

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

Minutes of the Regular Board meeting of January 10, 2017

Call to Order: The meeting was called to order by President Myers at 7:02 pm.

Roll Call: - President Lorin Myers, Vice President Tisa Houck, Secretary Liliane Benucci, Directors, Renee Weber, Diane Hill, Mike Campanella and Treasurer Steve De Land were present.

Minutes: Motion by Weber and seconded by Campanella to accept the November 17, 2016 Organizational Meeting minutes as corrected. Passed unanimously. Motion by De Land and seconded by Hill to accept the November 17, 2016 meeting minutes as presented. Passed unanimously.

Correspondence: Myers was contacted by Jim Smith of Aaron Pest Control regarding an agreement to pay JLS holdings the sum of \$1.00 per year to allow a wire fence owned by the HOA to remain on the property. Myers moved to approve an annual payment of \$1.00 to JLS holdings to enable the HOA to keep its wire fence; on their property, which is located next to Pond 1/Route 17." Benucci seconded and the motion was unanimously passed. Myers provided the signed and dated agreement between JLS Holdings and the HOA. Smith also offered to sell the property to the HOA. After some discussion no action was taken by the Board regarding purchasing the property.

COMMITTEE REPORTS:

Financial: De Land reported the following:

- The Finance committee met on December 5th, Steve De Land, Dick Fletcher, Chris Sorensen and Lorin Myers were present. The finance committee met again on January 2nd. The bank statements were reviewed, the Profit & Loss, Check Detail, Balance Sheet and Accounts Receivables and 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, Florida Dept of State annual Corporation fee - \$61.25, Deposit Catering Annual meeting, City of Deland/Sanborn Center reserve Ballroom B - \$100, Bauer & Associates, opinion Development guidelines.
- Expenses forecasted and paid: Bauer & Associates \$286.00, 2 Demand letters; Bauer & Associates \$14.33 Demand letters time/cost; Directors/Officers liability, crime bond wrap. Florida Department of State filing \$61.25.
- Expenses not forecasted and paid: Lorin Bruce Myers, postage, mailings, ink reimburse \$104.81. JLS Holdings dba Aaron's Pest Control fence agreement \$1.00 Quality Quick Print, relabel monthly meeting signs and relabel Storage Lot contact sign \$53.25. Bauer & Associates \$27.92 email+ postage re: second Demand letter. Clean Cuts Lawn Care \$150 repairs and plantings.

- Mapili CPA's engagement for a Compilation and taxes was signed and returned.
- The signatures on the Mainstreet account were updated in November.
- The Corporation commission filing has been completed. The signatures at Florida Credit Union will be updated after the commission check clears and the Sunbiz account is updated.
- No properties closed since the last meeting and no properties are scheduled to close this month.
- Member/attorney David Slachter has a sideline company called Cypress Data Services. He has been assisting registered agent Myers with erroneous legal service and erroneous requests for other Brandywine associations in Florida at no cost to the Association.
- After the holidays the Finance committee will begin pursuing our long term arrears accounts.
- Two properties 45 day Demand letters in regards to their late first quarter assessments were mailed by the attorney on November 15th. One was paid in full on Nov. 28th. The other was paid in full on Dec. 30th.
- The \$200 damage deposit was reimbursed by the Sanborn Center and deposited on Dec. 9th.
- The billing for the Facilities Maintenance contract with the Mallards went out on Dec. 20th. Payment was received on Dec. 27, 2016.
- Second quarter reminder letters will go out on Wednesday 1/11.
- Myers will prepare IRS form 1099 for the eligible vendors.
- As of today's date 25 properties are in arrears 2nd quarter assessments.

ARB: Campanella reported the following:

Pending:

- On October 11, 2016 an application was received from a resident on Burgoyne Rd. to remove a large rotten tree from his back yard. Approval given on 11-4-2016 by Campanella. Info sent to Fletcher for review and authorization. Tree has not been removed as of report date.
- On October 24, 2016 an application for a new driveway was received from a resident on Freeman's Farm Rd. Project pushed off until late February or March of 2017. Research needs to be done on materials prior to approval.
- On October 24, 2016 an application for a replacement roof due to storm damage was received from a resident on Green Mountain Rd. Roof will be similar color in architectural shingles. Approval given on 11-4-2016 by Campanella. Info sent to Fletcher for review and authorization. Project on hold per home owner as of 01-10-2017.
- On December 12, 2016 an application to replace a fence, pool screening, and roof due to storm damage was received from a resident on Concord Rd. The project is still pending insurance approval.
- On October 21, 2016 an application to take out two rotted trees was received from a resident on Valley Forge Rd. Approved by Fletcher. Unknown if work has been completed.

Completed:

- On December 4, 2016 an application for tree removal from a resident on Concord Rd. was received. Completed
- On November 15, 2016 an application for a new roof for a residence on Burgoyne Rd. was received. Completed and permit received.
- On September 9, 2016 an application to repaint the residence the same color was received from a resident on Charleston Pl. Earth tone trim and common yellow for the exterior. Approval given to start the project, completed.
- On October 22, 2016 an application was received for a roof replacement due to storm damage from a resident on Freemans Farm Rd. Roof will be similar color in architectural shingles. Approval given on 11-4-2016 by Campanella. Info sent to Fletcher for review and authorization, completed 1/10/2017.
- On November 3, 2016 an application for new paint and siding on the front of the house was received from a resident on Burgoyne Rd. Siding and paint is identical to existing material. Also applying to build a new chimney box and privacy wall around AC unit. More info is needed on materials for wall before construction. Contact with resident was made regarding paint and siding only, not chimney box and AC wall, completed 10/13/2017.
- On November 7, 2016 an application to remove a dying tree was received from a resident on Lancaster Rd. Contact and approval made by Campanella and Myers on 11-7-2016. Resident will contact ARB when the work is complete, completed 1/13/2017.
- On October 13, 2016 an application to remove two trees in the back yard was received from a resident on Valley Forge Rd. Approved by Fletcher and Myers, completed 1/10/2017.

