

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

Minutes of the Regular Board meeting of January 9, 2018.

Call to Order: The meeting was called to order by President Myers at 7:04 pm.

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

Minutes: Motion by Houck and seconded by De Land to accept the November 14, 2017 meeting minutes. Passed unanimously (Weber was not in attendance for the meeting minutes discussion/approval).

Correspondence: None to report.

COMMITTEE REPORTS:

Financial: De Land reported the following:

The Finance committee met on Dec. 8th, Steve De Land, Chris Sorensen, Mark Zirkle and Lorin Myers were present. The Finance committee met on January 3rd, Steve De Land, Chris Sorensen and Lorin Myers were present, Mark Zirkle 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 Doctor's contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Condo Association meeting rental, Duke Energy utility bill, USPS 500 post-paid return address #10 envelopes (\$300), Affordable Tree Service, Florida Department of State, Deposit for Annual Meeting (Sanborn Center).

Expenses forecasted and paid since the last report: Best Masonry, Inc. \$2,950; repair 17 entrance wall, E. A. Zebell PL \$206.10 ITL notice. JLS Holdings \$1.00 fence contract. Reeves Tree Service \$3,850.00. Lane-Lennon \$2,101.00 Crime bond D+O wrap.

Expenses not forecasted and paid last since the last report: Lorin Myers reimburse \$62.24 nuts, bolts, paint, weather stripping, postage, name badges. Clean Cuts mulch 17 Entrance and median \$725.00

- 3 properties are scheduled to close
- 2 properties have closed since last meeting
- The \$200 damage deposit was received from the Sanborn Center.
- Approximately 90 bricks are left over from the 17 Entrance Wall repair
- Mallards Apartments paid their Maintenance contract for 2017.
- One lien is pending filing by our attorney which will result in ITF decision by the board.

- Second quarter Reminder letters will go out on Jan. 10th. As of this date 25 properties are in arrears for 2nd quarter assessments.
- IRS forms 1096 and 1099 were mailed certified on Jan. 9th.

ARB: Campanella reported the following:

- On July 8, 2017, three applications were received from a resident on Burgoyne Rd. - a new roof, replacing hardy board and repainting, and replacing/repairing the front and back parch. Only the roof is completed as of this writing. Contact made with the resident and two remaining projects are still in progress with new windows being explored and the fixing the fence. Window project pre approved and the resident was told to contact the county for permitting if applicable. Approval was given in July 2017.
- On October 13, 2017, an application for tree removal was received from a resident on Village Green Court. Very large tree. Work is not complete and he is hoping it happens this week. Approval was given back in October 2017.
- On October 18, 2017, An application to bring a shed from another property was received from a resident on Concord Rd. Shed was approved in October 2017 pending the paperwork from the county. Project is still on hold because the county will not grant a permit until he provides wind load factor paperwork that came with the shed when he initially bought it years ago. The project is still active, and the resident will either get the required paperwork soon or buy a new identical shed and move forward from there.
- On November 3, 2017, an application to repaint the firewall between the houses was received from a resident on Lancaster Rd. The firewall will be painted the same color. Approved and completed before the new year.
- On November 7, 2017, an application for a new roof was received from a resident on Freeman's Farm Rd. Application approved in December, but the roof is still pending, due to the storms. The resident has not received an estimate yet, but intends to move forward as soon as he gets one.
- On December 8, 2017, an application for dead tree removal was received from a resident on Freeman's Farm Rd.. Application approved in December and the tree has been removed.
- On November 8, 2017 an application for a new roof was received from a resident on Bennington Rd. Replacement is the same as existing. Approval given in November of 2017. C&R has been hired, but no date has been given, and the residents are still waiting to hear back.
- On December 19, 2017, an application for a new shed was received from a resident on Burgoyne Rd. Approval given in December 2017. Shed hasn't arrived due to a back log in permitting. The resident also plans to fix his fence after the shed is in. Already has estimates.
- On December 28, 2017, an application for a new shed was received from a resident on Burgoyne Rd. Approved in December 2017. Shed is in and signed off. Permit handed in.
- On January 2, 2018, an application to repaint a house the same color was received by a resident on Kings Mountain Rd. Approval given in January 2018. Left a message on 01-08-2018 regarding the progress.
- On January 3, 2018, an application to repaint a house the same color was received from a resident on 775 Lancaster Rd. Left a message advising of approval. Unknown if the project is started or completed as of 01-08-2018.
- On January 9, 2018, an application for removal of two trees and trimming of a third was received from a resident on Burgoyne Rd. One of the two to be removed is dead, both being a threat to the house due to proximity. Project Approved.

