

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

Minutes of the Regular Board meeting of February 9, 2016

Call to Order: The meeting was called to order by President Myers at 7:01pm.

Roll Call: - President Myers, Vice-President Houck, Secretary Benucci, and Directors Hill, Weber, and Campanella were present.

Member Al Sirutis attended.

Minutes: Motion by Benucci, seconded by Houck to accept the January 12, 2016, minutes as presented. Motion carried unanimously.

Correspondence: Several notices for seminars received, among them one put on by Leland & Associates and another by the Community Association Institute.

COMMITTEE REPORTS:

Financial: Myers reported for Treasurer Zirkle:

- The Finance committee met on Feb. 2nd. Zirkle, Sirutis and Myers were present. Sorensen was absent.
- IRS filings 1099 and 1096 were completed and mailed in January.
- Florida Corporation Commission annual report was filed in January.
- Discussion of the Profit and Loss report, Check detail report, Balance Sheet and Accounts Receivable Aging
- Forecasted expenses: Clean Cuts contract, Lorin Myers contract, Liliane Benucci contract, Lowe's gift certificate, City of Deland water, Tinker Graphics web hosting, Lake Doctors contract, Condo Association meeting rental, Duke Energy utility bill. Mark Zirkle reimburse materials for pedestrian bridge repairs (undetermined amount)
- Not forecasted but paid: Sanborn Center \$100 deposit for annual meeting. Brian's BBQ \$500, deposit catering for Annual Meeting. Tisa Houck, recording secretary duties Jan. \$50.00. Reimburse Lorin Myers, external hard drive, postage \$81.27, Quality Quick Print, replace 1 monthly meeting notice sign \$66.56.
- Two Properties closed since the last meeting.
- One property is scheduled to close on Feb. 12th.
- One property was turned over to the attorney on Monday 2/8 for a demand letter regarding unpaid second quarter assessments.
- A Payment Plan proposal was forwarded to the Board.

ARB: Campanella reported the following:

- On January 13, 2016, he received an application to remove two palm trees; one is dying and one is overgrown. Approved by Fletcher and Campanella. As of 2-8-16 the trees have not been removed.
- On January 21, 2016 he received an application to remove two oak trees. Fletcher went to the residence and looked at the trees and then he and Campanella approved the request. It is unknown if the trees have been removed yet.
- On January 22, 2016 he received an application for a re-roof; replace the existing roof with the exact shingles as the neighbor. Schrader visited and residence and he and Campanella approved the request. As of 2/8/16 the work has not started.
- An application to repaint the exterior of a house was approved, but the project has been put on hold until February/March 2016.

Beautification: Benucci reported that this month's beautification award was given to Claudia and Steve Trombley of 2734 Saratoga Road.

Grounds & Maintenance: Houck reported the following:

The following items were addressed in January:

- Houck and Zirkle removed the broken reflectors from the posts at the end of the walking trail on the Valley Forge cul-de-sac. Reflectors were replaced with red reflecting tape. Houck disposed of the abandoned street sign that had been lying at the end of the trail.
- Zirkle replaced two handrails at the west end of the walking bridge.
- Zirkle contacted the owner/contractor of Built Rite Construction, and the two of them, along with Myers and Houck, met on Friday, Jan. 22, for an inspection of the walking bridge's integrity. It was noted, as we had, that there is a dip in the deck; two vertical supports are out of plumb; and there are several sections of the handrails and footboards that need to be replaced because of splintering. In addition there is one support that shows some deterioration but will not need to be repaired for many years. We were assured that the bridge is structurally sound and safe to use, and were told that the name of a suitable contractor would be passed to us so we can contact them to make the repairs to the vertical supports. Mark Zirkle and Skip Houck will replace the splintered handrails and footboards. As of this date, we have not heard back from the owner/contractor.
- On Wednesday, January 27, Houck, Weber, and member Sue Griffis met with Mike Graves at the 17 entrance to discuss replacing plants in front of the two brick walls. After an hour of discussion, Mike said that on Feb. 11, he will bring a variety of sample plants and let us see what we think will work well considering height, water tolerance, sunlight, and maintenance.
- One of the in-ground monthly meeting signs was replaced due to deterioration.
- The ponds were treated for weed control.

Storage Facility – Jerry Hill: Hill's report indicated that the storage lot contains 20 units, all tags are up to date, etc. There were two new units via new Burgoyne neighbors.

Rules Compliance: Hill reported the following:

- One violation letter was sent regarding an assumed business van, with no lettering, parked nights & weekends at a residence.
- Several notes of cars/vehicles parked on lawns, all resolved without written notices.

Welcoming Committee: Sorensen report indicated that there were no new members welcomed as of February 7, 2016.

Communications: Myers reported the following:

- Updates were made to the website.
- Two missing cats and a bridge repair email went out during the last month.
- The only Sheriff's activity was domestically related.
- A curbstone issue related to state statutes published by the Sheriff's department was distributed among the board members regarding vehicles for sale on the route 17 roadway.

Benucci reported that new Admins were added to the Brandywine HOA Facebook page. Admins have the ability to edit others' posts and remove offending posts. These types of edits should only be necessary in the event an item is posted that is offensive, derogatory, or otherwise not in line with the objective of the Brandywine HOA Facebook page, which is to exchange information, suggestions, and pictures of our community.

UNFINISHED BUSINESS:

- **Payment Plan for Delinquents** – The Finance Committee recommended that we contact our attorney to discuss our collections as they relate to the Fees Schedule, other collection options and to obtain input on the specific Payment Plan. Weber moved, and Benucci seconded to give the Finance Committee the go-ahead to contact our attorney. Motion carried unanimously.
- **Annual Yard Sale** – Director Hill reiterated that the annual yard sale will take place on March 12, 2016. She will place the appropriate advertisements the week before the yard sale.
- **Clean Cuts Contract** – President Myers indicated that he has not received a new contract from Mike Graves. Graves has previously responded that he saw no need to increase the cost of the contract for the next 2 year term. Vice President Houck offered to ask Mike about the contract at their meeting on Thursday, February 11, 2016.

NEW BUSINESS:

- **November Monthly Meeting Date** – After some discussion it was moved by Benucci and seconded by Hill to hold the Organizational meeting and the November monthly meeting on Thursday, November 17, 2016. Motion carried unanimously. The reason for the unusually late meeting date is that the Annual meeting will be held on November 9, 2016 and November 15, the third Tuesday, is when the Condo Association holds their meeting, making the room unavailable.
- **Caterer for the Annual Meeting** – **There** being no other recommendations, it was decided to use Brian's BBQ. A check for the deposit will be forwarded to Brian's to hold the date.
- **Dog Bag Dispensers** – It was decided that this suggestion is not feasible at this time.

Adjournment: Moved by Benucci, seconded by Weber to adjourn at 8:23pm. Carried unanimously.

Next regular Board meeting: March 8, 2016, at 7:00 pm

Respectfully Submitted: Liliane Benucci – Recording Secretary