

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

Minutes of the regular board meeting of January 12, 2016

**Call to Order:** The meeting was called to order by President Myers at 7:20.

**Roll Call:** President Myers, Vice-President Houck, Directors Hill and Campanella, and Treasurer Zirkle were present. Secretary Benucci and Directors Weber and Robertson were absent.

A motion was made by Hill and seconded by Houck to approve the minutes of the November 10, 2015 meeting. Carried unanimously.

A second motion was made by Houck and seconded by Campanella to approve the minutes of the organizational meeting from November 10, 2015. Carried unanimously.

**Correspondence:** President Myers received notification of resignation from Director Robertson on November 16. A motion was made by Houck and seconded by Hill to accept her resignation. Carried unanimously. President Myers reminded the Directors that the position is the remaining portion of a 2-year term, ending November 2016. He is looking for someone to fill out the remaining term. Names of interested individuals should be sent to him.

**COMMITTEE REPORTS:**

**Financial/Membership:**

**Financial:** Zirkle reported the following:

The finance committee met on Dec. 2 and Jan. 4. All members were present. The spare PO Box key was turned over by Robertson and is now being held by Zirkle. Zirkle is now designated a signatory for the HOA PO Box account along with Myers. Signature changes were completed at Mainstreet Bank and FL Credit Union. Al Sirutis has accepted an appointment to serve on the Finance Committee as of Feb. 1<sup>st</sup>. A review of the Payment Plan policy was postponed until the February meeting. Drafts of the revised Finance Committee Policies and Procedures and Financial Best Practices were sent out to the Board/committee members and is pending discussion and vote under New Business.

Discussion of the Profit and Loss report, Check Detail report, Balance Sheet, and Accounts Receivable Aging. (One customer error was caught in the November report.) Since the time that the December AR Aging report was distributed, a partial payment on a property in long term arrears was received.

Forecasted expenses: Clean Cuts contract, Lorin Myers contract, Liliane Benucci contract, City of Deland, Duke Energy, Tinker Graphics, BV Condo Assn., Lake Doctors, Lowe's, Florida Dept. of State annual filing, \$61.25.

Not forecasted but paid: Quality Quick Print \$301.85, Annual Meeting minutes draft; Quality Quick Print \$318.78, January mailing; Bauer & Associates \$99.21, one Demand letter; Lane/Lennon Commercial Insurance \$2117.00, annual payment Crime Bond Wrap; Tinker Graphics \$45.00, extensive website updates; Freedom Electric \$85, disconnect electric to previous center median sign; Deland Metal Craft \$525.00, removal of center median sign; Tisa Houck \$29.67, reimbursement for wooden post caps to cover holes left by removal of median sign.

As of Jan. 12, 25 properties are in arrears for second quarter assessments not including the properties reported in the Accounts Receivable report. On Jan. 9<sup>th</sup>, 34 reminder letters were mailed to properties for which second quarter assessments had not been received.

One property closed on Dec. 1<sup>st</sup>.

One property is scheduled to close on Jan 22<sup>nd</sup>.

A release letter was mailed to our previous attorney.

One property was turned over to the attorney for collection/Demand for claim of lien. It was later determined that there was a bookkeeping error and the property was credited.

The annual Mallards billing was sent out Dec. 24<sup>th</sup>. Due by Feb. 1<sup>st</sup>.

The amendment for the new officers and directors was filed with the Florida Dept. of State effective Dec. 1, 2015.

**ARB:** Campanella reported the following:

An application was made to repaint a garage door on Kings Mtn. Rd.—approved

An application was made to repaint exterior of house on Kings Mtn. Rd.—approved

**Lawn Care & Beautification:** Benucci's report stated that the monthly beautification award was given to the Barneses of 2700 Saratoga Rd.

**Grounds and Maintenance:** Director Tisa Houck reported the following:

Mike Graves communicated with Rene'e Weber regarding renewal of our 2-year Clean Cuts contract. Mike does not plan to increase the cost of the contract for the next 2-year term.

Mike also reported to Weber that Clean Cuts is currently working on these areas: 1. Regular trimming, mulching, and mowing continues with plans to replace the coleus plants at the 17 entrance when winter plants are ready, as well as edge the length of Brandywine Rd. 2. Replace dead or deteriorating shrubs. 3. Irrigation clocks have been checked and set to water less often in winter.

Dick Fletcher will be monitoring the pond reports but has no report this month.

We will consider replacing the plantings along the fronts of the two walls in order to improve the appearance by creating a neater, cleaner look.

I suggest that we find someone who is familiar with walking bridge construction to look at our bridge and assess its needs for repair and/or replacement of supports and boards. Perhaps there is a person on the board or in our community who is qualified, or there may be someone in the Volusia County Code Enforcement division who could do that or could recommend someone.

Two other issues were reported to Houck by email on Jan. 12. They are: 1) the need to clean out the debris that has collected around the 4 posts at the end of the walking trail at Valley Forge Rd. In addition, the reflectors on the posts are broken and need to be replaced either with new reflectors or reflective tape; 2) someone has driven over the curb at the 15A entrance and damaged some shrubs there. Houck will look into these new issues and talk with Weber about the shrubs. Myers and Zirkle offered to assist with the other work.

**Storage Lot:** Storage Unit Manager Jerry Hill's report indicated that there are 16 units in the area at this time, one of which will need a new tag. The owner will be notified. All other units are up to date and proper.

**Rules Compliance:** Director Hill reported that one letter was sent regarding a commercial pick-up truck parked in the driveway for an extended period of time. Issue was resolved immediately.