Beautification: Benucci reported that the monthly beautification award was given to Janet Rabin at 2603 Old Church Place.

Grounds & Maintenance: Weber reported the following:

- Best Masonry, Inc. repaired the US 17 entrance (north) wall sign that had been damaged by hurricane Irma. Mainly the original bricks were reused with only about 200 repurposed bricks needing to be purchased. Total cost for materials and labor was \$2,950.
- Broken brick from the damaged wall sign was put down at the end of the concrete drain from the ponds near the walking bridge area to reduce erosion from the water flow. In order to remedy the erosion under the west end of the asphalt walking path at the bridge, bags of concrete were put down and fresh concrete was laid over these and around the plastic drain pipe. Volunteers Skip Houck, Bill Matherly, Terry Evans and Lorin Myers carried out these two projects.
- Clean Cuts mulched around the plants at both US 17 entrance wall signs and throughout the median along Brandywine Rd. The regular bush trimming and mowing rotation continued as needed in this slow growth season. Extra attention was given to cutting weeds around the perimeter of pond one. Mike Graves found a break in the water line at the 15A entrance. He is in the process of working on the system and currently has the irrigation turned off in that area. Myers and Weber are in discussions with Mike concerning specific grounds maintenance duties and requests, project guidelines and improved communication in anticipation of a Clean Cuts contract renewal next month.
- A streetlight outage was reported to Duke Energy. The light was repaired.
- The Lake Doctors treated the ponds for weeds, “cleaned outfall” and added pond dye in November. In December, the ponds were treated for algae and weeds.
- Skip Houck repainted the caution stripes on uneven sections of the walking trail.

There was discussion that there were still some stripes that needed to be repainted.

Storage Facility: Zirkle’s report indicated the following:

- Since our last report, there has been a great deal of work in the lot that included the removal of five trees, stump grinding and trimming of trees. This allowed us the opportunity to organize the storage lot, creating a safer area to move around and store more units. Thank you to all the board members for approving this much needed expenditure and special thanks goes out to our cooperative HOA members who willingly moved their units back and forth during this work period.
- The main objective of all of the work at the lot was to create additional room for safe and secure storage of additional units. Objective was completed and successful! In November we continued to store thirty four (34) units. Since the work has been completed, we have seen an additional five units being stored in this last month’s inspection, for a total of thirty nine (39) units. Additional correspondence reflects 2 more units will be stored in this upcoming month. Again, thank you for the budget expenditure for tree removal, creating greatly needed additional room in the storage lot.
- Below reflects a “snapshot” of stored units taken on 1-06-2018. It should be noted that all stored units are in compliance.

- We have a total count of 39 units, broken down as follows: 5 Travel Trailers, 3 Motor Homes, 14 Utility Trailers, 9 Boats with Trailers, 1 Boat Trailer, 3 Car Haulers, 3 Enclosed Trailers, 1 Motorcycle Trailer
- There are currently 4 mid-size spaces available at the Storage Lot.

Rules Compliance: Houck reported the following:

On 11/13 Houck mailed two letters for storage lot expired tag violations to tenants on N. Saratoga Rd. and to an owner on Green Mountain Rd. Both are current as of 12/1.

NEW ITEMS since November 2017 report:

- On 11/16 Houck sent a letter to a member on Lancaster Rd. about a utility trailer that had been parked in their yard for an extended length of time. Trailer was removed on 11/27.
- On 11/17 Houck sent email inquiries to two members on Burgoyne Rd., asking about their plans to replace damaged or missing fences. The owner on Lancaster Rd. whose property adjoins the backyard of one Burgoyne property had requested that Houck inquire for him after his contact with the member got no results. Member responded that the fence will be repaired after husband recovers from knee surgery which is scheduled for early December. Houck reported that response to Lancaster resident. As of this meeting, a temporary, orange plastic fence has been stretched over the missing fence areas. The other member replied that fence will be repaired after the siding is replaced. As of this meeting, the fence has not been repaired.
- On 11/20 Houck sent an inquiry letter to a member on Concord Rd. asking for information on when the damaged fence will be repaired. Since no response had been received, on 12/4, Houck called and left a message asking about the fence repair. Member returned the call and said he's working with a fence company to schedule a time to replace the entire fence. Fence replaced 12/27-29.
- On 12/7 Houck sent a letter to a member on Valley Forge Rd. about a dilapidated picket fence and general debris, upkeep, and mowing issues. As of this meeting, no repairs/upkeep have been made.
- On 12/13, Houck sent an email to a member on Concord Rd. asking them to remove the lighted commercial sign in the palm tree in the front yard. Sign was removed the next day.
- On 12/15 Houck called Volusia Co. Code Enforcement and reported the overgrown field that is part of the tennis club property. On 1/4 Houck called CE to check on the status. Owner received a certified letter on 12/29. The lot was mowed a few days later.

NOTE: Regarding fences around pools: When notified, Code Enforcement can determine if a missing fence is easily accessible from the road and have a fence replaced/repaired at the owner's expense if the owner does not do so. A lien is then placed on the property for the cost of the fence.

Welcoming Committee: Hill reported the following::

- Letter/info for tenants/residents sent 1st Dec. to Burgoyne Pl & Old Church Pl.
- Letter sent early December with Brandywine info to: Highland Properties, regarding a property on Concord Rd. (this has since sold/closed, and waiting for details regarding new owners, (James Hinckley & Brenda David).

- Left phone messages and stopped at a residence on Concord Rd., to visit new owners, Cameron & Cara King. Left our letter and contact list in front door, but have not been able to actually make contact personally.
- The intro letter for new owners was edited and an intro letter for new condo owners was drafted.

Communications: Myers reported the following:

- Updates were made to the website.
- He is working on the January Presidents message mailing.
- One found dog and one bear report since the last meeting.

UNFINISHED BUSINESS:

- **US 17 entrance wall repair:** Wall has been repaired (see Weber's G&M Report). There are approximately 90 bricks left over.
- **Storm Water Issues:** The walking bridge area issues were addressed with seven bags of concrete. The water is coming down from Lafayette Place, eroding the path. The best solution appears to be to put sod in this area during the rainy season.
- **Tree Project:** There are several dead trees in common areas that need to be removed. After discussion, Houck moved and Campanella seconded, to approve \$2,000 towards this project. Approved unanimously.

NEW BUSINESS:

- **Annual Yard Sale:** The annual yard sale will be held on March 10, 2018. It was suggested that the residents be given a list of groups in the next mailing willing to come by and pick up items that are not sold.
- **2018 Annual Meeting:** It was recommended that the Annual Meeting once again be held at the Sanborn Center. Weber inquired as to whether or not there was a venue closer to Brandywine, as many people do not like to drive at night. After some discussion regarding the availability and convenience of the Sanborn Center, a vote was taken with six in favor and Weber against. The date was set for Thursday Nov. 8, 2018.
- **Jim Smith's parcels for sale:** Mr. Smith (Aaron's Pest Control) asked the Board if there was interest in our purchasing any of the parcels adjacent to the Storage Lot. The Board couldn't find any justification for the expense.

Adjournment: Moved by Houck, seconded by Campanella to adjourn at 8:48pm. Carried.

Next Regular Board Meeting – February 13, 2018 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary