

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

Minutes of the Regular Board meeting of December 8, 2020.

**Call to Order:** The meeting was called to order by President Myers at 7:00 pm. The location of the meeting was posted and held at 941 Kings Mountain Rd.

**Roll Call:** - President Lorin Myers, Vice President Elise Paulson, Secretary Liliane Benucci, and Directors Dale Haaland, Tara Kicklighter, and Gregg Gagnon were present. Treasurer Donna Ortkiese was absent. Member Robert Hogan was present.

**Organizational Meeting Minutes:** Moved by Paulson and seconded by Kicklighter to approve the November 10, 2020 Organizational Meeting Minutes. Passed Unanimously.

**Meeting Minutes:** Motion by Haaland and seconded by Paulson to approve the November 10, 2020 Meeting Minutes as amended. Passed unanimously.

**Correspondence:** None

#### **COMMITTEE REPORTS:**

**Finance Committee Report December 2020,** Paulson reported on behalf of Ortkiese:

The Finance committee met on December 3<sup>rd</sup>, 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 meeting . 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, Quality Quick Print January mailing (approximately \$800), Corporate Commission, Florida Department of State annual filing \$61.25, Kracht Law Firm \$273.85 one ITL letter

**Expenses forecasted and paid since the last report:** Lorin Bruce Myers \$313.65, 500 forever envelopes

**Expenses not forecasted and paid since the last report:** Lorin Bruce Myers \$70.40 chain, photo cell, various postage, copy paper.

- No closings are pending.
- Two properties closed since the last meeting.
- The \$200 deposit was received from the City/Sanborn Center.
- One property was turned over to the attorney on for intent to lien letter. The 45 day demand letter was mailed on Nov. 12<sup>th</sup>.
- The Finance committee recommends moving forward with one Intent to Foreclose letter if the property with the Intent to Lien letter is not paid in full within the 45 day timeline. Paulson moved and Benucci seconded a motion that if the property is not paid in full within the 45 day timeline that we will instruct the attorney to issue a 45 day intent to foreclose letter. Passed unanimously.

- The new signatories were completed at Mainstreet bank.
- IT future expenses; replace the computer, Microsoft Office, Quick Books 2021 or 2022, Norton anti-virus were discussed.
- The amendment of Officers and Directors was mailed on Nov. 20<sup>th</sup> to the Florida Corporation Commission.
- Second quarter Reminder letters will go out around Jan. 10<sup>th</sup>.
- The annual billing for the Park at Messina will be mailed this month.
- Myers will prepare the filing and delivery of IRS forms 1096 and 1099 in early January.

**ARB:** Myers reported for Mona Quinn:

**PENDING**

<b>Date</b>	<b>Request</b>	<b>Status</b>
<b>11/19/20</b>	Received app to have home painted at <i>Lancaster Rd.</i> (855 Jordan) Main house natural/earth tone, trim white or off white and attached to app. Fence removal on same app, advised no app needed for fence removal. <b>Paint start 1/2021</b>	Revd. by Aichner, APPD by Quinn
<b>11/18/20</b>	Received an app to put a shed in the back yard on <i>Burgoyne Pl.</i> (2712 McGill). App completed, Tony emailed requestors and advised a permit is needed from county to proceed with approval from ARB, informed of matching shed roof to the roof of the home as best as possible with 3-tab shingles. <b>Pending permit from County 12/7/20</b>	Revd. by Aichner, Pending Permit.
<b>11/12/20</b>	Received an app to remove 2 trees in the back yard on <i>Old Church Pl.</i> (2603 Irwin). <b>Work to start soon.</b>	Revd. by Aichner, APPD by Quinn
<b>8/13/20</b>	Received an app, job description and architecture drawings for an in-ground pool and enclosure on <i>Lafayette Place</i> (329 Newkirk). <b>Project has begun</b>	Revd. by Graesart, APPD by Chant
<b>8/4/20</b>	Received an app and architecture drawings for a new in-ground swimming pool, deck and enclosure on <i>Burgoyne Rd.</i> (1026 Caldwell). <b>Permit Issued 9/10/20, work started</b>	Revd. by Graesart, APPD by Chant
<b>7/30/20</b>	Received an app for replacement screen pool enclosure and resurface of the pool on <i>Burgoyne Rd.</i> (1050 Fink). <b>Not started yet.</b>	Revd. by Graesart. APPD by Chant
<b>7/9/20</b>	ARB request for a fence on <i>Concord Rd.</i> (2660 Anderson). We received the app, surveyor's diagram and material description of tan color 6' vinyl fence. <b>On hold until January 2021.</b>	Revd. by Myers. APPD by Chant
<b>7/7/20</b>	ARB request and plans for a new home on <i>Concord Rd.</i> (2680 Wilkens). We have questions regarding the paint and roof color and landscaping before the app is approved. The building plans are thorough. <b>WIP Permit approved 9/25/2020</b>	Pending ARB APP.