The most concerning issue was a small FedEx semi-truck being parked in the yard and extending into the road, near a stop sign, and in the wrong direction of traffic. Both the DeLand Police Dept. non-emergency personnel and FedEx Customer Advocate service were notified. FedEx notified the drivers of the infraction.

One resident complained that a neighbor was not cleaning up after his dog and that there was a problem with multiple vehicles being parked in the cul-de-sac on a regular basis. Myers gave the resident an extra pet waste "not allowed" sign that has been posted in the vacant lot that the dog was allowed to use. The Rules Compliance Committee agreed that visiting guests' cars have to park somewhere, and no action was taken on that issue.

Committee members Hill, Houck, and Zirkle (Weber was absent.) met on Jan. 11 and agreed that in the future all violation letters will be signed by the sender, as was done in the past, and the names and contact numbers of all committee members will be listed at the end of the letter. In addition, a copy of all violation letters will be sent to the committee members and the HOA president.

Future concerns of the committee will be to attempt to provide specific examples for the Codes and Restrictions and Volusia County Codes in order to better implement compliance policies.

**Welcoming:** Chris Sorensen's report stated that new member Robert Carter on N. Saratoga Rd. was welcomed in December.

**Communications:** Myers reported the following:

Extensive updates were made to the website in December. The January newsletter, draft Annual 2015 meeting minutes and board/committee directory was mailed on January 11. The newsletter and directory will be mailed to all tenants of record. Administration of the Facebook page was discussed. A Facebook post was removed that was deemed argumentative. The sheriff's office was called out to Kings Mountain Rd. in early December. That report was unavailable due to Baker Act restrictions. One report of a stolen vehicle was domestically related. A bicycle was found near the walking path on Dec. 28<sup>th</sup> and reported by email. A vandal ripped through several yards with their vehicle during the night around New Year's Eve. One neighbor regraded the damage at the recently created vacant lot on Brandywine Rd.

#### **UNFINISHED BUSINESS:**

**Removal of Center Sign at Hwy 17 entrance** -- Houck reported the following:

The project to remove and/or replace the center sign at the Hwy 17 entrance required 3 steps —get estimates for electrical work, get estimates for demolition of the center sign, look at types of and costs of lights to consider as a replacement for the center light. The initial consideration was to install a post lamp in place of the center sign.

DeLand Metal Craft \$525—winning bid

Lamp post prices range from \$300-\$3000

Reconsidering installation of lamp post and will consider other lighting options, such as ground lighting in front of the plants along the two walls.

On Jan. 7 Freedom Electric disconnected and capped electrical wiring at the sign for \$85. On Jan. 9 DeLand Metal Craft demolished the sign. Following demolition, Houck purchased two wooden post caps to cover the holes left by the removal of the steel posts. Myers primed and painted the caps and attached them to the open holes.

**US 17 Entrance Plantings** – Houck reported for Weber that we are planning to replace the unkempt looking plantings in front of the walls with something that will be well-mulched and look cleaner and neater. Weber would also like to replace the leggy, sparse looking azaleas in the median. She will talk with Mike Graves about these projects. Discussion regarding bidding out some landscaping projects will be forwarded to Weber.

**Annual Yard Sale** – Hill reported that the event will take place on March 12 and will be advertised at the end of February in several local flyers and newspapers, as well as on our Facebook page and HOA website.

**Christmas Decorations** – Benucci forwarded her report: With help from Tisa and Skip Houck, she put up the decorations at the Hwy 17 entrance on Saturday, December 12. The Houcks took the decorations down on Saturday, January 2. It was decided that instead of getting new decorations, we would wait until plans for the Hwy 17 entrance are finalized. This way the decorations could be tailored to the style of the new entrance.

**NEW BUSINESS:**

**Walking Bridge Repairs** – Myers reported that Weber had met with Jim Schrader who had looked at the condition of the walking bridge and noted that at least one support was partially rotten, several footboards and at least one rail board need to be replaced, and there appears to be a sag in center of the structure. Myers recently observed the same conditions. Myers will contact Chris Sorensen who said that he knows a man who may be able to assess and repair the bridge. It will likely be necessary to get estimates for repairs from several contractors. Zirkle said he would look into replacing a rotten rail board.

**2016 Annual Members Meeting Date & Location** – After no suggestions for alternate locations were submitted, Myers checked with the Sanborn Center for available dates in early November. Following a discussion of date options, Houck made a motion to hold the annual meeting at the Sanborn Center on the evening of November 9. The motion was seconded by Hill and passed unanimously. The regular board meeting and the organizational meeting in November will be moved to an as yet undetermined date. Myers will send in the \$100 deposit to reserve the Sanborn Center for Nov. 9.

**Clean Cuts Contract Renewal** – Myers reported that we have no plans to seek bids for landscape services. Moreover, according to Florida Statute 720.3055 sec.2, we are not required to bid this contract.

**Financial Best Practices** – The policy was revised by the Finance committee and the suggestions were forwarded on to the board. After discussion, Houck made a motion to accept the revisions. Campanella seconded. Carried unanimously.

**Finance Committee Policy and Procedures** – The document was revised by the Finance committee and the suggestions were forwarded on to the board. After discussion, Houck made a motion to accept the revisions. Campanella seconded. Carried unanimously.

**Adjournment:** Moved by Houck and seconded by Campanella to adjourn at 8:50. Carried unanimously.

The next regular board meeting will be held on February 9, 2016 at 7:00 PM.

**Respectfully submitted,** Tisa Houck—Vice-President, in the absence of Liliane Benucci,  
Recording Secretary