

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

Minutes of the Regular Board meeting of August 14, 2018.

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

Roll Call: - President Lorin Myers, Secretary Liliane Benucci, Vice President Tisa Houck, Treasurer Steve De Land, Directors Mike Campanella, Diane Hill and Renee Weber were present. Members John Chant and Roger Ryle were present. COA member John Seymour was also present.

Minutes: Motion by Weber and seconded by Hill to approve the meeting minutes of July 10, 2018 as amended. Passed unanimously.

Correspondence: De Land attended two courses – Budgeting & Reserves, and Board Member Certification. Myers received an email regarding damage to an island at a cul-de-sac. Myers is reviewing correspondence regarding new HOA Florida Statutes that became effective July 1, 2018. He will report back to the Board.

Member Roger Ryle addressed the Board regarding a correspondence he received from the Rules Committee. The Board will review his request

Houck discussed a letter from Mary Braddock that was addressed to the President and the Board and her response.

Weber received a phone call inquiring about HOA approval for a residential walkway replacement and pool installation.

COMMITTEE REPORTS:

Financial: De Land reported the following:

- **The Finance committee met** on August 2nd. Steve De Land, Mark Zirkle 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. The balance sheet error on the May and June reports was found and corrected.
- **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 Associating meeting rental, Duke Energy utility bill, Quality Quick Print August coupon mailing.
- **Expenses forecasted and paid since the last report:** Myers, reimburse Quick Books 2018, Quality Quick Print July mailing.
- **Expenses not forecasted and paid last since the last report:** Myers, reimburse lumber, screws, postage. Quality Quick Print, re-label emergency contact sign on the Storage Facility. Mainstreet Bank, deposit slips printed.
- **Pending closings since last meeting:** None
- No properties closed since last meeting.

- Myers produced his Volusia county business license receipt for the 2018/19 period ending Sept. 30, 2019.
- The committee review Myers' and Benucci's upcoming contracts and no changes to recommend.
- The budget proposal was discussed and no changes were recommended
- Next year Grounds and Beautification projects forwarded to the committee by Weber and were discussed.
- Thirteen fourth quarter reminder were mailed on July 13th. As of today's date no properties are in arrears fourth quarter assessments.
- Al Sirutis installed Quick Books 2018 on to the HOA laptop

ARB: The first order of business was to nominate De Land to fill the ARB chair vacancy. Benucci moved, Houck seconded, and the vote was unanimous. Campanella offered to serve on the ARB committee to fulfill the three-person requirement.

De Land Reported the following:

Pending Applications:

- On May 4, 2018, he received an application from a member on Valley Forge Road to install a swimming pool in the back yard. A message was left requesting status.
- On July 13, 2018 he received an application from a member on Old Church Place to replace like for like bronze Anderson windows and to install a well. The member has decided to wait for fall to do both.
- On July 26, 2018 he received an application from two members on Green Mountain Road to remove three water oaks on the property line, and one in the front yard. Both members agree that the trees are a danger and should be removed ASAP. Approved in July by Myers and De Land.

Completed Applications

- On July 9, 2018, he received an application from a member on Saratoga Place to replace roof, permit received. Job completed July 23, 2018. Approved by Myers and De Land.
- On July 20, 2018, he received an application from a member on Concord Road to remove partially rotted water oak tree by Tree Solutions Florida. Job completed July 21, 2018. Approved by Myers and De Land.
- On July 23, 2018, he received an application from a member on Concord Road to replace rotted garage door, job completed July 25, 2018. In addition, pressure washing driveway and walkway to house, weed trim in Courtyard and around house, replaced rotted soffit, and replaced old mailbox with a new one. Permit received and approved by Myers and De Land in July 2018.
- On July 25, 2018, he received an application from a member on Kings Mountain Road to remove dead tree limbs. Job completed. Approved by Myers and De Land In July 2018.
- On July 25, 2018, he received an application from a member on Burgoyne Road to refresh colors (cream and dark brown). Job completed. Approved by Myers and De Land in July 2018.
- On July 31, 2018, he received an application from a member on Burgoyne Place for a new roof to replace in like material and color. Job completed. Permit received, job approved by Myers and DeLand in July 2018

Beautification: Benucci reported that the monthly beautification award was given to Sharon and Joe Burnette at 2690 Concord Road.