**COMPLETED**

Date	Request	Status
10/21/20	Received an app for a roof replacement on <i>Lancaster Rd.</i> (845 Graesart). It is the same 3-tab asbestos shingle as the adjoining club villa. Material picture has been submitted. <b>Completed 10/28/2020</b>	Rev. by Myers, APPD by Chant
11/28/20	Receive app for re-roof at <i>Lexington Rd.</i> (909 Wolfe) ARB Application, permit and proposal received. Confirmed 3-tab shingles in a same shingle color currently on roof. Printed copy of color in hard copy. <b>Completed.</b>	Rev. by Aichner, APPD by Quinn

**Beautification:** There is no Beautification Award given in the month of December. The judging for best holiday decorations will be on Tuesday, December 15, 2020.

**Grounds & Maintenance:** Hogan reported the following:

- The photocell was replaced in the floodlight on the south side of the 15A entrance, but it has been tripping the breaker. Ric Ortkiese will monitor and advise. As of 12-5, the light is still cycling on and off and will be re-evaluated.
- Several branches, which had fallen in the common area beside the Sanborn residence were cut up and removed by Mike/Clean Cuts.
- Sprinkler timers were adjusted to regular time and are set to run for 30 minutes each Tuesday. Run duration can be adjusted, if determined to be needed. Mike/Clean Cuts
- Fountain timers were adjusted to standard time. M Quinn
- The repair to the hole in the road on Lafayette, near the Village Green Rd. gate, had been patched and prepped as of last meeting. It is now complete.
- Duke Energy notified of street light outage on 11-15-20, pole 794707 - 1105 Burgoyne Rd., completed 11-18-20. R Weber
- Duke Energy notified of street light outage on 11-15-20, pole 82788 - 1035 Burgoyne Rd., completed 11-18-20. R Weber
- Five Spruce trees at 2800 Trenton Place, were determined to be in need of removal due to disease. One was removed by the homeowner and one by Brandywine volunteers on 11-19-20. The homeowner stated that he will remove the remaining three trees and put them out for county pick up. L Myers
- Large oak fell, Nov. 22, at Brandywine and Saratoga Rd, blocking Brandywine Rd. The county was notified and it was cleared, to make Brandywine passable, within a few hours. The remaining debris was removed within just a few days
- Had a brief phone conversation, Dec 1st, with Matt at The Lake Doctors and confirmed that all correspondence comes to me now. We also reviewed that I/we need service reports on a timely basis, within 1 -2 days of service and also reminded him that we pay from an invoice and need that to flow smoothly also. Our next service is scheduled for approximately 12-15.
- The easement in the Condos is currently in the info gathering/confirmation phase, in an attempt to confirm if the previous quote to Condos could be honored or needs to be updated.
- A few new items, that you will hear more about in the near future, are the asphalt path from the foot bridge to Lafayette Pl. and the retention pond on the townhome side of Valley Forge at Brandywine. They will be evaluated for possible repairs needed. The asphalt path has some cracks and erosion may need to be addressed in a few areas. The retention pond has considerable erosion issues to correct where the runoff

spills from the piping into the retention area and a lesser issue where homeowner, downspout runoff has been routed to the retention area.

**Storage Facility:** Campanella's report indicated the following:

- There are 44 lot spaces.
- One space is pending.
- Several spaces have an unknown dispositions. It is unknown at the time of this writing if the spaces have been permanently vacated. No Spaces will be filled until a complete audit is completed this month at the lot. All new requests will be placed on "stand by" until further notice.

**Rules Compliance:** Kicklighter reported for Tisa Houck:

### **No Unresolved Violations from November**

### **New Violations**

- On 11/10 Houck sent a letter to a member on Burgoyne Road about removing a temporary wire property line marker in the backyard. Wire was removed and replaced with a green tape which blends in with the landscape and is an acceptable alternative to the wire.
- On 11/18 Houck sent a letter to a member on Burgoyne Road about what appears to be a rusty, moldy, dirty, inoperable van that has been parked in the driveway for an extended period of time. Van was in violation of Brandywine Parking Rules and a Volusia County Code. Van was removed but returned a few days later after having been cleaned up.
- On 12/8 Houck sent a letter to a member on Burgoyne Rd. and to the current resident about a trailer that has been parked in the yard and driveway for an extended period of time.

One appreciation card was sent out

**Welcoming Committee:** Diane Hill's report indicated the following:

- She welcomed Jodi & Matthew McGill on Burgoyne Place and gave them the welcome letter & other information. They have other Brandywine documents.
- She welcomed Nina & Daniel Perez on Saratoga Road and gave them the welcome letter & other info. They received other Brandywine documents when they closed.
- She spoke via phone to Evan Futch (wife Yiny) on Freeman Farm Road. She will visit them & present the welcome letter with other info in week or two when they officially are moved in. They received other Brandywine documents when they closed.

**Communications:** Myers reported the following:

- Updates were made to the website.
- A few loose dogs and a cat reports were circulated by email and on Facebook.
- He discussed password protection for the HOA directory on the web site.
- He discussed the January mailing.

**UNFINISHED BUSINESS:**

**Meeting Location:** It was determined that the Club House was too small and not adequately ventilated to resume meetings there. Several options were discussed, including finding an off-site space and possibly having "Zoom" meetings. Paulson will research further and report back to the Board.

**NEW BUSINESS: None**

**Adjournment:** Moved by Benucci, seconded by Paulson, to adjourn at 7:55pm. Carried.

Next Regular Board Meeting – January 12, 2021, at 7:00 pm.

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