

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

Minutes of the Regular Board meeting of December 11, 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 Renee Weber, Treasurer Dale Haaland, Directors John Chant, Mike Campanella, and Cindy Capps were present. Members Tisa Houck, Diane Hill were also present.

**Minutes:** Motion by Haaland and seconded by Weber to approve the Organization Meeting minutes of November 13. Passed unanimously. Motion by Weber and seconded by Capps to approve the regular meeting minutes of November 11, 2018. Passed unanimously.

**Correspondence:** None. Myers informed the Board that all Board Eligibility and Certifications had been completed.

**COMMITTEE REPORTS:**

**Financial:** Myers reported the following:

- The finance committee met at 1:00 pm on December 4, 2018. Dale Haaland, 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.
- **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 Association meeting rental, Duke Energy utility bill, JLS Holdings, fence agreement 1yr. \$1.00.
- **Expenses forecasted and paid since the last report:** All Quality Products \$262.95, lumber for foot boards on the walking bridge; Tisa Houck reimburse screws for the bridge foot boards \$ 39.94; EA Zebell \$438.75 (2) ITL letters.
- **Expenses not forecasted and paid last since the last report:** \$50.00 reimburse Wayne Sanborn landscaping work on the weir. Tisa Houck reimburse Xmas decorations \$ 62.84
- One closing is pending.
- One closing is completed.
- The Mainstreet Bank primary account signatories were changed effective Nov. 26<sup>th</sup>.
- The Corporation Commission amendment updating the new and past officers and board members was mailed on Nov. 14<sup>th</sup>. The Florida Credit Union signature changes are pending that amendment.

**ARB:** Chant reported the following:

**Pending Applications:**

- On November 19, 2018, he received a request for a shed for a residence on Green Mountain Road. Permit pending.
- On November 12, 2018, he received a request for a new roof for a residence on Freemans Farm, pending permit.
- On November 13, 2018, he received a request for tree removal and paint for a residence on Burgoyne Rd. The tree removal is done and the paint is pending. Approved by Chant.

**Completed Applications:**

- On November 5, 2018, Dick Fletcher received a request for a new roof from a resident on Valley Forge Road. Dimensional 3 tab shingle. Approved by Chant, permit received, completed.
- On November 23, 2018, Myers approved a window replacement job on Shenandoah Rd. Reviewed by Chant. No permit required by the HOA.
- On October 24, 2018, Myers received an application for exterior fascia replacement and exterior paint in 'mindful gray' and 'smokehouse', a shade of brown for a residence on Old Church Place. Approved by Chant. Reviewed by Myers.

**Beautification:** Benucci reported that there is no monthly beautification award given in December. Instead an award will be given for the Best Holiday Decorations. She and Houck will tour the neighborhood on December 14, 2018 at 6:30 pm.

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

- Clean Cuts completed the usual common area trimming and mowing
- The Lake Doctors' monthly report showed ponds were treated for algae, emergent, and terrestrial weeds.
- Two streetlight outages were reported to Duke Energy. One light was a second request and was repaired. The other has been referred for a cable repair.
- Wayne Sanborn suggested to Myers that improvements be made to the channel and weir at pond 3. Sanborn arranged to have the area cleaned out, dirt moved to cover the roots of a nearby tree and sandbags stacked to stabilize the channel. This work cost the HOA \$50.
- DOT trimmed a branch encroaching on the right of way at Kings Mtn./Valley Forge Road.
- Skip Houck replaced over 20 floor boards on the walking bridge.

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

- 45 Lot Spaces (Viewed in person)
- One showed expired as of today's writing (12-08-2018)

- Five lot spaces are confirmed as available
- Two lot spaces were vacated since last report
- Zero lot spaces were filled
- One vacant spot carries an unknown disposition. It is unknown at the time of this writing if the space has been permanently vacated. Correspondence will follow this month to verify the status.
- Contact was made with the owner with the expired registration.
- Extra patrols by VCSO have continued.

**Rules Compliance:** Houck's report indicated the following:

#### **Unresolved from November:**

On November 20, 2018, Houck and Myers sent first class and certified mail second letters to a tenant and owner of a property on Lexington Road about a truck with a loaded trailer that has been repeatedly parked in the yard and/or street both in the daytime and overnight. Owner and tenant signed for certified letters upon receipt. Trailer has not been parked at the residence since the letter was received.

#### **New Violations:**

- On November 14, 2018, Houck sent an email to a member on Concord Road about an RV that had been parked in the driveway for an extended period of time. The RV was removed on November 16, 2018.
- On November 18, 2018 Myers sent an email to a member on Old Church Place about a commercial sign in the front yard. As a follow up, on November 21, 2018 Houck left a voicemail. Myers stopped by the home that day and spoke with the owner, and the sign was removed at that time.
- On November 26, 2018, Houck sent an email to a member on Shenandoah Road about a dumpster that had been parked in the driveway for an extended period of time. Dumpster has been removed.
- On November 26, 2018, Houck called Volusia County Code Enforcement about a vehicle (#1) that had been parked in the yard on Lexington Road for an extended period of time. On November 27, 2018, the vehicle has been moved.
- On November 26, 2018, Houck called and left a message for a member on Valley Forge Road about a trailer that has been parked in the driveway for an extended period of time. On November 29, 2018, Houck sent an inquiry letter about the trailer. Trailer was removed a few days later.
- On November 29, 2018, Houck called Volusia Co. Code Enforcement again about an unregistered/inoperative vehicle (#2) that had been parked in the driveway and on the same day sent a letter to the tenant and owner of the property on Lexington Road, notifying them that Code Enforcement had been notified. A week later Houck spoke with CE who said a letter had been sent to the owner and will then go to the tenant who has 10 days to comply before a lien is placed against the property. The vehicle has been removed.
- On December 5, 2018 the Rules Compliance Committee and Myers met to discuss actions that may be taken regarding violations by members on Lancaster Road and Lexington Road. Houck and other members had received texts and/or emails from mem-

- bers on Lexington Road and Lancaster Road who were concerned about possible violations on those streets. The Committee also discussed legal advice that Myers received from the attorney regarding steps to take when covenant violations are not corrected.
- On December 7, 2018, Houck sent a letter to a member on Lancaster Road about violations related to home repair/maintenance, signs, creating a nuisance with on-going, unsightly mechanical work in driveway, weed removal, and general property clean-up.

**Welcoming Committee:** Hill reported she spoke with the new owner of a residence on Lexington Road. He is planning to renovate the entire home and re-sell it. He is aware of the procedures that need to be followed regarding any re-painting, etc.

**Communications:** Myers reported the following:

- He discussed the January mailing.
- Updates were made to the website.
- Three missing dogs were returned to their owners through email and Facebook over the last month.
- One suspicious person was reported to VCSO on N. Saratoga Rd. on 12/6/18.
- He received three notices of stolen items from yards over the last month.

#### **UNFINISHED BUSINESS:**

**Little Free Library** – tabled until February 2019. Weber reported that her research on the pros/cons of Little Free Libraries in HOA neighborhoods revealed the following:

Pros: Promote sense of community, opportunity for folks to converse, makes the neighborhood appear engaging.

Cons: May not be maintained properly, don't go through proper channels to set up, is a violation of signage or detached structure C&R.

The majority of these libraries were located in a frequented common area such as a clubhouse or pavilion.

#### **NEW BUSINESS: None.**

**Adjournment:** Moved by Benucci, seconded by Chant, to adjourn at 7:42 pm. Carried.

Next Regular Board Meeting – January 8, 2019 at 7:00 pm.

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