

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

Minutes of the Regular Board meeting of December 9, 2014

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

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

A motion was made by Myers and seconded by Marshall to approve the November 11, 2014 Organizational Meeting Minutes; carried unanimously.

**Minutes:** Motion by Myers, seconded by Hill to approve the November Board Meeting Minutes. Carried unanimously.

**Correspondence:** Weber reported she was contacted by a resident regarding the walkway from the Condos to Brandywine Plaza. Weber forwarded the message to Shirley Abeles, president of the Condo Association, as the Brandywine HOA is not responsible for this area. Weber was contacted by an identity theft prevention company. The Board decided not to schedule a presentation by this company.

**COMMITTEE REPORTS:**

**Financial/Membership:**

**Financial:** Myers reported the following:

- The Finance committee met on December 3; Sorensen was absent, but President Weber attended. The finance committee met again on December 5, but only Treasurer Zirkle was able to attend with Myers.
- Myers discussed the monthly financial reports that were distributed on December 4, 2014. There were no questions from the Board.
- The Reserve Fund checking account was closed in November and replaced by a Reserve Fund Money Market Account.

**Membership:** Myers reported the following:

- ✓ Demand for claim of lien (unpaid first quarter dues) letters – all three have been paid. A motion to dismiss was received on one property that had previously filed for bankruptcy. That motion is final on December 8, barring any conversion.
- ✓ One property closed since last meeting.
- ✓ Forecasted Expenses include Clean Cuts contract, Lorin Myers contract, City of DeLand, Duke Energy, Tinker Graphics, BV Condo Association, The Lake Doctors, Quality Quick Print (January mailing), and Lane-Lennon Insurance Company/Travelers.
- ✓ The committee recommended a one-time transfer of \$20,000 from Retained Earnings to Reserve Funds. After a short discussion, Myers moved and Benucci seconded to do this. Passed unanimously.

- ✓ The Finance committee also recommended changing the underwriter for our Commercial liability to a Traveler's policy. Traveler's is currently and will remain the underwriter for the Directors and Officers Liability and Crime Bond. The remainder of the Insurance discussion was conducted under Old Business.

**ARB:** Marshall reported the following:

- ✓ All 2014 ARB reports and correspondence was copied and put on the hard drive files by Myers. Paper copies will be kept by the ARB chairperson.
- ✓ A new roof was installed at Concord Place. A copy of the permit was forwarded by Comer Roofing to the ARB and is on file; the ARB request has not been received.
- ✓ A request for tree removal and a new roof on Saratoga Road was received. It has not been reviewed yet.

**Lawn Care & Beautification:** Benucci reported that the Beautification Award for the best holiday decorations will be given out next week, as many homes have not yet put up their decorations.

**Grounds & Maintenance:** Jonas reported the following via email:

- ✓ Christmas decorations were put up at both Brandywine entrances.
- ✓ A light bulb was replaced on the Brandywine entrance sign on the south side of US 17.

**Weber reported the following:**

- ✓ Duke Energy was contacted about one streetlight outage and one streetlight continuously on. The repairs were made within days.
- ✓ The monthly report from the Lake Doctors was reviewed. We are still waiting for the amendment to the State permit for additional grass carp for the ponds.

**Storage Lot:** Jerry Hill's report indicated the following:

- ✓ There are 18 units in the storage area at this time.
- ✓ One unit has a tag expiring on December 14, 2014, and the owner was informed of this via phone message.
- ✓ One unit may be leaving this week and one is returning to storage.

**Rules Enforcement:** The Rules Committee, consisting of Weber, Houck, Zirkle and Hill met on November 17, 2014. The following was discussed:

- ✓ Formation of further policies and procedures regarding Covenants & Restrictions enforcement.
- ✓ Observing violations and identifying Codes, reminder letters citing code numbers and the violation, and second letters for outstanding violation if not promptly corrected.
- ✓ Imposing fines, which we have not done in the past.
- ✓ The "top" violations observed consistently.
- ✓ County Codes and reporting of violations of the same.

Three letters were sent regarding commercial vehicle parking & pallets in yards and rubbish piles in front yards.

**Planning Committee:** Weber reported she has been in communication with our HOA attorney and the Assistant County Attorney's office regarding the "problem property" case. Preparations are being made for the defendant's deposition in January 2015 and eventual foreclosure trial.

Weber contacted the management company twice about mowing and brush cutting the bank owned 'townhouse' property. The maintenance was carried out.

**Welcoming Committee:** Weber reported that one tenant welcome letter was sent.

**Communications:** Myers reported the following:

- ✓ Monthly updates and the new Board were updated on the website.
- ✓ During the last month there was one instance of telephone fraud and one domestic physical altercation reported by the Volusia County Sheriff's Office in the community.
- ✓ An email notice went out for a November 20, 2014 grand opening at the Tennis Club.
- ✓ A policy and Procedure draft was distributed by the committee for a Facebook account as an option for "Happy News."
- ✓ Myers discussed the components for the upcoming January newsletter.

#### **Entrance Signs**

- ✓ Marshall discovered that in order to get permits for the proposed new entrance sign the legal description of the property must be included. Research will be conducted to obtain the exact "name" of the property that the two signs are located on.

#### **OLD BUSINESS:**

- The Board agreed drafting rules or suggestions for exterior decorations on properties (sports flags, lighting, statuary, etc.) would not be pursued.
- Marshall will contact Orr regarding the traffic signs that were approved for purchase.
- Communication with Members – Facebook Policy: the Facebook policy was reviewed and there was discussion regarding whether or not the page would be open to tenants. After agreeing that it would, Myers moved and Benucci seconded to proceed with plans to create a Facebook page for Brandywine. Carried unanimously. Robertson will begin working on the construction of the page.
- Insurance: The HOA's Commercial Property & Liability and Officer's Liability/Crime Bond policies are up for renewal in January 2015. After significant research, Myers presented two proposals regarding the Commercial Property & Liability. After some discussion the Board voted (Houck moved, Benucci seconded, and it was passed unanimously) to double our property and liability coverage. The Officer's Liability/Crime Bond policies were renewed at their current coverage amount.
- Registration of Tenants with HOA: Weber suggested that the property owners be contacted and provide the necessary tenant information to the HOA.

**NEW BUSINESS:**

**-Policy and Procedure for Providing HOA Documents to Members** – tabled.

**-Place to Store Entrance Holiday Decorations** – Benucci offered to store the decorations.

**Adjournment:** Moved by Myers, seconded by Robertson to adjourn at 8: 30pm. Carried. The next Board meeting will be held on January 13, 2015 at 7:00 pm.

**Respectfully Submitted:** Liliane Benucci – Recording Secretary