Grounds & Maintenance: Weber reported the following:

- Mike Graves and his Clean Cuts crew have been putting in extra hours to keep up with mowing and trimming in Brandywine. Mike observed a solid waste truck cut a corner and drive across common area. Since there has been continuous damage from the trucks straying from the roadway throughout Brandywine, he lodged a formal complaint with the company. While mowing near the walking bridge and the storm water pond formed there, Mike encountered a black snake, coral snakes and a water moccasin. He alerted the HOA leadership and Tisa Houck posted warning signs on the bridge. Myers sent out an email cautioning about the snakes.
- A member on Burgoyne Rd. reported a tree branch from the common area had fallen on her property. Myers cut up the branch and moved it into the common area. The member, also, requested the common area vegetation be cleared. Weber explained the HOA would only be able to cut the growth back about five feet around the perimeter and this project would have to wait until fall.
- Weber reported there were six dead pine trees at the Kings Mountain/Valley Forge Rd. entrance to Volusia County Road and Bridge. The trees were cut down the next day.
- All streetlight outages reported to Duke Energy were resolved.
- The Lake Doctors' monthly report showed all three ponds were treated for algae and emergent, underwater and terrestrial weeds. Bacteria was added to pond 2.
- Due to continuing concerns by the COA about storm water flooding Village Green Rd. and rising water levels in yards around the ponds, Myers contacted FDOT. Details are in the storm water report. David Weber has been monitoring the pond levels and regulating the water flow at the weir.
- The fountain at pond three is still not functioning. We are still waiting for an electrician to look at the control panel.
- Three top rail boards on the walking bridge were replaced by Skip Houck.
- Weber and David Weber weeded and planted 12 Milky Way aspidistras in the island on North Concord Rd. Weber weeded and planted six small Asiatic jasmine plants in the island on Lafayette Pl.

COA member John Seymour addressed the Board regarding several questions/concerns he had regarding the ponds. Seymour was assured by Myers and Weber that these concerns were already being addressed.

Storage Facility: Campanella reported the following:

Below reflects a snapshot of stored units taken on 08-01-2018. It should be noted that one (1) unit was not in compliance. The unit tag expired in July of this year. The storage lot remains at full capacity with 1 resident on the waiting list.

- We had two break-ins at the storage lot where several units were vandalized, broken into, and items stolen.. Both times the fence was cut and we repaired it.
- We have a total count of 38 Units on the day of inspection. Breakdown is as follows: 3 Travel Trailers, 3 Motor Homes, 13 Utility Trailers, 10 Boats and Trailers, 3 Car Haulers, 5 Enclosed Trailers, 1 Boat Trailer.

Campanella briefly discussed a plan to install a surveillance system and cut back overgrowth at the storage facility, which will hopefully enable the HOA to identify and deter any intruders. He will report back to the Board with his progress.

Rules Compliance: Houck's report indicated the following:

Resolved Issues from July:

- On July 9 Houck sent a second letter by First Class mail to a member and his son on Concord Road. and Myers sent a copy by Certified Mail to the member about the inadequate repairs to a damaged garage door. On July 11 Houck sent an email to his son with photos attached, showing the neglected appearance of the house, yard, and mailbox, and requested that he arrange to have repairs and regular maintenance done. The son called Houck on 7/12 to say he plans to come down the week of 7/23 and address/repair all the problems we pointed out. The week of 7/23, his son worked on the house and yard, and had a new garage door installed, and replaced the mailbox.
- On July 5 Houck sent a letter to a member on Lexington Road about a vehicle being parked in the yard. Truck moved to driveway a few days later.

New Violations:

- On July 13 Houck sent a letter to a tenant and a copy to the owner of a home on Lexington Road about a truck and utility trailer that had been parked in the street and the yard for an extended period of time. On 7/16 resident called Houck to report that truck was broken down but plans were to repair and move to driveway and trailer to storage in a few days. Truck and trailer moved 7/20.
- On July 21 Houck sent a letter to the owner of property on Lafayette Place about a vehicle that had been parked in the yard for an extended period of time. Vehicle moved to driveway the next day.
- On August 2 Houck sent a letter to a member on Concord Road about yard maintenance and a vehicle that had been parked in the yard. Vehicle was seen parked in the driveway a few days later. Some yard maintenance has been done.
- On August 7 Houck sent an email to two members on Shenandoah Road about repairs that needed to be made to the wooden fence between their properties and Brandywine Road. Fence was repaired on 8/11.
- On August 10 Houck sent a letter to a member on Concord Road about a commercial vehicle that has been parked in the driveway for an extended period of time.
- On August 10 Houck sent a letter to a member on Concord Road about a carport-like structure that has been installed in the backyard.

Welcoming Committee: Hill reported the following:

- She made phone contact with Tiffany Jackson and Daniel Feldpausch on Old Church Place and Tracy and Kanasha Clark on North Saratoga Road. Documents were mailed.
- A welcome letter, etc., was sent to a tenant on Lafayette Road.

Communications: Myers reported the following:

- Updates were made to the website.
- The new leasing rule for the Condos was added to the COA portion of the website.
- The August mailing was discussed.
- One neighbor contacted me and VCSO to report an abandoned vehicle in his yard.
- On July 17 a resident reported their unit was ransacked in the storage lot. I asked them to contact Mark Zirkle and the VCSO.
- A basset hound strayed but was reunited through Facebook within a few hours on 7/14.
- Houck posted signs at the walking bridge, on Facebook and an email was sent regarding snake sightings in the meadow next to the walking bridge.
- He submitted Proof of Notice Affidavit that the budget mailing was delivered per Florida statute in July.
- He received one email notice of a window company soliciting on Concord Rd.
- One resident showed concern on Facebook about someone feeding bread to the ducks.
- There was a report about fishing at the ponds on Facebook. Apparently the fisherman has moved on.
- He received an email from a resident about trucks driving over the back of the Concord Rd. cul de sac.
- Campanella commented on a photo depicting an individual in a neighbors front yard at 2 am on Lancaster Rd.

Weber asked Myers to remind the community that political signs may not be posted in yards.

Stormwater: Myers reported the following:

- On two occasions during heavy rainfall water has backed up through the street culvert and washed out of pond one onto the street. At that time the temporary level of pond two reached the stone wall behind the residences on the east side of Village Green Rd.
- He reported having 2 conversations with a FDOT representative. The first conversation was regarding the run off in to pond one from the shopping center and Williamsburg Rd. down route 17 and the outfall under the road from Trails West. FDOT inspected the areas and reported they appear to be operating as designed. The second conversation was regarding the feasibility and functionality of digging out pond one. From an engineering perspective the only way to dig out pond one would be to drain the water and pull county and St. Johns Water district permits.
- In January of 2013 the HOA contracted with McLane Excavating to re-grade pond one.
- David Weber's efforts at the weir have significantly dropped the water level in all the ponds.

UNFINISHED BUSINESS:

2018/19 Budget Adoption: Myers briefly went over the final budget proposal. Benucci moved and De Land seconded to adopt the 2018/2019 Budget and, after some discussion, the motion was unanimously passed.

NEW BUSINESS:

Bookkeeping and Secretary Contract:

- Myers first presented the one year extension to his Bookkeeping contract, which had no changes. Benucci moved and Houck seconded to approve the new contract. The vote was unanimous, with Myers abstaining.
- Myers then presented the Secretary contract, which incurred a minor change in verbiage (“12 meetings per year” was changed to “up to 12 meetings per year”). Hill moved and De Land seconded to approve the new contract as amended. The vote was unanimous, with Benucci abstaining.
- Weber strongly suggested the Directors encourage new people to serve on the Board to alleviate Myer's workload within a few years.

Adjournment: Moved by Benucci, seconded by Houck, to adjourn at 9:01 pm. Carried.

Next Regular Board Meeting – September 11, 2018 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary