve on the nominating committee, Myers and Marshall were, by default placed on the nominating committee. Fletcher and Zirkle indicated they would also serve. In order to avoid the 5-2 issue (too many directors' terms ending at the same time). Benucci volunteered her seat be designated a one-year term (2014 – 2015) for the November election.
- ✓ Request – crosswalk, road sign to slow traffic: There was discussion regarding the inability of many drivers to obey the speed limit (30mph) in Brandywine. There are children riding bicycles and residents walking along the main road that could be severely injured if a speeding vehicle were to hit them. Benucci stated that she would contact Road & Bridge to find out the process to request a sign stating that there were "children at play" or at least one that says "slow." Marshall reported that a traffic study was conducted by the VCSO and showed that there is heavy traffic on Brandywine road and that the speed limit is rarely followed.

Adjournment: Moved by Myers, seconded by Benucci to adjourn at 8: 45pm. Carried. The next Board meeting will be held on September 9, 2014 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary