

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

Minutes of the Regular Board meeting of February 12, 2013

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

**Roll Call:** - Directors Jonas, Alonzo, Weber, Myers, Hill, Fletcher, and Benucci were present.

Members Lilliann Alonzo and Elaine Clark attended the meeting.

**Minutes:** Motion by Myers, seconded by Fletcher to accept January minutes as presented.

**Correspondence:** Alonzo was contacted regarding fencing and paint color options by someone who may or may not be interested in moving into Brandywine.

**COMMITTEE REPORTS:**

**Financial/Membership:**

**Financial:** Fletcher noted that we closed out the quarter with substantial cash on hand and significant reserves.

- ✓ We have been experiencing some high water bills on one meter the last few months. These high bills have continued with the most recent billing cycle. While these bills are not outrageous, we intend to question the city utility department in person.
- ✓ We purchased 2,500 printed bulk rate envelopes for \$171.47. These should last a few years.
- ✓ The annual corporation filing was submitted to the state on line. This filing keeps the state records up to date as to the officers and directors of the corporation.

**Collections:** Fletcher indicated there were two outstanding demand letters from last quarter; one was paid in full. The other demand was not paid and as of January 2, 2013, a lien was filed on that property. We now have seven liens plus the government-owned house, and the total value of these delinquencies is approximately \$9,800.

- ✓ Twenty-three second quarter reminder letters were sent out by Myers on January 14<sup>th</sup>; all but three properties paid by January 31. One has since been paid in full and two demand letters remain outstanding.
- ✓ The annual Mallards bill for \$1,384.17 was sent to the new owners and was due on February 1, 2013. Myers has had communication with the new owners and the check for the full amount was received on February 12, 2013.

**Grounds & Maintenance:**

- ✓ Jonas reported that Pond #1 retention area next to the condo clubhouse has been cleaned out and the banks rebuilt by McLane Excavating for a total cost of \$4,750.
- ✓ Jonas and Schrader seeded the Pond #1 area with rye grass and fescue mix after McLane was finished for a total cost of \$107.26.

- ✓ Jonas and Schrader installed a 2" x 4" x 4' high wire mesh fence for a distance of approximately 160' along the north side and approximately 40' along the south side of the Pond #1 retention area in an attempt to trap debris before it gets into the retention area. Total cost was \$225.52.
- ✓ Jonas contacted FDOT and they have installed a trash collection system at their outlet into Pond #1 retention area, also to attempt to collect any debris exiting their drainage system before it enters our retention area.
- ✓ Jonas has also contacted Volusia County and they have ordered a complete inspection of the Brandywine Shopping Center storm water system after we discovered what appear to be serious problems resulting in our receiving excessive runoff from their system. More to follow as this develops.

### **Lawn Care & Beautification:**

- ✓ Jones and Schrader took down a dead tree and Clean Cuts is in the process of removing it and clearing the area along Brandywine Road adjacent to Pond #2. This project was suggested by Wayne Sanborn and was a great idea, as it is going to afford a clear view of the pond as you enter Brandywine.
- ✓ Clean Cuts will also be trimming Crepe Myrtles in the next month or so and also will be removing old and overgrown shrubs from the Lafayette cul de sac.
- ✓ The Beautification Award has been presented to Deen Comer of 920 and Penny Smith of 924 Village Green Road. Their adjoining condos are always nicely landscaped and are especially beautiful now with the Azaleas in bloom.

**Storage Lot:** Schrader reported that as of this date there were 20 units in the storage facility.

Violations activity is as follows:

- ✓ No response from pop-up camper owner (3 violations) letter sent 1/7/13.
- ✓ The trailer without a license now has a current one.
- ✓ The trailer with an unusual license responded immediately and the plate is legal.
- ✓ One of the (2) boats of a former owner has been removed.
- ✓ There are (2) units with plates that expired 1/13, but it is premature to send notices.

Notes:

- ✓ New keys have now been given to all storage lot users due to a recent lock change. (Two locks keyed the same have been purchased.
- ✓ Schrader now has email for all lot users.
- ✓ Last week a user reported that batteries had been stolen from both his boat and travel trailer. There were no signs of a break-in or of any other vandalism.
- ✓ All users were notified by email of the thefts and were advised to check their units.

**ARB:** Alonzo reported there were seven requests this month: two new roofs, three tree removals, one paint color, and one fence, all which were approved.

**Rules Enforcement:** Hill reported that one violation letter was sent out this past month.

**Web Site:** Messages were changed to the home page regarding pedestrians, tenants, speeding and dues deadlines. Current Beautification Award and monthly minutes were added.

**Neighborhood Watch:** There was a meeting on January 10, 2013 at 7:00 pm at the Clubhouse which was well-attended. Sgt James Day of the Volusia County Sheriff's Office brought informative brochures, and talked about being mindful of one's surroundings and reporting any unusual activity to the Sheriff's non-emergency number. Sgt Day also noted that just because we haven't seen a lot of crime in the neighborhood recently doesn't mean it isn't out there.

**Welcoming Committee:**

- ✓ Weber noted that a welcome letter to neighbors was sent to 17 rental properties to encourage renters to establish contact with the HOA board, alert them about HOA rules and regulations, and tell them how to obtain copies of all documents.
- ✓ A welcome packet was mailed to Tammy Blackwelder and Jason Allman owners, but not residents, of a Valley Forge property.

**Planning Committee:**

- ✓ Fletcher spoke with the Chief Building Official on February 12<sup>th</sup>, and he was assured that the County is checking the progress at the Valley Forge Road house on a daily basis. The owner is behind with respect to his original timetable, the primary reason being that the county engineering department rejected the plans submitted for the windows and doors and is waiting for a resubmission by the owner's engineer. The county has approved continuation of the exterior wall work on the north side of the building.
- ✓ The large property at the Highway 17 entrance was sold on January 24<sup>th</sup> to the bank holding the mortgage. This property was previously approved for a 36-unit development.
- ✓ Fletcher spoke with the real estate agent who had the property for sale and he said he understands that the bank does want to sell. No development action is expected until the property is sold.

**Garage Sale:** Hill reported that information regarding the Garage Sale (March 9, 2013) has already been listed in Craig's List and will be listed again next month. We will also advertise in the local papers as we have done in previous years, but won't do that until February.

**Bylaws & CCRs:** The committee met Monday, January 21<sup>st</sup>, at Schrader's house. Richard Fletcher, Ken Jonas, Lorin Myers, Jim Schrader and Wayne Sanborn were present. Discussion was held with regard to the 75% voting provision necessary to amend the governing documents at an annual meeting, whether to attempt to amend that provision and, if so, should the motion to amend be a percentage of the total members or the quorum.

**OLD BUSINESS:**

**Retention Area Clean-Out:** Jonas sent an email to the board on January 15<sup>th</sup>, requesting approval to go forward with the retention area clean-out. After receiving unanimous email approval Jonas went forward with hiring McLane Excavating Company to complete the work at a cost of \$4,750. Myers moved to pay, Alonzo seconded, and the motion was carried with no discussion. The reserve fund will be used to finance this project (revised minutes of June 11, 2013).

**NEW BUSINESS:** None.

**Adjournment:** Moved by Alonzo, seconded by Fletcher to adjourn at 8:05pm. Carried. The next meeting will be held on March 12, 2013.

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