Beautification: Benucci reported that the award for best holiday light display was given to Laurie and Gene Yancey of 2621 Saratoga Pl. The monthly beautification award for this month was given to Jackie and Harold Tharp of 2620 Burgoyne Rd. Discussion was held regarding the interest to purchase a more appropriate sign for the annual best holiday light display.

Grounds & Maintenance: Weber reported the following:

- Duke Energy replaced the electric line at the SR 15A and Brandywine Road restoring power on December 14 to the street light, Brandywine sign and HOA irrigation system. The plantings around the sign and in the median suffered from lack of water for nearly two months. Most are recovering with the return to scheduled irrigation and rainfall.
- Mike Graves repaired minor leaks in the irrigation system at the 15A and US 17 areas. At the request of the Grounds and Maintenance committee, Mike planted flax lilies at the tip of the median at US17 entrance replacing the annuals which he donated each season but had become difficult to maintain.
- The Clean Cuts crew has been focusing on weeding and cleaning out common areas including islands and the Brandywine Road median at the US17 entrance. Weber is working with Mike to decide which areas in the neighborhood need fresh mulch.
- Weber cleaned up around pond 3 by picking up litter on several days, scrubbing the parking area posts and removing branches from the water.
- The Lake Doctors have performed the regular maintenance on the ponds.

- There are many trees that have grown under or around street lights in Brandywine and are blocking the light output. Weber contacted Duke Energy but was informed that they do not trim trees for illumination purposes. Weber contacted Volusia County Road and Bridge about trimming the trees but has not heard back from that office yet.

Storage Facility – Jerry Hill: Hill’s report indicated 21 units are in the lot. One trailer, owned by a tenant on Saratoga Rd., has an expired tag. Hill spoke with the tenant in November, and the tag was to have been replaced. Hill will attempt contact again.

Rules Compliance: Houck reported the following:

- A letter was sent to a resident in response to a letter she sent informing the Board of a disagreement between her and a neighbor over a tree, an improvised string fence, and a PRIVATE PROPERTY sign. The letter stated that the HOA is not responsible for the tree removal, and thanked her and her husband for the letter. (The fence and sign had been removed.)
- A resident on Lancaster Rd. complained about neighbors parking cars in the street around the cul-de-sac, blocking other vehicles' access. Houck called Volusia Co. Dept. of Striping and Signs, and they agreed to erect a NO PARKING sign in the cul-de-sac. Houck told the complainant that she could call the sheriff's office to report violations. As of 1/3/17 the sign had not been installed. Houck is awaiting a return call from the County.
- A letter was sent to a resident on Shenandoah Rd. about a boat parked in the driveway. The boat was removed.
- A reminder letter was sent to a family on Burgoyne Rd. about cleaning up after their dogs when they walk them in the neighborhood.
- A resident complained to the Board (by email) that police-issued vehicles visibly parked in driveways violate our HOA's commercial vehicle code and insisted that the Board take action to enforce the code. President Myers responded that two years ago the Board ruled that police vehicles are not commercial vehicles and can be allowed to park at residences, and that these vehicles are often a deterrent to crime. The Board's rulings comply with the state Attorney General's 2005 legal opinion to that same effect, and Myers quoted those documents and their Florida Statute numbers in his email response to the complainant, who was not satisfied with the response or the rulings.
- A resident of Kings Mountain Rd. informed president Myers that the trailer parked at his residence could not be moved to the storage lot after having been overloaded. He is out of town until Feb., but will move it as soon as he returns. A letter was sent to him confirming this information.

Welcoming Committee: Hill reported that no new members were welcomed during the past month.

Communications: Myers reported the following:

- Updates were made to the website in November and December.
- The January mailing was discussed.
- One neighbor requested intervention from the HOA and Volusia County Sheriff’s Officers living in the community regarding a loud motorcycle. The resident officers are not allowed to intervene in third party non-witnessed violations while off duty unless

there is reason to believe it is life threatening. The HOA board has no jurisdiction or authority to assist VCSO in moving or non-moving traffic violations. Anyone that believes a violation has occurred should call Volusia County Sheriff's Office to make a first hand report.

- One loose dog, one lost cat, one found cat and a concern for a neighbor's state of mind requests were addressed during the last couple months.
- The black bear reports have diminished since early November.
- The current sex offenders list was reviewed by Myers and Sergeant/Director Campanella. All of our residents on the list appear to be in compliance

UNFINISHED BUSINESS:

Christmas Decorations: Benucci reported that she and Houck had removed the Christmas decorations from both entrances and that they are being stored in Benucci's attic until next year.

NEW BUSINESS:

Annual Meeting: The date of the annual meeting has been set for November 7, 2017. The venue has yet to be decided; Board members will be visiting an alternate location to determine which will best suit our needs. After perusing a new menu received from "Take a Byte" Catering, the Board voted to change it up a little and book their services for the annual meeting. Campanella moved, Benucci seconded, and the motion was unanimously passed.

Annual Garage Sale: The date for the annual garage sale is March 11, 2017. It was suggested that the hours be extended to 7 - 2 and arrangements would be made with some thrift companies to enter the area for pick ups.

Adjournment: Moved by Benucci, seconded by Campanella to adjourn at 8:31pm. Carried.

Next Regular Board Meeting - February 14, 2017 at 7:00 pm.

Respectfully Submitted: Liliane Benucci - Recording Secretary